

---

**MINUTES OF THE MEETING OF THE CORPORATION HELD ON 7 JULY 2014**

**Present Governors:**

Joanna Bailey (Principal), John Carson, Marilyn Collins, Diane Griffiths, Margaret Hirst (Chair), Alan Holborn, Jonathan Mankin, Catherine Marshall, John Monkhouse, Toks Sangowawa, Sue Symington, Elizabeth Pearson and Mitchell Agar

*Number of members present 13 – 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 the LRC and started at 17:30*

**131.1 APOLOGIES**

Apologies were received from Samantha Hockney and Sue Reay.

**131.2 DECLARATIONS OF INTEREST**

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

**131.3 MINUTES OF THE CORPORATION MEETING HELD ON 9 JUNE 2014**

The minutes of the last meeting held on 9 June 2014 were approved as a true and correct record, and signed by the Chair.

Matters Arising:

- Block B  
A copy of the terms for agreement for Stockton Borough Council to lease Block B at Stockton Sixth Form College was tabled [tabled 1]. The Finance Manger presented the lease conditions and the board discussed the agreement in detail.
- 3G Football Pitch  
The Principal advised members that planning permission had been approved to build a 3G Football Pitch on land of Our Lady & St Bedes school. Negotiations were still being discussed and a proposal of a further site had been discussed.
- Land Sale  
The businessperson interested in purchasing a proportion of Stockton Sixth Form College's land was currently pursuing planning permission.

**RESOLVED** to approve the lease agreement subject to a legal review by the college's solicitors.

## EFFECTIVENESS/RESPONSIVENESS

### 131.4 COLLABORATIVE WORKING PARTNERSHIPS

Hartlepool Sixth Form College It had been requested by Hartlepool Sixth Form College that Stockton Sixth Form College propose areas where it felt collaborative partnerships could be formed. This piece of work had been completed and sent. Governors were advised that a meeting of both Principals and Chairs would be convened next academic year (2014/15).

Prior Pursglove Sixth Form College A working group of both College Principals, Chairs and two further governors from each corporation had been established and a meeting had been arranged for Wednesday, 10 September 2014 at Stockton Sixth Form College, when collaborative partnerships would be discussed in further detail.

Northern Education Trust – Due Diligence had been completed and Stockton Sixth Form College were awaiting further communication from Northern Education.

**RESOLVED** to note the verbal report.

### 131.5 CORPORATE REPORT

The Principal advised members that the Reporting Lines to Corporation Task & Finish Group and Search & Governance Committee had considered future reports to Corporation and it had been agreed that the Corporate Report, Learner Data Report and Quality Improvement Report would not be presented at future meetings.

In response to a question regarding the Head of Subject roles diminishing next academic year the Vice Principal advised all subjects below benchmark following August 2014 exam results, would be risk rated and interventions would be put in place. This would include internal inspections of subjects highlighting concern.

There would be ongoing in year checks and if any highlighted warning indicators action would be put in place immediately. The Corporation were advised learning walks would show a snapshot of quality of teaching and mock week highlighted underperforming students.

In response to a query regarding eliminating blue subjects from teaching and learning the Vice Principal advised it related to ALPS data which reported on the College's value added.

**RESOLVED** that the minutes from the Reporting Lines to Corporation Task and Finish Group meeting held on 10 June 2014 would be emailed to all members.

### 131.6 STRATEGIC DEVELOPMENT PLAN

The college's Strategic Development Plan had been distributed to all governors, highlighting recommended changes.

A governor requested that a new target was included in strategic objective 3, to enable all colleagues to do an 'outstanding' job.

**RESOLVED** that an additional target would be included under strategic objective 3 and an updated version would be sent to all members by email.

### **131.7 STAFF DEVELOPMENT 2013/14**

A report on staff development for 2013/14 had been distributed to all governors. The board thanked the Vice Principal for the report.

RESOLVED to note the report.

