



MINUTES OF THE CORPORATION MEETING HELD ON 1st APRIL 2014

Date: Tuesday 1st April 2014
Venue: Sixth Form College
Room: Committee Room
Time: 1715hrs - 1900hrs

Present: Mr J Boyle (Chair)
Mrs C Bellamy (Late arrival)
Mr S Brennand
Cllr D Clapham
Mrs K Clowes
Mr J Corry
Mr G Curry
Ms F Greeves OBE
Dr D Sanders (Vice-Chair)
Mr S Sheard
Mr R Weaver
Mr N Webster
Mr P Welsh
Mr N Wilson

Together with: Mr M Jones (For the presentation)
Mr A Lloyd (Vice-Principal Information Systems and Resources)
Ms G Yeadon (Deputy Principal)
Mrs A Pickup (Director of Finance & Personnel)
Mrs K Buddle (Governance Administrator)
Ms E Trotter (Corporate Services Lead FCAT)
Dr J Burgess (Clerk to the Corporation)
Mrs J A Trainor (Assistant to the Clerk to the Corporation)

		Action
6.2014	Preliminaries The Chair welcomed members to the meeting, introduced Mr Jones and formally welcomed Mrs Buddle and Ms Trotter to their first Corporation meeting. The apologies of Mr A Goodinson, Mr H Heath, The Rev Dr R Murphy, Ms K Talboys and Ms J Trembles were recorded.	
7.2014	Declaration of Interest None.	
8.2014	Consideration of any items of urgent business. None.	

- 9.2014 Presentation on the use of ipads in effective teaching, learning and assessment by Mathew Jones, College ipad Champion**
Mr Jones provided Governors with an energetic, practical presentation that gave an insight into the range of possible uses of ipads in teaching situations. He illustrated the power of technology through:
- 1) An actual pre-session activity to determine the level of prior knowledge and skills of 'students'
 - 2) A live group work activity
 - 3) A 'quizlet' based exercise to develop knowledge and understanding about modern learning terms
 - 4) An extended YouTube tutorial on the rationale, opportunities and benefits available to teachers through technology.
- In response to Governors' questions, Mr Jones described his personal approach to 'paperless teaching' and the strategies he adopts to assist those students who are anxious about using technology. Finally, he explained how paper based teaching activities can be speedily enhanced using the ipad's photographing capabilities.
- The Chair thanked Mr Jones for his excellent presentation and his zeal in taking forward the message to other colleagues.
- 10.2014 Minutes of the last meeting of the Corporation held on the 17th December 2013**
(Paper A)
- 10.2014 D1 Resolved: that the Minutes be approved.**
- 11.2014 Matters arising from the Minutes of the Meeting held on the 17th December 2013**
56.2013 Principal's Report - destinations.
The Principal advised that 95 new employers were working with the College to improve the employability of students.
- 74.2013 Safeguarding Board – Importance of safeguarding and security*
The Principal confirmed that the 'mystery shopper' approach would be used again to test the vigilance of staff. She noted an improving picture with regard to wearing of badges, reduction in cases of theft and overall student satisfaction with safety at the College. Governors explored aspects of site security and were assured that the Vice-Principal has this matter under regular review.
- All other matters had been concluded.
- 12.2014 Chair's Report**
The Chair informed Governors that he had authorised the application for capital funding for a possible further phase of new building within the scope of the original plan already approved by the Corporation. In addition, he had made arrangements in anticipation of the Principal's retirement at the end of the year. This had been detailed at the Extra-ordinary meeting of the Board on the 18th March 2014.

Over the last three months, the Chair reported that he had been fortunate to have had a number of meetings and spoken with senior figures, including the Minister for Skills and Enterprise in BIS and DfE Mathew Hancock MP.

In response to a request from the Sustainability Group, Mrs Kathy Clowes volunteered to join the group as the governor representative.

13.2014 **Principal's Report – Spring 2014** (Paper B & C)

Internal Monitoring Report

The Principal advised that the first part of her Report was now designed to provide further detail and explanation of the **12 Key performance Indicators**. In response to Governors' questions, the Director Finance confirmed that she does not report the operating surplus on a monthly basis, and hence the 'flat line' through the year. The Principal reported that applications to join the College were about 40 up on the same time last year, which indicated that students were applying earlier. It was hoped to retain students from the current lower sixth and, therefore, numbers in next year's upper sixth would be substantially higher.

