



MINUTES OF THE CORPORATION MEETING HELD ON 18th DECEMBER 2012

Date: Tuesday 18th December 2012
Venue: Sixth Form College
Room: Committee Room
Time: 1715hrs - 1930hrs

Present: Mr J Boyle (Chair)
Mr S Brennand
Mr T Bateson
Mr G Canning
Cllr. D Clapham
Mr J Corry
Mr G Curry
Mr S Davies
Mr A Goodinson
Ms F Greeves
Mr H Heath
Rev Dr R Murphy
Dr D Sanders (Vice-Chair)
Mr S Sheard
Ms J Trembles (late arrival)
Mr R Weaver

Together with: Mr A Lloyd (Vice-Principal Information Systems & Resources) for item 48.2012
Ms G Yeadon (Deputy Principal)
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)

46.2012

Preliminaries and apologies for absence

The Chair welcomed members to the meeting and formally introduced Mr Harry Heath and Rev Dr Rosalyn Murphy to their first meeting.

Apologies had been received from Ms H Harrison, Ms K Talboys, Mrs C Bellamy and Mr P Welsh.

47.2012

Declaration of Interest

Mr Boyle drew attention to his role as Chair of the Collegiate Trust Board and Ms Greeves noted her role as Chair of Governors at Collegiate High School.

In addition, Principal, Deputy Principal and Clerk noted their interests in item 18 on the agenda.

Action

- 48.2012 Consideration of any items of urgent business.**
Building Condition Improvement Fund
 The Vice-Principal briefed Governors on the College's preparations to apply for another building improvement grant from the Education Funding Agency.
- The deadline for the submission of bids, up to a maximum of £1.5m, was the 31st January 2013 on the basis that the funds would be used and spent by 31st March 2014. As the College was at capacity, a new build project based upon the Ribble Building site, involving 12 additional teaching rooms was proposed and tender packs were in the process of being prepared in the event of a successful outcome. The anticipated cost of such packs was estimated to be £25k. Governors supported the management decision to press ahead with their preparations.
Mr Lloyd left the meeting
- 49.2012 Appointment of new Governors**
 Following the recommendations of the Search Committee on the 1st October 2012 (36.2012 D3) and on the 3rd December 2012 (53.2012 D1) it was proposed that Mr Harry Heath and Rev Dr Rosalyn Murphy be elected to the Corporation with immediate effect. Both new members would join the Strategic Planning & Standards Committee. Mr Curry kindly offered to act as a mentor to Rev Dr Rosalyn Murphy.
- 49.2012 D1 Resolved: that Mr Harry Heath be appointed as a Student Governor until the conclusion of his studies on 9th July 2014.**
- 49.2012 D2 Resolved: that subject to CRB clearance, Rev Dr Rosalyn Murphy be appointed as Governor for a four-year term until 18th December 2016.**
- 50.2012 Minutes of the last meeting of the Corporation held on the 3rd July 2012**
(Paper A)
- 50.2012 D1 Resolved: that the Minutes be approved.**
- 51.2012 Matters arising from the Minutes of the Meeting held on the 3rd July 2012**
 All matters had been actioned. The Principal observed that the A level reforms were now moving quickly with the very recent announcement of the ending of January module examinations.
- 52.2012 Report on Chair's Action**
 The Chair advised that he had been closely involved in taking forward the expansion of the Teaching School and the development of the Multi Academy Trust and had been involved in the decision to bid for additional capital funds from the Education Funding Agency.
Ms J Trembles joined the meeting

Mr Curry
 To action

53.2012 Report on AoC Annual National Conference November 2012.
(Paper B)

The key issues and headlines emerging from the Conference were summarised by the Chair. The re-focusing of Ofsted Inspections to the core activity of Teaching and Learning necessitated that all Governors were knowledgeable about the College's strengths, weaknesses and improvement strategies and could discuss their role in driving up standards. The Principal described the present limited notice inspection process and the College's preparations in specifically training two inspection Nominees.

The question about the advantages and drawbacks of the conversion of sixth form colleges to academies would be explored at the forthcoming residential conference.

