



**MINUTES OF THE TRC
FULL CORPORATION MEETING**

MONDAY 20th OCTOBER 2014

PART I

Following Alison Oaks' resignation from the post of Clerk to the Corporation, she had been invited to the meeting for a farewell presentation. Alison was thanked for her work and strong support during her time as Clerk and all wished her well for the future. Alison thanked everyone for their support and expressed that she had enjoyed her time in the role. She wished the college and all involved every success for the future.

Ms Oaks left the meeting

As the newly appointed Clerk to the Corporation Mrs S Martin was introduced to corporation members.

PRESENT

Ms M Allen; Dr RJG Bloomer; Mr M Chaudhary; Ms J Collier (Vice Chair); Mr T Grice; Ms R Hill; Mr S Kirk; Mr B Owen; Miss C Taylor; Ms A Todd; Dr P R Williams.

In Attendance:

Mrs L Pickering, Acting Clerk to TRC Corporation
Mrs S Martin, Clerk to TRC Corporation
Mr M Patterson, Vice Principal Finance & Resources
Mr T Dowling, Vice Principal Teaching & Learning

APOLOGIES

14.84 Apologies were received from Mr J Ellis; Mr D Fitzgerald and Mr P Jagger MBE (Chair)

DECLARATIONS OF INTEREST

14.85 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 Grice declared an interest in Agenda item 9.4 regarding accommodation matters due to his life-membership of the Rotherham Hockey Club.

MINUTES

14.86 The Minutes of the Meeting (Part I) held on 7 July 2014 were agreed as a true and accurate record and were signed by the Chairman subject to the following amendments;

14.87 14.50 should be added to the list of actions arising. Action is required to identify a volunteer to link with the area of special educational needs.

14.88 Amend Blackpool & The Fylde to read 'Blackpool'. Also the final sentence of paragraph 14.59 should read 'The Chair continued to engage with this issue'.

MATTERS ARISING

14.89 The Corporation received a list of actions arising from previous meetings. It was noted that both items listed would be covered by the agenda.

APPOINTMENT OF CLERK TO THE CORPORATION

14.90 The Vice-Chair provided the Corporation with full details of the outcome following the recruitment and selection process for the vacant post of Clerk to the Corporation. The Corporation considered the recommendation of the selection panel.

RESOLVED 14.90.1 that Mrs Susan Martin be appointed as Clerk to the Corporation.

STANDING ORDERS – CHANGE TO PUBLIC ACCESS TO MEETINGS

14.91 The Acting Clerk informed the meeting that there was a discrepancy between the Public Access to Meetings policy and the Corporation's Standing Orders. It was recommended that the corporation standing orders section 5.4 public access to meeting be amended to reflect that corporation meetings are closed to the public.

RESOLVED 14.91.1 that the Standing Orders be amended

GOVERNANCE AND SEARCH COMMITTEE BUSINESS

Draft minutes of the meeting held on 22nd September 2014

14.92 The draft minutes taken at the meeting had been circulated for information. Several Recommendations had been made for Corporation approval, which were drawn to the attention of members. The Committee had received a nomination from RMBC to replace Cllr C Barron. It was agreed that given the current difficulties being faced by the Council it would not be appropriate to confirm a nomination from RMBC at this time. The Committee therefore recommended that the vacancy remain and RMBC be contacted in the future to request a new nominee.

RESOLVED 14.92.1 that RMBC be contact in the future to request a new nominee.

14.93 Parent vacancies were reviewed due to Mrs A Todd's term of office being due to expire on 9th December 2014. Mrs A Todd had expressed a wish to continue to serve as a governor. The Committee recommended that Mrs A Todd be categorised as an external governor from 20th October 2014 and subsequent arrangements be put in place to request expressions of interest from parents wishing to serve as parent governors.

RESOLVED 14.93.1 that Mrs A Todd be categorised as an external governor from 20th October 2014.

RESOLVED 14.93.2 to request expressions of interest from parents wishing to serve as parent Governors.

Mrs R Hill arrived having been dealing with a student issue

14.94 The Committee had reviewed governor attendance for 2013/14 and recommended the target for 2014/15 be set at 80%

RESOLVED 14.94.1 that the target for 2014/15 attendance be set at 80%

14.95 Confidential business and the need to review on an annual basis had been considered with an agreement that the incoming Clerk should consider this matter and bring a recommendation to the Governance and Search meeting in March 2015, outlining a policy to be applied to confidential papers. The Chairman had recommended that a summary of meetings be uploaded to the website soon after the meeting and prior to the formally approved minutes being published.

RESOLVED 14.95.1 that the Clerk make a recommendation regarding a policy for confidential papers at the Governance and Search meeting in March 2015.

RESOLVED 14.95.2 that a summary of each meeting be placed on the website prior to the formally approved minutes being published.

14.96 The Corporation were reminded that the date for the self-assessment session has changed. It is to be held on Monday 15th December 2014 at 5:00pm prior to the full corporation meeting that will begin at 7:00pm.

14.97 In preparation for the self-assessment session, members were reminded of the need to complete their one-to-one session with the Chairman. Those who had not yet completed their one-to-one were asked to contact the Clerk who would make the necessary arrangements.

ENROLMENT 2014/15

14.98 The report on student enrolments 2014 had been circulated with the agenda. The Principal and Vice Principal Finance & Resources emphasised the significant increase in enrolments above the target figure and considered the possible reasons for this. There was further discussion regarding the financial implications. The Corporation offered their congratulations on such a positive outcome for 2014/15.

Mr M Chaudhary arrived

RESOURCES BUSINESS

Draft Minutes of the meeting held on 6TH October 2014

14.99 The draft, unconfirmed Minutes of the Resources Committee were noted, with reference to items the Committee were recommending for Corporation approval.

Management accounts July 2014 & August 2014

14.100 The management accounts for July 2014 & August 2014 were received. The Management accounts showed a deficit at the end of the financial year of £199,432. The forecast figures for the Cleanmail claim are still subject to change and may reduce the deficit by up to £10,000.

RESOLVED 14.100.1 to approve the management accounts

Management accounts September 2014

14.101 The management accounts for September 2014 had not be available at the time of the Resources Committee meeting. It had been agreed they should be presented to the full corporation as a useful, up to date source of information. It was noted that the outturn forecast for end of 2014 shows a deficit of £332,000, an increase on the originally projected figure because of the costs incurred by the significant increase in the number of students enrolled. The benefits of the enrolment would be felt in the next two years as funding for student numbers is lagged.

Accommodation matters

14.102 It was noted that delaying the installation of LED lights on the all-weather football pitch would be more economical.

QUALITY AND STANDARDS COMMITTEE BUSINESS

14.103 The draft, unconfirmed Minutes of the Quality and Standards Committee held on 29th September had been issued along with the relevant reports. The Principal highlighted the pertinent points within the 2014 Results and Student Outcomes report, noting that on all indicators except for high grades and value-added at A level the College had exceeded cohort expectations and the previous year's performance. He spoke further about the possible reasons for the negative value added at A level, noting the College's open progression policy for all students who have achieved a basic pass at AS in a subject (unlike some schools and colleges who only allow students with higher grades to progress) but also the need for the College to concentrate on being as successful at the transition from AS to A2 as it is at the transition from GCSE to AS, where the College's results are strongly positive. The Corporation were asked to note that the A level English Language papers are currently being re-marked and the results of this are imminent. Continued strong performance in vocational courses and the improvement at level 2 were also noted. Discussion was held regarding the analysis tool used to derive the 'cohort expectation' figures and how this is utilised by all Sixth Form Colleges to draw accurate comparisons.

