



MINUTES OF THE CORPORATION MEETING HELD ON 13th DECEMBER 2011

Date: Tuesday 13th December 2011
Venue: Sixth Form College
Room: Committee Room
Time: 1715hrs - 1850hrs

Present: Mr J Boyle (Chair)
Mr T Bateson
Cllr. D Clapham
Mr J Corry
Mr G Curry
Mr S Davies
Ms F Greeves
Ms H Harrison
Dr D Sanders
Mr S Sheard
Ms J Trembles
Mr R Weaver (late arrival)
Mr P Welsh

Together with: Ms K Kirkwood (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)

- | | | Action |
|----------------|---|--------|
| 54.2011 | Preliminaries and apologies for absence
The Chair welcomed members to the meeting and formally introduced Ms Helen Harrison and Mr Steve Sheard to their first meeting.

Apologies had been received from Mrs C Bellamy, Mr S Brennand, Ms K Edwards, Dr A Mohan and Ms K Talboys.

Non attendance Mr G Canning, Mr A Goodinson | |
| 55.2011 | 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 24. | |
| 56.2011 | Consideration of any items of urgent business.
None | |

- 57.2011 Appointment of new Governors**
 Following the recommendations of the Search Committee on the 3rd October 2011 (56.2011 D2 & D3) and on the 28th November 2011 (68.2011 D1) it was proposed that Mr Steve Sheard and Ms Helen Harrison be elected to the Corporation, with immediate effect, for a period of four years until December 2015 and Mr Canning until July 2013.
- 57.2011 D1 Resolved: that subject to CRB clearance, Mr Steve Sheard and Ms Helen Harrison be appointed as Governors until 13th December 2015.**
- 57.2011 D2 Resolved: that Mr George Canning be appointed Student Governor until 7th July 2013.**
- 58.2011 Re-appointment of a Governor**
 Following the recommendations of the Search Committee at their meeting of the 3rd October 2011 (56.2011 D4) it was proposed that Mr Philip Welsh be re-elected to the Corporation, with immediate effect, for a period of four years until December 2015. The Chair thanked him for his huge contribution to the Board and for agreeing to remain for a further period.
- 58.2011 D1 Resolved: that subject to CRB clearance, Mr Philip Welsh be re-appointed as Governor until 13th December 2015.**
- 59.2011 Minutes of the last meeting of the Corporation held on the 5th July 2011**
(Paper A)
- 59.2011 D1 Resolved: that the Minutes be approved.**
- 60.2011 Matters arising from the Minutes of the Meeting held on the 5th July 2011**
 All matters had been actioned, and the College was now affiliated to the NUS. Concerns were voiced about the student car-parking situation and the associated traffic congestion, and the urgent need for the local authorities to respond to the challenge.
- 61.2011 Minutes of the Extraordinary meeting of the Corporation held on the 23rd November 2011**
(Paper B)
- 61.2011 D1 Resolved: that the Minutes be approved.**
- 62.2011 Matters arising from the Extraordinary meeting of the Corporation held on the 23rd November 2011**
 The Director of Finance confirmed that the bank loan funds had been received. The funds that are to be 'ring fenced' for future pre-approved capital projects have been invested.

Govs & Principal
To pursue

63.2011 Report on Chair's Action

The Chair advised that he had been closely involved in taking forward the establishment of the Teaching School with Hodgson Academy and that this would be discussed in detail within the Principal's Report.

Russ Weaver joined the meeting

64.2011 Principal's Report – December 2011

(Paper C)

Student Enrolment

The Principal was pleased to report that the College had exceeded the revised student numbers target of 2020 by a further 20 students and had increased its market share. This was against the trend in other sixth form colleges and a reflection of the attractiveness of the new facilities and the curriculum offer.

The low enrolment of boys was an increasing area of concern particularly from certain schools. Whilst this is a national phenomena the College has initiatives in hand to address this issue. Unfortunately the progression to the Upper Sixth had declined and actions had been taken to avoid a similar occurrence in the future.

Student Destinations

Governors studied the three-year trend in Student Destinations and noted an increased number entering HE. The factor of staff experience of particular universities was evident in the destination statistics. A number of actions had been put into place to counterbalance this.

Teaching School Development

The establishment of the Teaching School with Hodgson Academy was moving quickly, and along with the seven strategic partners, the College had invested time in looking at best practice, which had regenerated the drive to deliver high quality provision. Discussions were ongoing with legal advisers to fashion the legal framework of the Teaching School. Blackpool Council has held discussions with the Teaching School as a potential sponsor of future Academies. Whilst the Principal acknowledged that this development potentially had significant risks, it also offered very important opportunities. Governors were happy to support the recommendation to enter formal legal relationships with Hodgson Academy to establish the Teaching School.

