



**MINUTES OF THE TRC
FULL CORPORATION MEETING**

MONDAY 7 APRIL 2014

PART I

Following John Clark's resignation from the Corporation in February, he had been invited to the meeting to receive a presentation. Mr Clark, who had been a Foundation member of the Corporation since 1997 was warmly thanked for his service to the College by the Chairman. The Principal commented that he was delighted to have had such an important figure within Rotherham on the Corporation, which had been of great benefit to both the town and students. Mr Clark thanked everyone and congratulated the Principal and the Corporation on the recent Ofsted inspection, stating that he was confident the college would continue to move forward to a successful long term future.

Mr Clark left the meeting.

PRESENT

Ms M Allen; Dr RJG Bloomer; Mr M Chaudhary; Ms J Collier (Vice Chair); Mr J Ellis; Mr D Fitzgerald; Ms R Hill; Mr P Jagger MBE (Chair); Mr S Kirk; Mr B Owen; Mr C Richardson; 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

14.01 Apologies were received from Mr T Grice.

14.02 The Chairman reported that Cllr Barron had tendered his resignation from the Corporation on 31 March 2014. Correspondence had been forwarded to Rotherham Borough Council with a view to seeking a nomination for consideration by the Corporation.

DECLARATIONS OF INTEREST

14.03 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

14.04 The Minutes of the Meeting (Part I) held on 16 December 2013 were agreed as a true and accurate record and were signed by the Chairman.

MATTERS ARISING

- 14.05 The Corporation received a list of actions arising from previous meetings. It was noted that the TRC strategy had been superseded by the recent Ofsted inspection and that targets were now subsumed within the Development Plan which would be monitored on a regular basis.
- 14.06 The Chairman proposed that agreement of Key Performance Indicators should be considered at a future meeting, following discussion via each of the Committees.

OFSTED INSPECTION

- 14.07 The Ofsted inspection had taken place from 14-17 January 2014, resulting in a very good Grade 2 in all areas. The Principal referred to the headlines within the report, which highlighted why the College was judged to be Good, and the three areas where improvements were required for it to become Outstanding. The Chairman thanked everyone for their contribution to the process, commenting that it was clear when he joined the Corporation that there was a real sense of purpose across the College, with staff working extremely hard, responding well to secure a good outcome in what had been a difficult and challenging year. He asked that the Corporation's thanks be conveyed to all staff for their efforts in realising a successful outcome.
- 14.08 In terms of the next steps, the Principal emphasised that the College would continue to address the areas where there were low success rates and to bring about continuous improvement in respect of the lesson observation profile. The actions had been incorporated into the Development Plan to allow for continuous monitoring. Dr Bloomer observed that the most important focus was to reach Outstanding as soon as possible. The Chairman agreed the need to maintain the impetus, and that he believed this had been taken on board by staff, which had been evidenced during his recent link governor visit. Responding to questions from Governors regarding the cycle of inspections in the context of becoming Outstanding, the Principal said that it was uncertain as to when the next inspection would be as this was driven by the Ofsted inspection framework which was likely to change in line with new arrangements announced for schools with more frequent but 'lighter touch' monitoring for successful Colleges.

GOVERNANCE AND SEARCH COMMITTEE BUSINESS

Minutes of the meeting held 17 March 2014

- 14.09 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 and considered two expressions of interest for membership of the Corporation in the context of the current skills analysis. The Committee had been very mindful that membership of the Corporation had been significantly refreshed in the last 12 months, and that it was perhaps not an appropriate time to appoint additional members. The Committee therefore recommended membership remain at 18 for the present time.

RESOLVED 14.09.1 to retain Corporation membership at 18 for the present time.

- 14.10 Membership of Committees was reviewed in terms of the vacancies created by Mr Clark's resignation. The Chairman had made a commitment to reviewing membership of the Committees later in the year. In the meantime, it was:

RESOLVED 14.10 To appoint Mr Stephen Kirk to the Remuneration Committee.

14.11 Role Descriptions for Chair and Vice Chair were to be circulated for comments/ observations. Further recommendations were approved as follows

RESOLVED 14.11.1 to approve the Role Description for Governor

RESOLVED 14.11.2 to approve the addendum to the self-assessment questionnaire.

14.12 A recommendation had been made with regard to the Corporation's Policy on Public Access and Attendance at meetings which was presented for consideration. The G&S Committee had proposed meetings of the Corporation should be closed to members of the public, and the Policy had subsequently been amended to reflect the decision. The Policy was presented to the Corporation for approval.

RESOLVED 14.10 To approve the Corporation's Policy on Public Access and Attendance at meetings.

14.13 Mr Fitzgerald proposed that when considering future recruitment, the Governance and Search committee give consideration to strengthening expertise from educationalists. This was duly noted. Responding to comments and observations regarding the current governance structure, the Chairman stated that he would wish to debate this at a later date. This was welcomed by Governors and it was agreed that the Chair and Vice Chair should meet outside of the meeting to explore the options, recognising the Corporation's appetite for becoming a more efficient and effective Board.

AUDIT COMMITTEE BUSINESS

14.14 The draft Minutes taken at the meeting held on 24 March were received. The Chair of Audit drew attention to the recommendations put forward by the Committee for consideration.

Internal Audit Report for Year ending 31 July 2014

14.15 The Committee had received and considered the Internal Audit Report for year ending 31 July 2014. Minor recommendations had been made in respect of Accounts, and Sports. The committee had discussed the recommendations and management responses in detail and were satisfied with the level of controls in place. It was noted that the recommendations within the Internal Audit report were procedural matters and were not material.

RESOLVED 14.14 To approve the Internal Audit Report for year ending 31 July 2014

14.16 Two further recommendations had been made to adopt the Audit and Accountability Annex to the FE Foundation Code of Governance and for amendments to the Audit Committee's Terms of Reference, to reflect the requirements of the Joint Audit Code of Practice. The Chair of Audit advised that the changes brought about by the JACOP would be taken forward to the next meeting to allow the Internal Auditor to make a contribution to the discussion.

RESOLVED 14.16.1 To adopt the Audit and Accountability Annex to the FE Foundation Code of Governance.

RESOLVED 14.16.2 To approve the revised Terms of Reference of the Audit Committee.

RESOURCES COMMITTEE BUSINESS

- 14.17 The draft Minutes of the meeting held on 17 March 2014 were received. The Chairman made reference to the discussion that had taken place with regard to the Hockey pitch, and invited the VP F&R to update members of the Corporation.
- 14.18 A paper was tabled summarising revised costings for the project, which Governors acknowledged had excellent potential for the College and the town. The total cost of the project was £621,432 inc VAT. The VP F&R advised that sufficient funds had been identified through grants from Sport England Improvement Fund – 75% (c£466k) to be match funded, England Hockey Association (£170k) and the National Hockey Foundation (£50k) to enable the project to proceed without a College contribution. The College's contribution would be £15,000 in addition to a contribution of £15,000 from the Rotherham Hockey Club. If the College was successful in obtaining 100% capital grants, the associated costs together with forecast income generation resulted in a £17,232 surplus. It was anticipated that full approval would be sought from the Corporation in the summer with the outcome of planning permission expected at the end of 2014 or early 2015. In order to proceed with the planning application, the VP F&R advised that costs involved may need to be approved prior to the next Full Corporation meeting. In order to ensure the project was not delayed, the Corporation approved expenditure up to a maximum of £2,500. A further update would be presented to the next meeting of the Resources Committee in June.

RESOLVED 14.18 **That the Chairman be authorised to approve expenditure associated with the Planning application up to a maximum of £2,500.**

- 14.19 The Management Accounts for January 2014 were received. The VP F&R advised Governors that the SFCA had issued a survey to Colleges with regard to the national pay award and that the results would be shared with Colleges to allow them to factor an appropriate pay award into next year's budget and financial plans.

RESOLVED 14.19 **To approve the Management Accounts.**

- 14.20 The Corporation received the Property Risk management Health and safety report undertaken externally every two years. The Minutes of the Resources committee demonstrated the level of scrutiny given to the report and of the outcome, which was recommended to the Corporation for approval. The Chairman acknowledged the importance of the Report in the context of the Principal's and Governors' key responsibilities.

RESOLVED 14.20 **To approve the Health and Safety Report.**

QUALITY AND STANDARDS COMMITTEE BUSINESS

- 14.21 The draft Minutes taken at the meeting held on 24 March 2014 were received. The Chair of Q&S advised Governors that the Committee had asked for its thanks to be conveyed to staff on the inspection outcome. Summarising the business conducted at the meeting, the Chair of Q&S emphasised the depth of discussion that had taken place and of the level of scrutiny given to the information presented, particularly to the whole College Development Plan, the Teaching, Learning and Assessment Strategy, which was nearing the end of its 2 year cycle and the lesson observation profile. The Committee had been very satisfied with the level of progress made by the College in recent months, which had been confirmed by the success of the recent Ofsted. Members of the Committee were looking forward to receiving the updated action plans and the examination results.

- 14.22 The Chair of Q&S added that he and the Clerk had agreed to meet to take forward discussions for expanding the link governor programme and to agree consistency and approach. The Chairman proposed any suggestions from Governors should be forwarded to the Clerk in order to inform the meeting.

The Minutes were noted and received.

PRINCIPAL'S REPORT

- 14.23 The Principal's report summarised local and regional activities that had taken place since the last meeting. Updating members of the position with regard to sixth forms in Schools, the Principal advised that he would continue to work towards securing good relationships with the local 11-18 schools in terms of TRC access to students for advice and guidance as a priority.

CHAIRMANS' REPORT

- 14.24 The Chairman provided a verbal report to the Corporation covering events he had attended since the last meeting. Providing feedback on the recent Governors summit and the event for new Chairs, he commented that it had been useful to network and share views, and comforting to know that all Colleges were facing the same issues in challenging circumstances.
- 14.25 The Chairman had undertaken a link governor visit on 4 February, the feedback of which had been shared with the Q&S Committee. The Chairman had also been involved with meetings with the Clerk, remaining 1:1s, senior post holder mid-year reviews and the Clerk's mid-year appraisal.

AWAY DAY OUTCOMES

- 14.26 The Away day had taken place on 10 January 2014, facilitated by Dr Stephan Jungnitz, ASCL. The notes from the event, which had been circulated to members, highlighted the focus of the group discussions, which had resulted in several areas for further development by way of improving standards in good governance practice. The Chairman commented that whilst he had been disappointed with the level of attendance, participation from those present had been excellent in terms of positioning the Corporation for the short and longer term strategic challenges. A date for the next Away day had already been set aside in the Calendar.
- 14.27 The Chairman referred to the Calendar of meetings for 2014/15 which had been circulated to Governors for comment. Given the feedback, it was proposed to start all meetings at 5.30 pm. It was also agreed that Committee meetings would be held on separate evenings.

DATE AND TIME OF NEXT MEETING

- 14.28 It was proposed to convene the next meeting at the earlier time of 5.30pm. This was put to a vote, resulting in a 6-6 split, with 2 abstentions. The Chairman took a casting vote and concluded the meeting would convene at 6pm on Monday 7 July 2014. All future meetings would commence at 5.30pm.

Signed P Jagger Chairman Date 7 July 2014