



**MINUTES OF THE TRC
FULL CORPORATION MEETING**

MONDAY 7 JULY 2014

PART I

PRESENT

Ms M Allen; Dr RJG Bloomer; Mr M Chaudhary; Ms J Collier (Vice Chair); Mr J Ellis; Mr D Fitzgerald; Mr T Grice; Mr P Jagger MBE (Chair); Dr M A Khan; 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

14.43 Apologies were received from Mrs Rachelle Hill.

DECLARATIONS OF INTEREST

14.44 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 6 regarding accommodation matters due to his life-membership of the Rotherham Hockey Club.

MINUTES

14.45 The Minutes of the Meeting (Part I) held on 7 April 2014 were agreed as a true and accurate record and were signed by the Chairman.

MATTERS ARISING

14.46 The Corporation received a list of actions arising from previous meetings. With regard to exploring options to review governance structures, the Chair and Vice Chair were committed to taking this forward at the 1:1 meeting arranged for 19 September. The meeting between Clerk and Chair of Quality and Standards to discuss the link governor programme would be deferred to the autumn term.

WHISTLEBLOWING POLICY

14.47 The Principal referred to the Policy and procedure which had been revised and updated in line with current legislation by the Clerk to the Corporation. The Principal spoke of the need to bring the policy up to date and that the draft incorporated the relevant legislative changes. The Clerk commented that the Policy was in line with the AoC model policy document and was more user friendly for staff in terms of its main purpose. Following consideration, it was:

RESOLVED 14.47 to approve the revised Whistleblowing Policy.

RESOURCES BUSINESS

Draft Minutes of the meeting held on 16 June 2014

14.48 The draft, unconfirmed Minutes of the Resources Committee were noted, with reference to items the Committee were recommending for Corporation approval. The Principal commented that a minor

amendment to Minute 14.31 had been made which would be noted at the next Resources Committee meeting when presented for signing off.

SAFEGUARDING AND CHILD PROTECTION POLICY

- 14.49 The Principal referred to the Safeguarding Policy which had been revised following new government guidance issued in the Spring. The Resources Committee had considered the policy in detail and had been assured of the arrangements that were being put in place to ensure Child Protection and safeguarding matters at the highest level were maintained, due to the relevant member of SMT leaving at the end of term. S Kirk, as the link governor for safeguarding, commented that the College's procedures were excellent, which provided much assurance to the Corporation.

RESOLVED 14.49 To approve the Safeguarding and Child Protection Policy.

D Fitzgerald joined the meeting

SAFEGUARDING AND CHILD PROTECTION ANNUAL REPORT 2013/14

- 14.50 The Annual Report for Safeguarding 2013/14 had also been considered by the Resources Committee. The Principal referred to the discussion that had taken place at the meeting in respect of the trends, which showed an increase in the number of mental health issues that had been reported. Governors were informed that MIND would be delivering training later in the week. Further, members were informed of new legislation in respect of Special Education Needs, and that this provided the potential to seek a volunteer from amongst the Corporation to link with this particular area.

The Report was noted and received.

LGPS Employers' Statement

- 14.51 A recommendation had been made to note and approve the College's policy in respect of the Local Government Pension Scheme Regulations 2014: Employer Statement of Discretionary Policies dated 2 June 2014. The College's policy in previous years had determined there would be no pension enhancement for staff due to the financial cost to the College. It was proposed the Policy remain unchanged.

RESOLVED 14.51 to note and approve the College's policy in this respect.

Financial Plans 2014/17

- 14.52 The Committee had received and considered the budget and 3 Year Plan in great detail and had recommended it for approval. The VP F&R highlighted key points for Governors' information, particularly areas that would impact on future years' income and of the cost reduction measures already implemented. In terms of growth, a drop of 3.2% was forecast for 2014/15 based on final funding allocations and number of student applications. Future years' student numbers were based on estimates using local demographics and impact of new Sixth Forms opening. With funding uncertainties, the figures assumed no further funding cuts, which, if announced, would require further savings in the region £200,000-£300,000 to be achieved. The Plan set out the College's proposals in this respect.
- 14.53 Governors expressed concern that the College was being asked to approve a deficit budget in terms of income/expenditure and entered into discussion regarding efficiency savings. It was acknowledged that until 2021 the demographics were not helpful, and various ways of increasing income and growth such as international provision remained worthy of further exploration. Despite the funding cuts, the College wished to implement the national living wage proposals gradually and intended to increase the hourly rate for cleaners to £6.80. Since the Resources committee met, the VP F&R had become aware of discussions regarding national pay settlements and the reluctance of a significant number of colleges to make any pay rise. This might result in a rise below 1% being made nationally. The VP commented that if the national award were below 1%, the savings would allow the lower paid staff to move up the scale towards the national living wage. Governors' views were sought on the proposal, which, it was confirmed, would not impact of the differential between staff on the lower pay scales. Governors' raised several questions with regard to College membership fees, which the Principal

stated were important in terms of partnership working and having a presence in the town. It was noted that whilst AoC and SFCA membership fees had increased, the service and training programmes offered great savings overall. The Chairman, on behalf of Governors, thanked Governors for the constructive debate, stating that whilst the Committee were hesitant to recommend a deficit budget, the work undertaken by the senior management team in preparing a budget and 3 year plan in a difficult economic climate was commendable. The drive forwards would be to improve the financial position to achieve a modest operating surplus in future years.

RESOLVED 14.53 To approve the Budget and Financial plan for 2014/15 to 2016/17

Fees Policy

14.54 Minor amendments had been proposed to the Fees Policy which was recommended for approval together with the proposed course fees for 2014/15.

RESOLVED 14.54 To approve the Tuition Fees Policy for 2014/15.

AUDIT BUSINESS:

Draft Minutes of the meeting held on 23 June 2014

14.55 The draft, unconfirmed Minutes of the Audit Committee were presented by Ms Collier for noting, with reference to items the Risk Management Action Plan which was recommended for Corporation approval. The VP F&R highlighted the changes within the Risk Register for Governors' information.

RESOLVED 14.55 To approve the Risk Management Action Plan 2014/15

QUALITY AND STANDARDS COMMITTEE BUSINESS

Draft Minutes of the meeting held on 23 June 2014

14.56 The draft, unconfirmed Minutes of the Quality and Standards Committee were presented for information. Members noted the business that had been conducted. There were no recommendations for Corporation approval.

Link Governor feedback

14.57 Feedback from recent link governor visits had been shared at Committee level. Mr Grice had recently made a link visit to the English department and provide brief feedback to the Corporation on the experience. The Chairman thanked Mr Grice and indicated that he would be meeting with the VP T&L to review the evaluation of the visits undertaken this year and explore how governor/learner engagement could be extended and made more meaningful in the next academic year.

Ms Allen left the meeting.

PRINCIPAL'S REPORT

14.58 The Principal's report covered external liaison with Schools and Universities and recent internal events, including the retirement of the Assistant Principal Support and Welfare Mrs Susanne Scotter, who has given outstanding service to TRC. An update was provided on the recent meetings that had taken place with the Sheffield City Region Colleges, SFCA and NORVIC.

CHAIRMAN'S REPORT

14.59 The Chairman provided an update on his recent meeting at Longley Park Sixth Form College with the Principal. The Chairman had also visited Blackpool & The Fylde Sixth Form College following interest raised at a recent conference, with a view to exploring their entrepreneurial approach to increasing growth. The visit had been very useful, particularly observing the Chair's role. The Chair continued to engage with the College, meeting the Principal and Clerk on a regular basis.

FINAL CALENDAR OF MEETINGS FOR 2014/15

14.60 The Calendar of meetings was presented as final. Version 2 had been circulated to all Governors as requested on 2 May, to note an additional date for a Corporation self-assessment session on 3 November and a change to the date of the Q&S Committee to 17 November 2014.

CORPORATION, CHAIR AND INDIVIDUAL SELF EVALUATION

14.61 All members of the Corporation had received a survey to complete to evaluate the effectiveness of both the Corporation and the Chair. The Clerk requested members return their completed forms to her as soon as possible.

DATE AND TIME OF NEXT MEETING

14.62 The next meeting would be held on Monday 20 October 2014 at 5.30 pm.

RESIGNATIONS

14.63 The Chairman announced that Dr Akram Khan would be standing down following the end of his term as a parent governor. Dr Khan was thanked for his commitment to the College over the last four years and for his contribution to the work of the Corporation.

14.64 The Chairman thanked Mr Richardson for his year in office as Student Governor, and wished him every success with his higher education studies and future career.

14.65 The Clerk had tendered her resignation from the Corporation in June, with a view to leaving the College in September. The Chairman thanked the Clerk for her support and assistance over the last year and for the significant work undertaken for the Corporation since her appointment.

End of Part I.

Signed _____ Chairman

Date _____