Chair &
Principal
To action

Improving Teaching and Learning

The Principal outlined a range of strategies in place to enhance teaching and learning across the College and particularly address some areas of concern. Thanks were expressed to Governors who had participated in the recent college wide self-assessment exercise. This had resulted in a full range of SAR grades with detailed improvement plans.

64.2010 D1 Resolved: that the Principal's Report be received.

64.2010 D2 Resolved: that the move to form a legal relationship with Hodgson Academy to establish the Teaching School be approved.

Ms Harrison left the meeting

65.2011 Key Performance Indicators – December 2011

(Paper D)

An updated version of the 13 key performance indicators was tabled and discussed in full.

Governors were assured that College Managers were focused to increase both student retention and student achievement this year and a comprehensive monitoring regime was in place to identify and support students who were at risk of leaving early.

65.2011 D1 Resolved: that the KPI December 2011 Report be received

66.2011 Accommodation Strategy – Phase 3

The Director of Finance explained the key issues in the Phase 3 Spend Analysis and Forecast Outturn *(Paper E)*, which were based upon the latest projections from the College's Quantity Surveyor. Governors questioned whether the outstanding "challenged" items had been resolved and were advised that this was ongoing with the Contractor.

66.2011. D1 Resolved: that the Phase 3 Spend Analysis and Forecast Outturn (October 2011) be received.

67.2011 Minutes of the Audit Committee held on the 22nd September 2011

(Paper F)

67.2011 D1 Resolved: that the Minutes be received

68.2011 Matters arising from the Minutes of the 22nd September 2011

Mr Curry, the Chair of the Audit Committee, commented that this re-arranged meeting recommended the approval of the Annual Report of the Internal Auditors *(Paper G)* and the Strategy for Internal Audit 2010/11 – 2012/13 *(Paper H)*. These were considered and agreed.

68.2011 D1 Resolved: that the Internal Audit Annual Report 2010/2011 be approved.

68.2011 D2 Resolved: that the Strategy for Internal Audit 2010/11 – 2012/13 be approved.

69.2011 Minutes of the Audit Committee held on the 22nd November 2011

(Paper I)

69.2011 D1 Resolved: that the Minutes be received

70.2011 Matters arising from the Minutes of the 22nd November 2011

Mr Corry, the Vice-Chair of the Audit Committee, commented that the Audit Committee believed that there was a very strong financial and audit function within the College. The new Partner from Mazars, the new Financial Auditors, had attended this meeting.

Mr Corry recommended approval of the Report and Financial Statement for the year ending 31st July 2011. (*Paper J.*)

Governors also reviewed the Management Report from the Financial Auditors Mazars (*Paper K*)

The draft Representation Letter (*Paper L*) was reviewed and agreed.

The Annual Report of the Audit Committee (*Paper M*) was considered and agreed.

70.2011 D1 Resolved: that the Report and Financial Statement for the year ending 31st July 2011 be approved.

70.2011 D2 Resolved: that the Management Report from the Financial Auditor Mazars be received.

70.2011 D3 Resolved: that the Representation Letter to the Financial Auditor Mazars be approved.

70.2011 D4 Resolved: that the Annual Report of the Audit Committee 2010/2011 be approved.

71.2011 Minutes of the Strategic Planning and Standards Committee held on the 4th October 2011
(*Paper N*)

71.2011. D1 Resolved: to receive the minutes

72.2011 Matters arising from the minutes of the 4th October 2011

Mr Weaver, Chair of the Committee, drew attention to the actions that had been put into place to support a small number of weaker subjects. He commended the Management team on a thorough and frank report into the improvements necessary for the International Baccalaureate. The Report was very comprehensive and self-critical. Governors wondered if the cost implications of the additional monitoring and staff development would lead to the closure of the programme on financial grounds. The Chair observed that although he had been involved in a complaint regarding the course, he had full confidence in both the Principal and Deputy Principal to restore the quality of the course. He stated that given the prominence of the programme and potential reputational risk to the College, Governors would await the recommendation of senior managers, but be involved in any final decision regarding its continuance.

73.2011 Minutes of the Strategic Planning and Standards Committee held on the 29th November 2011
(*Paper O*)

73.2011. D1 Resolved: to receive the minutes

74.2011 Matters arising from the minutes of the 29th November 2011

Dr Sanders, Vice-Chair of the Committee, praised the presentation given to Governors on the work of the Humanities Department as very useful and informative. He drew members' attention to the large increase in reported incidents in the Annual Safeguarding Report (*Paper P*). However, he noted that he found the increase encouraging in that students were knowledgeable about safeguarding issues and confident in accessing assistance. He noted the achievements against targets in the Annual Review of the Strategic Plan for the previous year and applauded the various strategies to enhance the lesson observation outcomes. He re-assured Governors that the Report on under-performing subjects was thorough, rigorous and very positive.

