



MINUTES OF THE TRC FULL CORPORATION MEETING

MONDAY 14 DECEMBER 2015

PRESENT

Mr P Jagger MBE (Chair); Ms M Allen; Mr M Chaudhary; Ms J Collier (Vice Chair); Mr R Gray; Mr T Grice; Miss S Sibanda; Ms A Todd; Mr A Wilding; Dr P R Williams;

In Attendance:

Mrs E Pickering, Acting Clerk; Mr M Patterson, Vice Principal Finance & Resources; Mr T Dowling, Vice Principal Teaching & Learning; Mr M Redfern (Grant Thornton UK LLP) and Mr J Ward (Grant Thornton UK LLP)

APOLOGIES

15.040 Apologies were received from Mr J Ellis and Mr S Kirk;

DECLARATIONS OF INTEREST

15.041 Members were reminded of the need to declare any interests and reserve the right to declare an interest at any stage of the meeting.

MINUTES

15.042 The Minutes of the Meeting (Part I) held on 14 November 2015 were agreed as a true and accurate record and were signed by Chair.

MATTERS ARISING

15.042 The Corporation received a list of actions arising from the previous meetings. It was noted that items were either complete or ongoing.

AGENDA ORDER

15.043 It was agreed to take item 6.4 – Financial Statements as the first agenda item to allow the representatives from Grant Thornton to leave the meeting before other matters were discussed.

FINANCIAL STATEMENTS AND AUDIT FINDINGS 2015

- 15.044 Maurice Patterson (Vice Principal Finance and Resources) gave an overview of the year-end financial statements. Although the accounts show a deficit for 2014/15 of £373,000 after depreciation it was noted that the college had a cash balance of £1,418,000 at the year end and a strong balance sheet. This means that in addition to the effect that lagged funding for students has on income the auditors feel that the college has sufficient funds for the 2015/16 financial year and current forecasts show a trading surplus for 2015/16. Both documents had been fully discussed by the audit committee and were recommended for approval by the full Corporation.
- 15.045 The members discussed the documents at length and questioned the financial statements auditors on the net pension liability in the balance sheet which is double last year's figure. This is caused by calculations produced by the Pension Scheme actuaries.

RESOLVED 15.044 to approve the Auditors Report and Financial Statements for the year ending 31 July 2015

RESOLVED 15.044 to authorise the Chair to sign the Financial Statements and Letter of Representation on behalf of the Corporation.

Mr M Redfern (Grant Thornton UK LLP) and Mr J Ward (Grant Thornton UK LLP) left the meeting at this point.

MANAGEMENT ACCOUNTS – NOVEMBER 2015

- 15.046 The management accounts for October 2015 had been circulated to the members in advance of the meeting and the Vice Principal (Finance and Resources) tabled the management accounts for November 2015. As requested at the last Corporation meeting a front sheet summarising the income and expenditure was produced for the November accounts. The members agreed that this was a helpful addition.
- 15.047 The accounts show very few variances between the budget and the actual figures. The members noted that both the catering department and the Sports Centre are making good surpluses.

RESOLVED 15.047 to approve the management accounts for November 2015.

AUDIT COMMITTEE BUSINESS

- 15.048 The committee Chair, Mrs J Collier gave a verbal report of the meeting that had just taken place. The committee had discussed the financial statements and audit findings report with the financial statements auditors, Grant Thornton LLP, and were able to recommend both for approval by the Corporation.
- 15.049 The audit committee had considered the update to the Risk Management Action Plan for 2015/16. The main area of managed risk related to the impending retirement of the Vice Principal (Finance and Resources) and the steps that need to be taken to ensure that a suitable candidate is found to replace him.
- 15.050 The Annual Report of the Committee to the Corporation and Accounting Officer which confirmed the opinion of the auditors and provided assurance to the Corporation to sign the Financial Statements, was presented for approval.

RESOLVED 15.050 to approve the Annual Report of the Committee to the Corporation and Accounting Officer for year ending 31 July 2015.

COLLEGE ANNUAL SELF ASSESSMENT REPORT AND IMPROVEMENT PLAN

- 15.051 The SAR was presented to the Corporation with a recommendation for approval. The Principal confirmed these were the final externally validated grades and noted that the average SAR departmental grade had remained at 2.1. It was also noted that the grade for Business had increased from 3 to 2 as a result of the external validation process. The overall grade for the college across all areas, has, in the light of increased success rates (above national averages) and value-added (positive on all substantive qualifications) been set at 2+, in order to denote progress towards grade 1 since the last self-assessment of 2.
- 15.052 The members discussed the report which gave details of how the grades had been decided and the evidence to support the grades. The governors expressed their congratulations to the staff for their work in achieving the positive value added results across the college. The SAR report and improvement plan will feed into the College Quality Improvement Plan which will be reviewed by the Corporation later in the year.

RESOLVED 15.052 to approve the College Self Assessment report and Improvements Plan

AMENDMENT TO THE INSTRUMENT AND ARTICLES OF GOVERNMENT

- 15.053 The Clerk presented a paper, as requested by the previous meeting, outlining proposed changes to the Instrument and Articles of Government. The changes are intended to make it easier for parents to come forward for consideration as parent governors without having to potentially go through a ballot process. The Clerk had taken advice from other colleges who have made the change and found it beneficial. The recommendation for the change also included staff and student governors.
- 15.054 The Clerk also advised the Corporation that parent membership could also be extended to potential parents on the understanding that if their son or daughter did not enrol then they would not serve on the Corporation.

RESOLVED 15.054 to approve the proposed changes to the Instrument and Articles of Government as presented by the Clerk.

FUNDING AND AREA BASED REVIEW UPDATE

- 15.055 The Principal presented a paper which gave an update on the outcomes of the recent Comprehensive Spending Review. The main outcome was that the much anticipated cut to the funding rate will not take place and instead the rate will be frozen until 2019/20. In addition Sixth Form Colleges will have the option to convert to Academy status, probably as part of a Multi-Academy Trust and therefore, from a financial perspective, be able to reclaim VAT. Full details on both these matters will not be available until early 2016, along with details of Government decisions on other areas of funding.
- 15.056 Considerable work has been done in investigating potential savings and these will be discussed as part of the away day in late January 2016. The CSR outcomes mean that the College will not need to make the kind of savings which would fundamentally affect the quality of student experience. TRC can in the light of this stand alone from a financial viewpoint, whilst understanding that current collaboration with other schools and colleges will need to be turned into stronger, more formal partnerships if the Academy option is to be pursued. The MAT option has the advantage of cementing such partnerships for the College's long-term future and facilitating stronger and mutually beneficial collaboration with partner institutions.

- 15.057 The Principal also presented a draft paper, encapsulating the above, that with Corporation approval be submitted to the ABR Steering Group. The paper outlines TRC's position on funding, its contribution to post-16 education and future options based on the Comprehensive Spending Review. The members discussed the paper and also the progress being made by the ABR. The Chairman expressed concerns that have been voiced by the Corporation Chairs involved in the ABR over the timescale of the ABR.
- 15.058 The Corporation discussed both papers at length. The main points raised were -
- TRC must endeavour to retain its core values and ethos in any potential partnership.
 - TRC must continue to engage in the ABR process.
 - All options for the future must be considered.
 - The Corporation approved the paper to be submitted to the ABR Steering Group.
- 15.059 The ABR and future options for TRC will form the main agenda of the Corporation Away Day to take place on 26 January 2016.

EQUALITY SCHEME AND ANNUAL EQUALITY REPORT

- 15.060 The Vice-Principal, Teaching and Learning summarised the key points in the report as follows
- The student population still has a majority of female students and 82% of students are of white ethnicity, compared with 85% the previous year, reflecting a growing ethnic diversity.
 - Pakistani students have the success rate in what is a strong overall success rate for all TRC students.
 - Intakes from the College's partner schools have increased their success rates and high grade percentages, some by a considerable amount.
 - Value added scores, positive overall, show that male students have the better progress outcomes compared with prior attainment (i.e. compared with their GCSE results). Female value-added on A2 courses, while not significantly negative, is an area for improvement to raise overall progress yet further.
 - A chaplaincy has now been established in the College.
 - Prevent training has been given to staff who are in regular contact with students.

The Chairman thanked the Tony Dowling for the report and also for his work in establishing the chaplaincy.

RETENTION UPDATE

- 15.061 The Principal gave an update on student retention. The figures show that the drop-out rate after the census date is in line with previous years. Drop-out prior to the census date reflects the unprecedented number who initially enrolled including some who may have chosen courses at enrolment they were not really motivated for as alternatives having failed to meet the entry requirements for the preferred options they had applied for.

PERFORMANCE MANAGEMENT UPDATE

- 15.062 The Principal presented the report which analysed aggregated individual staff data relating to retention, achievement, high grades and value-added. The figures for 2015 compared with 2014, showing some more amber and red this year, appear initially to contradict the fact that the College's results in 2015 were higher than in 2014. This is because student attendance, which is very high, has been removed from staff figures this year in order to

focus more closely on the value-added measure for classes taught. The members noted that monitoring and support work is ongoing with the staff with 'red' data.

ACCIDENT STATISTICS

15.063 The Vice-Principal, Finance and Resources, presented a report showing accidents at the College for the 2014/15 academic year and the current year to date. It was noted that the majority of these were sporting injuries.

COMPLAINTS

15.064 The Principal presented the report which gave details of complaints that had been lodged at the college. All had been dealt with to the satisfaction of the complainant. The corporation noted the report.

AWAY DAY PLANNING

15.065 Members were reminded that the Corporation 'away day' will take place on Tuesday 26 January 2016, starting at 10am. Details of the day will be circulated when available.

DATE AND TIME OF NEXT MEETING

15.066 The next meeting will be held on Monday 1 February 2016 at 5.30 pm.

Signed _____ P. Jagger _____

Date _____ 14.03.16 _____