

KING GEORGE V FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING OF THE FULL BOARD OF GOVERNORS

6.00pm Monday 19 May 2014

PRESENT

John Rostron (Governor)
Chris Baker (Governor) until 7.45pm
Elinor Dodd (Governor)
Ronnie Fearn (Governor)
Rob Fletcher (Governor)
Duncan Hall (Parent Governor)
Nick King (Staff Governor) until 7.25pm
Paul Lacey (Governor)
Julian McInerney (Governor)
Sandra Unsworth (Governor)
Adele Wills (Principal/Governor)
Ian Swift (Vice Principal)
In attendance
Michael Barker (Assistant Principal)
Janet Regan (Assistant Principal)
Will Melia (Assistant Principal)
Alison Rothwell (Director of Marketing & Student Journey) until 6.20pm
Wendy Moorcroft (Clerk)

A Quorum being present, the Clerk opened the meeting at 6.00pm.

14/28 Apologies

Arlene Allan (Governor)
Jennifer Cope (Student Governor)
Bill Johnson (Governor)
Morag Matthews (Staff Governor)
Vipin Trivedi (Governor)

14/29 Election of Chairman and Vice Chairman

The Clerk asked for nominations for Chairman. John Rostron was proposed as Chairman. The proposal was seconded and unanimously agreed by the Board.

John Rostron was pleased to accept the nomination.

Mrs Sandra Unsworth advised that she would be stepping down as Vice Chairman due to extensive commitments.

The Chairman asked for nominations for Vice Chairman. Julian McInerney was proposed as Vice Chairman. The proposal was seconded and unanimously agreed by the Board.

Julian McInerney was pleased to accept the nomination.

The Chairman thanked Mrs Unsworth on behalf of the Board for her greatly appreciated and considerable contribution as Vice Chairman.

With the approval of the Board, it was agreed that Agenda item 14/34 be confidential and taken as the last item of business.

14/30 Minutes of the Meeting of 24 March 2014

The minutes were accepted as a true and accurate record and signed by the Chairman.

14/31 Matters Arising

14/08 Principals Report

As Governors were aware, following the recent visit by the Deputy Prime Minister, the College had been awarded 100% funding to replace Fearn Building. The Chairman took the opportunity to thank Mrs Janet Regan and Mr Jimmy Abram for their hard work in preparing the detailed bid. It was hoped that Mr Clegg would be able to officially open the new building once completed.

14/20 Financial Report and 2nd Quarter Accounts

Mr Melia reported that the site valuation in respect of the loan had been received and this would have no impact on the balance sheet.

There were no other matters arising

14/32 Applications Report 2014/15

The Board welcomed Mrs Alison Rothwell, to the meeting to present the report on Applications for 2014/15. Governors noted the projections by both school and course which had been estimated using historical comparisons and course discussion information. Applications from Birkdale and Meols Cop were very similar to last year but there was a decline in applications from Greenbank and Stanley. Applications from non access schools such as Christ the King and the Formby schools had fallen. The pattern from Lancashire, Knowsley and South Sefton was mixed as was normally the case. Course discussions were generally the best indicator as students were asked to rank KGV in terms of choice. Current predictions suggested the first year intake to be around 427 to 453 students. Falling demographics continued to be a factor. Lancashire and South Sefton were also similarly affected perhaps to a greater extent which resulted in competition for students. The strategic decision to increase the entry requirements had also had an effect but it was hoped that in time this would be countered by improved results. Whilst the College continued to recruit a large proportion of Greenbank students who were qualified to come to KGV, last year had been a disappointing year for results at Greenbank. The drive to improve results at the school should result in a bigger pool and this strategy matched what the College was trying to achieve in terms of quality improvement aims.

Governors asked what the optimum student number level would be. The Principal reported that ideally this would be around 1200 but it would take time to achieve this as demographics were not expected to improve until 2017.

The Board noted the report and thanked all the Admissions, Schools Liaison and Marketing staff for their excellent work throughout the year.

Mrs Rothwell left the meeting at this point (6.20pm).

14/33 Principal's Report

The Principal took Governors through the report highlighting key issues as follows:

Student Activities

There continued to be many and varied student activities which had taken place over the past few months.

Building Condition Improvement Fund

Following the successful bid to replace Fearn Building by extending the new Creative Arts Block, work was continuing in terms of the planning application submission and finalising costs with the contractor and AA Projects. Cost were slightly over budget currently but further negotiation and utilisation of contingency should bring these in line. No issues with planning consent were expected.

Exams

The Principal reported that the exam season was now fully underway.

Healthy Day

Healthy Day was scheduled to take place on Tuesday 8 July with Governors invited to participate in any of the activities on offer and the goodbye lunch for leavers.

Appointment of Part Time Accountant

The College had successfully appointed a part time accountant and this would allow a two month handover period.

Governors noted the Report

14/35 Teaching and Learning Report

Ian Swift, Vice Principal, presented the Teaching and Learning Report which had been discussed in detail by Curriculum Committee at the last meeting. Governors noted that the Report had been expanded to include other quality activities such as the Learning Walks and the Learning and Teaching Group. The Curriculum Committee Chairman reported that systems appeared to be working effectively with a high standard of teaching evident and good indications that the College should expect to see improved results.

The Board noted the Report.

14/36 Financial Report

Will Melia, Assistant Principal, presented the Financial Report for period 8 which had been discussed in detail by F&GP Committee. Governors noted that the surplus to date was £381k which was £4k below target. The anticipated surplus for the year however was £497k which was around £81k worse than target. There was little change to report from period 6. Pay costs were £67k over budget and non pay costs £22k over budget with most variances reported at the last meeting. Capital expenditure to period 8 was £232k but this would rise significantly now that work on the Creative Arts block was underway. Cash reserves were around £1.2m and forecast to fall to around £1m by the end of the year. Initial projections for 2014/15 indicated these would fall to just below £1m, again as the capital project costs and the recent support staff rationalisation exercise impacted. The final funding allocation for 2014/15 had now been received and Governors noted that this was £1.5m lower than the previous year. Based on forecast student numbers further savings of around £1m going into 2015/16 would be required. Governors suggested that as well as looking at savings strategies, additional income generation could be an option. It was understood that the government still had 16-18 funding available which the College could access if it were able to offer alternatives if it were able to identify potential gaps or demand.

Governors noted the Report

14/37 SPH Job Descriptions

Remuneration Committee had met in March to discuss and agree the reallocation of Senior Postholder duties to take into the account the departure of the Assistant Principal (Finance and Information services) and these were presented at this meeting for approval by the Board.

The Board approved the revised job descriptions of the Senior Postholders as presented.

14/38 Meetings Calendar

The Clerk presented the proposed Meetings Calendar for 2014/2015.

The meetings calendar as presented was approved without change.

14/39 Reports from Committees

Curriculum Committee 28/4/14

The Committee Chairman reported on behalf of the Committee. The Committee had discussed in detail the Learning and Teaching report presented to the Board earlier this evening along with a report projecting potential results. The projected figures suggested a very positive position, although this should be treated with caution at this stage.

F&GP Committee 12/5/14

The Committee Vice Chairman reported on behalf of the Committee. The Committee had discussed in detail the financial report presented earlier to the Board. A change in valuation company and solicitors on behalf of the bank had delayed the loan process in respect of the Creative Arts Building. It was also likely that the additional building proposals arising from the recent further BCIF funding could delay matters further as planning permission was awaited and this was a condition of the loan. In tem of cash flow however the delay was unlikely to cause any immediate problems as the College expected to receive £0.5m from BCIF next month. The loan facility would not be required until September.

14/40 Any Other Business

The Chairman reported on a letter he had received from UKIP and his response.

The Chairman reported with regret that Mr Harry Foster who had been writing the history of the College had sadly passed away last week. It was intended that work on completing the book would continue.

There was no other business.

14/41 Review of Meeting

The arrangements for and the conduct of the meeting were considered to have been satisfactory.

14/42 Date of Next Meeting

30 June 2014

The Chairman asked the Principal, Staff Governors and Staff in attendance to remain for agenda item 14/34. The Clerk remained and the minute was recorded as a confidential minute.

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD

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