The Management's action to implement the Holidays in Term Time policy was wholeheartedly supported by Governors.

74.2011. D1 Resolved: that the Annual Safeguarding Report 2010 - 2011 be received

75.2011 Minutes of the Search Committee held on 3rd October 2011
(*Paper Q*)

75.2011. D1 Resolved: that the Minutes be received.

76.2011 Matters arising from the minutes of the 3rd October 2011

Mr Weaver, Chair of the Search Committee, briefly reviewed the matters considered and the actions taken. He observed that they were monitoring the Senior Management Team's experience on paperless meetings; they had interviewed and recommended the appointment of Mr Sheard and had agreed to add an additional Governor Training Day into the calendar for the next year. He drew attention to the Attendance Report for 2010 – 2011 (*Paper R*) and concluded that there were no major issues. The Corporation was a quality Board that benefitted from busy and talented people who were inevitably unable to routinely attend every meeting due to other commitments e.g. the mayoral year of Cllr. Clapham.

76.2011. D1 Resolved: that the Attendance Record for 2010 / 11 be received.

77.2011 Minutes of the Search Committee held on 28th November 2011
(*Paper S*)

77.2011. D1 Resolved: that the Minutes be received.

78.2011 Matters arising from the minutes of the 28th November 2011

The draft programme for the 2012 Residential Conference (*Paper T*) was discussed. Governors were urged to ensure that they could attend this important and very beneficial annual training and development event. The Committee had been pleased to interview and recommend Ms Harrison to the Corporation. Mr Boyle explained the rationale behind the recently published Foundation Code of Governance. He considered that the Government was committed to reducing the bureaucracy in the sector and for introducing freedoms and flexibilities to governing bodies and their colleges. The proposed new Code of Governance was a living document that would be developed and expanded over time. He believed that this was a significant opportunity to move forward, and urged colleagues to endorse and adopt the Code and thereby improve the governance practices of the College.

Action

Govs
To note

Clerk
To action

78.2011. D1 Resolved: that the draft programme for the Residential Conference February 2012 be approved.

78.2011. D2 Resolved: that the English College's Foundation Code of Governance be adopted.

79.2011 Minutes of the Administration and Finance Committee held on 28th September 2011.

(Paper V)

79. 2011. D1 Resolved: that the Minutes be received.

80.2011 Matters arising from the minutes of the 28th September 2011

Mr Welsh, Chair of the Committee, drew attention to the future loan strategy, which now had been agreed and the close monitoring of the progress on Phase 3a Accommodation Strategy.

81.2011 Minutes of the Administration and Finance Committee held on the 23rd November 2011

(Paper W)

81.2011. D1 Resolved: that the Minutes be received

82.2011 Matters arising from the Minutes of the 23rd November 2011

Mr Welsh stated that the Annual Financial Report for the year ending 31st July 2011 had been closely scrutinised. He noted that the Management Accounts ending October 2011 showed a healthy surplus and he reported that the Committee had examined a Room Utilisation Report that demonstrated effective room usage after the re-building. Governors questioned whether 44.9% room utilisation was indeed so good. The Principal stated that the conventions within the calculation were such that the College was actually above the sector norm.

83.2011 Minutes of the Self-Assessment Committee held on 8th November 2011

(Paper X)

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 to enhance the governance process. The Governors reviewed the minutes, the Strengths and Areas for Development and agreed the Grade 1 assessment and the proposed action plan for 2011/2012.

The Chair warmly thanked all Governors for their continued commitment and hard work to make the College Governance outstanding.

83.2011. D1 Resolved: that the Minutes be received.

83.2011. D2 Resolved: that the Governance Self Assessment and proposed Action Plan 2011/ 2012 are approved.

84.2011 Equality and Diversity Self Assessment Report 2011

(Paper Y)

The Principal apologised for tabling this Report and explained that the draft Equality and Diversity SA Report had only been validated a few days earlier and a substantial re-write had taken place over the last weekend.

The Action Plan had been refined, structured monthly and targeted to address two key concerns; the reduction in achievement gaps in male and female students and the reduction of the achievement gap of students from disadvantaged areas. Governors stated the drive for improvements has to come from the top of the organisation and the Principal fully supported this view stating that the move away from multiple targets to focused targets should benefit all concerned.

84.2011. D1 Resolved: that the Equality and Diversity Self Assessment Report 2011 be received.

85.2011 Any other business

The Chair reminded Governors about the Festival of Lessons & Carols being held at St Chad's Church on Thursday 15th December 2011 at 1930hrs.

The Deputy Principal and staff members left the meeting prior to consideration of the confidential items.

Date of next meeting

The next meeting of the Corporation is **Tuesday 27th March 2012 at 1715hrs.**

The Chair thanked members for their attendance and contributions.

Govs
To note

Govs
To note

Signed:

Chair:

Date:
