



MINUTES OF TRC CORPORATION MEETING - MONDAY 22nd OCTOBER 2012 AT 6.00PM

PRESENT:

Mr J F Bingham (JFB) (Chairman); Cllr C Barron (CB); Dr R J G Bloomer (RJGB); Mr J F B Clark (JFBC); Mrs J Collier (JC); Mr D Fitzgerald (DF); Mrs R Hill (RH); Dr A Khan (AK); Mr Z Nazir (ZN); Mrs J Powell (JP); Dr J Stevens (JS); Mr D Suter (DS); Dr P R Williams (RW)

In Attendance:

Mr M Patterson (MP) VP Finance and Resources
Mr T Dowling (TD) VP Teaching and Learning
Mr N Candy (NC) Acting Clerk to the Corporation

Action

1 Apologies for absence:

Mrs J Bolton (JB); Mr J C Wainwright (JCW)

(Meeting quorate)

2 Declaration of Interests.

No interests were declared in respect of agenda items; however, members reserved the right to declare an interest at any stage of the meeting.

3 Minutes dated 16th July 2012

The minutes of the meeting held on 16th July 2012 were signed without amendment.

4 Matters arising (not covered by agenda items)

Members noted that all action points had either been resolved or were agenda items for this meeting.

5 Corporation matters

5.1 Determination of Corporation & Potential vacancies

As a result of a total lack of interest from any academic staff being interested in becoming involved in helping to determine the strategic direction of TRC and the lack of response from a parent to join the Corporation, JFB suggested that membership of the Corporation should perhaps be reduced to 17. Members felt strongly that staff need to be involved in the decision making process, and after some discussion it was agreed that another attempt should be made to attract people to fill these two vacancies. The SMT were charged with finding a suitable member of staff to serve on the Board. NC was asked to contact parents again through a different method of communication. Further consideration of this issue will be considered at the next Corporation meeting [10th December 2012], but in the meantime the Corporation membership was determined at 19.

SMT
NC

The Corporation approved an extension of DR Khan's [AK's] term of office for a further two years [ie to 21st October 2014]

RJGB commented that the Foundation member vacancy will be discussed at a meeting of the Feoffees on 23rd October 2012.

The external vacancy is being progressed through contacts at the Barnsley & Rotherham Chamber of Commerce, and the ad hoc Search Committee is actively looking to identify potential Governors.

5.2 Possible changes to I&As dependent on outcome of 5.1

It was agreed that at the moment there is no need to change our I&As. JFB referred to alternative Board structures [eg Carver model in which the Board meet on a monthly basis but have no sub committees] as an alternative model of operation, and which would not require a change to I&As. Members agreed that our current structure works well, fits best for them and does not need to be altered at this stage.

5.3 Committee membership 2012 / 13

No significant issues were raised.

The paper was noted as presented.

5.4 Standing Orders – annual review

NC was asked to amend a number of items as follows:

NC

P3 para 4.1 to read 'The term of office for both Chairman & Vice Chairman shall be 2 years on an alternating basis. Both shall be eligible for re-election at the end of their term of office, providing that they are still eligible to be a member of the Corporation'.

P3 para 4.4 to read 'In the event of a meeting at which the appointment of the Corporation Chairman and Vice Chairman is to be considered the Clerk shall 'take the chair' whilst the appointment of the Chairman is being decided. Where only one of the positions is being considered the position not being considered shall take / remain in the chair'.

P8 Include reference to the Corporation Skills Audit

P8 para 23.2 Amend to read 'The Clerk has an annual appraisal carried out by the Chairman and the Principal albeit it may be done separately by the two individuals concerned'. [It was noted that the interim clerk will not be appraised].

The Corporation Standing Orders were approved, subject to the amendments detailed above.

5.5 Annual cycle of Corporation business – annual review

No issues were raised.

The paper was noted as presented.

5.6 Committee attendance & meeting summary 2011 / 12

Members noted committees with attendance levels below target [Audit and Q&S]

The paper was noted as presented.

5.7 Code of Conduct – annual review

NC was asked to amend a typographical error as follows:

NC

P4 para 7.2 last line – delete ‘form’; insert ‘from’

The Corporation Code of Conduct was approved, subject to the amendment detailed above.

5.8 Key Performance Indicators 2012 / 13

No issues were raised.

The Corporation approved the 2012 / 13 KPIs as presented.

5.9 Calendar of Corporation Committee Meetings 2012 / 13

No issues were raised.

The paper was noted as presented.

5.10 Governors calendar of events 2012 / 13

The college production this year will be a musical –‘Honk’

The paper was noted as presented.

6 Committee Reports

6.1. Resources (04/10/12) – items for full Corporation

JFB referred to the draft minutes of the recent Resources Committee meeting tabled at this meeting.

6.1.1 Resources Committee Terms of Reference (TOR)

No issues were raised.

The Corporation approved the Resources Committee Terms of Reference (TOR) as presented.

6.1.2 Accommodation Projects Update

MP referred to the paper distributed prior to the meeting and commented on the projects detailed therein. The installation of the remaining LED lights and the completion of the roof repairs are planned for w/c 29th October 2012. There will be a meeting in the near future with an IT consultant to discuss the IT Network Upgrades. DF asked about the proposal to install additional 5-a-side pitches and the possible increased traffic on Boston castle Grove; he felt that the college should make residents aware of it’s plans at an early stage. MP replied that the planning process will include a communication exercise which will involve residents accordingly. No other significant issues were raised.

The Corporation noted the paper as presented and approved the proposal that MP should investigate the additional 5-a-side pitches further and bring a more comprehensive proposal and costings to a future meeting of the Corporation.

6.1.3 Energy Usage Figures

JFB referred to the paper distributed prior to the meeting which had been discussed in detail at the recent Resources Committee meeting [4th October 2012]. He drew attention to the fact that the reduction in gas consumption [-38.2% from the base year] and electricity consumption [-36.6% from the base year] were due to energy conservation methods introduced over the years. Members congratulated the SMT, MP and Site staff for the success of their efforts in this important area.

The paper was noted as presented.

6.1.4 Caretaker's House

JFB referred to the paper distributed prior to the meeting and provided the background to the current position. MP commented that two of the three potential tenants had dropped out of the process, leaving one person remaining. JFB referred to the caveats which had been discussed in detail at the recent Resources Committee meeting [4th October 2012] and which were detailed in the minutes of that meeting. MP commented that the term of rental will be for a two year period.

The Corporation approved the SMT recommendation as detailed in the paper, and authorised progress whilst incorporating all of the caveats identified at the latest Resources Committee meeting [4th October 2012].

6.1.5 Management Accounts (i) July 12 (ii) September 12

(i) July 12 - MP referred to the paper distributed prior to the meeting, which had been discussed in detail at the recent Resources Committee meeting. The final accounts will be presented at the next Corporation meeting [10th December 2012]. No significant issues were raised.

(ii) September 12 - MP referred to the paper distributed prior to the meeting. Some of the figures appeared to be misleading due to timing issues. He discussed a proposed new funding methodology, initial details of which he had very recently been given. It was agreed that an explanation of this new methodology should form the basis of a presentation immediately prior to the Corporation meeting in March 2013. In response to a query from AK, he explained the basis of departmental spending; no other issues were raised.

The Corporation approved the Management Accounts July 2012 and September 12 as presented.

6.1.6 Student Enrolments & Financial Implications

MP referred to the paper distributed prior to the meeting, commenting that enrolment numbers this year had been encouraging. The census date was 22nd October 2012 – all students attending college on this date will count towards next year's funding allocation. There was some discussion around the change of exam boards; no other issues were raised. An update of the enrolment numbers at this date and the associated financial implications for TRC would be provided to all governors after the half term break.

MP

The paper was noted as presented.

6.1.7 Teaching & Support Staff pay Award 2012

RW commented that there was no change to the current position being recommended

by SFCF of no cost of living pay rise this year.

6.1.8 Investment Policy

MP referred to the paper distributed prior to the meeting which incorporated the amendment recommended by the resources Committee. RJGB raised a query about the involvement of brokers in the financial process; MP confirmed that if using the approved brokerage all monies go direct to a bank / building society and the role of the broker is a management one. No other issues were raised.

The Corporation approved the Investment Policy as presented.

6.1.9 H&S Action Plan 2012 / 13

MP referred to the paper distributed prior to the meeting. JFB commented on the H&S Audit report which had been discussed at the recent Resources Committee meeting [4th October 2012]. No significant issues were raised.

The Corporation noted the paper as presented.

6.2 Quality & Standards (15/10/12) – items for full Corporation

DF referred to the draft minutes of the recent Q&S Committee meeting distributed prior to this meeting, commenting on the following items in particular:

6.2.1 Q&S Committee terms of Reference (TOR)

No issues were raised.

The Corporation approved the Quality & Standards Committee Terms of Reference (TOR) as presented.

6.2.2 2012 Exam results

RW referred to the paper distributed prior to the meeting which was an updated version of a paper sent to governors soon after the publication of the exam results. He commented on specific aspects of the paper, in particular the value added position in respect of both A level and AS level results. This item was discussed further under agenda item 8 – Ofsted Inspection 2012.

The paper was noted as presented.

6.2.3 Operational Plans:

(i) 2011 – 12

(ii) 2012 -13

It was noted that both these papers had been written prior to the recent Ofsted inspection [2nd – 5th October 2012] and therefore required updating. No discussion took place on this agenda item. It was requested that these papers be updated and distributed in conjunction with the action plan resulting from the inspection as soon as possible.

RW

6.2.4 Learner Voice

RW commented that it was too early in the term to report on anything significant on this item. There will be ongoing activities during the year which will be reported on accordingly.

6.3 Audit (15/10/12) – items for full Corporation

JC referred to the draft notes of the recent Audit Committee meeting tabled at this meeting. The meeting had been inquorate and a number of items will be presented to the next quorate meeting of the committee including the Audit Committee Terms of Reference and the Audit Committee Annual Report. Other issues discussed included:

6.3.1 Retention of separate auditors

MP referred to a paper published at the end of September by the Education Funding Agency which provided guidelines on the implications following rationalisation of audit arrangements for sixth form colleges. There appeared to be a number of issues which still needed clarifying in respect of having one audit firm dealing with both external and internal auditing of college systems and processes. MP proposed that, given the necessary focus on improvement following the recent Ofsted inspection and other time consuming issues, it would be prudent to retain separate internal and external audit companies for at least this financial year.

The Corporation approved MP's proposal to extend the contracts of both Allotts [Internal Auditors] and Grant Thornton UK [External Auditors] for a further year.

6.3.2 Amendment to 2012 / 13 Audit Plan

MP referred to the paper distributed prior to the meeting and proposed that in 2012 / 13 1 day be added for Procurement and Governance be reduced from 2 days to 1 day – the total audit days for 2012 / 13 remaining at 11 days. JC commented that the plan was flexible and could be altered by the Audit Committee if necessary.

The Corporation approved MP's proposal as presented.

It was agreed to ask Grant Thornton UK to make a presentation on the Financial Statements and the Key Issue Memorandum [KIM] to members of both the Audit and Resources Committees, jointly, on Monday 3rd December 2012 [Time tbc].

NC

7 Foundation issues

None raised

8 2102 Inspection Feedback

[AK left the meeting during this item]

Discussion on this item formed the bulk of this meeting. RW began by outlining his view of the inspection, the results of which had been fair in his opinion. There were a number of issues which had been highlighted and which needed urgent action eg the far too wide variations in the results across departments, the implementation of a robust and fair performance management process for academic staff. He accepted that the lack of an effective performance management system was a significant failing on his part. JFB expressed his extreme disappointment at the grades achieved which had shown no significant improvement over the last 3 inspections [ie Grade 3 for the last 3 inspections]. There was considerable discussion about any support which the Board could provide to assist college management in moving forward; RW replied that steps were being taken to obtain external assistance as necessary but was appreciative of the support he and the college received from the Board. DF commented on the role of the Q&S Committee and outlined the type of information the Committee had requested at its recent meeting [15th October 2012]. Accountability for results at all levels was a key issue. It was recognised that difficult decisions might have to be taken,

but members expressed confidence that the current SMT had the capability to make progress at the necessary pace, which needs to be sooner rather than later. MP referred to the Capability Procedures which had been revised to make the process more efficient. It was important these were fair whilst effective at the same time. MP was asked to send them to the Chairs of the Audit, Q&S and Resources Committee who were given delegation to approve them on behalf of the Corporation. JS commented that whilst it was important not to damage the morale of the staff, they must nevertheless be made aware in no uncertain terms of the significance of another poor inspection result in 12 – 18 months time which would be highly damaging to the college.

MP

Separately and notwithstanding the results of the inspection, TD was asked to comment on the behaviour of the inspection team, some of which had struck several staff as brusque and even rude. It was important that this aspect of the inspection be fed back to Ofsted as appropriate. JFB requested that the Quality Improvement Plan 2012 / 13 be re-assessed in the light of the inspection and presented asap but at the latest to the next meeting of the Q&S Committee [26th November 2012]. Members commented that there is very little time to make the essential improvements necessary to move towards a good grade and to the required grade of outstanding as there was only one set of examination results left to turn the situation around. DF commented that any targets must be stringent, robust, specific and measurable.

RW

9 SFCF Paper on changing to Academy Status

JFB referred to the paper distributed prior to the meeting. In his view, the author of the paper, the Chief Executive of SFCF, had no mandate to put forward the recommendations in the manner he had and was, in his opinion, moved by personal motives, not the good of the sixth form membership of the College sector. He commented that the Chief Executive had not cooperated closely with the AoC as mandated by SFCF member colleges three years ago. He also felt that the move of 6th Form Colleges to Academies would split and weaken the sector. JFBC said that to him the paper seemed a considered one but that he was disappointed to learn that it was not written with a mandate from the SFCF. RW commented that the paper was explicitly written as a personal one from the Chief Executive but that it also stated that it had been approved by the SFCF Council and was now being circulated, over a month in advance of the AGM on 29 November, for member Colleges to consider prior to coming together to discuss it there. MP commented that the number of Academies appears to be increasing and that there was much in common between them and SFCs. There was some discussion around the VAT implications which would be a contributory consideration in any decision to become an Academy. JC commented that there are a number of different strategies available, including Academy status, all of which require serious consideration, and suggested that the Board needed a paper detailing those options before a considered decision could be reached. DF queried whether the Board was giving too much credence to this particular paper. JFB expressed his low opinion of the ability of the Chief Executive of SFCF and questioned his veracity and ability to lead the sixth form sub-sector.

The Corporation noted the paper as presented.

10 Any other business

None raised

11 Date of next meetingMonday 10th December 2012 (Time tbc)

NC

12 Confidential items:**12.1 Collaboration issues***[The detailed minute and supporting papers are available from the Clerk to the Corporation].***12.2 Audit Committee item:***[Staff and student members were asked to leave the meeting for consideration of this item. The detailed minute and supporting papers are available from the Clerk to the Corporation].*Signed **J F Bingham**Date **10th December 2012****ACTIONS – Corporation meeting – Monday 22nd October 2012 [6.00pm]**

Minute	Action to be taken	By Whom	By When
5.1	Further attempts to be made to recruit staff & parent governors	SMT / NC	Next Corp mtg
5.4	Amendments to Standing Orders	NC	Immediate
5.7	Amendment to Code of Conduct	NC	Immediate
6.3	Arrange presentation to Audit / Res Cttees [GTUK]	NC	Immediate
8	Send Capability Procedures to Cttee Chairs	MP	Immediate
	Present updated QIP 2012 / 13 to next Q&S Cttee	RW	Next Q&S mtg
	Feedback to Ofsted re behaviour of inspection team	RW	Immediate
11	Confirm time of next Corporation meeting	NC	Next Corp mtg