



**Minutes of the Meeting of the Corporation Board
Held on 9th February 2010 at 4.15 pm**

Governors Present

	Cllr Karen Afford) Ms Louise Barry) Ms Sue Carmichael) Ms Sara Carthy) Mr Tony Cobain) Prof Gerald Pillay) Dr John Ritchie, MBE) Ms Vivienne Tyler (Chair)) Mr David Wilson)	External Members
	Mr. Adam Scovell Mr Matthew Fletcher	Student Governor
	Ms Sue Navarro	Staff Governor (Business Support)
	Ms Maureen Mellor, MBE	Principal
	Ms Marie Allen, MBE Mr Mike Doyle Ms Sue Greenhalgh Ms Ann Lees Ms Caroline Oliver Ms Irene Loh Lynn Mr Brendan Ruane Mr Barry Sherriff Mr Peter Ryan Ms Georgina Lewis	In Attendance Vice Principal Curriculum Assistant Principal Resources Assistant Principal Curriculum Assistant Principal Student Services and Support Policy Governance Consultant Vice Principal Corporate Services Vice Principal Finance and Resources Assistant Principal Employer Services and Adult Skills Interim Clerk to the Corporation Note taker
10.01	Welcome / Apologies/Appointment of Interim Clerk The Chair updated the Board on the temporary absence of the Clerk to the Corporation and of the recent resignation of the secretary to the Clerk. Peter Ryan was introduced to the Board and he was asked to leave the room. The Chair circulated to members the CV of Peter Ryan and recommended that the Board appoint him as temporary Clerk for an initial period of 10 days over 6 weeks. This was agreed.	

	<p>The Chair reported that temporary admin support will be arranged by the end of the week with a view to making a permanent appointment upon the return of the Clerk.</p> <p>Peter Ryan returned to the meeting and was informed of his Interim appointment.</p> <p>Matthew Fletcher was welcomed to his first meeting and members introduced themselves.</p> <p>Apologies for absence were received from Mr Tony Cearns, Ms Claire Dove, Ms Martha Harris, Mr Mike Doyle, and from Ms S Carthy for late arrival and from Cllr Karen Afford for having to leave at 5.15 pm and from Mr Tony Cobain for having to leave at 5.30pm.</p> <p>10.02 Declarations of Interest Mr Fletcher declared an interest and left the room for the duration of the next item. The Chair notified the Board that the college has received final payment in respect of compensation claim for Canning Place.</p> <p>10.03 Appointment of Student Governor After considering a recommendation from the Student Union Committee (SUC), the Board agreed the appointment of Mr Matthew Fletcher as a student governor for a period of 2 years until February 2012. <i>Mr Fletcher returned to the meeting and was informed of his appointment.</i> The Chair informed the Board of the resignation of Stuart Smith as Governor due to a potential conflict of interests as 16-18 FE funding becomes the responsibility of the Local Authority. The Board noted its appreciation of Stuart's contribution to the Board whilst recognising his concerns of a conflict of interest.</p> <p>10.04 Board Policy Manual It was agreed that this item would be taken earlier on the agenda to facilitate the attendance of Caroline Oliver. The Chair reported on progress made on the development of the Policy Manual Caroline Oliver, policy governance consultant had subsequently incorporated changes in the third draft of the Board Policy Manual which had been distributed for consideration by the Board. Members reviewed the draft in great detail and the amendments will be incorporated into the 4th draft which will be considered by Search and Governance Committee meeting on Wednesday, 10th March 2010. It was agreed that: i. Caroline Oliver and Peter Ryan would continue to liaise and progress the Board Policy Manual. ii. The Manual would be considered at the next meeting of the Search and Governance Committee</p>
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- iii. The phrase “Liverpool City Region” would be used within the Board Policy Manual.
- iv. The final draft would be submitted to the Board for introduction by September 2010.

At this point Caroline Oliver, Tony Cobain, Adam Scovell, Matthew Fletcher and Cllr Afford left the meeting.

10.05

Minutes of the Corporation Board meeting

The minutes of the Corporation Board meeting held on 10th December 2009 were agreed as a correct record, subject to the amendment of wording in minute 09.118 (Student Achievement, Retention and Success 2008/09) Pg 7, line 2 to read: “... A report on the risk based approach to managing underperformance would be brought to the next meeting.”

Matters arising from the minutes

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

10.05.2 Criminal Records Bureau Checks for Governors and registration with the Independent Safeguarding Authority (009.96.02)

The interim Clerk confirmed that the HR Manager will send CRB forms and guidelines to governors. It was agreed that HR staff would be available from 15.45 hrs on Thursday, 25th March 2010, prior to the Board meeting, in order to check governor’s identification documentation.

10.05.3 Whistleblowing Procedures (09.115)

The Vice Principal Finance and Resources tabled a ‘Step by Step’ flow chart of the whistleblowing process.

10.06

Risk Monitoring

It was noted that items on the agenda addressed a range of key risks including finance, capital project, student success and student performance.

10.07

Principal’s Report

The Principal presented her report and drew attention to the government’s investment strategy for adults and skills training and the recently published 16-19 statement of priorities and investment strategy for 2010/11. These funding strategies and the college response were discussed at the recent Strategic Planning event. The adult learner responsiveness (ALR) funding strategies will result in a significant budget cut for the College in 2010 /11 and the potential of higher cuts in future years. Proposals to manage the reduction in funding, whilst continuing to respond to national priorities are currently being developed and evaluated. Staffing structures are being reviewed as part of this process. Cuts will be targeted, as far as is possible, to protect the quality of provision to students.

	<p>The LSC Investigation Unit continues to liaise with DLA Piper and Grant Thornton. The LSC are checking to ensure the consistency of information and are undertaking a procurement exercise to appoint an external agency to undertake a review of the College Audit investigation.</p> <p>The Canning Place settlement sum was paid into the college bank account on 24th December.</p> <p>The Principal reported a number of good news stories including: the college launch on 3rd February on becoming a Founder College of the Creative and Cultural Skills National Skills Academy; the college receiving positive publicity in respect of our employer responsiveness activities and the Principal attending a celebratory launch for Outstanding Colleges hosted by Ofsted.</p>
10.08	<p>Budget and Planning Timetable</p> <p>The Vice Principal Finance and Resources presented a report outlining the proposed timetable for the preparation of the Budget and the Strategic Plan for 2010/11 as well as the rolling programme of financial forecasts for 2010/11 to 2012/13. An updated Annex A was tabled which included the date for Final Strategic Planning Event on 10th June 2010. The Board approved the budget timetable.</p>
10.09	<p>Improving success rates – a risk based approach</p> <p>The Vice Principal Curriculum presented a report outlining the activities being undertaken to improve success rates This included identifying the reasons for underperformance and implementing strategies to improve success rates. It was confirmed that the implications for underperforming courses were considered as part of the curriculum planning and budget processes. The Board noted the report and the proposals to undertake risk based reviews of underperforming provision.</p>
10.10	<p>Accommodation Strategy</p> <p>10.11.01 Progress Report</p> <p>The Vice Principal Corporate Services (VPCS) reported progress on the construction of the Phase 5c New Learner Centre. It was confirmed that the key activities/milestones remain on target for delivery within budget.</p> <p>It was agreed that Sue Greenhalgh would arrange a convenient date for Governors to attend a presentation by Broadway Malyan of the design concept of the New Learner Centre.</p> <p><i>At this point Barry Sherriff left the meeting.</i></p>
10.11	<p>10.11.02 Capital Projects Decision Matrix</p> <p>Members noted that the decision matrix had been updated to take account of progress on Phase 5c(i).</p> <p>The Vice Principal Corporate Services reported that upon completion of the variations to contract the Phase 5b Arts Centre will be completed and will no longer appear on the matrix.</p>

<p>10.12</p>	<p>Annual Reports</p> <p>10.12.01 Quality Improvement The Board noted the Quality Annual Report 2008/2009.</p> <p>10.12.02 Equality Improvement The Board noted the Equality Annual Report 2008/2009.</p> <p>10.12.03 Human Resources Annual Report The Vice Principal Corporate Services reported that this was the first Human Resources Annual Report combining the year's HR progress and achievements against strategic aims. The Board noted the HR Annual Report 2008-2009.</p> <p>10.12.04 Health and Safety The Board noted the Health and Safety Annual Report 2008-2009.</p> <p>10.12.05 Marketing and Communication The Board noted the Marketing and communication review 2009.</p> <p>10.12.06 Safeguarding Children and Vulnerable Adults The Board received a report regarding Protection of Children and Vulnerable Adults: Review of 2008/09 cases. The Assistant Principal Student Services and Support reported that the report would normally have been considered at the Board in the autumn term but was deferred because of the full agenda. The Board noted the report.</p>
<p>10.13</p>	<p>Safeguarding Developments The Board received a report from Assistant Principal Student Services and Support on recent developments in respect of Safeguarding Children and Young People.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> i. David Wilson would continue to be the Safeguarding link governor and Sara Carthy would be interested in becoming the link governor in the future. ii. The outcome of the forthcoming Internal Audit of safeguarding arrangements would be considered at the Audit Committee. iii. Safeguarding training for Governors could be delivered in the summer term iv. The Governor Links strategy, including the rotation of responsibilities will be discussed at the Strategic Planning event on 10th June 2010.
<p>10.14</p>	<p>High scored risk report The Vice Principal Finance and Resources reported the 3 main areas of risk and the internal controls in place to manage such risks. The Board noted the report.</p>

10.15	<p>Committee Minutes Minutes of the following Committee meetings were noted:</p> <ul style="list-style-type: none"> • Audit Committee meeting of 18th November 2009. • Minutes of Finance Estates & General Purposes Committee meeting of 24th November 2009.
10.16	<p>Any Other Business The Chair informed the Board that today she was handed a 'Petition to pay agency teaching staff for hours lost during recent bad weather at Liverpool Community College' from the UCU Liaison Committee. The Chair noted that Protocol staff were paid up to the end of the first day when the college closed early and the decision regarding pay is one for the Principal rather than a matter the Board. The Board noted the petition.</p>
10.17	<p>Confidentiality of Items The following items, or parts of items, were deemed confidential:</p> <p>10.01 Apologies and Introduction - CV of Peter Ryan 10.11 Accommodation Strategy – Progress Report in respect of the settlement agreed Canning Place and AA Projects report project costs.</p>
10.18	<p>Confidential Minutes of 10/12/09 Board meeting Members of staff, other than the Principal withdrew from the meeting. Confidential minute held separately by the Clerk.</p>
10.19	<p>Date of Next Meeting The next meeting will take place on Thursday 25th March 2010 at 4.15 pm <i>The meeting closed at 18.45 hrs.</i></p>