



Liverpool **Community** College

**Minutes of the Meeting of the Corporation Board  
held on 15<sup>th</sup> September 2009 at 4.15 pm**

**Members Present**

Ms Susan Carmichael	)	External Members
Ms Claire Dove, MBE	)	
Dr John Ritchie, MBE	)	
Mr Stuart Smith	)	
Ms Vivienne Tyler (Chair)	)	
Mr David Wilson	)	

Ms Sue Navarro	Staff Member (Business Support)
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Mr Joel Petrie	Staff Member (Academic)
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Ms Maureen Mellor, MBE	Principal
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**In Attendance**

Ms Marie Allen, MBE	Vice Principal Curriculum
Mr Mike Doyle	Assistant Principal Resources
Ms Sue Greenhalgh	Assistant Principal Curriculum
Ms Nancy Jenkins	Clerk to the Corporation
Ms Ann Lees	Assistant Principal Student Services and Support
Ms Irene Loh Lynn	Vice Principal Corporate Services
Mr Brendan Ruane	Vice Principal Finance and Resources
Mr Barry Sherriff	Assistant Principal Employer Services and Adult Skills
Mrs Nicki Stalker	Secretary to the Clerk

**09.67 Apologies/Welcome**

Apologies for absence were received from Cllr K Afford, Ms L Barry, Mr A Cearns, Mr A Cobain, Mr J Hyslop and Professor G Pillay. Apologies for potential early departure were recorded for Ms S Carmichael and Mr Joel Petrie and for late arrival from Mr A Scovell.

Barry Sherriff was welcomed to his first meeting.

The Chair and 3 other governors had taken the opportunity prior the meeting to view the Arts Centre extension and had been impressed at its size. At 13,000 m<sup>2</sup> this was now the largest College building.

#### **09.68 Declarations of Interest**

Mr Smith declared a potential future interest in respect of student funding arrangements; the national commissioning framework would route 16-18 year old funding through local authorities from 2010/11. He had recently been notified of the arrangements for former Learning and Skills Council staff to transfer to the local authority when the LSC was replaced from 1<sup>st</sup> April 2010; staff shadowing arrangements would take place prior to that date. He would consider whether it would be necessary to withdraw from the Board in due course.

It was noted that the Remuneration Committee terms of reference (Item 9.4) affected senior post holders.

#### **09.69 Minutes of the previous meeting**

Minutes of the meeting held on 3<sup>rd</sup> July 2009 were agreed as a correct record.

#### **09.70 Matters arising from the Minutes**

The Clerk's report on actions from previous meetings was noted.

##### **09.70.01 Social and Environmental Impact of Procurement (08.90.1)**

The Principal and Vice Principal Corporate Services would arrange to meet with Ms Dove to discuss this topic and would bring a report to a future meeting. **Act: MM/ILL/CD**

##### **09.70.02 Criminal Records Checks for Governors - Guidance (09.58)**

This item was deferred to the next meeting, pending imminent guidance from Eversheds.

Ms Dove arrived at this point.

#### **09.71 Risk Monitoring**

Items on the agenda mainly addressed key risks 1 (student number targets), 5 (strategic direction, 11 (capital projects) and 12 (budget and financial controls).

#### **09.72 Principal's Report**

The Principal was pleased to report that for AS and A2 qualifications, whilst there had been a decline of less than 1% in the pass rates, retention had significantly improved. This meant that the overall success rate for these qualifications should be above the minimum levels of performance for the first time since this measure had been introduced. The Mathematics and Science results were particularly pleasing, with 100% pass rates in some subjects. The pass rate for GCSEs had also improved and, whilst there was a slight decrease in retention, it was expected that the success rate would also improve. The Board would receive a report on the full range of qualifications once data had been validated.

Work began on site on 14<sup>th</sup> September for the new Learner Centre. A series of events was being planned to publicise its development.

In relation to the LSC investigation of the Whistleblowing allegation, the Principal had been assured by the LSC that they would give it the highest priority. No timescale had been given for completion. The College had offered full co-operation. Two reports had appeared in the Liverpool Echo, one about the amount of money the College had paid for the investigation, the second about 'cached' data on the College server.

Mr Smith reported that the issue had been raised by councillors at 2 meetings of Liverpool City Council's Education and Skills Select Committee.

The Chair and Principal had met with the Leader of the Council and the Leader of the Liverpool Labour Group giving them the same briefings as for MPs Louise Ellman and Maria Eagle.

Finally, a member of the Product Design staff was appearing on 'Design for Life' on Monday evenings on BBC2 about selecting students for Philippe Starck's school of design.

#### **09.73 Provisional Financial Outturn for 2008/09**

The Board noted a report from the Vice Principal Finance and Resources (VPFR) on the provisional outturn position. A surplus of £1,001,705 was shown compared to the budget of £102,298. However, the pension charge to be reported under FRS 17 was estimated at £280,000; the final amount of the charge was not expected to be known until October and could increase significantly. The College was required to use its surpluses to help fund Phase 5c capital projects. Staffing costs as a percentage of income were 70.7% in 2008/09 compared to 73% in 2007/08.

#### **09.74 Strategic Plan 2009/10**

The Vice Principal Curriculum (VPC) presented the Strategic Plan, explaining that there was still an opportunity to make amendments prior to the final version.

The Plan was in 2 formats: an executive summary and an underpinning full document. The new format aimed to deliver the information in an accessible manner and was based around the key student cohorts, underpinned by the College's property strategy and corporate management and communications strategy. In response to comments in the Ofsted inspection it mapped back from the College Self Assessment Report.

