



## MINUTES OF THE TRC CORPORATION MEETING

MONDAY 2 OCTOBER 2017

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### PRESENT

Mr P Jagger MBE (Chair); Ms M Allen; Mr R Gray; Dr P R Williams; Mr S Kirk; Ms B Reynolds; Mr T Mulroy; Mrs A Todd

### In Attendance:

Mr M Patterson, Vice Principal Finance & Resources; Mr A Amery, Assistant Principal Curriculum & Quality, Dr C Walls, Assistant Principal Curriculum & Systems; Mrs S Martin, Clerk.

### APOLOGIES

17.01 Apologies were received from Mr T Grice; Mr R Leith; Mr M Chaudhary and Cllr D Roche.

### DECLARATIONS OF INTEREST

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

### MINUTES

17.03 The Minutes and confidential minutes of the Meeting held on 3 July 2017 were agreed as a true and accurate record and were signed by the Chair.

### MATTERS ARISING

17.04 The Corporation received a list of actions arising from previous meetings.

#### Item 14.174

Negotiations with RNN Group regarding the development of a sports course will start again due to their recent structure change.

#### Items 16.171/174/178

Principal to check whether amendments to the documents have been completed.

Members noted the status of the remaining items as being either ongoing or complete.

### MANAGEMENT ACCOUNTS

17.05 The July 2017 management accounts were presented to members by the VP F&R, with confirmation that, to-date, there were no concerns raised by the auditors and the actual surplus for 2016/17 was £199k against the budget forecast surplus of £97k. This increase was explained as mainly due to staff salary savings and this contributed to the total cash reserves of £2.4 million. Governors commended the accounts and acknowledged that the total surplus would be sufficient to take TRC through the next two years of demographic downturn, whilst understanding that increased funding resulting from any further management savings on top of the ones already made isn't a viable solution. The management accounts were noted.

## BUDGET ADJUSTMENT

17.06 The VP F&R proposed the following adjustments to the 17/18 approved budget, and provided members with details for each of the budget headings.

Temporary staff	£30,000	
Capitation	£10,000	
Training	<u>£5,000</u>	
	£45,000	
Less	- £105,000	VAT savings
	- <u>£60,000</u>	Other merger savings
TOTAL	- £120,000	Net savings

Members were satisfied with the rationale provided for the proposed budget adjustments and that the additional costs will be covered by extra VAT and merger savings.

The VP F&R explained that a revised set of financial forecasts will be produced following conversion to academy.

**RESOLVED: 17.06 to approve the 2017/18 budget adjustments**

## SPH / CLERK APPRAISAL DATES

17.07 Members noted that dates for the appraisal of Senior Post Holders (SPH) and the Clerk, along with arrangements for the appraisal panel would be deferred to a later date due to the impending SPH staffing changes and conversion to academy.

## MEMBERSHIP AND VACANCIES

17.08 The Clerk reported that Mr M Chaudhary had resigned from his position as foundation governor on 25<sup>th</sup> September 2017 with immediate effect, citing work commitments and personal circumstance as the reason for this. Subsequently, following a discussion with the Chair, Mr M Chaudhary agreed to continue in post until 31 October 2017 to ensure that the corporation retains adequate numbers throughout the academy conversion process.

17.09 Members were asked to consider an extension to the term of office for staff governor, Ms M Allen, to ensure adequate numbers, including the full quota of staff governors, throughout the academy conversion process. Ms M Allen agreed in advance and the recommended extension was from the original date of 13<sup>th</sup> October 2017 to 31<sup>st</sup> October 2017.

**RESOLVED 17.09 to extend the term of office for Ms M Allen to 31 October 2017.**

## GOVERNOR EXPENSES REPORT

17.10 The Financial regulations require that a written annual report should be prepared by the Clerk to the Corporation covering all significant expenses incurred by senior post holders and Corporation members in the previous 12 months, unless no significant (£850) expenses had occurred.

The Clerk reported that there was an expense of £950.00 during 2016/17. This was for the Association of Colleges annual conference which was attended by the Chair.

The report was noted.

