

KING GEORGE V FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING OF THE FULL BOARD OF GOVERNORS

6.00pm Monday 23 March 2015

PRESENT

Chris Baker (Governor)
Elinor Dodd (Governor)
Rob Fletcher (Governor)
Nick King (Staff Governor)
Paul Lacey (Governor)
Morag Matthews (Staff Governor) until 7.40pm
Julian McInerney (Governor)
Kathy Passant (Governor)
Stephen Sheedy (Governor)
Vipin Trivedi (Governor)
Adele Wills (Principal/Governor)
In Attendance
Michael Barker (Assistant Principal)
Mike Benson (Director of Finance)
Janet Regan (Assistant Principal)
Ellis Grogan (Schools Liaison and Marketing Officer) until 7.30pm
Paul Williamson (EFA)
Wendy Moorcroft (Clerk)

A Quorum being present, Julian McInerney (in the Chair) opened the meeting at 6.00pm.

15/18 Apologies

Duncan Hall (Parent Governor)
Hannah Ritchie (Student Governor)

15/19 Appointment of New Governor Mr Stephen Sheedy

Chris Baker reported on behalf of the Search Committee. The Committee had interviewed Mr Stephen Sheedy who had recently retired after 18 years as Principal at St Mary's College Basingstoke which had been graded outstanding by Ofsted. Prior to that he had been Vice Principal at Priestley College. The Committee had concluded that the skills and experience of Mr Sheedy were highly relevant and desirable and was recommending that Mr Sheedy be appointed to the Governing Body for a four year term of office with immediate effect.

The Board unanimously accepted the recommendation of the Search Committee and approved the appointment of Mr Sheedy as Governor for a four year term of office with immediate effect.

The Chairman welcomed Mr Sheedy to the meeting.

15/20 Minutes of the Meeting of 9 February 2014

With the exception of one small typing error the minutes were accepted as a true and accurate record and signed by the Chairman.

15/21 Matters Arising

15/05 Matters Arising

Minutes would continue to be circulated promptly

15/08 Principal's Report

Provision of retention data had been dealt with at the PQ&M meeting and emerging strengths and good practice through the PIAP.

15/09 Governors' PIAP

The Chairman had now updated this and a copy would be circulated to all Governors. **ACTION CLERK**

15/10 Self Assessment Report including approval of Curriculum Targets

The Principal had made arrangements for a calendar of College events to be available at the start of next year.

15/11 Financial Report and 1st Quarter Accounts including approval of Financial Targets

A report on Admissions was on the agenda for this evening's meeting. A small group of Governors had already met to look at communication and marketing and would continue to do so.

15/13 Governors' Training

The Chairman would identify and circulate details of any suitable external training. Training need not necessarily be external and the new skills on the Board could be utilised. New Governors needed to complete the skills audit.

ACTION CHAIR

There were no other matters arising.

15/22 Marketing and Admissions Report

The Board welcomed Ellis Grogan, Schools Liaison and Marketing Officer, to the meeting to present the report.

Governors noted the projected applications figure based on applications to date and anticipated conversion rates. Applicants had been asked to rank the College in terms of likely choice on application forms and through the course discussion process but this was not always reliable. The Principal advised that the admission projections were therefore a conservative estimate. Applications from schools with their own sixth forms continued to decline as the College was unable to gain access to these schools. These schools also had strong improving pass rates. Governors noted the College approach to reaching these students. Governors suggested that the College should ask those students already here why they chose KGV as this may help target future potential students. The Schools Liaison and Marketing Officer agreed to undertake a survey **ACTION EG**.

Governors also suggested that the College undertake an analysis of these schools to identify underperformance in any subjects. The Assistant Principal agreed to see if this could be done **ACTION MAB**

Governors asked if the College ran specialised Open Evenings for students wishing to follow specific career paths such as Medicine. The Schools Liaison and Marketing Officer advised that one such event had taken place based on applications but advertising would be a significant cost if the College wanted to expand this.

Vipin Trivedi arrived at this point (6.20pm)

As to be expected 62% of applications came from feeder schools. Based on the estimated number of year 11 students from these schools eligible to meet the College entry requirement it was possible to identify how many students predicted to qualify at KGV had not yet applied. Given limited resources these were the students the College intended to focus on. Governors noted the objectives identified in the Report to achieve this. Governors asked if the College had identified its unique benefits. The Principal advised that all course leaders were doing this. Governors strongly felt that this should be a process managed by the College leaders to create a strong heart and minds ethos and belief within the College on what KGV had to offer. Governors also felt it was important to involve current students in the marketing process. The Principal agreed that surveys of current students indicated that this was a significant factor in deciding where to study. The Schools Liaison and Marketing Officer directed Governors to the timeline of events included in the Report which set out marketing events for the months ahead. A series of assemblies in Feeder schools was scheduled with Principal led talks on the recent positive Ofsted visits and current students talking about life at KGV. It had been a struggle however to get students support with a poor response to the email request to staff to identify potential students. Again Governors felt that this was something that needed to be managed by leaders. The Principal advised that there was a staff meeting planned for tomorrow and this would form part of that meeting. Governors asked if there was any evidence that the recent positive press about improvements seen by Ofsted was having an effect. The Schools Liaison and Marketing Officer indicated that she had noticed a different mood and more interest recently and it was important that the College continued to be transparent and honest about what was happening. Governors felt that given all the positive changes in terms of staff, managers, facilities and positive Ofsted findings, it was important to convey the message that there had never been a better time to come to KGV. A further Open Evening was planned for 30 March with subject stalls and refreshments in the canteen and again student led talks on 'College Life', Posters about the event had been sent to 23 High Schools, a half page advert had been placed in the local newspaper and the intention was to send letters to all year 11 parents at the four feeder schools and these schools had been contacted asking for the relevant information. Governors asked that this dialogue be undertaken at the highest level. **ACTION AKW** Governors noted the details of the Business Studies Competition, 'The Pitch', which had been promoted in the schools with much interest. Timescales meant it was difficult to do this for all subjects. Governors suggested that a marketing internship from local universities could provide additional support in this area. An afternoon networking event for High School staff with afternoon tea was proposed for May. An opening event for the New Building was scheduled for 6th June and Governor support at that event and any further ideas were welcome. The Website had been re-designed with Smartphone and tablet links. Staff and students had been surveyed for their views with 62% indicating that the changes were an improvement. Governors noted the Media analyses within the Report. The Champion was particularly supportive and the Social Media following was growing. The Principal had also posted a video on Facebook which had reached 1876 people.

As referred to earlier a staff meeting was scheduled for tomorrow and all the issues discussed tonight would be conveyed to staff. The Staff Governor commented that staff needed clear and specific direction on what they needed to do. Governors stressed very strongly that it was very important that the direction came from the senior leaders and managers with three or four key messages identified that everyone was aware of and took responsibility for and making it clear that it was up to every individual to not let anything negative go unchallenged. The group of Governors meeting on communication and strategy would continue to look at ways to advise and guide in the delivery of these messages. The recent positive Ofsted visits were having an encouraging effect and it was important to motivate and retain good staff. Whilst Governors were aware of financial constraints it was felt that money spent on promotion now was a long term investment in the future of the College.

Governors thanked Miss Grogan for the detailed and comprehensive report and noted its contents.

Miss Grogan left the meeting at this point. (7.30pm)

15/23 Review of College Vision, Mission and Values

The Principal presented the Report which proposed the setting up of a working group including the Chairman and two other Governors to review the vision mission and values for the College.

The Board noted the Report and those Governors agreeing to join the Working Party.

15/24 Principal's Update - PIAP and Interim Communication Strategy for Students

The PIAP had been presented and discussed thoroughly and at length by the Performance Quality and Monitoring Committee last week. An Interim Communication Strategy for students was included within the report. There had also been a meeting earlier this evening with the EFA at which progress against the PIAP had also been discussed. The Plan would be updated following the next Monitoring visit and the Performance, Quality and Monitoring Committee was scheduled to meet again on Monday 27 April and all Governors were invited.