### **131.8 STAFF LEAVERS & APPOINTMENTS**

A report had been distributed to all members advising them of staff who had left the college or who had been appointed during 2013/14.

In response to a question regarding the loss of two maths teachers the Principal advised students numbers had not decreased in this subject the department had been overstaffed. A member of staff who currently taught Physics and a member of staff who taught Chemistry would be contracted to do additional teaching in the Maths department.

**RESOLVED** to note the report.

### **131.9 CURRICULUM OFFER 2014/15**

The Curriculum offer for 2014/15 had been distributed to all members and no questions were raised.

**RESOLVED** to approve the Curriculum Offer for 2014/15.

### **131.10 STAFF SURVEY (LEADERSHIP & MANAGEMENT SURVEY RESULTS)**

A Leadership and Management survey had been completed by 40 members of staff, in a scope of 75 staff invited to respond to the survey. The Corporation had been forwarded the results from the survey.

In response to a question regarding how many of the members of staff leaving the college had responded the Principal advised the survey was anonymous and that information was unknown.

In response to a query raised the Principal advised the results of the survey would be shared with members of staff at the Staff Meeting on Wednesday, 9 July 2014.

The Principal confirmed to governors that the themes highlighted in the survey would be considered and improved on and should any staff members raise any responses at the Staff meeting these would be reported back to Corporation.

The Principal advised she planned to introduce Principal and staff lunches next academic year which would provide the opportunity for staff members to share their views.

RESOLVED to note the report.

### **131.11 LEARNER VOICE (STUDENT EXIT SURVEY RESULTS)**

The student exit survey results had been reported and distributed to governors.

In response to a question regarding the college counsellor the Vice Principal advised there was a referral system students had to follow to meet with the counsellor.

In response to a query regarding form tutors the Principal advised due to a restructure of form tutors during this academic year many students did not remain with the same form tutor all year.

Comments highlighted in question 7, reinforced concerns regarding ProMonitor and making all

comments visible to Parents and Students.

RESOLVED to note the report.

## FINANCIAL HEALTH

### 131.12 MANAGEMENT ACCOUNTS MAY 2014

The management accounts for May 2014 had been distributed to the Corporation.

The Chair thanked the Finance Manager for highlighting how the Education Funding Agency ratios are calculated.

**RESOLVED** to note the report.

### 131.13 FINANCIAL PLAN 2014/16

The draft financial plan for 2014/16 had been distributed to all members.

In response to a query the Finance Manager advised the current students on roll was 634 and the financial plan for 2014/15 had been calculated assuming a slight growth in students on roll to 659.

In response to a question regarding the financial plan for 2015/16 the Finance Manager advised a big piece of work would be completed on the curriculum structure the beginning of next academic year, with no disruption to the quality of teaching.

In response to a question regarding the funding being set for 2015/16 the Finance Manager advised there could still be funding cuts announced however, the financial plan had not been over optimistic on enrolments.

The Corporation praised Senior Management on the cost savings that had been achieved to date.

**RESOLVED** to that assumptions would be highlighted in the final financial plan of the breakdown in income for 2015/16 and to approve the draft financial plan 2014/16.

## POLICIES/STRATEGIES/PROCEDURES

### 131.14 - FLEXIBLE WORKING POLICY

The Flexible Working Policy had been reviewed by Senior Management and due to changes in the law considerable changes had been made to this policy. The Board were advised of all amendments.

### - ABSENCE POLICY

At the meeting of the Corporation on 9 June 2014 members had approved to delete the Ill Health Retirement Policy and that ill health retirement would be made reference to in the new Absence Policy.

### - STAFF RULES OF CONDUCT

At the meeting of the Corporation on 9 June 2014 members had approved to delete the Private Work and General Conduct of Staff Policy and that it would be replaced by the Staff Rules of Conduct.