Governors wondered about the maximum capacity of the College, and the Principal advised that it was hoped to occupy the 12 additional classrooms currently under construction, which would increase overall numbers to 2,300. The Student Governor raised concerns about the social space but was re-assured that this should improve with additional facilities and stricter timetabling over the lunch period.

The need to continue to grow to sustain a viable income stream was reflected in the comments from the Chair about the high proportion of sixth form colleges nationally having to operate deficit budgets next year. The Director of Finance reported that the College's funding for next year would be increased by approximately £535k, in comparison to the current year, as it is still 'protected' within the funding formula.

Report on curriculum changes

The Principal explained that the College had been designated as one of eight pathfinder institutions to pilot the new Tech Bacc qualification over the next two years. She also reflected that BTEC qualifications were anticipated to include more end testing in controlled circumstances. Standards were also likely to rise in the new linear AS and A level programmes. The mock examinations earlier in the term had revealed some pockets of under-performance by students but the resultant cross moderation of assessments had yielded substantial benefits for the teaching staff.

Holidays in term time

Governors noted the statistics on the numbers of students taking holidays in term time and re-affirmed their support for the College Management's policy of not allowing student holidays in term time.

Students' Survey

The Principal alerted Governors to the very positive headlines from the February 2014 Students' Survey which confirmed increased satisfaction on a number of key areas and particularly from upper sixth students' rating of the career's advice, which had risen by over 17% in the last two years.

Staffing matters

Governors sought further details about the difficulties in recruiting certain teaching posts and explored a range of possible strategies to overcome the scarcity of talent in certain areas. They were assured that the impact upon students was minimal and actions had been taken to strengthen the capacity in leadership posts.

Governors offered their congratulations to the Student Services team for organising another successful Customer Service Excellence Award assessment visit.

Clerk
To action

13.2014 D1 Resolved: that the Principal's Report be received.

13.2014. D2 Resolved: that the full student attendance policy in term time is maintained and endorsed.

14.2014 Update and Briefing on Ofsted – March 2014

(Paper D)

The regular Ofsted Briefing anticipated the introduction of the Data Dashboard later this month, reminded Governors of the current inspection framework and highlighted the key issues inspectors will consider. Dr Sanders added that all college governors should be aware of how a college captures and actions the views of students and how a board of governors can impact positively on the student experience.

The sample of questions from a recent Ofsted visit prompted a request for some short additional training / updating. It was agreed to consider this at the next Search Committee.

Clerk
To action

14.2014 D1 Resolved: that the Update and Briefing on Ofsted March 2014 be received.

Mrs Bellamy joined the meeting

15.2014 Minutes of the Audit Committee held on the 4th March 2014

(Paper E, F1 & F2)

15.2014 D1 Resolved: that the Minutes be received

16.2014 Matters arising from the Minutes of the 4th March 2014

Mr Corry, the Chair of the Audit Committee, drew attention to the new requirements on the Corporation to report in the Annual Report that the Corporation is satisfied that the College has an adequate and effective framework for governance, risk management and control and has met its statutory obligations. As a consequence the Audit Committee was taking forward a suggested approach from the internal auditors to develop a Board Assurance Framework to provide and support this requirement.

In essence, the proposed framework builds upon and augments the College's own Risk Management Procedures. A starting point was a joint SLT and Governors Working Party to commence a self-assessment exercise.

Director of Finance
To action

Governors also scrutinized the Risk Champion's Report and Risk Register. In response to questions about Disaster Management, the Vice-Principal provided assurance that the College had effective and mitigating plans in place.

- 17.2014 Minutes of the Safeguarding Board held on the 4th February 2014**
(Paper G)
17.2014. D1 Resolved: to receive the minutes.

- 18.2014 Matters arising from the Minutes of the 4th February 2014**
Dr Sanders, Chair of the Safeguarding Board, reflected that the Conference inputs at the recent Governors Residential had overtaken this particular meeting. He hoped that fellow governors now had a good understanding of the Board's supportive relationship to Senior Management, its quality assurance function and how it conducted case reviews. He concluded that the process was working effectively and the reports reviewed so far were positively received.

