
MINUTES OF THE MEETING OF THE CORPORATION HELD ON 22 SEPTEMBER 2014

Present Governors:

Joanna Bailey (Principal), Mitchell Agar, Margaret Hirst (Chair), Alan Holborn, Samantha Hockney and Umair Hammid

Number of members present 6 – the meeting was quorate throughout.

Also Present:

Rachel Angus (Vice Principal) and Vicki Barber (Clerk)

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

132.1 DATA DASHBOARD TRAINING

Due to the number of apologies received, it was decided that the Data Dashboard Training would be postponed until the next meeting of the Corporation on 10 November 2014.

132.2 APOLOGIES

Apologies were received from Sue Reay, John Monkhouse, Diane Griffiths, John Carson, Catherine Marshall and Marilyn Collins.

132.3 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.

132.4 MINUTES OF THE CORPORATION MEETING HELD ON 7 JULY 2014

The minutes of the last meeting held on 7 July 2014 were approved as a true and correct record, and were signed by the Chair.

Matters Arising:

[131.4] Collaborative Partnerships

Stockton Sixth Form College will no longer pursue a commitment from Hartlepool Sixth Form College as they now have a new Principal and Vice Principal in role.

Stockton Sixth Form College are currently in discussions with Grangefield School.

Stockton Sixth Form College and Prior Pursglove Sixth Form College are meeting regularly within a working group to discuss shared services; Sue Reay is Chair of the Working Group. The Group are currently sharing organisational structures with pay grades. Currently both colleges have advertised for a joint Finance Manager.

[131.10] – Staff Survey

The outcomes from the staff survey had been shared with staff and there were no issues raised.

[131.15] Disaster Recovery Plan

The DRP had been tested and a paper sent to Senior Management advising there were no issues.

[131.18] Strand Link Governors

The following governors have volunteered to be Strand Link Governors; Marilyn Collins, Margaret Hirst and Sue Reay

RESOLVED to note the report and approve the minutes.

EFFECTIVENESS/RESPONSIVENESS

132.5 LEARNER OUTCOMES

The Learner Outcomes document had been produced, highlighting August 2014 results and was distributed to governors prior to the meeting.

It was highlighted that A2 outcomes were disappointing with respect to high grades which had declined from 39% to 32% (14% below national average) and value added which had dropped to ALPS grade 7, which is less than satisfactory.

Senior Management were asked what interventions had been put in place and the Vice Principal advised meetings had been held with staff to discuss approach of delivery and what is being heard where subjects were successful. Governors were informed that staff were completing regular assessments on homework; papers would be bought back for analysis, in house results analysis had been considered to provide support ensuring students understood.

This academic year under a new structure there would be fortnightly assessments, all staff and Progress Leaders would monitor progress routinely and intervene where students were falling below target.

In response to a question regarding linearity and how mock exams would operate, the Vice Principal advised LINEA would be phased in two tranches in 2015/16, there would be an exam at the end of the first year and the mock exams would take place in the middle of the second year.

The board were advised an internal inspection had been carried out in Physics, conducted in a similar manner to the Ofsted Inspection Framework.

In response to a question regarding disappointing A2 outcomes, the Corporation were advised that failure at A2 had not been mirrored nationally.

A governor unable to attend the meeting had emailed a question to Senior Management asking had disappointing results been the consequence of tougher marking, the Vice Principal advised there had been no evidence across the board to suggest marking had been tougher.

It was agreed that Corporation would send letters of commendation to subjects. The Principal advised that the college was looking for new ways to celebrate success and a bespoke lapel pin had been designed and would be given to staff who achieved results significantly above national benchmarks.

RESOLVED that the Corporation would send letters of commendation to subjects.

132.6 ENROLMENTS

A report advising the board on the number of students enrolled, compared to previous years, targets and projections had been distributed to governors.

Enrolment of new students for September 2014 had seen improvement and governors felt it was excellent news for the college.

In response to a question regarding a decrease in the progression rate from 85% to 78% the Principal advised an investigation would be carried out and findings would be reported back to Corporation at a later date.

The Corporation were advised that numbers from Grangefield School were more or less static and a greater focus would be made on working with the school's Head Teacher on improving numbers.

RESOLVED that an investigation would be carried out to highlight the decline in the progression rate and findings would be reported back to Corporation.

132.7 CROSS COLLEGE OPERATING STATEMENT

It had been approved at the Corporation meeting in July 2014 that the Corporate Report, Quality Improvement Report and Learner Data Report would be replaced with a Cross College Operating Statement and a template of the Cross College Operating Statement had been distributed to governors.

All progress on strategic objectives would be reported in the Cross College Operating Statement, which would be populated by the Senior Manager responsible for each particular area.

In response to a query regarding outstanding governors and what was expected of them the Principal advised attendance at engagement events which would allow them to gain an understanding of college life. Student Council meetings were discussed and the Principal advised there was an open invitation for governors to attend.

RESOLVED to approve the Cross College Operating Statement and advise the Board of the Student Council meetings calendar.

132.8 LESSON OBSERVATION PROCESS

Changes had been made to the College's lesson observation process and these had been highlighted in a report and distributed to governors.

The report outlined the lesson observation process moving into an internal inspection process.

In response to a question regarding how new members of staff would be introduced to the process, the Vice Principal advised initially through the induction meeting with the Principal and this would be followed by two lesson observations, should there be any issues these would be picked up at this point.

In response to a query regarding how much advance warning teachers were given prior to an internal inspection, the Vice Principal advised they would be informed the week before on the Thursday, staff would not know which lesson or day the following week it would take place, however they would know if it was an AS or A2 inspection.

Governors were informed that Learning Walks in October would look at how English and Maths strategies had embedded. Student feedback would be considered at certain points throughout the year, which would raise any issues.

RESOLVED to note the report.

132.9 SCHOOL LIAISON & MARKETING STRATEGY

The college's Marketing and Communications Strategy 2014/15 had been distributed to governors and was discussed in detail.

RESOLVED to note the report.

132.10 PROJECT (3G PITCH, NURSERY AND BLOCK B) REPORT

The Principal had been commissioned by the Corporation to identify alternative income streams; a possible land sale for a nursery project, rental of block B and becoming partners with Stockton Town Football Club to build a 3G pitch were currently being explored.

Stockton Borough Council (SBC) had signed heads of terms to lease Block B which would see 35/40 members of staff from SBC on the college site, from some time in the New Year, this would not create a parking problem. However, SBC may use the college site to hold training events with up to 100 delegates and currently there were insufficient parking spaces available.

The Stockton Town Football 3G Pitch Partnership was currently awaiting planning and would generate further parking issues, however this would mainly be out of hours, after 18:30 and there were no foreseen problems with overflow.

The nursery project was still being considered, governors were advised this had gone to pre planning permission for advice on highways, traffic volumes and trip generation. The college had forwarded the college deeds and Instruments & Articles of Government to their solicitors and a commercial estate agent would consider valuation.

In response to a query regarding the nursery project governors were advised that should it go ahead it would remove 15 parking spaces from the car park, however the car park was never used to capacity.

The Principal informed the board that she had met with a local councillor who could not foresee any parking issues as these projects would return levels of traffic to former capacity, it would not be seen as increasing volume, just claiming it back. However, back up plans had been considered for overspill; the separated gated entrance to the site manager's house had ample hard standing which was currently unused and there were plenty of grassed areas on the college's site that could also be used for parking.

In response to a question regarding CCTV coverage on the car park the Principal advised CCTV only covered the visitor's car park.

RESOLVED to note the report.

FINANCIAL HEALTH

132.11 MANAGEMENT ACCOUNTS JULY 2014

It was stated by the Chair that the report highlighted the amount of work that had been completed last academic year 2013/14, with the cost savings clearly identified.

The Principal advised; Senior Management would be considering further cost savings shortly, collaborative working would see generated savings, teachers pay was still considered to be too high so further deliberation would be made on this and 4 AS levels becoming 3 A Levels in September 2015 would see further savings.

In response to a query the Principal advised the growth of 50 students, would see an increase in funding of approximately £200,000.

In response to a question regarding what percentage of costs were on staffing the Principal advised she would investigate the current percentage and report back to board at the next meeting.

The Principal advised that none pay expenditure arose some concerns on student resources and she would not want to see the student experience affected. Governors agreed to support this.

The Corporation were advised the college currently has an investment of £1,000,000 that would mature on 22 September 2014 with Close Brothers. It had been recommended by the Interim Finance Manager and approved by the Chair of the Corporation that the funds would be reinvested with Close Brothers at 1.8% for 18 months.

The Corporation were also informed that the College's needs for cash should be met from the National Counties Building Society investment of a further £1,000,000 which was due to mature on 22 October 2014. The deficit of £725,000 was highlighted in the forecasts prepared by the previous Finance Manager.

RESOLVED that;

- Senior Management would complete benefit tracking on cost savings,
- The Principal would advise Corporation on the percentage of costs allocated to staffing,
- The student experience would not be affected by concerns arising from none pay expenditure.

132.12 ANNUAL STATEMENT OF TRAVEL EXPENSES (SENIOR POST HOLDERS)

The annual statement of travel expenses for senior post holders is an archaic document requested by the Corporation a number of years ago. The documents relevance was discussed in detail.

RESOLVED that this report would no longer go to board and any guidelines would be written into the college's Financial Regulations.

132.13 REPORT ON PROGRESS OF WORKS (SIXTH FORM BUILDING IMPROVEMENT FUND)

The Corporation were advised on the progress of the building works completed using Building Condition Improvement Funds.

Projects had begun in July 2014 and were near completion. The cost of the project had come in within budget and no problems had occurred. The remainder of funds would be spent on refurbishing the reception area.

In response to a query regarding when works would be carried out on the Reception area the Principal advised the college was awaiting receipt of three quotes and once received works on the front of reception area would begin immediately and would be completed within a week, work would be carried done out of hours.

RESOLVED to note the report.

GOVERNANCE

132.14 APPOINTMENT

The Search & Governance Committee recommended appointment of a potential governor who had strong links with a local university and comprehensive financial skills and recommended their appointment. The Corporation were also requested to consider the applicant for the role of Chair of Audit Committee.

RESOLVED to appoint Denise McConnell as a governor on the Corporation and Chair of Audit Committee with immediate effect.

132.15 ANNUAL RETURNS

Members were requested to complete annual returns; declarations of interest, skills and knowledge return and confirmation of eligibility. The Clerk confirmed that all documents could be returned by email.

132.16 DATE AND TIME OF NEXT MEETING

The next meeting of the Corporation will be held on Monday, 10 November 2014 at 17:30.

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

B Block refurbishment
Lesson Observations
Financial request not to remove student resources

How do members feel egovernance has contributed to the meeting? Please discuss and provide the Clerk with methods to improve the implementation of egovernance

No concerns were raised and no problems had occurred during the meeting.

Approved by the Corporation:

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

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