

**KING GEORGE V FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING OF THE FULL BOARD OF GOVERNORS**

**6.00pm Monday 29 September 2014**

**PRESENT**

John Rostron (Governor)  
Arlene Allan (Governor)  
Chris Baker (Governor)  
Elinor Dodd (Governor)  
Ronnie Fearn (Governor)  
Duncan Hall (Parent Governor)  
Bill Johnson (Governor)  
Eve Kelly (Student Governor)  
Nick King (Staff Governor)  
Paul Lacey (Governor)  
Morag Matthews (Staff Governor)  
Julian McInerney (Parent Governor)  
Hannah Ritchie (Student Governor)  
Vipin Trivedi (Governor)  
Sandra Unsworth (Governor)  
Adele Wills (Principal/Governor)  
Ian Swift (Vice Principal) In attendance  
Michael Barker (Assistant Principal) In attendance  
Wendy Moorcroft (Clerk)

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

**14/63 Apologies**

Rob Fletcher (Governor)  
Janet Regan (Assistant Principal) In attendance

**14/64 Reappointment of Governors – Lord Ronnie Fearn, Mrs Sandra Unsworth, Mrs Elinor Dodd**

The Chairman of Search Committee reported on behalf of the Committee.

The Search Committee had considered in detail the reappointment of Governors Ronnie Fearn, Elinor Dodd and Sandra Unsworth whose terms of office had expired on 26 September. The Committee concluded that the skills and experience of all were still wholly relevant and appropriate to the needs of the Governing Body. The Committee was therefore recommending to the Board that Ronnie Fearn, Elinor Dodd and Sandra Unsworth be reappointed to the Board of Governors for a further period of four years.

The Board unanimously accepted the recommendation of the Search Committee.

Lord Fearn, Mrs Dodd and Mrs Unsworth joined the meeting at this point.

**With the approval of the Board, the Chairman then took Agenda item 14/72 next.**

### **14/72 Principals Report/Inspection Feedback**

The Principal had contacted all Governors following the recent Inspection to advise them of the outcome. Whilst the draft report had not yet been received, based on the feedback at the end of the inspection, the College had been awarded a disappointing 4 in all grading aspects which had resulted in an overall judgement of 'Inadequate'. Governors also noted the grading for the subject areas reviewed. Whilst some strengths had been identified, in that students enjoyed coming to College, BTEC progress was good and there was good pastoral and LDD support for students, there were predominately more weaknesses. These related to deterioration of the standard of teaching, learning and assessment since the last inspection, inadequate progress of students, inconsistency across courses, slow pace of change to address weaknesses, effectiveness of performance management and the Governing Body not holding senior management to account with sufficient rigour. Whilst Senior Staff and Governors accepted there was a need for improvement and were addressing this through the changes in strategy discussed at length and approved by the Board, the picture presented did not reflect a College that Governors, Management and Staff recognised. Governors noted that in terms of the data measures when the College was graded 2 and judged to be 'good' in the last inspection in 2010/11, there was little difference. Success rates and retention had improved and there was a belief that there was good evidence of improvement and movement in the right direction demonstrated in the improvement in results in the summer. Nevertheless Inspectors had judged teaching learning observations to be predominately grade 3, progress of students to be inadequate and therefore leadership and management to be inadequate. The Principal advised that there was no appeal against the grading. There was an opportunity to complain based on new evidence or unprofessional behaviour of inspectors but no such complaint had ever led to a change in grade and advice was that this would not achieve anything. Once the Report had been moderated and checked for accuracy it was expected to be issued as final 25 day following the inspection. As a result of the 'inadequate' judgement, the College would be subject to a series of monitoring visits and re-inspection. It was important therefore for the College to move forward and address the issues raised in the Ofsted report. Governors noted other possible outcomes. Although the report was not yet public, the College was currently working on a post inspection action plan prior to receiving the report based on the post inspection feedback.

Governors were disappointed at the harshness of the judgment and the reluctance of inspectors to take into account the big improvement in results this year. It was important to remember that huge progress had already been made resulting from the strategy changes that had been implemented and that the aim was to build on this and continue this pattern of improvement which would take time. The Chairman of Governors reported that one of the key things focused on during the meeting with Governors and the leadership and management inspector was criticism of the staffing structure and the pace of change. These were all issues that would be discussed at the meeting with the EFA at the end of October. Governors made very clear their support for and confidence in the Senior Team and its ability to address the issues within the Ofsted report and move the College forward to greater improvement. The Chairman commented however that he would not want Governors to become involved in operational issues. Governors asked what the plans were for dealing with publicity once the report was published. The Principal advised that the College would be working with external consultants on this. In terms of the harshness of the judgement, inspectors appeared to have preconceived ideas and were reluctant to take into account the improvement in results and any mitigating circumstances such as financial pressures. Governors were disappointed that improvement arising from the strategy and direction had not been acknowledged. There was also concern that anonymous vindictive postings on local websites may have had an impact. The Chairman

