



MINUTES OF THE CORPORATION MEETING HELD ON 6<sup>th</sup> July 2010

**Date:** Tuesday 6<sup>th</sup> July 2010  
**Venue:** Sixth Form College  
**Room:** Committee Room  
**Time:** 1700hrs - 1850hrs

**Present:** Mr J Boyle (Chair)  
 Mr T Bateson  
 Cllr. D Clapham  
 Mr J Corry  
 Mr G Curry  
 Mr S Davies  
 Ms F Greeves (Principal)  
 Mr C Hodson  
 Dr A Mohan  
 Mr T Nicholson  
 Ms K Talboys  
 Ms J Trembles  
 Mrs S Walsh MBE  
 Mr R Weaver  
 Mr P Welsh

**Together with:** Mr M Kimber (Observer – Student Governor elect)  
 Ms K Kirkwood (Deputy Principal)  
 Mr A Martin (Estates Manager) – For the Accommodation Strategy item.  
 Mrs A Pickup (Director of Finance)  
 Dr J Burgess (Clerk to the Corporation)  
 Mrs J A Trainor (Assistant to the Clerk to the Corporation)

		Action
18.2010	<p><b>Preliminaries and apologies for absence</b>            The Chair welcomed both Ms Kathryn Talboys to her first Corporation meeting and the incoming Student Governor Michael Kimber.  <b>Apologies had been received from</b> Mr A Goodinson, Mr R Hutchinson, Ms S Lightowlers, and Dr D Sanders.</p>	
19.2010	<p><b>Declaration of Interest</b>            Cllr.Clapham recorded his responsibilities with Blackpool Council with regard to the College's loan application. It was agreed these interests did not cause a major conflict and Cllr Clapham could fully participate in the discussion.</p>	
20.2010	<p><b>Consideration of any items of urgent business.</b>            None.</p>	
21.2010	<p><b>Minutes of the last meeting of the Corporation held on the 30<sup>th</sup> March 2010</b>  <i>(Paper A)</i></p> <p><b>21.2010 D1 Resolved: that the Minutes be approved.</b></p>	
22.2010	<p><b>Matters arising from the Minutes of the Meeting held on the 30<sup>th</sup> March 2010</b>            None.</p>	

## **23.2010 Accommodation Strategy**

(Paper D)

Mr Welsh, Chair of the Accommodation Working Party, reviewed the outcomes of the meeting held on 9<sup>th</sup> June 2010, noting the educational case, financial case and project & communication plan. The Principal reminded Governors of the amended Phase 3 re-development Project, which was designed to mirror the existing Phase 2 construction phase with the creation of a new theatre, 2 black box rooms and 18 teaching rooms. With the aid of a visual presentation, Mr Martin provided a detailed explanation of the proposed work plan for Phase 3 starting in a few days time and completing in July 2011. The result would provide a contemporary theatre environment for performing arts students, who are currently housed in temporary accommodation, along with larger high quality teaching rooms equipped with new technology for English and Modern Language students. Governors supported the decision to include the 3 additional teaching rooms above the theatre.

The health and safety improvements from enhancing the access to the College and the re-positioning of the bus stop were very positive features of the Project. The meeting with local residents had proved very successful.

The Director of Finance reviewed the key financial dimensions of the Project and was pleased to report that a very competitive tender had been accepted from ISG Plc and that the College's financial position was such that a lower loan facility was anticipated.

Governors warmly thanked the Principal, The Estates Manager and all the senior team for their determination and hard work in pressing ahead with Phase 3 Project in these somewhat difficult and uncertain times.

**23.2010 D1 Resolved: that the minutes of the Accommodation working Party 9<sup>th</sup> June 2010 be received.**

**23.2010 D2 Resolved: that Phase 3 of the Accommodation Strategy proceeds as planned.**

**23.2010 D3 Resolved: that the Accommodation Working Party continue to oversee and monitor the progress of the Project.**

*Mr Martin left the meeting*

## **24.2010 Principal's Report**

(Paper B)

### **National Developments**

The Principal observed that the educational sector was in receipt of new directives, almost on a daily basis, from the new Coalition Government. The aim appeared to be cutting costs plus unnecessary bureaucracy and providing freedom, fairness and enhanced responsibility. The overall high performance and excellent value for money provided by the Sixth Form College sector was recognised by new government ministers. Governors considered the impact on local schools of the decision to abandon the Building Schools for the Future scheme.

