



MINUTES OF THE CORPORATION MEETING HELD ON 3rd JULY 2012

Date: Tuesday 3rd July 2012
Venue: Sixth Form College
Room: Committee Room
Time: 1715hrs - 1840hrs

Present: Mr J Boyle (Chair)
Mr T Bateson
Mr G Canning
Cllr D Clapham
Mr J Corry
Mr G Curry
Ms K Edwards
Mr A Goodinson
Ms F Greeves
Ms H Harrison
Mr S Sheard
Ms K Talboys
Ms J Trembles
Mr P Welsh

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

- | | | Action |
|----------------|---|--------|
| 23.2012 | Preliminaries
The Chair welcomed members to the meeting and formally introduced Ms Gail Yeadon, the incoming Deputy Principal, to her first meeting and also Mr Tim Freeman, recently appointed Director of the Teaching School. Apologies were received from Mrs C Bellamy, Mr S Brennan, Dr D Sanders and Mr R Weaver.
Mr S Davies did not attend. | |
| 24.2012 | Declaration of Interest
The Principal drew attention to her role as Chair of Governors at Collegiate High School along with Mr Boyle's role as Chair of the Collegiate Trust Board. Cllr Clapham noted reference to his recently elected role as Vice-Chair of the Search Committee. | |
| 25.2012 | Consideration of any items of urgent business.
The Report from the Student Governor would be tabled under item 14, an updated calendar of meetings for 2012-13 would be received under any other business and copies of the College's Annual Report would be circulated later in the meeting. | |

- 26.2012 Minutes of the meeting of the Corporation held on the 27th March 2012**
(Paper A)
 The Principal advised that Edge Hill University had now been replaced by Cumbria University as the HE Alliance Partner in the Teaching School as described in Annex A of the Minutes.
- 26.2012 D1 Resolved: that, subject to the correction above, the Minutes be approved.**
- 27.2012 Matters arising from the Minutes of the Meeting held on the 27th March 2012 not appearing elsewhere on the agenda.**
 None.
- 28.2012 Report on Chair's Action**
 The Chair reported that he had signed documents, on behalf of the Corporation, relating to accessing funds from the Buildings Condition Improvement Fund.
- 29.2012 Principal's Report – Summer 2012**
(Paper B)
Retention
 Student Retention overall is currently marginally improved over last year, in part due to the employment of an additional attendance mentor.
- Teaching & Learning developments**
 All teaching sessions now are planned through a LEADS agenda, (Learning, Enjoyment, Application & Understanding, Development of Skill and Sharpness). This has resulted in an improved lesson observation profile.
- Anticipated A Level Reforms**
 The Principal outlined the potential implications in relation to costs, as well as teaching, learning and assessment regimes, arising from the possible changes to the A Level structure.
- Curriculum Developments**
 The Principal drew attention to the critical role BTEC courses are now playing in the College with over 50% of all students involved in some BTEC awards pathway or combination. In addition, three new BTEC programmes will be on offer at the College from September 2012.
- Progression to the Upper Sixth**
 The College has now enrolled some 975 students into the Upper Sixth for the coming year and has in place strategies to ensure that these students remain on this track over the summer months.
- Sixth Form Annual Conference June 2012.**
 This was a particularly useful gathering for the College to showcase the Teaching School, to hear Ofsted developments and receive early indications of the changing college funding methodology.

Staff Development overview

The College has made a strong commitment to continue to invest in continuous professional development in 2012-13 for all staff through the Teaching School. The range of initiatives and numbers of staff involved in various programmes were outlined and a new post of Curriculum Leader for CPD has been established to facilitate and evaluate the impact of human resource development.

Teaching School

The pace of development within the Teaching School continues to accelerate on all aspects of its remit and provides direct reciprocal benefit to the College's staff. Governors considered the additional pressures and risks but agreed that there was a strong moral duty, over and above a business case, for supporting and sharing best practice with neighbouring schools to benefit the locality and tackle deprivation.

The Chair commented that from his attendances at national events during recent months, he had been struck by the high reputation the College has in the sector. He warmly thanked the Principal, the Deputy Principal, senior managers and teachers for their efforts in raising the profile of the institution on the national stage.

29.2012 D1 Resolved: that the Principal's Report be received

30.2012 Key Performance Indicators – June 2012 (Paper C)

Governors scrutinised the 11 key performance indicators. The Principal explained that the format of the document had been changed and adapted with the idea of reporting progress on certain KPIs on a termly basis. Further re-classifications would follow. The Work Experience Placement indicator was discussed and Governors drew attention to increased opportunities of placements following a policy commitment by the local Council.

Principal
To follow

Governors raised questions about which KPIs might be more important to parents, future students and other stakeholders. Discussion about the usefulness of the Net Borrowing and Operating Surplus graphs concluded that a comparison to forecast might be more informative. It was agreed to re-visit the presentation of certain KPIs in order to enhance their utility to Governors. The Annual Report was circulated.

Principal &
SMT
To action

Mindful of the need within the new English Colleges' Foundation Code of Governance to come to a judgement about the performance of the College, it was agreed to ask the Strategic Planning & Standards Committee to take this forward at their next meeting.

30.2012 D1 Resolved: that the KPI June 2012 Report be received.

31.2012 Minutes of the Administration and Finance Committee held on 13th June 2012.

(Paper D)

31.2012. D1 Resolved: that the Minutes be received.

32.2012 Matters arising from the minutes of the 13th June 2012

Mr Welsh, Chair of the Committee, reviewed the key points discussed at the meeting. He drew attention to the current very positive operating surplus and cash position as at 30th April 2012. He invited the Vice-Principal to update Governors on the 6 small capital projects agreed for implementation. These included an Engineering laboratory and related equipment, IT software and materials, furnishing the Phase3a breakout area, access road improvements, improvements to the grassed car parks and external and internal signage.

Proposed Budget 2012-13 and projections for 2013 -14 & 2014 -15

(Paper E)

The Director of Finance reviewed the updated budget summary for the next financial year. This forecasted an operating surplus of £127k. The income from EFA is significantly lower (£258k) but staffing costs have been maintained at 70% of total income. However, the introduction of the new funding methodology for the following year will result in a smaller forecasted operating surplus and may lead to a small operating deficit in 2014-15. She assured Governors that the College anticipates sufficient cash to maintain loan repayments.

Governors were anxious to determine the level of contingences within the budget, and particularly within the staffing budget, where staff turnover, vacancies and high allowances had in the past yielded a financial cushion. The Director of Finance confirmed that contingencies were in place but pointed out that there were many uncertainties e.g. salary scale progression and maternity costs, however, she considered that these projections reflected a very prudent assessment at the moment. She reminded Governors that a major six monthly re-forecast exercise is conducted in February each year and scrutinized by the Administration and Finance Committee.

The Board approved the budget.

Building Condition Improvement Fund

(Paper F)

The Vice-Principal outlined the Sports Hall refurbishment project, which at a budget cost of £500k includes the creation of a mezzanine floor with a fitness suite, open plan work area, gallery and viewing facility. In addition there would be a new entrance, upgraded internal and external elevations, new flooring, re-wiring and lighting. Some disruption was inevitable in part due to delays in securing planning permission.

The Chair drew Governors' attention to the Terms and Conditions relating to colleges receiving funding of £480k from the Building Condition Improvement Fund. The meeting agreed to these.

Phase 3 & 3a Progress Report & Capital Expenditure Report

The Vice-Principal was pleased to report both buildings were now open, but a considerable number of snags, some relating to leaks following the recent torrential rains, were being slowly addressed by ISG. An external fire escape would be completed over the summer vacation.

Health & Safety

Mr Curry sought further information regarding the rationale for the reduction in planned fire evacuations to just one successful exercise per year.

The Vice-Principal highlighted the extended examination period in the Spring & Summer Terms that now created severe difficulties in finding a suitable time-slot. Whilst he acknowledged that schools do follow a pattern of one per term, colleges follow a variety of combinations. The primary purpose was related to staff and fire-marshal training.

The Principal noted that planned evacuations are always scheduled when the maximum numbers of students are on campus at any one time and if problems are revealed then the exercise is repeated. The Health & Safety Advisory Committee had considered the matter and was content with the proposed change. Mr Curry argued that Health & Safety was paramount and requested written support of the change from the Fire Officer. It was agreed to refer the matter back to the Administration & Finance Committee.

32.2012. D1 Resolved: that the draft Budget for 2012- 2013, and forecasts for 2013/14 and 2014/15 be approved.

32.2012. D2 Resolved: that the Terms and Conditions of the Building Condition Improvement Fund relating to the £480k allocation are agreed and approved.

32.2012. D3 Resolved: that the Phase 3 & 3a Spend Analysis and Forecast Outturn be received.

32.2012. D4 Resolved: that the proposed change to the number of planned fire evacuations is referred back to the Administration & Finance Committee for further consideration.

