



MINUTES OF THE CORPORATION MEETING HELD ON 5th APRIL 2011

Date: Tuesday 5th April 2011
Venue: Sixth Form College
Room: Committee Room
Time: 1700hrs - 1850hrs

Present: Mr J Boyle (Chair)
 Mr T Bateson
 Mr S Brennand
 Cllr D Clapham
 Mr J Corry
 Mr G Curry
 Ms K Edwards
 Mr A Goodinson
 Ms F Greeves
 Mr R Hutchinson
 Mr M Kimber
 Dr A Mohan
 Dr D Sanders
 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
1.2011	<p>Preliminaries The Chair welcomed members to the meeting and formally introduced Mr Simon Brennand to his first meeting.</p> <p>Not present: Mr S Davies</p>	
2.2011	<p>Declaration of Interest None.</p>	
3.2011	<p>Consideration of any items of urgent business. None.</p>	
4.2011	<p>Appointment of new Governor <i>(Tabled minutes from the Extraordinary Meeting of the Search Committee)</i></p>	

Following the recommendation of the Search Committee (4th April 2011 22.2011 D1), it was proposed that Mr Simon Brennand be elected to the Corporation with immediate effect for a four-year period to 5th April 2015.

Action

4.2011 D1 Resolved: that, subject to CRB clearance, Mr Simon Brennand be appointed to the Corporation for a four-year term until April 2015.

4.2011 D2 Resolved: that Mr Brennand be invited to join the Strategic Planning & Standards Committee and that Mr Goodinson act as Mr Brennand's Mentor

5.2011 Minutes of the last meeting of the Corporation held on the 14th December 2010
(Paper A)

5.2011 D1 Resolved: that the Minutes be approved.

6.2011 Matters arising from the Minutes of the Meeting held on the 14th December 2010

All but two matters had been actioned;

- a) The kind offer from Ms Talboys to assist in professional development activities in equality and diversity was still under consideration
- b) The reconvening of the Remuneration Committee will take place following the appointment of the Corporation Vice-Chair.

Principal

Clerk

The Principal warmly thanked the Governors who had contributed to sessions in the Spring Staff Development Programme. Their commitment and contribution was valued by the staff.

7.2011 Report on Chair's Action

The Chair reported that he had indicated the College's interest in participating in the joint Learning & Skills Improvement Service & National Union of Students new programme to support Student Governors whilst at the Learning Skills Information Service's national governance conference. Subsequently, this had been confirmed by the Search Committee (4th April 2011 resolution 22.2011).

8.2011 Principal's Report – Spring 2011

(Paper B)

January Module Results

The Principal was pleased to report that generally the A2 results were on course. An extra 200 students had taken the examination and a number of new subject areas such as history and economics were featured for the first time. Unfortunately there were some unexpected results in English Literature and Politics.

In contrast, there were some disappointing results at AS level, that were below national benchmarks. These had been explored in detail with Governors in the Strategic Planning & Standards Committee last month and a range of improvement strategies were now in place to support new staff and students. The Teaching Staff Governor described the extensive provision of Easter revision sessions, whilst the Student Governor reflected that the AS January examination experience was a real shock after such a short period at the College.

Action

Student Retention

The Principal tabled an updated report on student numbers as at 31st March 2011. Governors studied the four-year trend in Student Retention, which showed a strong 2% improvement against last year. The efforts of staff at Level 2 were significant and a testimony to their commitment to students. The YPLA had provided a small increase in student numbers next year in recognition of the progress being made in student retention.

Report on Teaching and Learning Observations

The profile of graded lesson observations for the year to date was based upon the new Ofsted framework, which partly explained the significant decline in the number of outstanding and good sessions. Additional support is being provided to all staff involved in sessions judged satisfactory or below.

Wolf Report

Governors broadly welcomed the thrust of the recommendations of the recently published national report into vocational education.

Teaching Schools

The Principal outlined the rationale underpinning a joint bid with Hodgson High School to establish a Teaching School to take forward initial teacher training in a wider partnership drawn from university, primary and special school members across Lancashire and Blackpool.

