



**MINUTES OF THE TRC
FULL CORPORATION MEETING**

MONDAY 16 SEPTEMBER 2013

PART I

PRESENT

Cllr C Barron; Dr RJG Bloomer; Mr M Chaudhary; Mr JFB Clark; Ms J Collier (Vice Chair); Mr J Ellis; Ms R Hill;
Mr P Jagger MBE (Chair); Dr M A Khan; Mr S Kirk; Mr B Owen; Ms J Powell; Mr R Stewart; Ms A Todd;
Dr P R Williams.

In Attendance:

Ms A J Oaks, Clerk to TRC Corporation
Mr M Patterson, Vice Principal Finance & Resources
Mr T Dowling, Vice Principal Teaching & Learning

APOLOGIES

13.1 Apologies were received from Mr D Fitzgerald and Mr Z Nazir.

DECLARATIONS OF INTEREST

13.2 Members were reminded of the need to declare any interests and reserved the right to declare an interest at any stage of the meeting. There were no declarations made.

MINUTES

13.3 The Minutes of the meeting held on 15 July 2013 were agreed as a true and accurate record subject to an amendment to Minute 7.2.1 regarding the appointment of new members and the reappointment of members. The Vice Chair stated that it had been agreed to stagger new appointments and re-appointments to avoid Governors' terms of office ending simultaneously and that this should be recorded in the Minutes. The Minutes were signed by the Chair.

MATTERS ARISING

13.4 Members received a list of actions arising from previous meetings and noted the revised dates for implementation. It was proposed to defer discussion of the TRC Strategy paper and governance structure to an Away day where more time would be afforded to strategic decision making. The status of other action points were noted and accepted.

PRESENTATION ON COLLEGE KEY QUALITY PERFORMANCE INDICATORS

13.5 The Principal made a presentation to the Corporation on key quality performance indicators, explaining to Governors how success rates were measured. Success, retention, achievement and high grades can be measured against 'All colleges' averages, Sixth Form College (SFC) averages – these are higher and the ones TRC use - and expected outcomes given the prior (level 2 – GCSE) attainment of the actual students- a method pioneered by Nick Allen, using data from all SFCs. Averages combining school Sixth Forms and colleges were not yet available

- 13.6 Various value added systems were available: the official measure of value-added which provided a full national data set with a simple methodology– difference between outcome and expectation expressed in points difference. However, this data is not published until 1 November each year; also ALPS and ALIS. The Principal was particularly pleased with the work undertaken by Nick Allen, which provided an aspirational SFC data set that built retention in. This analysis looked at value-added of starts, not just completers. Whilst an excellent tool, the SFC data set did not represent the national position and was the newest, least recognised methodology for value-added. The Principal then showed College headline data for 2012-13 compared with 2011-12 – comparisons with ‘Nick Allen’ targets, success, retention, achievement and high grades rates and the ALIS value-added graph. Governors welcomed the briefing, which was particularly helpful for newer Governors.

The Chair thanked the Principal for a very informative briefing.

COLLEGE DEVELOPMENT PLAN

- 13.7 The Principal presented the Development Plan for 2013 - 2015, which outlined the College’s targets and overall strategy. The TRC Strategy, which was both challenging and aspirational, had been adopted by the Corporation in May 2013 and was cross referenced to the Plan. The aims of the Development Plan were:
“To be ‘a 21st century College responding to the educational needs and aspirations of students who live in the most challenging times”;
“En route to becoming one of the most successful Colleges in England”.
- 13.8 The Principal provided an overview of the Plan which had been considered in draft at the previous meeting. Key targets for success rates were to move from 85% in 2013 to 88% in 2015; with a score of +6.2 for AS value added, +7.4 for A Value Added, and moving from a TLA grade of 3 to 1 by 2015. Qualification specific targets underpinning the headline targets had been included within the report. Since the paper had been circulated, the targets had been reviewed by SMT and an updated paper was tabled to Governors for consideration. Governors were keen to understand where the data would put the College in terms of an Ofsted judgement. The Principal felt that on current performance data the College was at grade 2 for outcomes for learners. The headline targets and specific targets for L3 A level, L3 AS, L3 BTEC, L2 BTEC and L2 GCSE for 2013/14 were noted and approved. The Principal commented that when a target-setting report from Nick Allen on the new cohort was available targets could if necessary be adjusted upwards.
- 13.9 Actions on operational items were summarised clearly within the Plan and were cross referenced to the TRC Strategy paper. Actions identified by HMI during the year had also been incorporated. Governors sought clarification with regard to the projected student recruitment in Sept 2015. The Principal commented that demographics indicated that a figure of 1600 was possible later in the decade; however in 2015, a more realistic figure was 1400-1450. Following a question from Governors as to what action was being taken to maximise income streams to ensure the budget and target was achieved, the Principal and VP F&R advised that other sources of income generation would be considered, including alumni which was being investigated, though SFCs were largely reliant on maximizing student numbers for their income. As budgets were set in June, the position would be reviewed later in the year.
- 13.10 Attention was drawn to the Mission statement, recently revised in consultation with staff, students and governors. Amendments to the statement were proposed for Governors’ consideration, which were agreed:
“TRC aspires to be a centre of educational excellence for Rotherham and South Yorkshire, where students from local communities achieve advanced skills and qualifications and join together to pursue lifelong learning in a welcoming, supportive and safe environment”.

