



## MINUTES OF THE CORPORATION MEETING HELD ON 5<sup>th</sup> JULY 2011

**Date:** Tuesday 5<sup>th</sup> July 2011  
**Venue:** Sixth Form College  
**Room:** Committee Room  
**Time:** 1700hrs - 1850hrs

**Present:** Mr J Boyle (Chair)  
Mrs C Bellamy  
Mr S Brennand  
Mr J Corry  
Mr G Curry  
Ms K Edwards  
Mr A Goodinson  
Ms F Greeves  
Mr R Hutchinson  
Mr M Kimber  
Dr A Mohan  
Ms K Talboys  
Ms J Trembles  
Mr R Weaver  
Mr P Welsh

**Together with:** Ms K Kirkwood (Deputy Principal)  
Mr A Lloyd (Vice Principal Information Systems & Resources)  
Mrs A Pickup (Director of Finance & Personnel)  
Dr J Burgess (Clerk to the Corporation)  
Mrs J A Trainor (Assistant to the Clerk to the Corporation)

		Action
<b>28.2011</b>	<b>Preliminaries</b> The Chair welcomed members to the meeting and formally introduced Mrs Christine Bellamy to her first meeting. Apologies were received from Mr T Bateson, Cllr D Clapham, Mr S Davies and Dr D Sanders.	
<b>29.2011</b>	<b>Declaration of Interest</b> Mr Boyle in agenda item 15.2e, Ms Greeves, Ms Kirkwood and Dr Burgess in item 19.2.	
<b>30.2011</b>	<b>Consideration of any items of urgent business.</b> None.	
<b>31.2011</b>	<b>Appointment of new Governor</b> Mr Weaver, Vice-Chair of the Search Committee, reported that following a meeting earlier in the afternoon, it was proposed that Mrs Christine Bellamy be elected to the Corporation with immediate effect for a four-year period to 5 <sup>th</sup> July 2015.	

**31.2011 D1 Resolved:** that, subject to CRB clearance, Mrs Christine Bellamy be appointed to the Corporation for a four-year term until 5<sup>th</sup> July 2015.

**31.2011 D2 Resolved:** that Mrs Bellamy be invited to join the Administration & Finance Committee and that Mr Welsh act as Mrs Bellamy's mentor

**32.2011 Minutes of the meeting of the Corporation held on the 5<sup>th</sup> April 2011**  
(Paper A)

**32.2011 D1 Resolved:** that the Minutes be approved.

**33.2011 Matters arising from the Minutes of the Meeting held on the 5<sup>th</sup> April 2010**

All matters had been actioned, though the kind offer from Ms Talboys to assist in professional development activities in equality and diversity was still under consideration. The Principal reported that she was hopeful that Blackpool Sixth College Student Governors could access the training provided by the National Union of Students, even though the College was not affiliated to the NUS.

Principal  
To action

**34.2011 Report on Chair's Action**  
None.

**35.2011 Principal's Report – Summer 2011**  
(Paper B)

**Financial Support for students post EMA**

As a consequence of the Coalition Government's decision to end Educational Maintenance Allowances, it was reported that replacement bursaries funds of £148k for the coming year's new students has now been received, (in contrast to over £500k this year). The College faces many challenges in forecasting students' eligibility; the appropriate rate at which it should be paid; the level of transport support provided, and how the limited funds can be used to enhance standards and attendance. College managers were collaborating with colleagues from local colleges to ensure an equitable approach.

Governors expressed their concern and specifically at the level of additional funds necessary to support the bursary scheme. They questioned the impact upon student applications and subsequent conversions. The Principal reported that the College was working hard to recruit students in a period of falling population at post 16, but it was experiencing strong competition from providers offering apprenticeships, particularly for male students.

**Learning Mentors**

Governors were pleased to learn about the excellent progress being made with Learning Mentors and noted the new initiative with coaches.

### **Collegiate High School National Challenge Trust**

The Principal considered that the two-year collaboration with Collegiate High School had secured tremendous achievements for the School and significant benefits for the College. Although the scheme and associated funding concludes and teaching staff involvement will cease, the partnership will continue to flourish as one based upon equals, with governor involvement being on a voluntary basis.