53.2012 D1 Resolved: that the Chair's Report be received.

54.2012 Principal's Report – December 2012
(Paper C)

Student Enrolment

The Principal was pleased to report that the College had exceeded its enrolment targets despite a near 10% decline in cohort size. The conversion factor from application to enrolment had increased to 75%, whilst the progression from lower sixth to upper sixth improved to 91.5%. Governors sought further clarification about the possible reasons for the increases and decreases in students from particular schools and the College's responses.

Student Destinations

Governors studied the three-year trend in Student Destinations and noted the 3% decrease in students entering Higher Education following the introduction of tuition fees. The continuing popularity of local universities was now well established.

Improving Teacher Observation Grades

There had been a steep change in the improvement of lesson observation grades, with 81% being graded good or outstanding. The Teaching Staff Governor confirmed that the process was rigorous, efficient and making a difference. The Principal described the coaching approach involving some 22 active coaches and the Deputy Principal detailed the re-observation opportunities available to staff. In response from questions from Student Governors she confirmed that the College processes reflected the Ofsted practice. Governors were re-assured that there were strategies in place to support and ensure sustained improvements.

Two programmes offered by the Teaching School were critical to the continuing improvement in lesson observation grades.

Teaching School Development

The Teaching School Alliance had increased by two new members to the nine strategic partners and two schools had voted to join the Multi Academy Trust as sponsored academies. As a consequence, considerable work is ongoing with the Department of Education to establish this structure.

Improving Teaching and Learning through Self-Assessment

The Principal reviewed the outcome of the recent Curriculum and Business Support Self-Assessment Validation Panels. Thanks were expressed to the three Governors who had participated in the recent college wide self-assessment exercise. The Governors involved provided positive feedback on the process. This had resulted in a full range of SAR grades with detailed improvement plans.

54.2012 D1 Resolved: that the Principal's Report be received.

55.2012 Key Performance Indicators – December 2012

(Paper D)

An updated version of the 13 key performance indicators had been circulated separately to Governors. The Principal provided a critical review of the outcomes with explanations for changes and variations. Governors sought an assessment of the consequences of the problems in the marking of this summer's GCSE grades. This had resulted in a doubling of the re-takes in English GCSE and, for many students, denying them the opportunity of a 4th AS Level option.

55.2012 D1 Resolved: that the KPI December 2012 Report be received.

56.2012 Minutes of the Audit Committee held on the 20th November 2012

(Paper E)

56.2012 D1 Resolved: that the Minutes be received

57.2012 Matters arising from the Minutes of the 20th November 2012

Mr Curry, the Chair of the Audit Committee, drew attention to the changes following the national consultation over the summer. In summary these covered the removal of the mandatory requirement for internal audit; the removal of the requirement to submit an annual Financial Management and Control Evaluation and the lifting of the prevention of one audit firm providing external audit, internal audit and other assurance services.

The Committee recommended the approval of the Annual Report of the Internal Auditors *(Paper F)*. This was considered and agreed.

Mr Curry recommended approval of the Report and Financial Statement for the year ending 31st July 2012. *(Paper G.)*

Governors also reviewed the Audit Completion Report from the Financial Auditors Mazars *(Paper H)*

The draft Representation Letters (*Papers Ia & Ib*) were reviewed and agreed.

The Annual Report of the Audit Committee 2011 - 2012 (*Paper J*) was considered and agreed. Mr Curry thanked the Financial Director and her team for their continuing high quality work and support to the Committee.

57.2012 D1 Resolved: that the Internal Audit Annual Report 2011/2012 be approved.

57.2012 D2 Resolved: that the Report and Financial Statement for the year ending 31st July 2012 be approved.

57.2012 D3 Resolved: that the Audit Completion Report from the Financial Auditor Mazars be received.

57.2012 D4 Resolved: that the two Representation Letters to the Financial Auditor Mazars be approved.

57.2012 D5 Resolved: that the Annual Report of the Audit Committee 2011/2012 be approved.

58.2012 Minutes of the Strategic Planning and Standards Committee held on the 9th October 2012
(*Paper K*)

58.2012. D1 Resolved: to receive the minutes

59.2012 Matters arising from the minutes of the 9th October 2012

Mr Weaver, Chair of the Committee, commented that a number of the items discussed by the Committee had been covered earlier in the meeting in the Principal's Report and Key Performance indicators. He commended the Management team on their frank report into the improvements adopted and outcomes of the International Baccalaureate. The Principal observed that the IB results had met expectations and that all students on the programme had progressed to the HE course of their choice.