Further amendments regarding how the mission would be achieved were agreed.

RESOLVED 13.10.1 To approve the key headline targets and specific qualification targets for 2013-15;

RESOLVED 13.10.2 To approve the revised Mission statement for TRC.

CORPORATION ANALYSIS OF ATTENDANCE 2012/13

13.11 The Corporation received a report summarising the analysis of attendance at Corporation and Committee meetings in 2012/13. Attendance had been monitored against the previously set target of 66%. Overall attendance at Corporation meetings had exceeded the target, however figures for individual attendance showing the number of possible attendances against actual revealed a significant variance. The Chair asked Governors to consider whether a target of 66% for attendance was appropriate, particularly where there was an expectation of engagement and commitment from members. In response to members' questions on the background to target setting, the Clerk advised that sector benchmarking on attendance indicated that Colleges were achieving between 70% and 88%, and were setting more challenging targets accordingly.

13.12 The Chair recognised that from time to time members may have short or medium term difficulties with regard to attendance which he would be pleased to discuss on a personal level. Members' views on raising the target were shared, and following due consideration it was agreed to set the target for attendance in 2013/14 at 75%. The Chairman reiterated that he would be arranging 1:1s with all governors over coming weeks and that any member with concerns about attendance should discuss them at that time.

RESOLVED 13.12 To set a target of 75% for individual and corporate attendance for 2013/14.

CALENDAR OF MEETINGS 2013/14

13.13 A draft Calendar of meetings for 2013/14 had been circulated in July. A further draft, proposing meetings be held on a different day of the week had been circulated for consideration. The Chair spoke to the paper, explaining the rationale for the proposed change was to seek to improve productivity, efficiency and effectiveness of the Clerk, and to improve the work/life balance of Governors and senior managers who attend meetings in the evening. In addition, whilst the reasons for convening Committees back to back had been recognised, it was felt an alternative approach could be considered.

13.14 Governors were invited to comment. Observations and views were shared with regard to the proposal. The Chair recognised that the proposal was short notice, and that the change in dates was likely to prove very challenging for the majority of Governors who had other commitments. Further to discussion it was agreed to confirm the dates as advised in July, subject to minor amendments, and that the final Calendar would be circulated by the Clerk. It was further proposed to consider moving to the alternative schedule of meetings in 2014/15 and that Governors views should be sought with regard to their availability.

RESOLVED 13.14.1 To approve and circulate the Calendar of meetings as agreed, subject to minor amendments;

RESOLVED 13.14.2 That the Clerk seek members' views with regard to the alternative dates for 2014/15 and report back to the Corporation at the next meeting.

ASSESSMENT OF EFFECTIVENESS OF MEETINGS 2012/13

13.15 The Clerk presented a report summarising the analysis of the reviews completed by members at the end of the year.

The majority of responses had been positive, and it had been noted that one response suggested that in some cases reports were too detailed, that governors could be more challenging and more involved in all aspects of teaching, learning and assessment. These points had been recognised and were being addressed for consideration by the Corporation during 2013/14.

The Report was received.

VACANCIES ON THE CORPORATION

13.16 The Corporation received a report setting out the current position with regard to vacancies. The Clerk advised that there were currently vacancies for one student member and one staff member. Following a meeting with the existing student governor earlier in the day, the Clerk advised that Mr Zubair Nazir had indicated that he would be stepping down as student member due to gaining part time employment which prevented him from attending meetings. He had confirmed that he would stand down when a replacement student member was appointed.

13.17 The Clerk advised that a nomination had been received for the staff governor vacancy, closing date for which was 4 October. The Clerk reported that she would be liaising with the Student services officer with regard to seeking two new student members as quickly as possible. Governors' advice regarding promoting the role of a member of the Corporation to students was acknowledged and would be taken on board in the election process.

13.18 With regard to Committee membership, in order to fill vacancies and appoint members to appropriate committees based on skills and expertise, it had been agreed to convene a Chairs meeting on 7 October to determine membership and Chairmanship of the Committees for approval by the Corporation at its next meeting.

RESOLVED 13.18 That membership of the Corporation's Committees be determined and approved at the next meeting.

CORPORATION KEY PERFORMANCE INDICATORS

13.19 The Clerk presented a Report highlighting key performance targets agreed by the Corporation in previous years. Given the changes in membership and the introduction of a strategic development Plan, it was proposed to determine key performance measures for the coming year at an Away Day in the near future. The Chair commented that it was necessary to use the time wisely and to determine the objectives for the event. It was noted that setting KPIs demonstrated the Corporation's commitment to continuous improvement in terms of its effectiveness.

RESOLVED 13.19.1 To consider and determine Corporation KPIs for 2013/15 at a future date.

RESOLVED 13.19.2 To seek Governors' availability in January 2014 for an Away Day.

GOVERNOR/LEARNER ENGAGEMENT

13.20 The Corporation received a paper highlighting programmes and schemes operating in the FE sector to promote the learner voice and learner/governor engagement. The Clerk summarised the report, stating that members had already recognised the need for a more in-depth understanding of the College and learner experience and with that in mind it was possible Governors could gain a different perspective on the learner experience by becoming involved

in other ways. Examples were provided based on the Clerk's experience and included link governor schemes, learner/governor shadowing, governors as champions, involvement in college events.

The Clerk commented that this was an opportunity for Governors to see the College from a learners' perspective and that this would help build on the information received by Governors at meetings, through learner surveys and via student members of the Corporation.

- 13.21 The Principal confirmed that he was comfortable with the suggestion that Governors become involved in a link governor programme or learner shadowing and proposed the Quality and Standards Committee develop a programme. The Chair stated that he recognised the commitment might be difficult for some Governors but was supportive of the process being taken forward. By way of promoting wider involvement, the Clerk had invited Governors to attend or become involved in various College events, including the Diversity day on 10 October. Governors who had volunteered to be champions (Safeguarding and E&D) would be invited to College committee meetings.

RESOLVED 13.21 That the Quality and Standards Committee develop a programme of link governor visits and learner/governor shadowing.

GOVERNOR TRAINING AND SUPPORT

- 13.22 The Corporation received a draft programme of events produced by the Clerk. Noting the importance of induction, training and directed support for members, a programme of events available through internal and external sources was provided. The Clerk had delivered an induction for new Governors on 9 September which would be followed up by a session with the Principal, and VPs. The AoC were delivering an induction for new Governors which helped to set the wider and political scene in which SFCs operate, and would complement the college induction. Two new governors had volunteered to attend this. In addition, Governors were advised of the opportunity to attend Governor Council network meetings which take place termly. Where possible, a briefing to Governors would be provided on a strategic or topical subject at the start of each Corporation meeting.

- 13.23 The Chair thanked the Clerk for the report, emphasising that much work was being undertaken to encourage governor involvement and that he would like to see Governors engaging as much as possible.

The Report was noted and received.

REVIEW OF CODE OF CONDUCT, STANDING ORDERS AND TERMS OF REFERENCE

- 13.24 The Clerk advised that a review of the Code of Conduct for Corporation members, together with a review of the Standing Orders and Terms of Reference of the Committees would be undertaken and any proposed amendments presented to the Corporation at the next meeting. The Vice Chair proposed each Committee reviews its Terms of Reference at the first meeting of the academic year.

RESOLVED 13.24.1 To present the revised Code of Conduct and Standing Orders to the next meeting of the Corporation.

RESOLVED 13.24.2 That the Terms of Reference for the Corporation's Committees will be reviewed by each Committee at the start of the term.

SELF ASSESSMENT

13.25 The Chair reiterated that arrangements would be made for him to meet with individual Governors over coming weeks and that further aspects of self-assessment would be discussed at the Away day.

ANY OTHER BUSINESS

13.26 The Clerk reported that she had been asked to convey formal thanks through Mr Chaudhary, to Oxley and Coward Solicitors for facilitating a work placement for a student of the College. The student had commented that she had enjoyed the work immensely and found it to be rewarding and motivating.

DATE AND TIME OF NEXT MEETING

13.27 The next meeting would be held on Monday 14 October 2013 at 6.00 pm in the Foundation Room.

The Chair thanked everyone for attending.

The meeting was closed at 7.30 pm.

Signed P Jagger MBE..... Chair

Date 14 October 2013