



## MINUTES OF THE CORPORATION MEETING HELD ON 27<sup>th</sup> MARCH 2012

**Date:** Tuesday 27<sup>th</sup> March 2012  
**Venue:** Sixth Form College  
**Room:** Committee Room  
**Time:** 1715hrs - 1845hrs

**Present:** Mr J Boyle (Chair) – Late arrival  
Mr T Bateson  
Mrs C Bellamy  
Mr S Brennand  
Mr G Canning  
Cllr D Clapham  
Mr J Corry  
Mr S Davies  
Ms K Edwards  
Mr A Goodinson  
Ms F Greeves (Principal)  
Ms H Harrison  
Mr S Sheard  
Ms K Talboys  
Ms J Trembles (Late arrival)  
Mr R Weaver  
Mr P Welsh (Acting Chair)

**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)

**1.2012**

### **Preliminaries**

With the delayed arrival of the Chair, Governors agreed that Mr Welsh should act as Chair. He welcomed members to the meeting and formally welcomed Mr Canning to his first Corporation meeting. It was with much regret and sadness that he noted the resignation of Dr Mohan due to increased pressure of work and additional home commitments. The Search Committee would be considering the vacancy at their next meeting.

The telephoned apologies from the Chair regarding his late arrival, along with the written apologies of Mr Curry and Dr D Sanders were recorded.

**2.2012**

### **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 highlighted the fact that he was the subject of item 13.2 (a).

Action

- 3.2012 Consideration of any items of urgent business.**  
None.
- 4.2012 Minutes of the last meeting of the Corporation held on the 13<sup>th</sup> December 2011**  
*(Paper A)*
- 4.2012 D1 Resolved: that the Minutes be approved.**
- 5.2012 Matters arising from the Minutes of the Meeting held on the 13<sup>th</sup> December 2011**  
*60.2011 re minutes of the meeting of the 5<sup>th</sup> July 2011*  
The Vice-Principal reported that double yellow lines were planned on the road outside the College, although it was hoped that the additional car park in front of the new building would become available before it was implemented.  
*64.2011 The Teaching School*  
The Principal reported that the Limited Company to take forward the Fylde Coast Teaching School was nearly in place. Considerable progress had been made with the alliance partners on developing the four core areas of the School's work. A diagram of the business and governance structure is attached.
- 6.2012 Minutes of the Extraordinary meeting of the Corporation held on the 9<sup>th</sup> February 2012**  
*(Paper B)*
- 6.2012 D1 Resolved: that the Minutes be approved**
- 7.2012 Principal's Report – Spring 2012**  
*(Paper C)*
- January Module Results**  
The Principal was pleased to report that generally the AS results have shown a significant improvement on the previous year; however, there was a slight downturn on the A2 results. There was notable improvement in the AS Maths, with the new statistics course performing exceptionally well.
- Initially, there were some disappointing results in Sociology, however, following an appeal, the examination board concerned have acknowledged mismarking and are currently undertaking a major review and remarking. On the broader question of the January Modules and the opportunity to re-sit these again, at an additional cost to the student, there is on-going debate within the College as to whether the early "examination experience" is worth the investment.
- An External Consultant has been working with the Heads of Department to assist them in the preparation of action plans to improve student results in future years.

Clerk  
To Action

### **Student Retention**

The Principal reported that the improvement in Student Retention was continuing with the number of early leavers showing a 35% reduction to the situation in March 2010. Similarly, the number of persistent absentees (below 80% attendance) was also falling, with 139 in the current year in comparison to 213 last year. A colour coding system, together with improved student awareness and dedicated support from the support staff were all contributing to improving the situation.

### **Report on Leadership and Management changes**

There will be a significant change in the College's management personnel in the forthcoming academic year. In addition to the new Deputy Principal, there will be the newly created Director of the Teaching School, as well as five new Heads of Department and two additional Curriculum Leader positions.

### **Teaching Schools**

The Principal outlined the management structure involving the two half-post Director positions drawn from the College and Hodgson Academy. The Acting Chair wondered about the level of resource capacity necessary to respond to initiatives and develop new bids. The Principal acknowledged that this was problematic as it was difficult to predict bids in advance but necessary to invest in up-front resources to develop new opportunities, for example, the NPQH Qualification for Head teachers.

*Ms Trembles arrived*

### **Maths Project**

The Principal and Mr Brennand spoke enthusiastically about the potentially promising work of a leading national consultant, Lynn Churchman, to improve the results in Maths in local schools. The multi-layered strategy of "Method Maths", which promised an 80% pass rate, was also significantly important for the College.

**7.2012 D1 Resolved: that the Principal's Report be received.**

**8.2012**

### **Key Performance Indicators – March 2012**

*(Paper D)*

Governors scrutinised the 13 key performance indicators and were pleased to note the positive improvements in many. However, they sought clarification, and received assurance on "Funding Targets (including additional Learning Support)", "Net Borrowings", "Lesson Observations against Target" and "Success Rates".

The discussion moved to the initial identification of appropriate KPIs for benchmarking the College's performance against comparable Colleges, a requirement of the English College's Foundation Code of Governance.

This topic had been explored previously in the Audit Committee and Governors concluded that future public benchmarking needs to be:

- Useful to the aim of pursuing best practice
- Against a sufficiently large group of similar colleges
- Realistic and forward facing
- Sensitive to competitive issues
- In line with the current concerns of parents and students.

It was agreed to ask the Principal to reflect on the above and prepare a proposal for the next meeting.

Principal  
To action

**8.2012 D1 Resolved: that the KPI March 2012 Report be received.**

**8.2012 D2 Resolved: that a draft set of KPIs for public benchmarking purposes be prepared for further consideration.**

**9.2012**

**Accommodation Strategy – Phase 3 & 3a**

The Vice-Principal provided a verbal update on the progress of phase 3a and confirmed that a target handover from the Contractors of the 16th April 2012 had been agreed. It was anticipated that some of the new accommodation could be available for student use after the summer half term. In addition, the majority of the “snags” on Phase 3 had been addressed. However, there had been no information from YPLA on the current Capital Bid for a potential Phase 3b development.

The Director of Finance explained the elements in the January 2012 Phase 3 & 3a Spend Analysis and Forecast Outturn (*Paper E*), which were based upon the latest projections from the College’s Quantity Surveyor. Governors noted that overall the project was estimated to be £12k under-spend excluding contract contingencies. This included a number of disputed items.

**9.2012. D1 Resolved: that Revised Phase 3 & 3a Spend Analysis and Forecast Outturn 31<sup>st</sup> January 2012 be received.**

**10.2012**

**Minutes of the Audit Committee held on the 6<sup>th</sup> March 2012**  
(*Paper F*)

**10.2012 D1 Resolved: that the Minutes be received**

**11.2012**

**Matters arising from the Minutes of the 6<sup>th</sup> March 2012**

Mr Corry, the Vice-Chair of the Audit Committee, reported that the focus of the meeting had been on three Internal Audit Reports relating to Safeguarding, Health & Safety and Marketing. Governors had been impressed with the outcome of the Marketing report and the speed of response to the actions required in the Health & Safety Report. A monitoring mechanism designed to track actions taken in respect of recommendations made by Auditors was now in place. It was hoped that a number of improvements to the operation of the Committee’s work would be implemented in the Summer term.

**12.2012 Minutes of the Strategic Planning and Standards Committee held on the 13<sup>th</sup> March 2012**  
(Paper G)

**12.2012. D1 Resolved: to receive the minutes**

*Mr Boyle joined the meeting*

**13.2012 Matters arising from the minutes of the 13<sup>th</sup> March 2012**

Mr Weaver, Chair of the Strategic Planning and Standards Committee, assured Governors that the Committee had undertake a rigorous scrutiny of the November 2011 and January 2012 Examination results, the Early Leavers Report and the outcomes in the Lesson Observations Report. The presentation on Student Destinations given by Mr Ormson and Ms Logan had been extremely useful and informative. However, Mr Corry requested that a stronger steer be given to staff to sourcing willing employers to collaborate on the Careers Academy programme, whilst Ms Talboys urged the College to liaise with possible third sector employing organisations.

Deputy  
Principal  
To action

A new report, (Socio Economic Performance Indicators) which may be used by OFSTED in future inspections, uses College Success Rates and the Index of Multiple Deprivation to benchmark College achievements. Whilst there was a good achievement at level 3, the success rates at level 2 were below expectations.

Governors reviewed and approved the final draft of the Five Year Strategic Development Plan 2011 – 2016 that had been initially considered at the February 2012 Residential Conference.

The draft “Public Values Statement” had been produced ahead of any guidelines from the AoC and was considered to be a very useful starting point. Governors wondered if a wider community benefit and engagement approach could be adopted to capture the increasing importance of localism and the long-term view. It was agreed that the current Statement of Public Values was a living document, which could be re-visited and strengthened in the future.

**13.2012. D1 Resolved: to approve the Five Year Plan 2011 - 2016**

**13.2012. D1 Resolved: to approve the Public Values Statement.**

*Mr Boyle apologised for his late arrival and thanked Mr Welsh for acting as Chair in his absence*

**14.2012 Report on Chair’s Action**

The Chair reported that he had responded on behalf of the Corporation to consultations from the YPLA and SFCF in respect of the proposed changes to the Instrument and Articles following the Education Act 2011.

**15.2012 Minutes of the Search Committee held on 27<sup>th</sup> February 2012**  
(Paper J)

**15.2012. D1 Resolved: that the Minutes be received.**

- 16.2012 Matters arising from the minutes of the 27<sup>th</sup> February 2012**  
 Mr Weaver, Chair of the Search Committee, advised the recommendation to re-appoint Cllr Don Clapham for a further four-year term. A full review and evaluation of February's 2012 Residential Conference (*Paper K*) had concluded that it had been very successful, though a number of learning points and follow-up action points had been identified. The De Vere Hotel was confirmed as the venue for the meeting in February 2013.
- 16.2012. D1 Resolved: that, subject to CRB clearance, Cllr Don Clapham be re-appointed Governor for a further four year period until 1<sup>st</sup> April 2016.**
- 16.2012. D2 Resolved: that the Review and Evaluation of the Residential Conference 2012 be received.**
- 16.2012. D3 Resolved: that the 2013 Residential Conference be held at the De Vere Hotel.**
- 17.2012 Minutes of the Administration and Finance Committee held on 15<sup>th</sup> March 2012.**  
 (*Paper L*)  
**17. 2012. D1 Resolved: that the Minutes be received.**
- 18.2012 Matters arising from the minutes of the 15<sup>th</sup> March 2012**  
 Mr Welsh, Chair of the Committee, drew Governors' attention to the revised forecasted net budget surplus for the year of £560k. He stated that the Report on the International Baccalaureate indicated that it was unlikely that the course would run in 2012/13 based upon the number of applications received to date. The rise in the overseas tuition rate was in line with inflation.
- Ms Talboys left the meeting*
- 19.2012 Proposed Calendar of meetings 2012 - 2013**  
 (*Paper M*)  
 A proposed framework for the calendar of meetings for the next academic year was reviewed along with the most convenient start times for members.
- 19.2012. D1 Resolved: that the draft schedule for proposed meetings 2012 – 2013 be approved.**
- 20.2012 Any other Business**
- a) LSIS Governance Conference 22<sup>nd</sup> – 23<sup>rd</sup> March 2012  
 The Chair stated that a written report of his visit would be prepared shortly but he was keen for Governors to know of the high regard in which the College was held by organisations such as the AoC and SFCF, due to the proactive and forward thinking of the Corporation and the Management Team.
- b) Safeguarding Training -28<sup>th</sup> March 2012  
 Mr Brennand confirmed the arrangements for the evening training session the next day at Montgomery School and offered his thanks to Mr Goodinson for the musical support to the School's recent production of "Grease".

- 21.2012 Estimation of Risk**  
The meeting reflected on the items discussed and agreed that there were no new risk areas.
- 22.2012 Confidential Minutes of the last meeting of the Corporation held on the 13<sup>th</sup> December 2011**  
*(Paper N – Limited circulation)*
- 22.2012 D1 Resolved: that the Minutes be approved.**
- 22.2012 D2 Resolved: that there were no matters arising**
- The Chair thanked members for their attendance and contributions and closed the meeting.
- Date of next meeting**  
The next meeting of the Corporation is **Tuesday 3<sup>rd</sup> July 2012 at 1715hrs.**

**Signed:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_