8.2011 D1 Resolved: that the Principal's Report be received

8.2011 D2 Resolved: that approval be given to submit a collaborative bid to establish a Teaching School.

9.2011

Key Performance Indicators – March 2011

(Paper C)

Governors scrutinised the 13 key performance indicators and were pleased to note the positive improvements in recruitment, attendance and retention. After discussion, it was decided against promoting these Key Performance Indicators, in their present format, to a wider audience.

9.2011 D1 Resolved: that the KPI March 2011 Report be received.

<p>10.2011</p>	<p>Accommodation Strategy – Phase 3</p> <p>The Vice-Principal provided a verbal update on the progress of this phase. Unfortunately, adverse weather over the Christmas period had frustrated construction and the project was approximately 5 weeks behind schedule. Official confirmation of the exact position and the mitigation strategies would be available after the site management meeting next week.</p> <p>Overall the contractors had maintained good relationships with the College’s neighbours and achieved excellent site management. The Director of Finance explained the elements in an updated tabled Phase 3 Spend Analysis and Forecast Outturn (8) (<i>Paper D1</i>), which were based upon the latest projections from the College’s Quantity Surveyor. Governors expressed concern about the provision of two new electrical supplies at a cost of £79k. It was agreed that this should be categorised as “challenged”.</p> <p>Governors noted that overall the project was estimated to be £60k under-spend against the total approved project cost and all contingencies.</p> <p>The Vice-Principal provided Governors with an update of a £1.2m bid to the YPLA to secure a grant to commence some improvement works to a section of the Phase 4 project. Overall, the new national capital fund to sixth form colleges totals £57m, but requires project bids that can be completed by April 2012. The College had submitted a project totalling £1.3m. Governors requested that they be kept informed of the progress of this initiative.</p> <p>10.2011. D1 Resolved: that Revised Phase 3 Spend Analysis and Forecast Outturn March 2011 be received.</p> <p>10.2011. D2 Resolved: that, subject to the receipt of the £1.2m grant from the YPLA, a further £1.3m capital investment be approved to commence improvements towards Phase 4.</p> <p>10.2011. D3 Resolved: that, subject to the receipt of the £1.2m grant from the YPLA, the Administration and Finance Committee monitor the progress of this project.</p>	<p>Action</p> <p>Director of Finance To action</p> <p>Director of Finance To action</p>
<p>11.2011</p>	<p>Election of Vice-Chair of the Corporation</p>	
	<p>The Clerk advised that only one nomination had been received by the closing date and Dr David Sanders was confirmed as Corporation Vice-Chair with immediate effect until 31st July 2012.</p>	
	<p>11.2011. D1 Resolved: that Dr David Sanders be appointed Vice-Chair of the Corporation from 5th April 2011 to 31st July 2012.</p>	
<p>12.2011</p>	<p>Minutes of the Audit Committee held on the 8th March 2011</p>	
	<p>(<i>Paper E</i>)</p> <p>12.2011 D1 Resolved: that the Minutes be received</p>	
<p>13.2011</p>	<p>Matters arising from the Minutes of the 8th March 2011</p>	

Mr Curry, the Chair of the Audit Committee, reported that the focus of the meeting had been on risk management. Governors had been impressed with the progress made on the College's new Risk Management system and associated action plans and the Committee had made a series of improvement suggestions. In addition, a draft Risk Appetite Statement had been prepared and debated. After a number of modifications a revised statement (*Paper F*) had been drafted to indicate that the appropriate risk appetite level was "moderate". Moderate Risk Appetite is defined where the College strategically chooses to engage in ambitious activities which, if unsuccessful, could impact the College's ability to achieve its strategic aims.

The Chair observed that the College had received some praise at the National Governance Conference in preparing such a statement and boldly adopting the moderate categorization.