**RESOLVED** to approve the Flexible Working Policy, Absence Policy and Staff Rules of Conduct.

## RECOMMENDATIONS FROM COMMITTEES

### 131.15 AUDIT COMMITTEE MEETING HELD ON WEDNESDAY 25 JUNE 2014

The minutes of the Audit Committee meeting held on Wednesday, 25 June 2014 had been distributed to governors prior to the meeting.

The Corporation was asked to review and approve the College Disaster Recovery Plan (including IT Disaster Recovery Plan) and the College Risk Strategy. The Board requested that the Disaster Recovery Plan was tested and a report brought back to Corporation.

The Corporation was asked to note the Governance Assurance Checklist and College Risk Register.

#### **RESOLVED;**

- to approve the College Disaster Recovery Plan and College Risk Register,
- to note the Audit Committee meeting's report, Governance Assurance Checklist and College Risk Register,
- to test the Disaster Recovery Plan.

### 131.16 SEARCH & GOVERNANCE COMMITTEE MEETING ON WEDNESDAY 25 JUNE 2014

The minutes of the Search & Governance Committee meeting held on Wednesday, 25 June 2014 had been distributed to governors prior to the meeting.

The Chair advised members that all one to one meetings had been completed.

The Chair informed the board that four members, two independent governors, one student governor and one parent governor would retire at the end of the academic year. It had been requested that the parent governor apply through the recruitment process to become an independent governor.

The Vice Chair was due to retire in October 2015 after being in role for 9 years (the maximum term). Due to the Corporation being a majority of new members the Search & Governance Committee had requested that the Vice Chair remain in post for a further year to prevent destabilising the board.

A prospective governors' application and interview had been reviewed by the Search & Governance Committee and the Corporation were recommended to approve the appointment.

The proposed committee membership for 2014/15 had been distributed to members and they were requested to approve the membership proposal.

#### **RESOLVED to:**

- note the meeting report,
- approve the Vice Chair remaining in role until October 2015,
- to appoint Umair Hamid,
- to approve the committee membership for 2014/15

## GOVERNANCE

### 131.18 GOVERNANCE

A proposed meeting schedule for 2014/15 had been distributed to all members prior to the meeting for consideration.

A document highlighting all governor engagement events had been distributed to all members advising of college events.

Governors were advised of the Strand Link governor positions and three members were invited to undertake the role.

Governors were advised of the new governor Induction Training Event to be held on Saturday, 13 September 2014.

Three members were invited to attend the College Self-Assessment validation day on 6 November 2014.

Egovernance was discussed in detail and governors were asked to contact the Clerk if they required a tablet for use at Corporation and Committee meetings

**RESOLVED:**

- to approve the Corporation and Committee meeting schedule for 2014/15,
- to note the governor engagement events,
- that Margaret Hirst and Marilyn Collins would to partake in the strand link governor roles, a further volunteer was required,
- information regarding 'Friends of the Corporation' would be forwarded to the two governors retiring
- that Catherine Marshall, John Monkhouse and Alan Holborn would attend the College Self-Assessment validation day on 6 November 2014 10:00-14:00,
- to approve paperless meetings; all governor papers would be emailed and found on the VLE from the beginning of next academic year 2014/15, the college would provide the use of laptops or tablets for governors during meetings,
- to appoint Margaret Hirst as Chair of the Corporation and Catherine Marshall as Vice Chair of the Corporation for academic year 2014/15.

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

- The approval of the budget and income offer
- Consideration of the staff survey and learner survey
- Promonitor being accessible to parents
- Testing of the Disaster Recovery Plan

**How well have the reports contributed?**

- The financial plan was clear and concise

**131.19 DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on Monday, 22 September 2014 at 17:30.

**131.17 SENIOR POST HOLDER & EMPLOYMENT COMMITTEE MEETING HELD ON WEDNESDAY 25 JUNE 2014**

Staff and Students were asked to leave the meeting. The Chair informed all members of the Senior Post Holders and Clerks appraisal outcomes for 2013/14. Remuneration for the Principal, Vice Principal and Clerk were discussed.

Approved by the Corporation:

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

----- Date