Governors sought an update about the impact upon Collegiate High School following the decision to merge with Bispham High School and re-build a single school on the site. The Chair and the Principal were confident that despite some uncertainties with the one-year building programme it should be a positive outcome for the College and improve educational outcomes for all the students at the School.

Mr Weaver drew members' attention to the increase in reported incidents in the Annual Safeguarding Report (*Paper L*). He noted that it was an increasingly difficult environment for young people. It was pointed out that Governors are routinely CRB checked.

59.2012. D1 Resolved: that the Annual Safeguarding Report 2011 - 2012 be received.

		Action
60.2012	<p>Minutes of the Strategic Planning and Standards Committee held on the 27th November 2012 (Paper M) 60.2012. D1 Resolved: to receive the minutes</p>	
60.2012	<p>Matters arising from the minutes of the 27th November 2012 Dr Sanders, Vice-Chair of the Committee, outlined the rationale behind the proposal to establish a Safeguarding Board (Paper M2) and the potential key benefits that could emerge. The busy agenda of the Strategic Planning & Standards Committee fails to afford sufficient time for detailed review and analysis as well as subsequent feedback to Management Colleagues of potential areas for improvement in processes.</p> <p>Governors questioned the added value of the proposed Board and whether this would be an additional burden on busy managers. The Principal welcomed the initiative in providing another set of experienced eyes on the College's procedures. It was agreed to ask the Strategic Planning & Standards Committee to provide the Terms of Reference of the new Safeguarding Board based upon termly meetings, direct reporting to the Corporation and an Annual Report to judge its effectiveness.</p> <p>Governors wholeheartedly supported the draft document "Overall Assessment of College Performance 2012".</p> <p>60.2012. D1 Resolved: that a Safeguarding Board be established and the Strategic Planning & Standards Committee prepare its Terms of Reference in March 2013.</p> <p>60.2012. D2 Resolved: that the "Overall Assessment of College Performance 2012" be approved. <i>Mr Goodinson left the meeting</i></p>	Clerk To Action
61.2012	<p>Minutes of the Search Committee held on 1st October 2012 (Paper O) 61.2012. D1 Resolved: that the Minutes be received.</p>	
62.2012	<p>Matters arising from the minutes of the 1st October 2012 Mr Weaver, Chair of the Search Committee, briefly reviewed the matters considered and the actions taken. He drew attention to the Attendance Report for 2011 – 2012 (Paper P) and concluded that there were no major issues.</p> <p>The Governors Appraisal Process 2012 had been agreed and the closing date for submission of completed forms was the 20th December 2012.</p> <p>62.2012. D1 Resolved: that the Attendance Record for 2011 / 12 be received.</p>	Search Committee To Action

		Action
63.2012	<p>Minutes of the Search Committee held on 3rd December 2012 (Paper Q)</p> <p>63.2012. D1 Resolved: that the Minutes be received.</p>	
64.2012	<p>Matters arising from the minutes of the 3rd December 2012 The draft programme for the 2013 Residential Conference (Paper R) was discussed. Mr Mark Bramwell, a specialist in Sixth Form Colleges from the Association of Colleges had agreed to open the event with a keynote address. The Committee had been pleased to interview and recommend Dr Murphy to the Corporation.</p> <p>Mr Weaver, Chair of the Search Committee, stated that the Committee had collectively completed the Governor Re-appointment Assessment Pro-forma in respect of Mr Graham Curry and recommended that Mr Curry be re-elected to the Corporation for a period of four years from March 2013 to March 2017.</p> <p>Governors briefly discussed the use of the forthcoming Governor training half days and stressed the need for further IT Training, mindful of the move to paperless meetings and the current mixed results from the present pilot with the last two Search Committees.</p> <p>64.2012 D1 Resolved: that subject to CRB clearance, Mr Graham Curry be re-appointed as Governor until March 2017.</p> <p>64.2012. D2 Resolved: that IT Training feature in the Governor Training calendar for 2013.</p>	<p><u>Govs</u> To note</p> <p><u>Clerk</u> To action</p> <p><u>Clerk</u> To action</p>
65.2012	<p>Minutes of the Administration and Finance Committee held on 28th September 2012. (Paper S)</p> <p>65. 2012. D1 Resolved: that the Minutes be received.</p>	
66.2012	<p>Matters arising from the minutes of the 28th September 2012 Mr Davies, Vice-Chair of the Committee, wondered if there had been any further progress on the costs of the Holland Fire, Sports Hall refurbishment and the disputed items on Phase 3 of the property Re-Development Strategy. The Principal advised that due to the necessity to re-soundproof the Sports Hall additional sums would be required. The Director of Finance reported that the resolution of the fire costs and disputed building costs were on going.</p> <p>Governors were assured by the College's revised approach to planned fire evacuations. Two had been completed in the Autumn Term because of problems in the first practice. It was noted that planned evacuations would not normally be scheduled in the summer term during the examination periods.</p>	

67.2012 Minutes of the Administration and Finance Committee held on the 28th November 2012

(Paper T)

67.2012. D1 Resolved: that the Minutes be received

68.2012 Matters arising from the Minutes of the 28th November 2012

The Principal advised that there was no further news about the Breach of Data Protection from the Information Commissioner's Office. Mr Davies, Vice-Chair of the Committee, stated that the Annual Financial Report for the year ending 31st July 2012 had been closely scrutinized through the reconciliation back to the Management Accounts. He noted the Committee had examined a Room Utilization Report that demonstrated effective room usage.

As it looked increasingly unlikely that a pay award would be forthcoming this year, it was agreed to approve a £250 bonus payment to all staff in recognition of the introduction of the 21st teaching session and related cost efficiencies in the support areas of the College.

68.2012. D1 Resolved: that a £250 bonus be approved to all qualifying staff in respect of the introduction of the 21st Teaching Session and cost efficiencies in the support areas.

69.2012 Minutes of the Self-Assessment Committee held on 13th November 2012

(Paper U)

Mr Weaver, Chair of the Committee, described the function of the Committee in annually reviewing the processes and work of the Governors and preparing a quality improvement plan. This year the assessment was based upon the Ofsted Leadership and Management Inspection framework and The English Colleges' Code of Governance. The Governors reviewed the minutes, the Strengths and Areas for Development and agreed the Grade 1 assessment and the proposed action plan for 2012/2013.

The Chair thanked Mr Weaver and advised governors that he was in contact with a Sixth Form College in the region to discuss benchmarking governance processes and would be exploring, with a local charity, a similar exercise in the new year.

Chair
To action

69.2012. D1 Resolved: that the Minutes be received.

69.2012. D2 Resolved: that the Governance Self Assessment and proposed Action Plan 2012/ 2013 are approved.

70.2012 Equality and Diversity Self Assessment Report 2012

(Paper W)

70.2012. D1 Resolved: that the Equality and Diversity Self Assessment Report 2012 be received.

		Action
71.2012	<p>Any other business The Chair reminded Governors about the Gazette Sports Awards on Wednesday 19th December, the Festival of Lessons & Carols being held at St Chad's Church on Thursday 20th December at 1930hrs and the College Christmas lunch on Friday 21st December 2012.</p>	<p><u>Govs</u> To note</p>
72.2012	<p>Estimation of New Risks It was confirmed that no new risks had been identified during the course of the meeting.</p> <p style="text-align: center;"><i>The Principal, Deputy Principal, Clerk, staff and student members left the meeting prior to consideration of the confidential items.</i></p>	
73.2012	<p>Remuneration Committee 17th December 2012 – Confidential item <i>(Paper X – tabled)</i> Governors scrutinized and approved the recommendations of the Remuneration Committee 17th December 2012.</p> <p>73.2012. D1 Resolved: that the recommendations of the Remuneration Committee 17th December 2012 be approved.</p> <p>Date of next meeting The next meeting of the Corporation is Tuesday 26th March 2013 at 1715hrs.</p> <p>The Chair thanked members for their attendance and contributions and closed the meeting.</p>	<p>Clerk To action</p> <p><u>Govs</u> To note</p>

Signed: _____

Chair: _____

Date: _____