



**MINUTES OF THE TRC
FULL CORPORATION MEETING**

MONDAY 14 OCTOBER 2013

PART I

BRIEFING ON SAFEGUARDING

The Principal presented a briefing to the Corporation on Safeguarding Children and Young People in Education. The briefing provided an understanding of the legislative framework, types of abuse and actions taken and raised awareness amongst members of the Corporation's corporate responsibility for this key area. A question and answer session followed. S Kirk, as safeguarding champion commented that he felt the briefing was appropriate and provided sufficient information to enable Governors to take assurance that College procedures were robust. The annual safeguarding report for 2013/14 would be presented to Governors in the summer.

PRESENT

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); 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

13.30 Apologies were received from Dr M A Khan, Mr D Fitzgerald and Mr Z Nazir.

DECLARATIONS OF INTEREST

13.31 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

13.32 The Minutes of the Meeting (Part I) held on 16 September 2013 were agreed as a true and accurate record subject to the insertion of 'Chair' in those present. The minutes were signed by the Chair.

MATTERS ARISING

13.33 The actions arising from previous meetings were summarised. Following consultation with Governors it was proposed to hold the Away-day on 10 January 2014. With regard to dates of meetings for 2014/15 whilst a consensus had been reached for moving to Thursdays, for some members this would provide difficult. It was therefore proposed meetings continue to take place on Mondays.

APPOINTMENT OF STAFF MEMBER TO THE CORPORATION

13.34 The Clerk reported that one nomination for the Staff Governor vacancy had been received from Melanie Allen, Learning Support Manager. As no other nominations had been received it had not been necessary to hold an election. Whilst it was not pre-requisite, the Principal, in response to a question, confirmed that Ms Allen held a teaching qualification. The appointment was recommended to the Corporation.

RESOLVED 13.34 that Ms Melanie Allen be appointed to the Corporation as a staff member for a term of office of four years.

DETERMINATION, MEMBERSHIP AND CHAIRMANSHIP OF COMMITTEES

13.35 The Chair reported that a meeting of the Chairs had taken place prior to the Corporation meeting at which it had been agreed the Clerk make proposals regarding membership of Committees for consideration. A further meeting of Chairs would take place to finalise proposed membership and members were requested to approve the proposals through Chair's action to allow new Governors to attend and contribute to forthcoming Committee meetings.

RESOLVED 13.35 To determine Committee memberships by agreement with the Chairman and Chairs of each Committee and to ratify Chair's action at the next meeting.

CODE OF CONDUCT

13.36 Governors received a revised draft Code of Conduct as part of the annual review. The proposed amendments reflected statutory and regulatory changes made in the last year.

13.37 M Chaudhary made several observations and comments regarding the Code of Conduct, particularly Governors' individual liability and whether the Code constituted a legal contract. The VP F&R confirmed that governor liability insurance of £1m was in place. The Clerk commented that the Code set out the values expected of Governors holding public appointments, and that on signing the Code, Governors were effectively confirming decisions were taken in good faith. It was therefore very unlikely any individual governor would be held liable. Further to discussion it was proposed the references to the appendices be amended and that the Code be presented to the next meeting.

RESOLVED 13.37 To defer approval of the revised Code of Conduct to the next meeting.

RESOURCES COMMITTEE BUSINESS

Unconfirmed Minutes of the meeting held on 30 September 2013

13.38 The unconfirmed Minutes of the meeting held on 30 September were received. Mr Chaudhary referred to the matter relating to legal expenses insurance, and advised members that it was appropriate to have such a policy in place and one that was cost effective. Whilst the College was limited to choice of Solicitor within the current policy for potential legal disputes, he felt that by looking more closely at the definitions within the policy the flexibility the College required could be achieved. It was agreed that the VP F&R provide the relevant information to Mr Chaudhary outside of the meeting and that a further report be presented to the Resources committee at its next meeting.

Management Accounts July and August 2013

13.39 The Management Accounts for July were received. The Vice Chair referred to the performance indicators and expressed concern that the target of 0% for the surplus/income

was below by 7% and that the College was still running with a deficit. She added that she felt it was essential the College sought to address this position to secure its financial viability. The VP F&R was requested to include the variance against the plan as a percentage in future reports. The VP F&R confirmed that it was planned to have full discussions on financial matters at the December meetings of the Resources Committee and the Corporation.

Financial Regulations

13.40 A recommendation to amend the Financial Regulations to include a new section covering legal requirements under Payment Card Industry data Security standards.

RESOLVED 13.40 to approve the revised Financial Regulations.

The recommendations as set out in the Minutes were noted and accepted.

RECRUITMENT

13.41 Further to the report presented to the Resources Committee, the Principal and VP F&R provided an update on enrolment figures. At a point 2 weeks before the census date, recruitment was 1502, 38 below target for the census date, with further student drop-out likely in the interim. Governors were informed that management would be meeting to discuss the shortfall with a view to bringing proposals to the Corporation in December. Governors expressed concern at the deficit and recognised there were some challenging decisions to be made in the near future. The Principal emphasised the need to bring about cost savings whilst ensuring the learning experience was not compromised.

13.42 Governors were mindful of their responsibilities in this regard, and sought further information from the Principal of the potential for collaborative arrangements to maximise opportunities to generate additional income and to meet the needs of the employment market, allowing buildings to be used to full capacity. The Principal agreed, informing Governors of new initiatives the College was pursuing, such as the sports academies, the introduction of new courses and work with Oakwood Learning Community. He added that a cost reduction exercise would focus on management and rationalisation of resources, rather than the curriculum offer. Governors suggested that a more innovative approach to marketing the services of the College may be helpful. The Chair proposed that horizon scanning and marketing the college be the focus of the Away day and that it was clear from the debate that there was a clear steer from members to think more innovatively. The Principal and VP F&R stated that while possible ways of generating income needed to be explored several avenues had already been investigated and those judged to be viable had been acted on.

13.43 The Chair sought clarification of the process and timescales involved, emphasising the need for management to provide staff with as much information as quickly as possible. The Principal confirmed that a paper would be presented to Resources committee on 2 December with recommendations for the Full Corporation to consider.

The Report was received.

QUALITY AND STANDARDS BUSINESS

13.44 The Quality and Standards Committee had met on 7 October 2013.

Results 2013 and Value Added

- 13.45 The Principal was pleased to report that for the second year the results showed strong performance at AS. A full summary was provided for the benefit of those Governors not members of Q&S Committee. High grades at A level had risen significantly to be within 2% of the SFC average when General Studies was included (previously 9% adrift), closer to it (2% below) when GS was excluded (previously 5% below) and to all but match the projection of high grades for the A level cohort. The seriously underperforming areas had all shown improvement though Law was still borderline 4/3. The Principal reported that there were still several grade 3 departments, especially in science, and that actions were in place to bring about improvement. Pass rate at A level had remained the same without GS, at 98%. With retention factored into the results, the College was 1.5% below the SFC average success rate at A2 and 1% below the projection for the cohort. Governors asked several questions with regard to the data both in the summary report and in the ALIS report, including the subjects of Environmental Studies which had since been discontinued at AS. The Principal explained that following the low retention at level 2 particular attention had been given at enrolment at L2 students this year to ensure the relevance of GCSE equivalences, and that the GCSE Psychology course had been removed. The pass rate and high grades at AS had also increased, the former by 2%, the latter by 1%, to be 2% above and 3% below the SFC average respectively.
- 13.46 Whilst the Chair of the Committee was not present, the Chairman confirmed that members of Q&S had challenged management at length regarding performance, particularly to satisfy themselves that appropriate action was being taken to bring about rapid improvements to teaching, learning and assessment. Governors sought further information regarding the lesson observation process and procedures to bring about improved grades, particularly for those graded 3. The Principal provided details of the strategies in place to support staff.
- 13.47 The Chair wished to record thanks to the senior management team and all staff for the good outcomes this year.

The Report was received.

Post inspection Action Plan

- 13.48 The PIAP indicated a positive move towards achievement of agreed targets which was noted by Governors. Governors observed that there was much good practice and sought further clarification of progress in maintaining this. The VP T&L was pleased to report that the lesson observation profile had improved with a significant number of staff observed at grade 3 moving to a 2. Making reference to the importance of performance management and Ofsted's focus on this, Governors sought further information on the level of progress. Governors noted that whilst there were areas aspirational targets had not been met, good progress had been made overall.

The Report was noted and received.

Annual Report – Complaints

- 13.49 The Annual Report on Complaints showed a total of 12 complaints, all of which had been satisfactorily resolved in a timely manner. Governors commented that the speed at which the complaints had been addressed was impressive.

The Report was noted and received.

CALENDAR OF MEETINGS 2014/15 AND AWAY DAY

13.50 The Calendar of meeting for 2014/15 had been addressed under matters arising.

PRINCIPAL'S REPORT

13.51 The Principal's report provided an update on activities that had taken place over the last month. Since the report had been issued, The VP Teaching and Learning had co-ordinated Literacy week which had been a great success and the Diversity day, including dance and world food, held on 10 October had also been successful, following on from the 'freshers' week' in which participation in non-traditional sport had been encouraged. The College had hosted an event for all primary and secondary schools on 14 October during their inset day, showcasing post 16 education. To conclude, the Principal reported that in addition to the Scholarships mentioned in the report, the special President's Scholarship had been won by a student who had overcome difficulties, while also making a contribution to the College community, to achieve the honour. The Chair thanked the Principal for the report, commenting that it clearly demonstrated the breadth and diversity of events taking place during each term to encourage retention and engagement of students. The Chair requested Governors continue to be invited to events they may wish to attend to raise the profile of the Corporation, and that sufficient notice be given.

CHAIR'S REPORT

13.52 The Chair reported that he had attended the AoC Governor Induction training event on 28 September. He added that sharing of expertise with other new governors and networking opportunities was very useful. He and other new Governors had attended the College induction delivered by the Clerk on 9 September which had been excellent. The first 1:1 had taken place and more were planned in the coming week. The Clerk would continue to liaise with Governors to arrange meetings. The Chair informed members that he would continue to meet with the Clerk and the Principal on a regular basis.

FOUNDATION ISSUES

13.53 Mr John Clark congratulated the College on an excellent set of results for 2013; the calibre and standard was so high that it had made the judging of the Scholarships extremely difficult. He added that the Foundation were happy with their decisions.

DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 16 December 2013 at 6.00 pm.

Signed: P Jagger MBE (Chair)

Date: 16 December 2013