## EXAM RESULTS

17.11 Documents circulated with the agenda provided members with detailed analysis of the AS, BTEC and A level results including 4 year data per subject along with summary sheets for each of the three levels. At the meeting, the Principal provided further explanation of these documents and summarised the key points as follows:

- A level high grades and value-added declined further – estimates suggest an average shortfall of 0.25 of a grade per candidate.
- A-level pass rates and high grades were higher in modular subjects than in linear ones.
- Level 3 BTEC pass rates, high grades and value-added are high.
- GCSE C grades and above fell
- Results in other level 2 programmes remained strong.

The AP C&Q and AP C&S provided details of a new system, the ‘Supported Improvement Plan’ that has now been implemented to address, as a priority, performance in those subjects with the least successful outcomes. The aim of the programme is to increase scrutiny, specifically in those subject areas, by implementing a number of measures e.g. increased learning walks and external assessment along with arranging visits for those staff to high performing institutions to gain experience of best practice. It was confirmed that detailed statistical reports are produced per staff member which then forms part of their individual appraisal process.

BTEC and AS Level success was commended by members, along with other successes and staff achievement was recognised. Discussion then focused on A Level subjects in which the grades, high grades and value-added were significantly below expectations. The key points were as follows:

- Concern that students may not be completing sufficient study hours outside of the classroom which could be impacting negatively on the results.
- Details of how the results compare nationally.
- Additional challenge presented within college during 2016/17, resulting from a reduced senior leadership team and the impact of external meetings necessitated by ongoing work on implementing the Area-Based Review recommendations
- Concern that some of the courses with results significantly below expectations have produced a similar performance for a number of years previously and that changes made to date e.g. increased entry requirements, have not resulted in more positive outcomes. The Principal explained this is possibly being due to implementing these entry measures at a slower pace in comparison to other colleges (e.g. this year’s new intake is the first where we have introduced minimum GCSE average points scores per subject, which is now a common practice in many Sixth form Colleges) and it is envisaged that greater improvements will result from this in the future. At the same time the Principal acknowledged that in the subjects in question issues around delivery, homework and supporting student progress needed to be addressed through the interventions outlined above in the ‘Support and Improvement Plan’ approach.

Referring to outcomes related to average GCSE points per entry, the Principal highlighted an overall trend across A levels in the College, this being that there is overall under-performance across the bulk of students with mid-range grades, with the minority of students at the top and bottom ends of GCSE performance achieving on average in line with

expectations. The possible reasons for this were considered – the greater self-sufficiency of students at the top end and the greater support provided to those with the lowest GCSE results.

Members requested a regular agenda item in order to closely monitor progress and outcomes as a priority, including a paper to be presented at a future board meeting providing more detail of the progress in key subject areas.

#### **SEPTEMBER ENROLMENTS AND FINANCIAL IMPLICATIONS**

17.12 The VP F&R presented a report on student enrolments which confirmed that the college is slightly below the overall enrolment target. It was explained that the shortfall relates mainly to third year returning students who are undertaking learning programmes of 1 or 2 subjects rather than 3 or 4 and as a result there is a less of a negative impact on funding. The number of new enrollers is 12 above target which means a slight increase to market share.

There will be a further, small, demographic fall of students in September 2018, followed by a rising trend from September 2019 onwards. The enrolments mean that that the approved financial plans for the next two years are likely to be achieved and improved cash reserves from 2017/18 will provide a bigger cash buffer during the final two years of the demographic downturn.

The report was noted.

#### **PRINCIPAL RECRUITMENT**

17.13 The Chair updated on progress, confirming the deadline for submitting application forms and dates for the assessment centre and interviews. The Chair requested that the Clerk contact all governors regarding their availability to be involved in activities during the assessment centre.

#### **MAT UPDATE**

17.14 The Principal reported on the following:

- Work undertaken to complete the academy application form submitted during summer 2017.
- Reasons for the postponed conversion date to 1 November 2017.
- Discussions currently taking place with schools that have an interest in joining Inspire Trust. This includes governor only discussions between the institutions along with site visits for which the Chair provided further information.

The update was noted.

#### **DATE AND TIME OF NEXT MEETING**

17.15 The date of the next meeting is to be on 26<sup>th</sup> October 2017 at 5:30pm.

*The meeting closed at 6:40pm and remained quorate*

Signed \_\_\_\_\_  \_\_\_\_\_

Date \_\_\_26.10.17\_\_\_\_\_