### **The National Challenge Trust and work with Partner High Schools**

The extensive support provided to local schools was described and the positive outcomes noted, particularly with Collegiate High School in securing a new management team and enhanced governance arrangements.

### **Transport difficulties**

Governors expressed concern about the changes to the Blackpool Transport timetables, which have resulted in longer journey times for students living in the south Fylde. This may ultimately lead to a downturn in student recruitment from this locality. College managers are working with Blackpool Transport personnel on this issue.

### **Retention**

The Principal explained that the dip in overall student retention was largely due to lower 6<sup>th</sup> students leaving early and all departments, both teaching and support, had been asked to become more vigilant on this issue, especially in relation to students working to achieve higher grades at A/S Level.

### **Staff development**

The Principal reported on the continuing success of the “bite-sized” menu of staff development opportunities that has been available to staff this term and the new arrangements planned for August 2010. Approximately 40 workshops are offered to all staff, Governors and staff from National Challenge Schools.

### **Self-Assessment Report validation meetings**

Governors were invited to participate in the Annual Validation process and Mr Russ Weaver kindly volunteered to assist on the 6<sup>th</sup> and 7<sup>th</sup> December 2010.

### **24.2010 D1 Resolved: that the Report be received**

### **25.2010 Key Performance Indicators – July 2010**

*(Paper C)*

Governors scrutinised the 13 key performance indicators and particularly noted the increased achievement in the League table point score per student.

### **25.2010 D1 Resolved: that the KPI July 2010 Report be received**

### **26.2010 Minutes of the Audit Committee held on the 23<sup>rd</sup> June 2010**

*(Paper E)*

### **26.2010 D1 Resolved: that the Minutes be received**

### **27.2010 Matters arising from the Minutes of the 23<sup>rd</sup> June 2010**

Mr Curry, the Chair of the Audit Committee, and the Director of Finance outlined the tender process to appoint new external auditors following the merger in December 2009 of the Internal and External Auditors. Despite some disappointment that three firms failed to submit, the Committee were very happy to recommend Mazars LLP to be the new Financial Statements Auditor.

Mr Curry was pleased to report that Mr Jim Corry had been elected Vice-Chair of the Committee.

**27.2010 D1 Resolved: that Mazars LLP be appointed external audit firm for 2010 / 2011.**

*Mr Weaver left the meeting*

**28.2010 Minutes of the Strategic Planning and Standards Committee held on the 15<sup>th</sup> June 2010**

*(Paper F)*

**28.2010. D1 Resolved: to receive the minutes**

**29.2010 Matters arising from the minutes of the 15<sup>th</sup> June 2010**

Cllr. Clapham, the temporary Chair of the Committee, reviewed the meeting and highlighted the re-branding presentation, which subsequently had been strongly featured in the recent Celebration Evening function.

**Strategic Development Plan 2010 / 2011 (Paper G)**

The Deputy Principal tabled an updated one-year plan, explaining that a number of targets had been made more specific and the key responsibilities had been re-allocated. The final document would be printed and distributed in a folded "Z bend" format. Governors sought further information and clarification on a number of issues including the move to a 6 column timetable, the linking of partnership to specific aspects of the curriculum, the rationale behind extending the 2 to 1 project to Professional Standards Payments Scheme (PSP) teachers and the extent and quality of careers advice available to students. It was agreed to postpone amending the descriptor of the core value of respect and introducing the notion of "community" until a full review had taken place. A request was made that when abbreviations were used that that they were defined somewhere in the document.

**SMT  
To action**

**Five year Development Plan 2010 – 2015 (Paper H)**

Given the change in the political landscape following the general election, which had precipitated the proliferation of educational policy changes and along with the anticipated cuts in the Comprehensive Spending Reviews in October 2010, it was considered prudent to delay before formally approving this document until the current turbulence has settled. The Chair believed that although there were many uncertainties and associated threats, there were also a number of potential threats and opportunities that should be explored with some urgency. Governors felt it may be sensible to establish a "Strategic Review Group" consisting of some Governors and members of the SMT. It was agreed that such a group be formed. It was agreed to invite the Search Committee to consider membership of that group.

Some Governors raised worries that as the next meeting of the Corporation is not until mid-December 2010, If necessary a mid Autumn Board meeting may be called.

**29.2010. D1 Resolved: that the Strategic Development Plan 2010 / 2011 be approved.**

**29.2010. D2 Resolved: that the updated draft Five year Strategic Development Plan be received.**

**29.2010. D3 Resolved: a)that a Strategic Review Group be formed consisting of Governors & SMT Members  
b) Consider the membership of the Strategic Review Group.  
c) that the Search Committee considers revising the calendar of Corporation meetings**

Clerk  
To action

**30.2010 Minutes of the Search Committee held on 24<sup>th</sup> May 2010  
(Paper I)**

**30.2010. D1 Resolved: that the Minutes be received.**

**31.2010 Matters arising from the minutes of the 24<sup>th</sup> May 2010**  
Mrs Walsh, Chair of the Search Committee, set out the rationale for the change in the process of conducting Governor Personal Reviews and hoped that this would be completed before October 2010.

Search  
Committee  
members  
To take  
forward

The key changes to the 2010 – 2011 Standing Orders (*Paper J*) were explained and considered to be sound and sensible amendments.

Mrs Walsh urged all Governors to study the recently forwarded August / September Staff Development Programme and take advantage of the short workshops to extend their knowledge & skills and meet up with staff.

All  
Governors  
To take  
forward

**31.2010. D1 Resolved: that, the revised process of conducting Governor Personal Reviews be approved.**

**31.2010. D2 Resolved: that the Standing Orders 2010 - 2011 be approved.**

**32.2010 Minutes of the Administration and Finance Committee held on 16<sup>th</sup> June 2010. (Paper K)**

**32. 2010. D1 Resolved: that the Minutes be received.**

**33.2010 Matters arising from the minutes of the 16th June 2010**

## **Proposed budget for 2010 – 2011 & forecast for 2011-12 & 2012 -13 (Paper L)**

Mr Welsh briefly highlighted the key issues discussed at the meeting and invited the Director of Finance to review the changes made to the initial draft budget following the Chancellor's Budget Statement. The Director of Finance carefully explained the notes accompanying the draft budget and also tabled an amendment of a £17k increase in loan interest costs. She invited Governors to review the YPLA budgetary return.

## **Revised roles and responsibilities of the Senior Management Team**

The Principal confirmed the main changes to the roles and responsibilities of the SMT following the departure of the Dr Efreem Jones, Vice-Principal Learner Services, who was leaving the College to undertake research and further specialised study. The summer period was not an ideal time to seek a replacement, and there would be a period of reflection to determine how best to fill the vacancy in 2011.

**33. 2010. D1 Resolved: that the Proposed budget for 2010 – 2011 & forecast for 2011-12 & 2012 -13 be approved.**

### **34.2010 Farewells**

On behalf of the Corporation, the Chair warmly thanked Mr Chris Hodson for his enthusiastic commitment to the role of Student Governor and wished him every success at Cumbria University.

The Chair thanked Mr Tony Nicholson for his contribution to the Corporation and expressed sadness that he had decided to step-down due to pressure of work.

### **35.2010 Student Governor 2010 -2011**

The Chair formally welcomed Mr Michael Kimber as the Student Governor to the Corporation.

**35. 2010. D1 Resolved that Mr Michael Kimber be appointed to the Corporation as Student Governor 12<sup>th</sup> July 2010 – 8<sup>th</sup> July 2011**

### **36.2010 Election of the Vice-Chair of the Corporation 2010 - 2012**

As there had been only the one nomination, Mrs Susan Walsh was re-elected as Vice-Chair for a further two years.

**36. 2010. D1 Resolved that Mrs Susan Walsh be appointed Vice-Chair of the Corporation from 6<sup>th</sup> July 2010 to 6<sup>th</sup> July 2012**

### **37.2010 Estimation of new risks**

The Chair considered that the new Government's educational policy changes and the anticipated public sector cuts to reduce the national deficit were clearly pressing uncertain imperatives.

## **Date of the next scheduled meeting**

The Corporation meets again on Tuesday **14<sup>th</sup> December 2010 at 1700hrs.**

The Chair thanked members for their attendance and contributions both to the meeting and to recent College events.

**Signed:**

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**Chair:**

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**Date:**

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