The Board noted the Report.

15/25 Proposal for Revised Procedures for Appraisal of Principal and senior Postholders including the Clerk

The Chairman presented the proposed new arrangements. It was noted that references to review arrangements being the F&GP Committee should read Remuneration Committee.

With this amendment the Board approved the revised procedures as presented.

15/26 Financial Report and Period 6 Accounts including Summary Forecast 2015/16

The Director of Finance presented the Report which had been discussed in detail by F&GP Committee. Looking at the key points within the report Governors noted that the deficit to period 6 was £198k which was £560k below target. The forecast for the year however was a deficit of £424k which was £96k worse than budget. This was primarily due to rationalisation costs of £70k to date forecast to be £130k by the year end accelerated depreciation of £151k. If rationalisation costs and accelerated depreciation were discounted the adjusted forecast year end deficit would be £143k. Looking at the cash flow going forward the latest forecast showed the projected year end cash balance to be £1.2m which was significantly better than the £638k reported to F&GP.

Morag Matthews left the meeting at this point (7.40pm)

The funding allocation for next year had been received and this was £534k lower than the current year. Since preparing the paper however work on benchmarking analysis showed that based on latest available sector averages the College would only need to achieve staff savings of around £100k to be at sector average in terms of pay costs as a percentage of income. This could be achieved through natural wastage. The College had however undertaken an exercise to look at how non pay expenditure could be reduced. More detail on the budget figures would be available at the next meeting. Governors were concerned that staff reductions would incur further redundancy costs and that it may then be necessary to recruit again should numbers increase.

Governors asked whether the College had used the benchmark data for all sixth forms. The Director of Finance advised that the benchmark had excluded London and the South East.

Samples could be selected by turnover but the sample needed to be sizable to be relevant. Governors also warned against the use of historic benchmarking as the comparison may not be like with like or an accurate reflection as the data was not current and some may have undertaken costs cutting since then. The Director of Finance advised that the College would also undertake a contribution analysis in terms of staffing levels for each course. The Chairman of F&GP commented that whilst the improved cash position was pleasing it was important to look at the forecast not just for next year but for the subsequent two years. The Principal advised that based on the improved cash position and to sustain improving staff morale, she would want to avoid as far as possible further redundancies for the year ahead and to be able to give that message and reassurance to staff. Whilst Governors agreed that no guarantees could be made long term, given the position at the moment it would be possible to reassure staff that no redundancy consultation would take place before the summer holidays. The Chairman would agree a suitable wording so that this could be conveyed at the staff meeting tomorrow. **ACTION CHAIR**

Governors accepted the Financial Report and 2nd Quarter Accounts.

15/27 Health and Safety Report

The Assistant Principal presented the report which had been prepared by Vicki Taylor who had recently taken over Health and Safety responsibilities. Governor Chris Baker had kindly agreed to take on the role of Governor Representative on the Health and Safety Committee. Questions were invited. It was noted the Fire Alarm issue was to do with Fire Brigade concerns about capacity within the alarm panel being insufficient to fully meet current regulations. Capacity would increase however when Fearn Building was demolished. Governors suggested that the report should include details on 'near misses'. This would be incorporated into future reports
ACTION JSR

Governors noted the Report

15/28 Reports from Committees

Search Committee 23/2/15

This had been dealt with under agenda item 15/19.

F&GP Committee 9/03/15

This had been dealt with under agenda item 15/26.

PQM Committee

This had been dealt with under agenda item 15/24.

15/29 Any Other Business

The Principal advised that the Working Party had met with Southport College last week to look at ways of working collaboratively to support the town and its community.

There was no Other Business.

15/30 Review of Meeting

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

15/31 Date of Next Meeting

18 May 2015

There being no further business the meeting closed at 8.00pm.

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD

..... **DATE**