A more diverse range of photographs was requested. Members were asked to send any further comments to the VPC within the next 2 weeks. **Act: AII/MA**

Subject to the above, the Strategic Plan 2009/10 was approved.

#### **09.75 Preparation for Policy Governance**

The Chair reported that in advance of her visit, the policy governance consultant, Caroline Oliver, had been sent a number of governance documents for comment. Nevertheless, it was worth approving what had been drafted to date, even if some aspects subsequently changed.

#### **09.75.01 Executive Limitations**

Members considered the scheme of executive limitations which had been redrafted following the last meeting. Under the 'Finance and Estates' section, the Clerk and VPFR were asked to reword or else add a footnote to clarify what was defined as a 'major element' of a capital project. **Act: BR/NJ**

Subject to the above, the Executive Limitations were approved.

#### **09.75.02 Draft Annual Business Cycle 2009/10**

The Board considered a report from the Clerk and noted a number of alterations to the draft business cycle since it had been circulated with the agenda. A variety of Human Resources reports would be brought together under one annual report from HR Management. The Higher Education Strategy would come to the December meeting. Now that work had commenced on the new Learner Centre, it was unlikely that accommodation strategy reports would be required for every meeting.

Members noted the draft business cycle. It was also noted that the 2 year terms of office for the Chair and Vice-Chair expired at the end of October 2009; elections would be arranged for the next meeting.

#### **09.75.03 Remuneration Committee Terms of Reference**

The Remuneration Committee terms of reference were approved, subject to the insertion of wording as follows:

"To review the performance of, and *make recommendations to*, the Corporation Board on the grading, pay and conditions of service of senior post holders."

#### **09.75.04 Policy Governance – Consultancy from Caroline Oliver**

Members noted the engagement of Caroline Oliver of Good to Govern Ltd to offer bespoke training on policy governance. She would facilitate a meeting of the Policy and Strategy Group on 29<sup>th</sup> September which governors were encouraged to attend. This would be preceded by a meeting with Search and Governance Committee members to discuss governance documents. A half day with the Senior Management Team had been arranged for 9<sup>th</sup> November.

#### **09.76 Risk Management Plan 2009/10**

The VPF&R presented the Risk Management Plan, commenting that it was a 'live' document and thus subject to change throughout the year.

The question was raised as to why the Learner Centre newbuild was not mentioned under Risk 4 (disaster recovery). This had a separate risk register, but the VPF&R would consider including it in the Risk Management Plan.

The Risk Management Plan for 2009/10 was approved.

In respect of the summary of high risks to be brought to each meeting, it was commented that this could take one of 2 formats: either listing risks above a certain score, or showing those where mitigating actions had not changed the risk score.

## **09.77 Criminal Records Bureau Checks for Governors**

This item was deferred to the next meeting.

## **09.78 Accommodation Strategy**

### **09.78.01 Progress Report**

The Vice Principal Corporate Services reported on progress with Phase 5c(i) new Learner Centre, Phase 5c(ii) remodelling post Learner Centre completion, and the state of play regarding the Canning Place site.

The contract for construction of the Learner Centre had been signed and work commenced the previous day. Completion was expected in May 2011. The contractors, BAM Construction, had issued a newsletter to local residents and businesses. A copy would be sent to governors. **Act: ILL/NJ**  
A marketing strategy was also being developed, with a ground-breaking ceremony arranged for 21<sup>st</sup> October.

It was the intention to prepare an Application in Detail for Phase 5c(ii), as a series of mini projects that could be progressed and tailored according to funding availability.

### **09.78.02 Capital Projects Decision Matrix**

The Board noted the decision matrix which had been updated to take account of progress on Phase 5c(i) of the accommodation strategy.

## **09.79 Learner Numbers and LSC FE Funding 2008/09**

Members were pleased to note the report from the Assistant Principal Resources on achievement of learner numbers and funding in 2008/09.

LSC funding targets had been achieved with the exception of Employer Related Train to Gain (TtG) targets. The achievement data capture for TfG was continuing and it was anticipated that the deficit would be removed. Whilst achieving 16-18 year old Learner Responsive Standard Learner Number and funding targets, the numbers were at 93.8% which had meant a slight reduction in the 2009/10 student number target.

## **09.80 Minutes of Committee Meetings**

Minutes of the following Committee meetings were noted:

- College Academic Board – 18<sup>th</sup> June 2009. One further meeting would be held on 8<sup>th</sup> October to tie up loose ends
- Finance, Estates and General Purposes Committee – 16<sup>th</sup> June 2009
- Search and Governance Committee – 17<sup>th</sup> June and 17<sup>th</sup> August 2009. The Committee had been preparing for policy governance.

Ms Stalker and members of the Senior Management Team other than the Principal then departed.

## **09.81 Confidential Minutes of the 1<sup>st</sup> June 2009 Corporation Board meeting**

These were approved as a correct record.

**09.82 Other Business**

**09.82.1 Disposal of past papers**

Many members had facilities for shredding of papers from previous meetings, but it was confirmed that they were welcome to pass these to the Clerk for disposal.

**09.83 Confidentiality of Items**

The following items, or parts of items, were deemed confidential:

Item 3.1 Parts of minute 09.50 of the last meeting in respect of loan arrangements

Item 3.2 Confidential minutes of the 1<sup>st</sup> June 2009 Corporation Board meeting

Item 12.1 Commercial aspects of the Accommodation Strategy report in relation to Canning Place & Phase 5.

**09.84 Date and Time of Next Meeting**

The next meeting will take place on Thursday 29<sup>th</sup> October 2009 at 4.15pm.

The meeting closed at 5.45 pm.