Action

13.2011 D1 Resolved: that the Draft Risk Appetite Statement be approved.

14.2011 Minutes of the Strategic Planning and Standards Committee held on the 15th March 2011
(*Paper G*)
14.2011. D1 Resolved: to receive the minutes

15.2011 Matters arising from the minutes of the 15th March 2011
Dr Sanders, Vice-Chair of the Strategic Planning and Standards Committee, assured Governors that the Committee had undertaken a rigorous scrutiny of the January Examination results, the Early Leavers & Persistent Absentees Report and the outcomes of the new internal Inspection regime and engaged with management on their proposed improvement plans. The report on Marketing Strategy 2010 -2011 was promising and suggestions had been proposed to enhance the Draft Strategic Plan 2011 – 2016. The response rate on the Student Survey showed a respectable 72% and indicated very high levels of satisfaction. The current pressures on students' social and eating space will be eased with revised timetabling arrangements and additional facilities in Phase 3 in the new academic year.

15.2011. D1 Resolved: to circulate the Employability and Work Experience Report to all Governors

Principal

Mr Goodinson left the meeting

16.2011 Minutes of the Search Committee held on 28th February 2011
(*Paper H*)

16.2011. D1 Resolved: that the Minutes be received.

17.2011 Matters arising from the minutes of the 28th February 2011

Mr Weaver, Vice-Chair of the Search Committee, reported that discussions were ongoing to fill the two current vacancies on the Corporation. In due course, it would be timely to review and re-assign Governors to Committees to ensure appropriate skills, balance and to refresh the membership. A full review and evaluation of January's Residential Conference (*Paper I*) had concluded that it had been very successful despite unfortunate external pressures on a number of members. The draft Governance Charter (*Paper J*) had been reviewed and the re-drafted version was recommended for adoption. A proposed framework for the calendar of meetings for the next academic year had been considered and a draft programme (*Paper K*) was offered for consultation.

The Principal reported that Mr Andy Martin had joined the Collegiate High School Board as the College's nominated Governor. After discussion it was agreed that Governors would sign and return the Governance Charter at the end of the meetings. A number of members stated that a later start to Corporation Meetings would be helpful.

Clerk

Action

Clerk

Members wondered if the Search Committee could identify any useful and cost effective external governor training courses.

17.2011. D1 Resolved: that the Review and Evaluation of the Residential Conference 2011 be received.

17.2011. D2 Resolved: that the draft Governance Charter be approved and signed by each Governor and returned to the Clerk.

17.2011. D3 Resolved: that the draft schedule for proposed meetings 2011 – 2012 be received and further comment be invited from Governors on any further enhancements.

Govs
To note

17.2011. D4 Resolved: that Ms Kathryn Talboys would take over the role as designated Safeguarding Governor.

18.2011 Minutes of the Administration and Finance Committee held on 16th March 2011.

(Paper L)

18. 2011. D1 Resolved: that the Minutes be received.

19.2011 Matters arising from the minutes of the 16th March 2011

Mr Welsh, Chair of the Committee, requested clarification on the proposed overseas fee structure for the International Baccalaureate 2011 – 2012. The Principal advised that despite the high costs of the programme it was proposed to keep to £5k per year. Mr Welsh highlighted the current surplus in the Management Accounts and the positive Cash Flow, however, drew attention to the risk of potential industrial unrest due to the ongoing failure of the teachers' pay negotiations. The Committee had also reviewed the suite of new Personnel Policies and a new Security Policy.

20.2011 Consideration of a confidential Item from the Administration and Finance Committee 16th March 2011

21.2011 Any other Business

- a) College Badges – Governors were requested by the Chair to wear their College Governor name badges whilst at the College or at any related external events.
- b) Car Parking Permits – New parking permits were issued.
- c) Governors extended congratulations to all students and staff associated with the recent highly successful production of Cabaret.
- d) The Chair reminded Governors about the Concert being held at White Church Lytham St Annes on Wednesday 6th April 2011 at 1930hrs.

22.2011 Estimation of Risk

The meeting reflected on the items discussed and noted that the following issues ought to be recognised on the Risk Register:

- a) Risks connected with the Phase 4 project and the associated YPLA Capital Grant
- b) Risks surrounding the construction delays to the Phase 3 and the late completion date
- c) Risks involved in securing the Teaching School Bid from College Management becoming over-stretched or failing to concentrate on the College 's core business,

Date of next meeting

The next meeting of the Corporation is **Tuesday 5th July 2011 at 1700hrs.**

The Chair thanked members for their attendance and contributions.

Signed:

Chair:

Date:
