



MINUTES OF THE TRC CORPORATION MEETING

MONDAY 25 APRIL 2016

PART I

PRESENT

Mr P Jagger MBE (Chair); Ms M Allen; Ms J Collier (Vice Chair); Mr R Gray; Mr T Grice; Miss S Sibanda; Mr S Kirk; Mr M Chaudhary; Dr P R Williams;

In Attendance:

Mr M Patterson, Vice Principal Finance & Resources; Mr T Dowling, Vice Principal Teaching & Learning; Mrs S Martin, Clerk

APOLOGIES

16.27 Apologies were received from Mr J Ellis; Ms A Todd; Mr A Wilding
N.b. AW's apologies were sent via e-mail ahead of the meeting, but not picked up until afterwards.

DECLARATIONS OF INTEREST

16.28 Members were reminded of the need to declare any interests and reserved the right to declare an interest at any stage of the meeting. Mr P Jagger reminded the Corporation of his position as Vice Chair at Barnsley College.

MINUTES

16.29 The Minutes of the Meeting (Part I) held on 14 March 2016 were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

16.30 The Corporation received a list of actions arising from previous meetings. It was noted that items were either complete, ongoing or covered elsewhere on the agenda.

With reference to the need to seek new members of the corporation, the VP T&L informed the Corporation that he had spoken to a contact from Sheffield Hallam University to determine whether they would be interested in the role. The outcome of this discussion being that, although she was unable to commit at this time, it is something she would be interested in for the future.

Mr M Chaudhary arrived

MANAGEMENT ACCOUNTS

16.31 The March 2016 management accounts were presented to members. The VP F&R requested feedback on the format of the report presented and whether the addition of the first page

summary has proved to be useful. Members agreed that the information is useful and they wish to continue with the summary format.

Referring to the variation in staffing costs, the VP F&R explained that this was due to increased student numbers along with the need for maternity and sickness cover. Members again raised concern that staffing levels may be inadequate. The Principal and VP F&R reassured members that agency staff are only used where necessary and only for short term periods. Most of the maternity leave is covered by temporary contracts rather than the use of agency staff.

Increased exam costs were highlighted by the VP F&R, with an explanation that increased student numbers has also had an impact on the exam costs along with the expansion of more expensive BTEC courses.

Members commended the positive news that the outturn forecast for 15/16 is a surplus of £28k.

The management accounts were noted.

Mr S Kirk arrived during item 16.31

REMUNERATION COMMITTEE BUSINESS

Remuneration Committee membership

16.32 The Clerk informed the Corporation that the Remuneration Committee currently has three members whilst the terms of reference states there should be 'no less than four' members. Volunteers were requested to take up the vacant position except for ineligible student, staff or parent member of the Corporation.

Mr M Chaudhary volunteered to take up the position.

RESOLVED 16.32 That Mr M Chaudhary become a member of the Remuneration Committee.

CODE OF GOVERNANCE

16.33 Members were informed that the revised Code of Good Governance for English Colleges had been released during 2015, replacing the 2012 version that had previously been adopted by TRC. It was agreed that, despite the possibility of impending change to the governance structure as a result of the option of joining a Multi-Academy Trust, it would not be good practice to automatically reject adoption of the revised code at this stage. Members requested that the Clerk begin working through the ten principals within the code, gathering the necessary evidence before presenting an update at a future Governance and Search Committee meeting for further discussion.

RESOLVED 16.33 That the Clerk should gather the evidence for the Code of Good Governance for English Colleges, to be presented to a future Governance and Search Committee meeting.

WHISTLEBLOWING POLICY

16.34 Having been circulated with the agenda, members were asked for their approval of the Whistleblowing Policy following any comments or questions. No comments or questions were raised on the content of the policy.

RESOLVED 16.34 **That the Whistleblowing policy be adopted and reviewed again during the 2017/2018 academic year.**

MAT / ABR UPDATE

16.35 The Chair reminded members of the upcoming diary of events:

- 28th April 2016 - Steering group 4a to consider and discuss in detail the options, assessed against agreed criteria, and the recommendations made for change.
- 16th May 2016 – Special meeting of the TRC Corporation to discuss the response to the ABR options that will be given to governors at the briefing following the Steering Group 4a meeting.
- June/July – Steering group 5 to consider the decisions and feedback from the college Corporations and agree next steps for implementation.

The Principal and Chair informed members that the draft Area Review Report had been received earlier that day. The report states that the two Sixth Form Colleges would have a period of 12-18 months (*post-meeting correction 16 months*) to academise following the area review and if not achieved by this point would need to re-visit other options. Options such as collaboration with each other, while remaining independent incorporated Sixth Form Colleges. If necessary cost savings were not achievable in this way then the SFCs should look to the groupings of GFE colleges emerging from the review.

Having been circulated with the agenda, the Principal summarised the paper that had been written for submission ahead of the ABR steering group 4a meeting. The paper focused on the preferred emerging option of continuing to explore the possibility of TRC joining a Multi-Academy Trust with local schools, including a timescale for completion of the process, and details of a viable Plan B that would involve working, as an independent Incorporated Sixth Form College in collaboration with Longley Park Sixth Form College. The timescale for completion was discussed in more detail and it was agreed this could be extended in light of the 12-18 month timescale specified in the draft Area Review Report.

Members questioned how the current governance structure would fit with the Multi-Academy Trust structure. The Principal and VP F&R clarified that the TRC Board of Governors would still exist, but would be accountable to the Trust.

Mr M Chaudhary raised concern regarding the loss of autonomy this would bring for TRC and questioned why it would not be the best option to stand alone. The Principal explained the difficulties involved in being stand-alone along with the advantages of joining the Multi-Academy Trust, while acknowledging the counter arguments and that more consideration was needed before a decision was taken. Much discussion followed in which members made it clear that it is essential to ensure that future Members of any Trust have interest in the ethos of the college and for each institution to retain their own identity. Also, that this should be written in to legal documentation where possible to protect the interests of TRC in the long term.

Furthermore, members expressed their view that TRC is a particularly attractive proposition to the other potential members of the Multi-Academy Trust and that the college should ensure a strong position within the MAT by being heavily involved in discussions from the start.

RESOLVED: 16.35 To extend the timescale for decision-making over transfer to the new Multi-Academy Trust, from February 2017 to the period set down by the ABR (i.e. Autumn 2017).

ACCOMMODATION REPORT

16.36 Having been circulated with the agenda, the update report regarding potential accommodation projects was presented by the VP F&R. It was explained that the projects identified in the report cover all of the current and potential infrastructure needs for the foreseeable future, and would be delayed until summer 2017. This is to enable access to the 20% VAT savings if the move to a Multi Academy Trust goes ahead.

The projects to be considered include the following:

- **All Weather Pitch Fencing**
To replace the existing, badly damaged, fence with a new fence. At present, regular repairs are required to keep the fence safe.
- **All Weather Pitch LED Flood Lights**
To replace the existing lights with LED lights. At present, expensive repairs or replacements are needed when the lights fail and each summer thousands of pounds are spent on hiring a cherry picker to repair and replace bulbs.
- **Traffic flow and Health & Safety Risks**
At present the rear car parks create problems due to the access road being only wide enough for one way traffic, as well as bends and obstacles creating blind spots which is a risk to users. To widen the road in two areas would allow two-way traffic and clear sight lines.
- **Bus access / parking area**
Options include both re-opening the old central access gate and possibly building a new internal door on site with a new exit installed; or removing the trees and boundary wall to enable the road to be widened for a layby. Fortunately an inspection by the bus company has determined that access and exit can be facilitated with minimum alterations, leaving the walls and trees intact.
The current problem is there is no bus parking area for student use, which has a considerable impact on the local community, especially at 8:45am and 4.15pm each day when the buses park on the main road in front of the college.
- **Main entrance**
A face lift of the main entrance, to provide an improved waiting area for visitors and a new hard wearing floor.
- **New building**
Considering the three factors that could have a major impact on the need for additional accommodation at the college in future years – demographic growth from 2020, possible closure of a local school sixth form and back office service accommodation for a new MAT – there is a need to consider new build accommodation. A suitable location has been identified and it is proposed that a feasibility study be undertaken during summer 2016. Approval was sought from members to produce plans now in preparation for the works, to prevent any future delays

RESOLVED: 16.36 That plans be produced in anticipation of future new build requirements, and brought to the Corporation for review

COLLEGE QUALITY IMPROVEMENT PLAN

16.37 The Principal expressed his thanks to Andy Amery, Assistant Principal for his work in producing the Whole College Quality Improvement Plan 2015-16 and explained that the plan presented is an update of the document previously issued to the corporation in December 2015. Members queried whether the Principal was comfortable with progress since then to which the Principal responded that, yes, progress is as expected for this point in the year.

Members commended the quality of the report and the level of detail provided.

The Quality Improvement Plan 2015-16 was noted

ANY OTHER BUSINESS

16.38 Although there was no agenda item for any other business, it was requested that the following item be added

- Nomination of the Corporation Chair and Vice Chair

The Clerk explained that the term of office for both the chair and vice-chair is two years. With the term having lapsed for both positions, members were asked to nominate others or self-nominate for either one or both positions if interested. The election of both the chair and vice-chair will be included on the agenda for the special corporation meeting to be held on Monday 16th May 2016. All were reminded that the Principal, staff and student members are not eligible to stand for either post.

RESOLVED: 16.38 That members should self-nominate or nominate others, via e-mail or letter to the Clerk, by Friday 13th May 2016. Election to be held on Monday 16th May 2016.

DATE AND TIME OF NEXT MEETING

16.39 The next meeting, a special Corporation meeting, is to be held on Monday 16 May 2016 at 5.30 pm.

The meeting remained quorate

End of Part I

Signed _____  _____

Date _____ 16th May 2016 _____