

**Minutes of the Board meeting  
held on 17<sup>th</sup> May 2011 at 4.15 pm**

**Present**

Ms Karen Afford	)	External Governors
Ms Susan Carmichael	)	
Mr Tony Cobain	)	
Ms Clare Crowther	)	
Cllr Nick Small	)	
Ms Vivienne Tyler (Chair)	)	
Ms Martha Harris		Staff Governor (Teaching)
Ms Maureen Mellor, MBE		Principal

**In Attendance**

Ms Marie Allen, MBE	Vice Principal Curriculum
Ms Gill Banks	Assistant Principal 14 – 19 Curriculum
Ms Elaine Bowker	Principal Elect
Mr Mike Doyle	Assistant Principal Resources
Ms Nancy Jenkins	Clerk to the Board
Ms Ann Lees	Assistant Principal Student Services and Support
Ms Christine Lenderyou	Secretary to the Clerk
Mr Brendan Ruane	Vice Principal Finance and Resources
Mr Barry Sherriff	Assistant Principal Adult Skills and Employer Links

At the start of the meeting there were insufficient governors present for quoracy. It was agreed to commence the meeting and any items requiring formal approval would if necessary be brought back to the next meeting.

**11.45 Welcome**

Elaine Bowker and Christine Lenderyou were welcomed to their first Board meeting and introductions made.

**11.46 Apologies**

Apologies for absence were received from Ms L Barry, Ms S Carthy, Mr A Cearns, Ms C Dove, Ms A Fillingham, Ms I Loh Lynn, Ms S Navarro, Prof G Pillay and Mr D Wilson.

**11.47 Declarations of Interest**

None declared.

It was agreed to take confidential items next. Staff other than the Principal, Vice Principal Finance and Resources, Assistant Principal Resources and Clerk then left the meeting temporarily.

**11.48 Skills Funding Agency Investigation**

*Confidential minute held separately by the Clerk.*

**11.49 Confidential Minutes of the Meeting held on 22<sup>nd</sup> March 2011**

The minutes were noted and would be brought to the next meeting for formal approval. There were no matters arising from the minutes.

Staff then returned to the meeting.

**11.50 'Safeguarding' Presentation**

The Board received a presentation from the Assistant Principal Student Services and Support on '*Safeguarding: Strategic Challenges for Governors*'. Governors then discussed ways in which the Board could carry out its strategic role in ensuring 'joined up' delivery of safeguarding, setting the tone in creating a culture of safety, assuring itself that safeguarding and equality and diversity policies work in support of each other, and ensuring the College was well prepared for inspection of safeguarding.

**11.51 Minutes of previous meetings**

Minutes of the meeting held on 22<sup>nd</sup> March 2011 were noted and would be brought to the next meeting for formal approval.

**11.52 Matters arising from the Minutes**

**11.52.01 Outcome of Actions from the 8<sup>th</sup> February and 22<sup>nd</sup> March 2011 Meetings**  
The Clerk's report was noted.

**11.52.02 Safeguarding Training for Governors (11.28.02)**  
Further Safeguarding training would be required once the current legislation was amended.

**11.52.03 Employer Engagement (Principal's Report 11.29)**  
The Principal and Vice Principal Curriculum had met with Cllr Small in relation to employer engagement and a meeting would be arranged with D Brennan of the City Council's Regeneration team. In addition, discussion was taking place with libraries that housed College Drop In Study Centres so that any reductions in library opening hours might take account of DISC hours of opening.

**11.53 Principal's Report**

The Principal commenced by reporting the final outcome of the voluntary redundancy (VR) scheme for which an additional report had been circulated. The scheme was concluded on 3<sup>rd</sup> May 2011. 77 staff requested VR of which 42 requests were approved.

It was recognised that VR was stressful for those involved but the programme was concluded in a short period of time to minimise uncertainty. Although the funding outcomes were now more positive than had been anticipated at the outset, the level of interest in the VR offer had enabled the College to identify new posts in growth curriculum areas to meet the demands of changing government priorities. This provided a net first year saving of £735k and full year savings in 2012/13 of £858k.

With regard to the Accommodation Strategy, the internal and external completion and takeover dates for the Learning Exchange had been put back to 20<sup>th</sup> May 2011 (from 6<sup>th</sup> May). For this reason the contractor had been issued with non-completion notices.

The contract for Remedial Works had been awarded to BAM Construction Ltd. Since this was the same as for the Learning Exchange, the contractor would cover the costs of any delay in commencing remedial works. Construction was due to finish by 22<sup>nd</sup> August with the overall migration being completed by 2<sup>nd</sup> September 2011.

The College would write to the Skills Funding Agency to enquire whether any underspend on the Learning and Skills Council grant for the Learning Exchange could be utilised to part fund the Remedial Works, given that these came about as a result of approval of the overall Phase 5 capital projects scheme.

In addition to the student success stories listed in the report, Chef Ian Jaundoo had been short-listed for the Guild of Chefs education award, and three Business Administration and Finance diploma students were runners up in the first ever National Climate Week Challenge.

Masterchef winner Claire Lara and her fellow finalists had hosted a gourmet evening at The Academy restaurant. The event had been a great showcase for the college.

Cllr Small arrived during the Principal's Report from which point the meeting was quorate.

The Principal concluded her report by recording her appreciation and gratitude to governors for their advice and support over many years and the tremendous contribution they made to the College's success.

The Board noted the report and the outcomes of the voluntary redundancy programme.

#### **11.54 Performance Dashboard**

Information on key performance indicators set out in the performance dashboard report was noted.

Financial indicators were rated 'green', with the exception of Income Target - rated 'amber' to reflect uncertainty in Adult Learner Responsive achievement of funding, and Income Generation - rated 'red' due to underperformance in recruitment of school students and a shortfall on income generation schemes.

The Retention figures were encouraging, although it was recognised that these were 'in year' figures and as such would not improve further. The benchmark was all other FE colleges and, in the main, College retention rates were still below the national rate.

#### **11.55 University Technical College**

The Board received a report from the Vice Principal Curriculum on progress in applying to establish a University Technical College (UTC) with Liverpool Community College as lead sponsor. Further background information was tabled which included principles underpinning infrastructure developments and details of employers who had agreed to be sponsors.

Despite a very tight timetable, the College had been able to draw in some excellent sponsors. The statement of intent included details of subject areas to be delivered (relevant to Environmental Technologies and SuperPort), staged volume of recruitment leading to circa 480 students, and written confirmation of support from sponsors.

The College had been notified that the statement of intent had been successful in progressing through to Stage 2, with a deadline for final applications of 1<sup>st</sup> June 2011.

The application would need to be supported by Liverpool City Council. In order to avoid any negative effect on the existing educational infrastructure, the council would only support one bid. It was known that a second bid would be submitted by North Liverpool Academy and that there was a total of four bids across Liverpool City Region.

The second stage of the bid required a company limited by guarantee to be set up. It was clarified that the Board was not being asked to commit to any financial outlay at this stage, other than the set up costs of the company (circa £150).

Fully costed options would be provided ahead of the Board being asked to make any financial commitments. It would still be possible to withdraw from the process at a later date if it was deemed unsuitable to proceed.

The Board:

- 1) approved the submission of Stage 2 of the Statement of Intent for Liverpool Community College to establish a University Technical College, subject to the production of a satisfactory financial plan;
- 2) approved the formation of a company to register the Academy Trust; and
- 3) requested a progress report for the 28<sup>th</sup> June 2011 Board meeting.

When this was next brought to the Board governors asked to be provided with information on the risks and rewards, including a 'do nothing' option. **Act: MA**

#### **11.56 Draft Calendar of Meetings 2011/12**

The Board considered an initial calendar of Board and Committee meeting dates for 2011/12. It was agreed to reduce the number of Board meetings from seven to six, provided these were held at optimum dates for Board business. If feasible, the Remuneration Committee date in January would be brought forward by 1-2 weeks. **Act: NJ**

#### **11.57 Funding Allocations 2011/12**

The Vice Principal Finance and Resources (VPFR) informed governors that the position was now much more positive than the indicative funding levels reported to the last meeting. Overall, the funding appeared to be in line with 2010/11 levels. There remained risks, particularly for Adult funding which was still subject to clawback.

The report was noted.

#### **11.58 Current Significant Risks**

The Board noted the report from the VPFR on current significant risks for the College.

An information item on the College's Partnership Strategy was requested for the next meeting. **Act: BS**

#### **11.59 Safeguarding Children and Vulnerable Adults: Termly Update**

The Assistant Principal Student Services and Support presented a Safeguarding report covering the spring term 2011.

19 cases had been dealt with. Together with the 16 cases reported in the autumn term, the full year number was likely to represent another year-on-year increase.

All cases had been dealt with promptly and appropriately by College designated staff. Seven cases had been referred to local authorities' Safeguarding Units. The strategic Safe College Management Group, chaired by the Vice Principal Curriculum, had held its first meeting. The staff 'Safeguarding' card had been reissued and a version had been developed for students.

Case 19 was noted as being a concern as the College had not been notified of a student's background by the relevant authority.

#### **11.60 Review of Confidential Items**

At the request of the Clerk this item was deferred to the next meeting.

#### **11.61 Draft minutes of Committee Meetings**

Minutes of the 10<sup>th</sup> March Finance, Estates & General Purposes Committee meeting were noted.

#### **11.62 Confidentiality of Items**

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

- Item 6 Contract amount for remedial works
- Item 8 References to potential location during discussion of University Technical College proposals
- Item 12 Appendix 1 attached to Safeguarding report
- Item 18 Discussion regarding SFA investigation
- Item 19 Confidential Minutes of Board Meeting held on 22<sup>nd</sup> March 2011

#### **11.63 Date and Time of Next Meeting**

Tuesday 28<sup>th</sup> June at 4.15pm.

#### **11.64 Farewell to Principal**

On behalf of the whole Board the Chair gave thanks and appreciation to Maureen Mellor for being an outstanding Principal. Her values, fine judgement and enthusiasm during her time as Principal and in her previous roles had been greatly valued. The governors wished her a long and happy retirement.

In response, Ms Mellor said it had been a privilege to work at the college. She could not have had a better career and she was delighted to have been a public servant. She gave best wishes for the future of the College and would continue to take an interest in its progress.

The meeting closed at 6.20pm.