- 14.104 The Teaching, Learning and Assessment and Assessment Improvement Strategy 2014-16 had been noted and received by the Committee. The document has also been shared with staff. The Vice Principal T&L explained that the strategy has 5 priorities with the main aim of improving TLA at TRC. The Vice-Chair stated that the TLA strategy is a crucial document that must be taken seriously by the Corporation to ensure that it is effective. The VP T&L spoke about the need to facilitate Corporation involvement via the link governor programme and their participation in learning walks to encourage active involvement. VP T&L confirmed the schedule of learning walks, which will take place between November 2014 and February 2015, had already been issued to Mr D Fitzgerald and would be sent out to all members of the corporation.
- 14.105 VP T&L requested that the Corporation note the reference to a new 'linear' programme of study and explained that this is a return to a 2 year A-level programme with no interim examinations. This programme will be phased in by subject area and as a result some students are likely to be working with a mix of both the current and new system. Concern was raised that the introduction of the linear programme would have a negative impact on the results, which was confirmed by the Principal as likely due to the significance of the change. When questioned about the benefits, the Principal explained that the government's idea is that the linear method provides a more holistic view of the subject area and provides greater preparation for university studies in this respect.
- 14.106 The Principal referred to both the highly positive and less positive figures within the Learner Voice Survey 2013/14 and the actions being taken on the latter. The results were noted.
- 14.107 The Principal noted the decision taken at the Quality & Standards Committee that their meeting due to be held in March be moved forward to February, as this now fitted the pattern of the student year better as there were no longer modular results in March.

RESOLVED 14.107.1 To set a date for the March 2015 Q&S Committee to be moved forward to February 2015.

- 14.108 3 complaints were listed in the formal complaints summary report for 2013/14. The VP T&L confirmed that all had been resolved promptly to the satisfaction of the complainant.

LINK GOVERNOR FEEDBACK

- 14.107 In the absence of the Chairman, the Vice-Chair thanked governors for their contribution in their Roles as link governor.

Ms M Allen left the meeting.

PRINCIPAL'S REPORT

- 14.108 The Principal's report covered activities undertaken at the start of term including the presentation of TRC Scholarship awards, also external liaison with Rotherham Education, RGSOBA, local schools and North-East Principals' meeting with Ofsted.
- 14.109 Considerable discussion was held regarding the section of the report that considered the recent Jay report on child sexual exploitation in Rotherham, since 1997 and TRC's response. The Principal emphasised the good fortune of the college in having had Dr Jim Stevens involved with the Corporation as Safeguarding champion during these years. He had been very active in dealing with the issue of Child Sexual Exploitation and had worked with the College in raising awareness and working with Risky Business. It was noted that Dr Jim Stevens was the Chief Executive not the Chair of Rush House as stated in the report. Members requested assurance that the college were satisfied that appropriate steps had been taken to safeguard students identified as a concern by the College. The Principal responded that the college's experience in his time was that Rotherham Social Care services had been responsive to the College's child protection referrals. S. Kirk pointed out that the majority of specific child sexual exploitation cases dealt with in the Jay report involved girls below Sixth Form age. The Principal drew attention to the reference in his report to the email sent at the start of term to all students asking them to come forward and talk to a member of staff if the Jay report had upset them

in any way for any reason. Moving forward the Principal confirmed that he has recently joined the Local Safeguarding Children Board and will be attending future meetings, where work will be going on to act on the recommendations of the Jay report.

CHAIRMAN'S REPORT

14.110 In the absence of the Chairman there was no verbal report provided. The Vice-Chair, however, did confirm that she had spoken to the Chairman and all the issues he raised had been covered during the meeting.

FOUNDATION ISSUES

14.111 The Foundation had nothing to report.

DATE AND TIME OF NEXT MEETING

14.112 The next meeting would be held on Monday 15th December 2014 at 7:00 pm. Please note this will follow the self-assessment session to be held at 5:00pm.

End of Part I.

Signed _____ Chairman

Date _____