



**MINUTES OF THE TRC  
FULL CORPORATION MEETING**

**MONDAY 16 DECEMBER 2013**

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**PART I**

**BRIEFING ON EQUALITY AND DIVERSITY**

The Vice Principal Teaching and Learning presented a briefing to the Corporation which provided assurance to members of the College's rigorous approach to Equality and Diversity in all its business.

**PRESENT**

Ms M Allen; Dr RJG Bloomer; Mr M Chaudhary; Ms J Collier (Vice Chair); Ms R Hill; Mr P Jagger MBE (Chair); Dr M A Khan; Mr S Kirk; Mr C Richardson; Mr R Stewart; Miss C Taylor; 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**

13.59 Apologies were received from Cllr Barron, Mr J F B Clark, Mr B Owen and Mr D Fitzgerald.

**DECLARATIONS OF INTEREST**

13.60 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**

13.61 The Minutes of the Meeting (Part I) held on 14 October 2013 were agreed as a true and accurate record subject to a minor grammatical correction. The minutes were signed by the Chair.

**MATTERS ARISING**

13.62 The actions arising from previous meetings were summarised. The Clerk advised Governors that a new repository for Governance information had been set up via SkyDrive. Governors had been circulated with the details via email. The Clerk stated that feedback from Governors would be welcomed.

**APPOINTMENTS AND RESIGNATIONS**

**Appointment of Student members**

13.63 The Clerk reported that following elections held by the Student body, Courtney Taylor and Calum Richardson had been elected for appointment as student members of the

Corporation. Courtney's membership would end in July 2015 and Calum's in July 2014. Both students were welcomed to the meeting and introductions were made.

**RESOLVED 13.63.1**      **To appoint Courtney Taylor and Calum Richardson as student members of the Corporation for two years and one year respectively.**

**RESOLVED 13.63.2**      **That both students become members of the Quality and Standards Committee.**

### **Resignation**

13.64 The Chair reported that Mrs Jane Powell had tendered her resignation from the Corporation on 2 December 2013 after serving for 10 years. Mrs Powell was thanked for the valuable and significant contribution she had made as a member of the Governing body. It was agreed that the Chair would write a letter of thanks on behalf of the Corporation to Mrs Powell and that she should be presented with a small gift as recognition of her contribution.

13.65 The Chair added that it would be necessary to convene a meeting of the Governance & Search Committee in the new year to revisit skills and diversity and agree an appropriate recruitment campaign to fill the vacancy.

### **GOVERNANCE COMMITTEE BUSINESS**

#### **Minutes of the meeting held 25 November 2013**

13.66 The Chair presented the draft, unconfirmed Minutes of the Governance Committee meeting and referred to the recommendations contained therein. The Instrument and Articles of Government which incorporated the changes affected by Modification Order No 3 issued in 2010 and 2012 were presented and noted. No further changes were proposed at this stage. Following a question regarding the term of office of Parent Governors, the Clerk commented that this was set out in the Standing Orders.

13.67 Further to consideration at the last meeting, the Committee were satisfied with the revised draft of the Code of Conduct. The Standing Orders of the Corporation had been revised to align them with best practice in the sector. The Chair explained that in the spirit of good governance, it was proposed to introduce a clause setting out the Corporation's rules for the Term of office of Governors. It was proposed to appoint Governors for a term of four years, following which they would be eligible for reappointment for a further term of four years, on the advice of the Governance and Search Committee, followed by a further two years in exceptional circumstances. It was noted that this would apply to all Governors with the exception of staff, students and parents. Dr Bloomer referred to the covering page of the Standing orders which referred to prior amendments. The Clerk agreed to amend the notes in respect of the latest draft.

13.68 Mrs Collier and Dr Bloomer made reference to the resolution made at 13.10.2 regarding the nomination and appointment of foundation members. The Clerk had progressed matters in this regard and Governors had been informed accordingly. In the absence of any further information to the contrary the Standing Orders as presented would be approved.

13.69 The Chair referred to the recommendation to re-appoint Foundation members Mrs Jane Collier and Dr Giles Bloomer. In addition, a recommendation to appoint Mr Tony Grice as a Foundation member to replace Mr John Clark was put to the Corporation. It was agreed

that Mr Grice's membership would commence following John Clark's resignation and that in the meantime he would be invited to meetings as an observer.

- RESOLVED 13.69.1**      **To appoint Ms Jane Collier as a Foundation member of the Corporation for a term of office of four years**
- RESOLVED 13.69.2**      **That Dr Giles Bloomer's term of office be extended to July 2015**
- RESOLVED 13.69.3**      **To appoint Mr Tony Grice as a Foundation member of the Corporation for a term of office of four years and as a member of the Resources Committee, following Mr John Clark's resignation**
- RESOLVED 13.69.3**      **To accept the Instrument and Articles of Government for Thomas Rotherham College.**
- RESOLVED 13.69.4**      **to approve the revised Code of Conduct for members.**
- RESOLVED 13.69.5**      **Subject to amendments, to approve the Standing Orders of the Corporation**
- RESOLVED 13.69.6**      **To approve the Terms of Reference of the Governance and Search Committee which replaces the Governance Committee**
- RESOLVED 13.69.7**      **To ratify the membership of the Corporation's Committees.**

The Chair acknowledged that some Governors had expressed an interest in membership of other Committees and thanked them for their wish to become more engaged. He advised that given the need to maintain an appropriate balance of expertise and stability on the Committees, memberships would continue as agreed until the end of the academic year.

#### **AUDIT AND RESOURCES COMMITTEE BUSINESS**

- 13.70 The Audit Findings and Financial Statements had been considered jointly by both Committees at the meetings held on 2 December 2013.
- 13.71 The Chair of Audit presented the draft unconfirmed Minutes of the Audit Committee to the Corporation drawing attention to the key recommendations. Ms Collier informed members that full consideration had been given to external audit of the Financial Statements and the Risk Management report and that no significant issues had been raised other than a procedural point on an issue of timing. Based on the findings and the opinion of the internal auditors, the Committee was able to provide an opinion to the Corporation that the College had an adequate and effective framework of assurance in place for governance, risk management and control. The Annual Report of the Committee to the Corporation and Accounting Officer which confirmed the opinion and provided assurance to the Corporation to sign the Financial Statements, was presented for approval.
- RESOLVED 13.71**      **to approve the Annual Report of the Committee to the Corporation and Accounting Officer for year ending 31 July 2013**
- 13.72 The draft, unconfirmed Minutes of the Resources Committee were presented to the Corporation and recommendations noted. The Minutes demonstrated the scrutiny given to

the Financial Statements and of the outturn for 2013. A deficit of £343,000 was recorded at the year end.

**RESOLVED 13.72.1** to approve the Auditors Report and Financial Statements for the year ending 31 July 2013

**RESOLVED 13.72.2** to authorise the Chair to sign the Financial Statements and Letter of Representation on behalf of the Corporation.

#### **ACCOMMODATION PROJECTS**

13.73 The Committee had recommended approval for the College to prepare a business case for a new all-weather hockey pitch on the TRC site. It was proposed to make an application to Sport England for funding part of the project, with the College making a contribution of £50,000. Further work was required prior to the business case being presented to the Resources Committee in March which included seeking planning permission. Should the project proceed, completion was anticipated in summer 2015. The VP F&R indicated that it was likely a profit of £20,000 to £40,000 pa could be achieved by TRC managing the project and entering an agreement with Rotherham Hockey Club for its use. Governors agreed that the project would have many positive benefits including integration with the community. Following consideration, it was

**RESOLVED 13.73** That the College proceed with research and discussion and present a full business case to the Corporation in due course.

#### **QUALITY AND STANDARDS BUSINESS**

13.74 The Chair presented the draft, unconfirmed Minutes of the Quality and Standards Committee and made reference to the discussion that had taken place and key recommendations for approval. Considerable debate had taken place with regard to the Self-Assessment Report for 2012-13 and the proposal by the external moderator that the judgements for Maths (from 2 to 3), Psychology (from 3 to 2) and Law (from 4 to 3) be regraded. The recommendations for Psychology and Law were accepted. The Principal stated that with regard to Maths, on further consideration, the grade would be held at 2 because of the long-standing strength of teaching, learning and assessment in the department (noted in 2012 by Ofsted) but that a supplementary grade of 3 for A2 would be included due to the 2013 A2 results. Following questions from Governors regarding the reasons for the disappointing 2013 A level results the Principal commented that Governors may recall the media publicity over the A2 examinations and in this case an exam paper was substituted which proved to be more difficult for that particular cohort, while some other colleges taking this board's Maths syllabus took a fairer paper in January. The Principal advised Governors that the SAR would be uploaded with the revised grades as indicated.

13.75 The lesson observation profile was noted. The letter from HMI which had been discussed by the Committee, had been circulated to all members of the Corporation for information. Further to consideration, it was

**RESOLVED 13.75** To approve the Self-Assessment Report for 2012/13.

## **AGENDA AND ARRANGEMENTS FOR THE STRATEGIC DEVELOPMENT EVENT**

13.76 Governors had received the programme for the event which was to take place on Friday 10 January 2014. The event would be facilitated by Stephan Jungnitz, ASCL College Specialist. The Chairman advised members that due to the recent funding announcements it may be necessary to convene an extra-ordinary meeting of the Corporation before the next scheduled meeting in April to consider medium and long term strategic issues. He added that the outcome of the away day would help Governors to make well informed decisions.

### **CHAIR'S REPORT**

13.77 The Chairman reported that he had attended the Old Boys' Remembrance service and the College performance, "The Road", during the week, which other Governors had also attended. He asked that congratulations be conveyed to all those involved for the quality of the performance in what was a challenging piece of work. Dr Bloomer added that performances such as this went a long way to raising the reputation of the College.

### **PRINCIPAL'S REPORT**

13.78 The Principal's report summarised recent activities and events locally and regionally.

### **CAREERS REPORT**

13.79 The Principal presented a report summarising the College's approach to careers advice and guidance. Ways in which the College fulfilled its statutory obligation for independent careers advice were summarised, including details of the wide range of connections the college had with employers, universities and National Apprenticeship Service. The newly introduced link governor programme was supporting links with specialist areas of expertise and links with industry and technology. Following comments from Governors the Principal confirmed that the IAG provided by the College clearly enhanced students' prospects of achieving successful destinations in higher education, training and employment. The Report was received.

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

13.70 The next meeting would be held on Monday 7 April 2014 at 6.00 pm. The Chairman reminded members that it may be necessary to convene an extra-ordinary meeting before then. Governors would be kept informed.

Signed ..... P Jagger MBE ..... Chairman

Date .....7 April 2014