**33.2012 Minutes of the Strategic Planning and Standards Committee held on 12th June 2012
(Paper H)**

33.2012. D1 Resolved: that the Minutes be received.

34.2012 Matters arising from the minutes of the 12th June 2012
 The Chair briefly highlighted the key items discussed at the meeting. Governors acknowledged the usefulness of the quarterly Safeguarding Report and wondered if there was an immediate plan to undertake an independent audit. Despite Safeguarding being an increasingly critical matter across Blackpool and Fylde, within the College, it was agreed that this area was very satisfactory at the moment and there was no necessity at this stage for an audit to be conducted.

Draft Strategic Development Plan 2012 - 2013

(Paper I)

The Principal explained that for the coming year the plan was now in line with the priorities in the Five Year Plan. She noted that all staff had been involved in the production of the document and a clearer approach had been adopted when quoting percentages.

The Chair requested that the word “costs” be added to item 6.5.

Principal

34.2012 D1 Resolved: that, subject to a minor correction, the Draft Strategic Development Plan 2012 – 2013 be approved.

35.2012 Minutes of the Search Committee held on 21st May 2012
(Paper J)

35.2012. D1 Resolved: that the Minutes be received.

36.2012 Matters arising from the minutes of the 21st May 2012

Cllr. Clapham, Vice-Chair of the Search Committee reviewed the key points discussed at the meeting. The present vacancy on the Corporation was still unfilled despite best endeavours. The Committee was trialling “paperless meetings” on 1st October and would report back on the outcome. The Committee had followed the changes brought about by the Education Act 2011, along with the new freedoms and responsibilities, but were content with the present governance arrangements in the College.

The annual review and updating of the Standing Orders 2012 – 2013 *(Paper K)* had been completed and these were recommended to Governors for approval.

36.2012. D1 Resolved: that the Standing Orders 2012 – 2013 be approved.

37.2012 Minutes of the Audit Committee held on 19th June 2012
(Paper L)

37.2012. D1 Resolved: that the Minutes be received.

38.2012 Matters arising from the minutes of the 19th June 2012
Risk Register *(Paper M)*

Mr. Curry, Chair of the Committee, applauded the work of the Risk Management Champion and drew members' attention to the updated and re-styled colour format.

Two excellent internal audit reports were noted in respect of "Strategic Management – Retention Strategy" and "Financial Accounting and Assets".

The forthcoming changes to the requirements for Internal Audit and the obligation to complete the Financial Management and Control Evaluation were briefly discussed.

38.2012. D1 Resolved: that the Risk Register May 2012 be received

39.2012 Election of the Vice-Chair of the Corporation 2012 - 2014

In respect of the election for the Vice-Chair of the Corporation, 31st July 2012 - 2014, only one nomination had been received, and Dr David Sanders was duly confirmed for a further two-year period of office.

39.2012. D1 Resolved: that Dr David Sanders be re-appointed Vice-Chair of the Corporation for the period 31st July 2012 – 31st July 2014.

40.2012 Student Governor Report July 2012

(Paper N)

Mr George Canning tabled a detailed and comprehensive review of the year from the students' perspective including the work of the Students' Council, plus 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 George for the Report and his uplifting final message.

40.2012. D1 Resolved: that Report by the Student Governor on the College 2012 be received.

41.2012 Farewell to Student Governor

Governors warmly thanked Ms Katie Edwards for her two years of service on the Corporation and wished her every success in her recent exams and in her future studies and career.

42.2012 Farewell to Deputy Principal

Governors warmly thanked Ms Kerry Kirkwood for her dedicated and exceptional service as Deputy Principal and wished her every success in her future career as Principal of St John Deane's Sixth Form College in Northwich.

43.2012 Revised Calendar of meeting dates 2012 - 2013
An updated calendar of meeting dates for the forthcoming year was tabled, highlighting the Search Committee's e governance training session on Tuesday 25th September 2012, a revised date of the 19th June 2013 for the Administration & Finance Committee and the Celebration Evening 24th June 2013.

44.2012 Estimation of new risk areas
No new risk areas had emerged during the course of the meeting.

45.2012 Date of next meeting
The next meeting of the Corporation is **Tuesday 18th December 2012 at 1715hrs.**

The Chair thanked members for their attendance and contributions and closed the meeting.

Signed: _____

Chair: _____

Date: _____