### **Car Parking**

The College has had to re-visit the issue of staff and student parking as a result of Lancashire County Council's proposal to restrict street parking outside the College. Whilst considerable efforts have been committed to promote alternatives to car transport, it has been necessary to create a walkway from the College to the Play Football car park and seek planning permission for additional parking behind the Holland building.

### **Industrial Action**

The College had remained open during the recent strike by teachers, though many students had taken the opportunity to work at home.

**35.2011 D1 Resolved: that the Principal's Report be received**

### **36.2011 Key Performance Indicators – June 2011**

*(Paper C)*

Governors scrutinised the 13 key performance indicators and noted the general improvements. It was clarified that coaching lesson observations were not included in the overall College total. Governors again requested that the report would be enhanced if the current agreed targets could be featured on the graphs, and also planned actions to address slippages against targets could be reported, perhaps as a footnote in the report.

Principal  
To action

**36.2011 D1 Resolved: that the KPI June 2011 Report be received.**

### **37.2011 Accommodation Strategy**

**Confidential Minutes of the Extra-ordinary meeting of the Corporation held on the 9<sup>th</sup> May 2011**

*(Paper D)*

**37.2011 D1 Resolved: that the Minutes be approved.**

### **Phase 3**

The Vice-Principal provided a verbal update on the progress of this phase. Despite being slightly behind schedule, it was planned to takeover the new buildings from the contractors on August 23<sup>rd</sup> 2011.

The Director of Finance advised that the latest Phase 3 Spend Analysis and Forecast Outturn had just been received, which was based upon the latest projections from the College's Quantity Surveyor. This would be forwarded to governors as soon as possible.

Director of  
Finance  
To action

The Report, which still contained a number of significant contested items, was currently estimating that the Project was still under-budget, against the total approved project cost and all contingencies.

Governors were invited to view and tour the new buildings on **Wednesday 28<sup>th</sup> September 2011 from 1800hrs.**

### **Phase 3b**

Mr Welsh, Chair of the Accommodation working Party, confirmed that that College's contribution to the next extended phase had been reduced to £700k and that discussion with the catering contractor were on going but were anticipated to yield a total of £200k. As a result, the current contractor ISG had been instructed to commence work on 12<sup>th</sup> July 2011 on this next continuation stage. This also involved the demolition of the Alt Building.

A meeting with representatives from ISG and College Managers to advise local residents of the programme for Phase 3b was planned for Thursday 7<sup>th</sup> July 2011.

Governors were advised that Blackpool Council had invited the College to bid for additional property re-development monies from a £30m Demographic Growth Fund. It was hoped that a £800k bid would be submitted, through the Council, to the YPLA by Friday 8<sup>th</sup> July 2011. Similar restrictions to the present grant meant that funds had to be spent by March 2012.

**37.2011. D2 Resolved: that Revised Phase 3 Spend Analysis and Forecast Outturn Report 9 2011 be received.**

**37.2011. D3 Resolved: that the Minutes of the Accommodation Working Party held on the 9<sup>th</sup> May 2011 be received.**

**37.2011. D4 Resolved: that the Minutes of the Accommodation Working Party held on the 8<sup>th</sup> June 2011 be received**

### **38.2011 Report by the Student Governors on Student Views of the College (Paper H)**

Katie Edwards provided a detailed and comprehensive review of the work of the Students' Council and a wide range of student activities and events over the year. These included fund-raising for charities, Eco-Council initiatives, overseas student trips, musical, sporting, artistic, academic achievements and awards for the student magazine. The Chair warmly thanked Katie for the Report and also congratulated her on her impressive performance at the recent Awards Evening.

**38.2011. D1 Resolved: that Report by the Student Governors on Student Views of the College be received.**

39.2011	<p><b>Draft Strategic Development Plan 2011 - 2012</b> (Paper I)</p> <p>The Principal explained that for the coming year the overall number of objectives had been substantially reduced, however, more quantitative targets had been included to focus and tighten the quality improvement plan. She noted that the objectives 3.2.4 Employability Skills needed to be added. Governors requested assurance on how non-quantified targets were monitored and assessed.</p> <p>The Chair sought clarification on the wording “percentage increase” and wondered whether this meant the result of applying the percentage increase or simply an increase in the stated number of percentage points. The Principal agreed to clarify this. Governors raised questions about the proposed increase in student numbers, number of employer links and the measurement of the carbon footprint. Governors also recognized their role in the objective of reducing paper consumption by 30%.</p> <p><b>39.2011 D1 Resolved: that, subject to further clarifications in respect of the questions raised, the Draft Strategic Development Plan 2011 – 2012 be approved.</b></p>	<p>Action</p> <p>Principal</p> <p>Principal</p>
40.2011	<p><b>Minutes of the Administration and Finance Committee held on 15<sup>th</sup> June 2011.</b> (Paper J)</p> <p><b>40.2011. D1 Resolved: that the Minutes be received.</b></p>	
41.2011	<p><b>Matters arising from the minutes of the 15<sup>th</sup> June 2011 &amp; at the meeting held on the 5<sup>th</sup> July 2011</b> <b>Proposed Budget 2011 - 2012</b></p> <p>The Director of Finance tabled an updated Budget summary, (version 3.1 dated 5<sup>th</sup> July 2011) for the next financial year along with projections for 2012 -13 and 2013 – 14. This showed an operating surplus of £335k. Additional income of £45k had been included as well as additional, but more accurate, teaching staff costs. The projected budget for the next two years, assumes cuts of £600k, as the worst-case scenario, which leads to operational deficits of £51k and £115k. The Director of Finance considered that these projections reflect a very prudent assessment at the moment.</p> <p>However, it was anticipated that:</p> <ul style="list-style-type: none"> <li>a) The reductions in income would not be so severe</li> <li>b) The deficits would be offset by growth in student numbers</li> <li>c) Management actions to limit the deficits would be implemented well in advance of the next financial year-end.</li> </ul> <p>It was confirmed that in respect of the key requirement to generate cash to meet the loan repayments, there was no immediate problem. Governors were concerned to learn that college teacher pay scales were lagging behind that of schools, and that this needed to be addressed to attract and retain the best teachers.</p> <p>The revised draft budget was approved.</p>	

## **Future Loan Strategy for the Property Re-Development**

*(Paper L)*

Governors were advised that the College was assessing Lloyds TSB as the main lender on the property redevelopment. This was due to Lloyds TSB being able to offer access to European Union funds albeit over a shorter time period. It had been agreed to prepare financial projections and risk assessments in respect of securing a loan for the property re-development through Lloyds TSB in contrast to funds through Blackpool Council.

An exemplar comparator prepared by LloydsTSB had been extended to illustrate the cost of a loan from Blackpool Council over a 16 year period and 25 year period, assuming an 80% fixed rate element and 20% floating variable rate element, in all cases. This example had indicated that the Lloyds option provided the lower interest charge. In addition, there were potential advantages in having a single lender should the College wish to develop a further property re-development phase.

The Director of Finance had received assurances from Blackpool Council that there would be no significant financial or reputational loss as a result of a possible move to Lloyds TSB. Governors were advised that the size, split and duration of the loan, along with prevailing interest rates would be decided later in the summer.

Mr Welsh believed it was paramount to ensure that the College secured the most cost effective loan facility. It was recommended that the Corporation extend authority to the Principal, Director of Finance and Mr Boyle to proceed with negotiations with Lloyds to this end. However, should problems arise, it was imperative that the Administration & Finance Committee be advised without delay.

**Director of  
Finance**  
*To action*

## **Updated Financial Regulations**

*(Paper M)*

The Director of Finance explained that a full review and updating of Financial Regulations had been undertaken. The updated regulations encompass a number of good practice amendments, revisions due to changes in the names of regulatory bodies and the Bribery Act 2010, which came into force on the 1<sup>st</sup> July 2011. This new anti-corruption legislation has severe penalties for the any breaches, for example unlimited fines and / or a prison sentence up to ten years for offenders. It had been suggested that these latter changes be brought to the attention of the Corporation meeting for the Governors to provide a clear statement of zero tolerance to bribery and corruption in the College.

**41.2011. D1 Resolved: that the draft Budget, version 3.1, for 2011-2012, be approved.**

**41.2011 D2 Resolved:** that the Corporation give delegated authority to the Principal, Director of Finance and Mr Boyle to proceed with negotiating the most cost effective Loan Strategies for funding the property re-development.

**41.2011 D3 Resolved:** that the Administration and Finance Committee be advised immediately of any problem in securing a cost effective Loan Strategy to fund the property re-development.

**41.2011 D4 Resolved:** that, the updated Financial Regulations be approved.

**41.2011 D5 Resolved:** that, the Bribery and Corrupt Practices Policy be approved, endorsed and fully communicated throughout the College.

Director of  
Finance  
To action

**42.2011 Minutes of the Strategic Planning and Standards Committee held on 14<sup>th</sup> June 2011**  
(Paper N)

**42.2011. D1 Resolved:** that the Minutes be received.

**43.2011 Matters arising from the minutes of the 14<sup>th</sup> June 2011**

Mr Weaver, Chair of the Strategic Planning & Standards Committee, highlighted the College's focus on improving student attendance; the very satisfactory outcome of the mid-year review of the one year Strategic Development Plan and the continuing highly successful Staff Development programme. He requested that Governors commit to the spirit and letter of the updated Equality Policy. (Paper O)

The Principal reported that the Teaching School bid had been enthusiastically supported during the recent visit by Inspectors, but there had been no further information on the outcome.

**43.2011. D1 Resolved:** that the updated Equality Policy 2011 be approved and endorsed.

**44.2011 Minutes of the Search Committee held on 23<sup>rd</sup> May 2011**  
(Paper P)

**44.2011. D1 Resolved:** that the Minutes be received.

**45.2011 Matters arising from the minutes of the 23<sup>rd</sup> May 2011**

Mr Weaver, Vice-Chair of the Search Committee recommended that Mr Ash Goodinson be re-elected as the Teaching Staff Governor for a further four years. Governors were very pleased to approve his re-appointment.

The annual review and updating of the Standing Orders 2011 – 2012 (Paper Q) had been completed and these were recommended to Governors for approval.

Governors were encouraged to complete the Training and Professional Development Questionnaire (*Paper R*) in order that priorities could be identified for the coming two years.

The proposed Committee Structure (*Paper S*) for the coming academic year was agreed.

Mr Boyle then relinquished the chair for the next item and in the absence of the Vice Chair of Governors he passed the chair of the meeting to Mr Russ Weaver. Mr Boyle offered to leave the meeting but was not required to do so.

In respect of the election for the Chair of the Corporation, 1<sup>st</sup> September 2011 - 2013, only one nomination had been received, and Mr John Boyle was duly confirmed for a further two-year period of office.

Mr Boyle then resumed the Chair and warmly thanked all his colleague Governors for their continued help and support.

**45.2011. D1 Resolved: that Mr Ash Goodinson be re-appointed Teaching Staff Governor for the period 1<sup>st</sup> September 2011 to 31<sup>st</sup> August 2015.**

**45.2011. D2 Resolved: that the Standing Orders 2011 – 2012 be approved.**

**45.2011. D3 Resolved: that all Governors complete the Governor Training and Professional Development Activities 2011 – 2013 questionnaire.**

**45.2011. D4 Resolved: that the Committee Membership Structure 2011 – 2012 be approved.**

**45.2011. D5 Resolved: that Mr John Boyle be re-appointed Chair of the Corporation for the period 1<sup>st</sup> September 2011 to 31<sup>st</sup> August 2013.**

**46.2011** Consultation on changes to the Instrument and Articles of Governance (*Paper T*) and Update on the Progress of the development of the English National Code of Governance (*Paper U*) were received.

**47.2011 Farewell to Student Governor**  
Governors warmly thanked Michael Kimber for his year of service on the Corporation and wished him every success in his recent exams and in his future studies and career.

**48.2011 Estimation of new risk areas**  
No new risk areas had emerged during the course of the meeting.

**49.2011 Date of next meeting**  
The next meeting of the Corporation is **Tuesday 13th December 2011 at 1715hrs.**

*All staff & students left the meeting prior to discussion of Confidential Items*

**Signed:**

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**Chair:**

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**Date:**

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