
MINUTES OF THE MEETING OF THE CORPORATION HELD ON 10 NOVEMBER 2014

Present Governors:

Joanna Bailey (Principal), Mitchell Agar, Catherine Marshall (Vice Chair), Alan Holborn, Samantha Hockney, Diane Griffiths, Marilyn Collins, John Monkhouse, John Carson and Sue Reay.

Number of members present 9 – the meeting was quorate throughout.

Also Present:

Rachel Angus (Vice Principal), Richard Allinson (Interim Finance Manager) and Vicki Barber (Clerk)

The meeting was held at Stockton Sixth Form College in the LRC and started at 17:30

Catherine Marshall (Vice Chair) chaired the meeting

133.1 APOLOGIES

Apologies had been received from Margaret Hirst (Chair) and Umair Hamid.

133.2 DATA DASHBOARD TRAINING

The Vice Principal delivered training on the Ofsted Data Dashboard, advising all members that the purpose of the site was for governors to have access to validated, robust data presented on Stockton Sixth Form College.

Members were advised that the Clerk would email a copy of the presentation to all members and this would include the link for governors to access the website.

In response to a question the Vice Principal advised no passwords or logins were required.

The Corporation thanked the Vice Principal for the training.

133.3 DECLARATIONS OF INTEREST

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

There were no declarations of interest made.

133.4 MINUTES OF THE CORPORATION MEETING HELD ON 22 SEPTEMBER 2014

The minutes of the last meeting held on 22 September 2014 was approved as a true and correct record, and was signed by the Vice Chair.

Matters Arising:

[132.4] Collaborative Partnerships;

Ongoing work with Prior Pursglove Sixth Form College and Stockton Sixth Form College had continued. The collaborative working group had met on two occasions and was due to meet again in December 2014. A subset group had been set up to look at IT provision and members were advised that consideration would be given to the IT service in each college.

John Monkhouse entered the meeting

Governors were advised that deliberation was being given to outsourcing the College's cleaning providers. The college would go out to tender and once three tenders were received, consideration would be given to whether there was any financial benefit to the college.

The Board were advised that a number of support staff managers were shared across both colleges and that a Finance Manager had been employed to work 50% of their time in Stockton Sixth Form College and 50 % at Prior Pursglove Sixth Form College.

Consideration was also being given to Leadership roles, to align roles within both Colleges.

The Principal advised members that Skills Minister Nick Boles MP, had visited the college on Friday, 7 November 2014. Discussions had taken place regarding Stockton Sixth Form College acadamising and working with Northern Education Trust. The Principal had advised Nick Boles that this work had been halted due to comments made by Lord Nash not wanting Sixth Form Colleges to take this direction. The minister advised he was willing to take this piece of work forward and would discuss Stockton Sixth Form College's acadamisation opportunities further with Lord Nash.

The Principal advised the lease of B Block was progressing and the colleges' solicitors had advised the lease would be signed soon, there was a sense that Stockton Borough Council would have moved into block B by Christmas 2014.

A valuation had been completed on part of college land. The Principal had enquired with the Education Funding Agency (EFA) whether the college was under any obligation to inform them of the sale of land and had been advise the college was not under any obligation. However, the Corporation would have to grant permission should the college wish to sell the land.

[132.6] Enrolments;

The decline in the progression rate from AS to A2 was down from 85% to 78% and members had requested that an investigation was carried out and reasons for the decline to be highlighted at a future meeting. The Principal confirmed that a further investigation had been carried out and confirmed that there had been an error on the way numbers had been reported year on year.

Upon a further investigate being carried out the Principal advised the progression rate had in fact risen from 85% to 89%. Members were advised it had been confirmed that 32 students had not progressed from AS to A2 and highlighted some of the reasons for none progression; secured apprenticeships, secured employment, started own business, moved out of the area but continued in education, had a baby but will return to SSFC and moved to another educational provider.

[132.7] Cross College Operating Statement;

Following an invitation from the Principal inviting members to Student Council meetings, it was confirmed that the Clerk had emailed the schedule of meetings to all members. The Clerk confirmed Marilyn Collins would be attending the next meeting on 28 November 2014.

[132.11] Management Accounts July 2014;

It had been requested by members at the previous Corporation meeting that Senior Management complete benefit tracking, highlighting cost savings. The board were advised by the Vice Chair that this piece of work would be picked up once the Finance Manager was in place.

[132.11] Management Accounts July 2014

The Interim Finance Manager (tabled 1) a document advising members on staff cost ratios. The report highlighted staff cost ratios since 2009/10 to 2014/15 and the Interim Finance Manager presented the staff cost ratios in comparison to enrolments and funding.

In response to a question the Interim Finance Manager advised 800+ students was a good number for the college to get back up.

RESOLVED to note the report and approve the minutes.

POLICY/PROCEDURE REVIEWS

133.5 EQUALITY & DIVERSITY

The Progress Leader of Strand B responsible for Equality & Diversity was welcomed to the meeting. The Equality & Diversity review 2013/14 and action plan 2014/15 was briefly highlighted.

A member commented and thanked the Progress Leader for a very thorough and factual document regarding students', and questioned why there were not any key themes followed, regarding staff members. The Progress Leader informed that although it was not reported in the review, it was in the action plan, and it was agreed that it would be reported in future reviews.

In response to a question regarding promoting Equality & Diversity within lessons, members were advised the college's latest Ofsted Report had highlighted not all teachers consistently promote E&D and the Progress Leader advised members that different cultures was not always actively promoted during lessons.

In response to a query regarding promoting the whole college Maths and English strategy in all subjects, the progress leader advised at every possible opportunity the whole college Maths and English strategy should be actively promoted in all subjects and the Maths and English coordinators had requested a proportion of notice boards in each subject area to promote the strategy.

RESOLVED to note the report.

EFFECTIVENESS/RESPONSIVENESS

133.6 KEY PERFORMANCE INDICATORS

It was approved at the Corporation meeting in July 2014 that the Senior Management Team would create a tabular report to report on the college's Key Performance Indicators (KPI's) and that the KPIs would be reported on at the final Corporation meeting of each term, December, March and July.

Six Key Performance Indicators were proposed to the board and they were advised that these would be reported on at December 2014's meeting then Corporation meeting at the end of each term.

RESOLVED to **APPROVE** the Key Performance Indicators.

133.7 ACADEMIC MONITORING

A report had been distributed to Board advising them about changes to the academic monitoring and target setting process for students.

In response to a question asking how it would work and be monitored on a two week cycle, the Vice Principal advised the students would be assessed in a subject area every two weeks. Some form of assessment would take place, whether a substantial piece of work in class or a substantial piece of homework. The work would be marked and put on the tracking system.

In response to a question regarding would it create a greater workload for teaching staff, the Vice Principal advised the majority of teachers find it similar to the previous workload on assessment.

The Principal advised she felt it had created better study patterns, students were looking on their portal prior to getting feedback and students appreciate the feedback.

The Student Governor agreed that students do find the feedback very useful and felt students appreciated that an increased amount of time being given from teachers on assessment and they were grateful for this and the new structure.

Members were advised that subjects who trialled this process during 2013/14 had achieved increased grades in their subject areas in August 2014.

The board thanked the Vice Principal for the information.

The Progress Leader left the meeting.

COMMITTEE REPORTS

133.8 SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 8 OCTOBER 2014

The Corporation noted the Search & Governance Committee's report from their last meeting held on 8 October 2014.

The Chair advised members that the Corporation's Standing Orders and Terms of Reference had been reviewed with no recommended amendments.

RESOLVED to **approve** the Corporation's Standing Orders and Terms of Reference.

133.9 SENIOR POST HOLDER AND EMPLOYER COMMITTEE

Members were advised that the Senior Post Holder and Employment Committee had met on 8 October 2014. All Senior Post Holders (Principal, Vice Principal and Clerk to the Corporation) had received their annual appraisal in September 2014, performance objectives had been discussed and set and the committee was satisfied. The board were advised that Senior Post Holders would receive their mid-year review in February 2015.

RESOLVED to note the report.

GOVERNANCE

133.10 RESIGNATIONS AND APPOINTMENTS

The Clerk advised members she had received a resignation from Denise McConnell on 13 October 2014. Denise had spoken to the Chair of the Corporation and nominated her Deputy Financial Director at Teesside University for the role of governor and Chair of Audit Committee.

The Search & Governance Committee had considered the application and recommended the appointment of Amanda Wright.

RESOLVED to appoint Amanda Wright as Governor and Chair of Audit Committee.

133.11 DECLARATIONS OF INTEREST

The Clerk had been advised by the Internal Auditors that following receipt of the annual return, highlighting registered interests, they should be reported to the board.

The Clerk tabled 2 a report of all governors registered interests.

RESOLVED to note the report.

DATE AND TIME OF NEXT MEETING

The Clerk confirmed that the next meeting the Corporation will be held on Monday, 15 December 2014 at 17:30.

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

Academic Monitoring important aspect of the meeting and understanding greatly enhanced governors knowledge

KPI's are extremely focussed on what the college wants to achieve.

Equality and Diversity Action Plan impacts student outcomes.

Data Dashboard information valuable piece of information for monitoring college performance

Approved by the Corporation:

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

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