He alerted the Corporation to a forthcoming Ofsted Report on Safeguarding and considered that this should be featured on the next agenda of the Safeguarding Board.

Clerk
To action

- 19.2014 Minutes of the Strategic Planning and Standards Committee held on the 18th March 2014**
(Paper H)
19.2014. D1 Resolved: to receive the minutes.

- 20.2014 Matters arising from the minutes of the 12th March 2014**
Mr Sheard, Vice-Chair of the Strategic Planning and Standards Committee, drew the attention of Governors to the emerging positive picture from the Impact Report of the Disadvantaged Funding Strategy and the ALPs Pupil Premium Report.

The Draft Strategic Aims 2014 – 2018 were closely reviewed and a slightly re-worded curriculum aim proposed, "which teaches skills relevant to the 21st century and meets the needs...."

Principal
To action

20.2014. D1 Resolved: subject to minor amendment, the Strategic Aims 2014 – 2018 be approved

21.2014 Minutes of the Search Committee held on 10th March 2014
(Paper J)

21.2014. D1 Resolved: that the Minutes be received.

22.2014 Matters arising from the minutes of the 10th March 2014

Cllr Clapham, Chair of the Search Committee, drew attention to a critical requirement of all Governors that they should look to introduce appropriate, potential new governors to the College in order to create a pipeline of new blood.

Govs
To note

Governors concurred with the advice from the Search Committee to reduce the membership of the Corporation from 19 to 18 effective from the 8th April 2014 and to reduce the membership of the Audit Committee from 5 to 4.

Governors approved the recommendation of the Committee to appoint Mrs Middlemas to the Corporation for a four-year period from the 8th April 2014 and that she join the Strategic Planning and Standards Committee for its last meeting. Mr Boyle offered to act as her mentor. The Corporation also agreed to the recommendation to re-appoint Ms K Talboys for a second term of office. A full review and evaluation of February's Residential Conference (*Paper K*) had concluded that it had been highly successful.

Governors carefully reflected on the seven proposals to enhance governance arrangements at the College and agreed that these should be adopted and, as appropriate, be captured in the Corporation's Standing Orders 2014 – 2015 and forthcoming calendar of meetings for 2014 - 2015.

The Clerk advised that Eversheds had published a revised Code of Conduct earlier this term and the College's Code of Conduct (*Paper L*) had been updated in line with this document. Governors agreed to adopt the updated Code.

Cllr Clapham summarised the plan to create a central Governance Service for the Fylde Coast Academy Trust (FCAT) and the Sixth Form College. This proposal had led to the appointment of Ms Emily Trotter as the Corporate Services Lead for FCAT and Mrs Kath Buddle as Governance Administrator to support this function. The proposal was that this new service takes over the provision of clerking services for the Sixth Form College, at no extra cost, from 1st May 2014.

22.2014 D1 Resolved: that the Corporation membership be reduced by 1 to 18 with effect from the 8th April 2014.

Clerk
To action

<p>22.2014 D2 Resolved: that the number of members on the Audit Committee be reduced from 5 to 4 with effect from the 8th April 2014.</p>	<p>Action Clerk To action</p>
<p>22.2014 D3 Resolved: that Mrs Wendy Middlemas be appointed to the Corporation effective from 8th April 2014 for a four-year period.</p>	<p>Clerk To action</p>
<p>22.2014 D4 Resolved: that Mrs Wendy Middlemas be invited to join the last meeting of the Strategic Planning & Standards Committee.</p>	<p>Clerk To action</p>
<p>22.2014 D5 Resolved: that Mr Boyle act as the mentor to Mrs Middlemas.</p>	<p>Chair & Clerk To action</p>
<p>22.2014 D6 Resolved: that Ms Kathryn Talboys be re-appointed as Governor for a further four-year period effective from the 7th April 2014.</p>	<p>Clerk To action</p>
<p>22.2014 D7 Resolved: that the Summary and Evaluation Report of the Annual Governors' Residential Conference 2014 be received.</p>	
<p>22.2014 D8 Resolved: that all action points from any previous governors meeting be clearly closed at the subsequent meeting.</p>	<p>Clerk To action</p>
<p>22.2014 D9 Resolved: that the training records of Governors be kept up to date by the Clerk.</p>	<p>Clerk To action</p>
<p>22.2014 D10 Resolved: that the Strategic Planning and Standards Committee should be stood down and its business incorporated into additional Corporation meetings, two per term, commencing in the Academic Year 2014 – 15.</p>	<p>Clerk To action</p>
<p>22.2014 D11 Resolved: the remaining Corporation Committees & Safeguarding Board would meet once per term commencing in the Academic Year 2014 – 15.</p>	<p>Clerk To action</p>
<p>22.2014 D12 Resolved: that the updated College Code of Conduct for Corporation Members 2014 -2016 be approved.</p>	
<p>22. 2014 D13 Resolved: that with effect from the 1st May 2014 the Clerking services for the College be undertaken by Fylde Coast Academy Trust.</p>	<p>New Clerk To action</p>
<p>23.2014 Minutes of the Administration and Finance Committee held on 12th March 2014.</p>	
<p><i>(Paper M)</i></p>	
<p>23. 2014. D1 Resolved: that the Minutes be received.</p>	

