



CORPORATION

Part 1 Non - Confidential Minutes, 16th July 2013 at 6.00pm

PRESENT: David Bye (Chair), Yolanda Botham (Principal), Roger Cracknell, Mark Flynn, Keith Hunter, Peter Mayne, Sally Simpkin.

IN ATTENDANCE: Bryn Davies (Clerk), David Gartland (Vice Principal) and Sarah Taylor (Management Accountant).

OBSERVER: Rachel Robson.

1. APOLOGIES & WELCOME WITH THANKS

Apologies for absence were received from Karen Hester, Gary Flatt, Kirk Lower, Andrew Tink, David Sparkhall, Harriet O'Connor-James and Sarah Taylor.

Rachel Robson was welcomed by the Chair and introduced to the Corporation as the probable new Clerk.

Thanks were given for services throughout the year led.

2. DECLARATION OF INTERESTS

None.

3. CHAIR & VICE CHAIR APPOINTMENTS

The Chair and Vice Chair of Corporation for 2013/14 were **appointed** unopposed with reference to Standing Orders.

Chair – David Bye (proposed by Peter Mayne and seconded by Yolanda Botham).

Vice Chair – Sally Simpkin (proposed by David Bye and seconded by Roger Cracknell).

4. SEARCH & GOVERNANCE COMMITTEE FEED BACK

The Summer Term emphasis on Corporation structure was outlined with update on recruitment.

4.1 Minutes from 7th May 2013 (80.S&G.070513.N)

The Corporation **noted** the advice from the Search & Governance Committee.

4.2 Structures

The Membership for Corporation, currently determined as up to 16, was **agreed** as appropriate for the next year.

The Corporation & Committee Membership proposal (distributed as 03.CORP.180713.N) was **agreed** in principle.

For Audit Committee Membership and the assignment of new members to Committees, it was **further agreed** to finalise membership in the Autumn Term.

The Corporation **noted** the progress made with the two vacancies for Non-College Corporation Members. Following deliberation the Corporation **agreed** that the Search & Governance Committee should continue with the current recruitment strategy and obtain 'Curriculum Vitae' for potential members.

4.3 Draft Business Schedule (04.CORP.180713.N)

The draft business schedule (distributed as 04.CORP.180713.N) was **agreed** as a guide with all dates valid and indicative of business for 2013/14.

5. F&GP COMMITTEE FEEDBACK

From the previous two meeting the Corporation was apprised of business with recommendations. The F&GP feedback was given in the priority order of, budget (5.5), policies (5.2 5.6 & 5.7) and the rest by the Principal.

However, please note the minutes are recorded in agenda order.

5.1 Minutes from 14th May 2013 (82.F&GP.140513N)

The Corporation **noted** the development of the budget along with changes in security provider arrangements. A **further note** was made regarding the **approval** of the Fees & Charges Policy, by the Committee using its delegated authority.

5.2 Redundancy Policy

The Corporation **approved** the Redundancy Policy (distributed as 12.F&GP.140513.N).

5.3 Minutes from 2nd July 2013 (80.F&GP.020713N)

The May Management Accounts and Commentary (distributed as 03&04.F&GP.020713.N) and Committee assurance was **noted** by the Corporation.

5.4 Strategic Plan 2012 – 2014

The College Strategy Day, 18th May 2013, contained a session dedicated to the scrutiny of the Strategic Plan. The F&GP Committee members in attendance **noted** the outcome from the session.

The Corporation **agreed** to the recommendation for **continued adoption** of The Strategic Plan 2012 – 2014 (distributed as 14.F&GP.020713.N).

5.5 2013/14 Budget

The Principal contextualised the 3 year funding arrangement with the Education Funding Agency (EFA). The Corporation **noted** the early request from the EFA and likely impact in year 4 with reference to 'lagged funding'. Discussion on business models and the relationship with student numbers concluded with the Corporation **agreeing** to continued monitoring of student numbers and forecast in year 3.

The Corporation **agreed** the 'Interim' Budget (distributed as 03.F&GP.020713.N) **noting** a revised budget would be submitted to the F&GP Committee in October.

A helpful suggestion to the assumption used for calculating depreciation was offered by Mark Flynn.

5.6 Off-Site Activities Policy

The Corporation **agreed** the Off-Site Activities Policy (distributed as 09.F&GP.020713.N).

5.7 Freedom of Information Policy

The Corporation **agreed** the Freedom of Information Policy (distributed as 13.F&GP.020713.N).

6. AUDIT COMMITTEE FEEDBACK

The chair of Audit committee indicated to Corporation that recent meeting in June had not been quorate.

6.1 Notes from 20th June 2013 (80.AUDIT.200613.N)

The Corporation **noted** feedback from the Internal Auditor reports for;

- Payroll
- Follow-up of Ordering, Receipts of Goods and Payments
- Follow-up of Governance.

6.2 External Audit Plan

The Corporation was apprised of FRS changes from 2015 onwards and before **agreeing** the External Audit Plan (distributed as 11.AUDIT.200613.N) following feedback.

6.3 Internal Audit, Assurance Strategy and Annual Plan

For Internal Audit in 2013/14 the Corporation with reference to the Assurance Strategy and Annual Plan (distributed as 11.AUDIT.200613.N) considered feedback for next year.

The Corporation **determined** that some of next year's audit areas, approximately 7.5 days' worth, maybe better deployed before **agreement** was reached that options would be further explored with the Internal Audit service provider.

7. CQ&S COMMITTEE FEEDBACK

The Chair of CQ&S committee apprised the Corporation of the Summer Term events with reference to meeting minutes distributed as 80.CQ&S.030713.N.

The Corporation **noted** the introduction of staff presentations at the CQ&S Committee Meetings and three key messages. All Corporation Members were invited to attend future staff presentations.

Three key messages from the Summer Term

Retention:

A Level up 7.5% from previous year to 95.9% (-1.3% below sixth form benchmark and -1% below all institutions benchmark)

AS up 8.8% from previous year to 94.1% (+2.5% above sixth form college benchmark and +3% above all institutions benchmark)

Attendance:

A Level and AS level attendance increased every term as can be seen below

Cohort	Term 1	Term 2	Term 3
A Level	91.6% (+3.9%)	89.2% (+4.6%)	92.8% (+8%)
AS Level	92.7% +(1.2%)	89.4% (+0.5%)	94.1% (+8.5%)

Student voice:

This year's survey showed improvements in many areas and reflected that comments from last year had been listened to and acted upon. Significant, was increase in helping students to learn which contrast against concerns for low aspirations.

The Corporation **noted** the David Hemery 'Be the best you can be!' campaign being promoted locally.

Scrutiny of the minutes generated debate on the issue of how attendance and retention data is and reported and subsequently recorded.

(Action – Clerk to revisit minute 6, fourth bullet point from 3rd July 2013 at next CQ&S meeting.)

8. CHAIRS UPDATE

The Chair apprised the Corporation of recent seminars and training events he had attended.

All Corporation Members were encouraged to attend organised events next year.

9. PRINCIPAL'S REPORT

From the report (distributed as 05.CORP.160713.N) the Corporation **noted** student success and events. The Corporation **praised** the Principal for her report and requested that a thank you to all staff was passed on.

10. MINUTES OF PREVIOUS MEETINGS

The Non - Confidential minutes of the meeting held on Tuesday 26th March 2013 (80.CORP.260313.N) were **confirmed** as a correct record for signature by the Chair.

The Corporation **noted** the College BYOD WIFI system was fully operational.

11. ACTIONS & MATTERS ARISING

The Corporation received an update on action 68 from Sally Simpkin in relation to Safeguarding for Governors. To close out the action the Corporation will receive a presentation on Safeguarding before the next Meeting from the Assistant Principal. The option of further online Safeguarding training will be explored next year. A further **note** on the differing requirements for CRB and DBS in relation to Safeguarding was made.

12. CORPORATION ADMINISTRATION

The Clerk thanked all Members present for completing the annual Declaration of Eligibility and Register of Interest Forms.

13. ANY OTHER NON-CONFIDENTIAL BUSINESS

None.

14. REVIEW

The Chair sought and received confirmation from the committee chairs and members present that all business had been successfully concluded.

The Corporation made 10 key decisions in the meeting summarised below;

1. The Chair and Vice Chair of Corporation for 2013/14 were **appointed** unopposed with reference to Standing Orders.
2. The Membership for Corporation, currently determined as up to 16, was **agreed** as appropriate for the next year.
3. The Corporation & Committee Membership proposal (distributed as 03.CORP.180713.N) was **agreed** in principle.
4. The Corporation **agreed** the Interim Budget (distributed as 03.F&GP.020713.N) noting a revised budget would be submitted to the F&GP Committee in October.
5. The Corporation **approved** the Redundancy Policy (distributed as 12.F&GP.140513.N).
6. The Corporation **agreed** the Off-Site Activities Policy (distributed as 09.F&GP.020713.N).
7. The Corporation **agreed** the Freedom of Information Policy (distributed as 13.F&GP.020713.N).
8. The Corporation **agreed** to the recommendation for continued adoption of The Strategic Plan 2012 – 2014 (distributed as 14.F&GP.020713.N).
9. The Corporation was apprised of FRS changes from 2015 onwards and **agreed** the External Audit Plan (distributed as 11.AUDIT.200613.N) following feedback.
10. The Non - Confidential minutes of the meeting held on Tuesday 26th March 2013 (80.CORP.260313.N) were **confirmed** as a correct record for signature by the Chair.

The Corporation allocated 1 action.

1. Clerk to revisit minute 6, fourth bullet point from 3rd July 2013 at next CQ&S meeting to capture agreed approach to attendance and retention data and all other KPI data.

15. CLOSE OF MEETING

The Chair closed the meeting at 7.49pm.