advised that comparatively in terms of other inspections carried out in recent times, the College had better results than those awarded better grades. In addition, the Principal had visited another College deemed inadequate to discuss potential implications and how it had dealt with these and had been surprised at how much lower certain measures were there than at KGV. It would therefore appear that the regulatory framework was now much tougher. Governors agreed however that what was required was a strategy to move forward to address the issues raised by Ofsted, deal with potentially damaging publicity and reassure parents and students. Governors would support management through this process monitoring it closely. It was also suggested that consideration be given short term to finding the resources if necessary to increase capacity and support within the management team. The Principal advised that there may be a small grant available for consultancy advice and the College was already looking at possible options. It was important that loan conditions weren't breached when considering additional resources. Governors asked both the Staff and Student Governors for their views. The Staff Governors reported that after initial anger and frustration the feeling was most definitely one of unity and pulling together and rising to the challenge to take the College back to a positive position. Trade unions were supportive too. The Student Governors expressed shock at a judgement that did not reflect their experience of teachers and lessons. Governors noted the Ofsted criticism of structure which could still be an issue in a future inspection and asked how the action plan would address this. The Principal advised that she believed radical restructuring would be damaging. The criticism was of workload at Director level and the College would look at additional support for those staff. Whilst inspectors had criticised the structure it was not apparent whether this would emerge as a key issue in the final report. Governors asked why there appeared to be disparity in the grading awards for lessons by inspector and the College's own lesson observation process which had indicated learning and teaching to be a higher standard, and whether this was reflection of the College's ability to judge correctly. The Principal advised that there had been a number of joint observations during the inspection with inspectors and senior staff and in all cases the judgement of inspectors and staff had been the same so this was hard to understand. The issue seemed to be that inspectors considered lessons were looked at 'narrowly' and could not be judged until the outcome was known with everything ultimately coming back to results. Inconsistency in intervention processes and the recording of this was also issue. Hopefully given the improvement in results, the College would be in a better position but would need to continue the improvement trend to be sure of demonstrating that improvement was a real trend and not a one off.

The Clerk advised that Governors should not make individual comment on the report either before or after publication and if asked should refer questions to the Chairman or Principal

#### **14/65 Minutes of the Meeting of 30 June 2014**

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

#### **14/66 Matters Arising**

##### **14/50 Annual Pay Award**

The Principal advised that the national pay negotiations had been concluded and as expected the outcome was a recommended pay award to staff of 1% which was the same as the amount the College had included in its forecast budget.

The Board approved the payment of a 1% pay award to all staff with effect from 1 September excluding senior postholders and the Clerk.

There were no other matters arising.

#### **14/67 Minutes of the Meeting of 11 August 2014**

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

#### **14/68 Matters Arising**

There were no matters arising. The Chairman thanked Governors for their attendance at this meeting at such short notice.

#### **14/69 Admissions 2014**

Michael Barker, Assistant Principal, presented the Admissions Report to the Board. Beginning with the AS to A2 progression the AS results were not as consistently positive as hoped and this had resulted in increased numbers returning on mixed programmes or restarting. Looking at year 12 recruitment, declining student demographics meant competitors were casting the net wider to maintain their recruitment level. Recruitment forecasts reflected the effect of the demographics and competition and predicted numbers based on course discussions had been fairly accurate. Overall recruitment was positive. At the time of writing the report 973 students had enrolled. This had now dropped to 953 but this was higher than the figure of 900 in the budget which eased financial pressure for next year. Numbers for the Southport schools had been largely maintained although Stanley High was more susceptible to competitors being the most northern in the borough.

The Board noted the Report and thanked all staff involved in the Admissions process.

#### **14/70 New Building Progress Update**

Governors watched a video presentation prepared by Mrs Janet Regan, Assistant Principal, showing the progression of the new Creative Arts Block from the initial groundwork, piling, drainage and gas pipe work stages to the concrete and steel erection process currently underway. Work was still on schedule for a completion date of 31 March 2015. Initial discussion with the contractors about the demolition of the buildings no longer required indicated that it would cost significantly less to demolish these buildings when the contractor was currently on site rather than come back at a later stage and carry out the demolition work. The issue had been whether it would be possible to relocate the staff and students in Fearn building. An electricity failure in the Fearn building today and the need for relocation due to health and safety reasons had established that this would be feasible.

Governors noted the Report

#### **14/71 Annual Report – Human Resources**

The Principal presented the Annual Report to the meeting. Governors noted the leavers at the end of last year and the small number of essential appointments made at the start of this year. Governors noted the key statistical data in the Report and the College Management structure. No changes to the structure had been made but there would be additional support for the Directors as part of addressing Ofsted concerns

The Board noted the Report.

#### **14/72 Principals Report Continued**

The Principal presented the Report to the Board. Most items had been covered already in the meeting. The Future of A level programmes would be discussed in detail at the next Curriculum Committee meeting and all Governors were invited to attend. Governors noted the key dates for diaries.

Governors noted the report.

#### **14/73 Provisional Results Overview**

Michael Barker, Assistant Principal, presented the Results Report to the Board. More detail would be available for Curriculum Committee in several weeks including the ALPS analysis. Governors were pleased to note the improved results position. Governors also noted the specific areas of high achievement and those where there had been improvement from the previous year. Competitors however were performing better which demonstrated the need to build on these improvements. Areas where improvement was required would be supported through CPD, cross college themes and individual support where required. Governors requested that staff be made aware of Governors recognition and appreciation of the improvements that had been made.

The Board noted the report.

#### **14/74 Financial Report**

Ian Swift, Vice Principal, presented the Financial Report for the eleven months ended June 2013 to the Board which had been discussed in detail by F&GP Committee. There was little change to report from the last meeting. A surplus of £101k was forecast by the year end which was £387k worse than budget but this included the rationalisation costs of £381k. All significant differences had been reported previously. While the position was relatively healthy, it was future years that would be challenging, particularly given the need to comply with the covenants in respect of the loan. The better than anticipated student numbers would help matters but retention was key as well as addressing the issues arising from the Ofsted inspection.

The Board noted the report.

#### **14/75 Review of Committee Structure and Membership**

Governors considered the Committee Structure and Membership. It was agreed that Paul Lacey as new Chairman of F&GP Committee would replace Arlene Allan on Remuneration Committee. John Rostron would continue to attend Curriculum Committee in an ex-officio capacity. The Parent and Student Governors would join Curriculum Committee.

With these changes the Board noted and approved the Committee Structure and Membership.

#### **14/76 Governors Attendance**

Governors discussed the attendance information for 2013/2014 noting the overall average attendance for the year of 75%.

The target was 75% and it was agreed that this should remain unchanged for 2014/15.

The Board accepted the Governors attendance records for 2013/14.

#### **14/77 Terms of Reference – Audit Committee**

The Clerk advised that the Audit Committee terms of reference had undergone extensive change to reflect the new Audit Code of Practice requirements. Changes had been identified in bold and approval for their adoption was sought from the Board.

The Board approved the revised Terms of Reference for the Audit Committee.

## **14/78 Reports from Committees**

### ***Audit Committee 08/09/14***

The Clerk reported on behalf of the Committee. The Committee had reviewed its terms of reference and these had been approved by the Board at this meeting. The Committee had also received an end of year summary report from the internal auditors, a risk management update report and had reviewed progress against outstanding recommendation from Auditors. The Committee had also considered a number of options for tendering some or all of the College's Audit provision for 2015-16 onwards. The Committee had concluded that it would wait until summer 2015 to review the work done during 2014-15 before making a decision on the best way forward.

### ***F&GP Committee 15/09/14***

Paul Lacey had been newly appointed as Chairman and reported on behalf of the Committee. The Committee had thanked Mrs Arlene Allan for her much appreciated years of service as Chairman of the Committee. The Committee had reviewed its terms of reference with no changes proposed and had discussed the period 11 accounts presented earlier this evening. The Committee had also received an update on progress on completion of the loan facility. Mr Ian Swift, Vice Principal, updated further. The process between solicitors had been slow and question still kept arising. Earlier in the meeting this evening the board had noted that the demolition costs of those buildings not required once the new building was completed would be less if this was done while the contractors were still on site. F&GP Committee had also considered this. The project contingency was £15k and the Committee was proposing that this be increased by £35 k to £50k to allow demolition work to be undertaken as part of the project. The Vice Principal advised that following the value engineering process the contingency had increased so only an additional £21k was required to take the contingency to £50k.

The Board approved an additional £21k from reserves to increase the contingency to £50k to enable the demolition work to be carried out as part of the project by the current contractors.

### ***Search Committee 23/9/13***

The Committee Chairman reported on behalf of the Committee. The reappointment of Governors had been dealt with earlier in the meeting. The Committee had reviewed its terms of reference with no changes proposed. The Committee would be interviewing an accountant as a potential co-optee onto the Audit Committee.

## **14/79 Any Other Business**

The Chairman of Governors requested that Curriculum Committee be rescheduled to 20 October as a number of Governors were unable to attend on 13 October. All Governors would be invited to attend the meeting.

The Chairman also read out a letter of thanks from former member of staff Alison Rothwell.

There was no other business

## **14/80 Review of Meeting**

The Chairman asked if Governors felt they had received enough information to enable them to reach a decision or been given enough time or opportunity to comment on proposals.

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

## **14/81 Date of Next Meeting**

8 December 2014

There being no further business the meeting closed at 7.35pm.

**SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD**

..... **DATE** .....