24.2014 Matters arising from the minutes of the 12th March 2014

Mr Welsh, Chair of the Committee, invited the Vice-Principal to provide the latest update on the Phase 4 project. He confirmed that the College hopes to have the building on the 10th May 2014 and that it currently appears to be on target in terms of budget. Thereafter, the College would take forward the fitting out of the buildings to create the engineering workshops.

The College had not yet been advised of the outcome by the Education Funding Agency of the Capital Bid under the Building Condition Improvement Fund for a potential Phase 5. It was anticipated that this would be received on Friday 4th April 2014.

Mr Welsh urged fellow Governors to read the circulated document 'Return on Investment of the Property Strategy' (*Paper N*) which he considered to be an outstanding Report which confirmed the rationale for the whole Property Strategy and highlighted the returns in both financial and academic terms which the investment was yielding. He warmly congratulated the Director of Finance and Vice-Principal who had combined to produce such a powerful document.

24.2014. D1 Resolved: that Return on Investment of the Property Strategy be received**25.2014 Any other Business****a) Informal review of the Meeting**

Governors agreed that the opening presentation had been informative, pitched at the right level and enthusiastically delivered. The Principal demonstrated the potential of ipad technology by illustrating the outcomes of a recent Management Forum away day that had been 'paperless'.

b) Farewell to Mr Russ Weaver

The Chair warmly thanked Mr Weaver for 16 years of dedicated service as a Governor and particularly for his various chairing roles (Search, Strategic Planning & Standards and Self-Assessment Committees). He had made a huge contribution to the College and it was fitting to hold a celebratory dinner in due course to recognise this achievement.

c) Farewell to Dr David Sanders as a Governor

Whilst Dr Sanders had completed two terms of office as a Governor and was standing down with effect from the 7th April 2014, he was not leaving the College, but had agreed to continue to Chair the Safeguarding Board and act as an external advisor. The Chair offered his very sincere thanks to Dr Sanders for all his various contributions to the College over the last 8 years and particularly for his sound and valuable advice when acting as Vice-Chair of the Corporation.

Assistant to
the Clerk
To action

d) Farewell to Dr John Burgess

Action

On behalf of the Corporation, the Chair offered his sincere thanks to the out-going Clerk of the Corporation for his hard work and efforts to improve the standards of governance at the College. In turn Dr Burgess acknowledged the unstinting, efficient and ever-cheerful support of Mrs Julie Ann Trainor, as Assistant to the Clerk, and for her major contribution in delivering an effective clerking service.

e) Request to consider an alternative date for the June Strategic Planning and Standards Committee

Assistant to
the Clerk
To action

It was agreed to circulate Committee members with possible options to the scheduled date of 24th June 2014 to ensure a full attendance.

26.2014

Estimation of Risk

The meeting reflected on the items discussed and noted that that the appointment of the new Principal needed to be absolutely right in order to continue to achieve College’s strategic aims, including the maintenance of the “Outstanding” Ofsted designation and to successfully take the College further forward.

Date of next meeting

The next meeting of the Corporation is **Tuesday 8th July 2014 at 1715hrs**

Consideration of confidential items.

Signed:

Chair:

Date:
