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**MINUTES OF THE MEETING OF THE CORPORATION HELD ON 28 APRIL 2014**

**Present Governors:**

Joanna Bailey (Principal), John Carson, Diane Griffiths, Margaret Hirst (Chair), Alan Holborn, Catherine Marshall (Vice Chair), Jonathan Mankin, John Monkhouse, Sue Reay, Toks Sangowawa, Steve Dauncey and Mitchell Agar

*Number of members present 12 – the meeting was quorate throughout.*

**Also Present:**

Rachel Angus (Vice Principal), Bev Shepherd (Finance Manager), and Vicki Barber (Clerk)

*The meeting was held at Stockton Sixth Form College in D017 and started at 17:30*

**129.1 APOLOGIES**

Apologies were received from Sue Symington and Elizabeth Pearson.

**129.2 APPOINTMENTS**

The Chair welcomed Mitchell Agar, Student Governor to his first meeting of the Corporation.

The Chair advised governors the Search and Governance Committee had recommended an application received from a potential governor and members discussed the application.

The Chair advised members that staff governor Steven Dauncey would be resigning from the board on 2 May 2014, due to resigning as MIS Manager at the College.

**RESOLVED** to appoint Marilyn Collins as governor.

**129.3 ACADEMISATION, NORTHERN EDUCATION**

The Principal advised members that following the last Corporation meeting, governor's queries regarding academisation would be considered further and guided members through the Department for Education's Academy Conversion process on the website.

The Board were advised that if it was to adademise it would not pay rates to the Local Authority and that there was a possibility that it would be refunded on VAT, however this was still to be confirmed. The college would no longer be able to borrow on the open market and would be fully controlled by the Trust.

It was confirmed that if the college converted to academy status there would be no route back, however there was an ongoing issue around Sixth Form Colleges being allowed to convert.

Governors were advised that Due Diligence had been completed by Northern Education. In response to a question the board were advised the college was awaiting confirmation of the next stage of the feasibility process and whether Northern Education was willing to work with Stockton Sixth Form College.

The Chair advised members the Principal and herself had met with the Principal and Chair of Corporation at Prior Pursglove Sixth Form College, to discuss possible areas for collaborative working.

The Board were also advised Hartlepool Sixth Form College had responded to a letter from SSFC regarding collaborative partnerships and it was agreed that the Principal and Chair would organise a meeting with Hartlepool Sixth Form College to discuss possible collaborative working.

**RESOLVED** that the Principal should continue to consider all possible collaborative partnerships

- Senior Managers and a small group of governors from both Stockton Sixth Form College and Prior Pursglove Sixth Form College would meet and complete a feasibility study.
- The Clerk would organise a meeting with the Principal, Chair and Vice Chair of both Stockton Sixth Form College and Hartlepool Sixth Form College to begin talks about possible areas for collaborative working.
- Continue to work with Northern Education and be transparent about the possibilities of other viable collaborative partnerships.

#### **129.4 PRESENTATION ON SIX DIMENSIONS DATA**

It had been requested at a previous Corporation meeting that Senior Management complete some work with governors on six dimensions data.

The Vice Principal explained that Six Dimensions of Performance was a method of comparing performance of our students with other Sixth Form Colleges. A presentation was given to the board on understanding six dimensions data.

The Board thanked the Vice Principal for the training.

RESOLVED to note the report.

#### **129.5 DECLARATIONS OF INTEREST**

Members were reminded that they should declare any interests relevant to the business on the agenda as and when necessary.

A member declared an interest under item 129.11 Review of Transport Costs, as her niece used the free transport provided by the College. There were no other declarations of interest.

#### **129.6 MINUTES OF THE CORPORATION MEETING HELD ON 17 MARCH 2014 AND ANY MATTERS ARISING**

The minutes of the last meeting held on 17 March 2014 were approved and signed by the Chair.

Matters Arising:

**[128.4]** Safeguard Training – it was confirmed that all members had successfully completed the Safeguard Training.

**[128.10]** 3G Football Pitch – the Chair confirmed she had sent a letter to Stockton Football Club and a response had been received, requesting a meeting of all proposed partners.

**RESOLVED** to note the report

## EFFECTIVENESS/RESPONSIVENESS

### 129.7 MISSION STATEMENT

The College's Mission Statement had been circulated to all members advising it is the Corporation's responsibility to determine and review the mission of the College. There was a short discussion and no recommendations for amendments were made.

**RESOLVED** to approve the current Mission Statement.

### 129.8 OFSTED FINAL REPORT

The final inspection report had been received and emailed to all governors' and a paper copy was available at the meeting.

The Chair stated what a great achievement this was for the College and asked the Principal to pass on the Corporation's congratulations and thanks to staff.

The Principal thanked the Board for their continued support.

**RESOLVED** to note the report

### 129.9 ENRICHMENT OFFER

At a previous meeting of the Corporation governors had expressed some concern about the number of students participating in Enrichment activities. Governors had felt enrichment was an important part of the student experience at Stockton Sixth Form College. It had been agreed that an investigation and review of the enrichment offer would be carried by the Senior Management Team.

The new enrichment offer had been distributed to governors prior to the meeting and was discussed in detail. In response to a query regarding student participation the Principal advised enrichment would be linked to tutoring so that all students could be made aware of the offer. The Principal would include the enrichment offer in her talk at Open Evenings and to students.

A governor requested a first aid enrichment activity, so students could receive a certificate at the end of it.

**RESOLVED** to note the report and that the Principal would investigate the possibility of a first aid enrichment activity.

## FINANCIAL HEALTH

### 129.10 MANAGEMENT ACCOUNTS FEBRUARY 2014

The financial statements to 28 February 2014 and commentary had been distributed to the Corporation.

In response to a request from governors, for a summary of cost savings for the next academic year 2014/15, the Finance Manager advised a report would be brought to the next Corporation meeting.

**RESOLVED** that the Finance Manager at the next Corporation meeting (9 June 2014), would update the Board with a summary of cost savings to date, for the next academic year 2014/15.

## 129.11 REVIEW OF FREE TRANSPORT COSTS

At a Strategic Planning Event in February 2014 governors had requested that Senior Management consider ways to reduce free transport costs. A comprehensive review of transport costs had been completed and a report had been distributed prior to the meeting.

The Finance Manager advised governors that all marketing for 2014/15 offered free transport to all students, and asked members to consider a saving of £40k for 2014/15 academic year. This saving would be made by merging some of the current 5 bus routes into 3 bus routes for 2014/15.

In response to a question regarding how early students would have to catch their bus in order to arrive at college on time, the Finance Manager advised this was currently being investigated by the bus company.

Governors discussed the possibility of bike sheds and an incentive being offered to those students who cycled to college.

**RESOLVED** that for 2014/15 bus routes would be merged to reduce transport costs by £40k and for 2015/16 the college would consider student contribution towards transport costs. Management would report the decision at a future Corporation meeting.

## 129.12 VALUATION OF LAND (FOR SALE AND LETTING)

The Finance Manager advised governors the college had engaged with AA Projects. The college had paid a fee of £10k to employ AA projects to review areas in the college that required updating and submit the college's Building Conditions Improvement Fund application, requesting funding to the value of £1.2m. The college had received confirmation that it had only been awarded £200k in funding.

Following discussions between the college and AA Projects regarding the funding award being considerably lower than that applied for, AA Projects had advised funding may have been affected due to the college not having a Property Strategy in place.

The Finance Manager informed governors that an offer had been made to Stockton Borough Council for the rental value of Block B and Senior Management were awaiting a response.

The college was awaiting confirmation that a buyer was still interested in purchasing college land, the Finance Manager advised she would inform the board if any further interest was made.

**RESOLVED** that governors unanimously approved that a Property Strategy for the college should be in place and that the Finance Manager would go out to tender for the work to be completed.

## 129.13 APPOINTMENT OF EXTERNAL AUDITORS

The Finance Manager and Chair of Audit Committee had gone out to tender for external auditors. Three quotes had been received from Baker Tilly, Kenneth Easby and Anderson Barrowcliffe.

A shortlisting process had been completed and Kenneth Easby and Anderson Barrowcliffe were invited into college to present their company to the Finance Manager and Chair of Audit Committee.

The Finance Manager advised the board of the outcome of the presentations.

**RESOLVED** to appoint Kenneth Easby as the college's external auditors.

The Chair advised governors that Chair and Governor one to ones would be organised by the Clerk, over the next few weeks.

**DATE & TIME OF THE NEXT MEETING**

The next meeting of the Corporation will be held on Monday, 9 June 2014.

**What has been the impact of the meeting on students and learning at Stockton Sixth Form College?**

- A clearer understanding of 6 dimensions data
- A good discussion and recommendations around the Enrichment Offer

**How well have the reports contributed?**

- Very good reporting

Approved by the Corporation:

----- Margaret Hirst, Chair of the Corporation

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