

**The Sixth Form College Farnborough
Corporation Meeting, 5 December 2011
Minutes**

Prior to the meeting the Chair of the Corporation presented awards to the winners of the Inaugural Richard Compton Creative Writing Prize.

The meeting opened at 5.14 pm

Members Present: William Bagnall (Chair), James Bacon, Clare Bowman, Phyllis Chan, David Faux, Russell Kelaart, Andrew Needham, Josh McCusker, Linda Montgomery, Nicky Orchard, Marcus Phillips, Martin Thomas, Gregory Trigg, Terri Willcocks, Simon Jarvis

In Attendance: Catherine Cole, Gordon Dodds, Vince Scannella, David Woodward, Andrew Majury (Co-opted member), Alison Venner (Clerk)

1. 11/44 Apologies

Apologies were received from Andrew Annette, Harminder Dhillon, Peter Eyre and Andy Tidd.

2. 11/45 Declaration of Interests

None declared for the meeting.

3. 11/46 Minutes of 10 October 2011

The minutes were agreed and signed by the Chair.

4. 11/47 Matters Arising

The contract tenders for the Phase 7 College works had been reviewed by William and Linda, who were happy that the company appointed to carry out the works were providing good value for money. Assurance had been given that the correct procedure would be followed next time.

5. 11/48 Chair's Business

(a) New Parent Governor

Marcus Phillips was welcomed as the newly elected Parent Governor for the term 1/12/11 to 30/11/13. Introductions were made.

The Search Committee's recommendation that Andrew Majury could attend Corporation meetings as a co-opted member with no voting rights but to join in discussions was **agreed** by those present.

(b) Foundation Code and Instrument and Articles update

Hard copies of the code were tabled. The AoC has recommended that all colleges adopt the code during the year 2011/12, however the Sixth Form College Forum (SFCF) have reservations about the code and a consultation period will take place until 31 March 2012. It was **agreed** that the Finance and Strategy Committee will review the code and SFCF recommendations at their next meeting on 5th March 2012. **Action: AV F&S Agenda**

Governors were asked to pass any comments or questions to Andrew Needham, William or Simon before the F&S meeting. **Action: All**

(c) Terms of reference for Committees:

The terms of reference for the Audit and Risk, Estates, Finance and Strategy and Search Committees had been reviewed and agreed at committee level.

Audit and Risk – addition to those issued: will now reflect that the co-opted member may attend Corporation meetings with no voting rights but to take part in discussions.

DECISION

The committee chairs recommended that the Terms of Reference for Audit and Risk, Estates, Finance and Strategy and Search were adopted.

All those present **agreed**.

6. 11/49 Finance and Strategy Committee

The minutes of the Committee meeting held on 21 November 2011 (issued prior to the meeting) were received.

(a) To receive the Strategic cashflow 2011 to 2015

Simon gave a presentation on the profit and loss projections to 2014 and the consequential cashflow, to be issued with the minutes, and highlighted the following:

- Reduction in costs made last year following the government's spending review which reduced College funding, Transitional protection ends in 2014.
- A new funding methodology will be introduced in 2013/14. The effect on the College may be known in spring 2012. David Woodward has been attending meetings; early indications are that the funding revision is unlikely to improve the College funding.
- The student growth target has been adjusted downwards to reflect this year's recruitment patterns with a commensurate adjustment to income. If more students apply/take up places they could be accommodated due to the loft conversion.
- The reasons for a lower than expected take up rate by students offered places could include increased travel costs, removal of EMA, stiffer competition, impact of university fees and less students looking to gain A Levels for university entrance.
- The curriculum is being reviewed to offer more vocational courses from September 2012: Level 3 Applied Arts, Science, PE and Level 2 IT, Business Studies, Personal Finance, Music Technology.
- The change in the curriculum will not increase staffing costs; existing skills in College will be utilised.
- Although efficiency gains have been made and costs controlled, further large savings are required over the coming three years.

Gordon referred to the strategic cashflow (issued with the agenda):

A surplus of £904k is expected in 2012, reducing to a deficit of £270k in 2015. The main focus is to manage all costs and react to the changed funding methodology when known.

It should be taken into consideration that the Phase 6 works have been paid for in full and that the College does not have an overdraft.

William congratulated the finance team on the way the finances are run, the assets gained and the stable position the College is currently in.

A Governor asked if the College would qualify for any funding to support the Nepalese students. It is currently unknown. Simon will follow this up.

Action: SJ

(b) Annual Report and Accounts 2010/11

(Also reviewed by the Audit and Risk Committee, see item 8c)

The operational surplus for 2010/11 was £1.109m compared to a projected figure of £709k.

Increased provision for the Local Government Pension Scheme (LGPS) adjusts the surplus by £160k to £849k. A paper on the LGPS was issued prior to the meeting. Hampshire County Council is currently carrying out a consultation on the views of members regarding the future contributions to the scheme. The outcomes of this will affect the future College contributions and future provisions.

A few numbering errors had been identified in the report; these will be corrected.

Action: SJ

DECISION

The Finance and Strategy Committee and Audit and Risk Committee have received the final draft of the Annual Report and Accounts 2010/11 and recommend them to the Corporation for approval (see agenda item 11/51 8c)

All those present **accepted and agreed** the Annual Report and Accounts 2010/11.

William will sign it after the corrections to numbering have been made.

Action: WB

(c) October Finance and Management report

It was noted that the report was approved by the committee

Catherine Cole, Gordon Dodds, Vince Scannella, David Woodward left the meeting at 6.19 pm

(d) Post of Deputy Principal (Curriculum and Innovation)

A detailed overview of the discussions which took place at the Finance and Strategy meeting are included in the Committee minutes of 21 November 2011, which were issued prior to the meeting.

Two areas were discussed:

1. Which of the four Deputy Principal posts should be Senior Post Holders?

DECISION

Following discussions and based on the information contained in the Committee minutes, the Finance and Strategy Committee recommended that:

- Deputy Principal appointments for Finance and Administration and Student Services should remain SPHs
- Deputy Principal of Data and Communications to be reviewed when next vacant

All Governors present **agreed**.

2. Should the Acting Deputy Principal (Curriculum and Innovation) be confirmed in the post permanently, as a non-SPH?

The post of Acting Deputy Principal (Curriculum and Innovation) was due to be reviewed. The Committee had discussed whether the post should become a Senior Post Holder (SPH) position or not. The difference being that a SPH position would require the Instrument and Articles of Government to be followed which would include national advertising and Governor involvement in the appointment, whereas if it was not a SPH position recruitment would be by the Principal. In response to a question, it was confirmed that remuneration conditions would be the same in both cases.

It was noted that there had been Governor involvement when the Acting Deputy Principal (Curriculum and Innovation) had been appointed, along with a local Headteacher.

David Faux left the meeting at 6.36pm

Concerns raised by a Governor at Committee level, were highlighted including internal recruitment and gender balance at a senior level.

It was explained that an external appointment at this time would be draining on the College resources and could cause unnecessary disruption to the curriculum at a time when changes are imminent.

The Committee were confident that based on the Principal's recommendation the current Acting Deputy Principal would be ideally suited to continuing in the role, and be an asset to the College.

DECISION

The Finance and Strategy Committee recommended that:

- the Acting Deputy Principal (Curriculum and Innovation) should be confirmed in post on a permanent basis
- the Deputy Principal (Curriculum and Innovation) should be a non-SPH position at present, and revert to SPH when next vacant

Russ Kelaart and Josh McCusker (Student Governors) and Andrew Majury (Co-opted member) were not permitted to vote.

For: 11

Against: 1

Abstain: 0

The majority of Governors **voted for** the above recommendations.

A break was taken between 6.55 and 7pm. All returned to the meeting.

7. 11/50 Search Committee

The minutes of the Committee meeting held on 7 November 2011 (issued with agenda), and a verbal update of business discussed in the immediately preceding meeting were received.

(a) Updated committee membership and committee Chairs

The Search Committee proposed the following changes to the committee memberships:

Andrew Tidd	joins	Audit and Risk
	leaves	Performance and Quality
Terri Willcocks	joins	Performance and Quality *
Greg Trigg	joins	Estates
	leaves	Finance and Strategy
	leaves	Remuneration
Marcus Phillips	Joins	Performance and Quality
Linda Montgomery	Considering joining	Remuneration

Terri agreed to join the Performance and Quality committee for a year, whilst Harminder is on maternity leave; this keeps a female representation on the committee.

The Search Committee proposed the following committee chairs:

Audit and Risk	Phyllis Chan
Estates	Linda Montgomery
Finance and Strategy (New)	Andrew Needham
Performance and Quality	Peter Eyre
Remuneration (New)	Nicky Orchard
Search	Andrew Lloyd

DECISION

All those present **approved** the above committee membership and committee chair proposals.

(b) Term of office for the Chair and Vice Chair ends in September 2012

It was noted that the term of office for the Chair and Vice Chair ends in September 2012, and that Governors interested in either role should contact the current officers or Simon for details of the role commitments.

8. 11/51 Audit and Risk Committee

The minutes of the Committee meeting held on 19 October 2011 (issued with agenda) were received.

The following reports were presented by Phyllis:

(a) Annual Review of Internal Audit Services for 2010/11 (issued with agenda)

Following the review, the Internal Audit Service provided by RSM Tenon was assessed as "Good", and the Committee *recommended* the continued use of their services.

DECISION

All Governors present **agreed** with the recommendation.

(b) Audit Representation for Buzzacott (issued with agenda)

The Audit Representation to be sent to Buzzacott had been reviewed by the Committee, and it was confirmed that it was in order. The Committee *recommended* that the Chair of the Corporation signed the representation.

DECISION

All Governors present **agreed** with the recommendation.

(c) Annual Report and Accounts 2010/11 audited by Buzzacott (issued with agenda)

(Also reviewed by Finance and Strategy, see item 6b)
No major issues had been identified, only two minor errors had been identified which did not have a major impact on the budget.

The report is a good reflection of the way Gordon and his team look after the financial affairs of the College.

Phyllis referred to the benchmarking data on page 5 the Post-Audit Management letter from Buzzacott, (issued prior to the meeting), regarding the pension liability figures.

She queried the fact that the sector average shows a decrease of 10.2% and the College shows an increase of 13.7%. Gordon will investigate this and report back to Governors. **Action: GD**

DECISION

Approval as detailed in item 6b

(d) Audit Committee's annual report to the Corporation (issued with agenda)

The Audit Committee's annual report to the Corporation details the work carried out by the Committee during the year and the outcomes. The Committee considers that the audit systems are all good and that there are no major issues with procedures.

DECISION

All Governors present **approved** the Audit Committee's annual report to the Corporation.

William thanked the Audit Committee for their work over the year.

9. 11/52 Estates Committee

The minutes of the Committee meeting held on 31 October 2011 (issued with agenda) were received.

The Committee had walked around the College to see the work which had been carried out and had been impressed with the amount of work completed in a short space of time.

Gordon and his team were congratulated for their thoughts and ingenuity when using the funds and space available.

(a) Verbal update on the BCIF 2011/12 works

The first stage of works have been completed at a cost of c.£1m. Stage two will be the loft conversion. Timescales may need to be reviewed if the structure needs strengthening in order to support the conversion; however the completion target remains September 2012.

Summer works will be scaled down over the next year to allow for Phase 7 to be completed.

(b) Current expenditure to date against budget (issued with agenda)

The expenditure had been reviewed by the Committee, and was noted by the Corporation.

10. 11/53 Proceedings of other meetings

Copy of the Self-Assessment Report 2011 issued prior to the meeting

It was noted that Remuneration and Performance and Quality Committees had not met since the last Corporation meeting.

Vince presented the Self-Assessment Report 2011 (SAR). Due to changes in timing of meetings for Performance and Quality, this was the first presentation of the SAR. The SAR forms part of the evidence base for Ofsted in deciding whether an inspection is required or not. Staff have been fully involved in the process; an honest SAR has been produced which includes areas for improvement, as well as showing the successes of the College.

The following areas were highlighted:

1.8 The College is 4th in the top 50 Colleges in an article run by *The Sunday Times*, 13/11/11

1.19 In 2010/11, 87% of students who applied through UCAS received a place at University compared to a national average of 69%

1.22 The Rushmoor and Hart 14-19 Consortium continues to grow. Vince has been very involved with the group and is Vice Chair of the deputies' group. Much work has taken place to develop links between the partner/link schools and College, leading to better relationships and better provision of information on students.

1.37 The Learner Achievement Tracker (LAT) data has now been received; this is very positive and shows marked improvements in the "Significantly Positive and Negative" results. The ALIS and ALPS data which is received earlier in the term is not as comprehensive; an internal system is being produced to replicate LAT data in order to have a more accurate picture when the next SAR is produced.

1.41 Data shows progress of subjects within different courses; 8 out of 11 show a definite improvement. At a recent AQA meeting, it was established that only one person tests the exam papers during the setting process and not at the end. This remains a major concern due to the mistakes in papers in 2011. The number of re-marks is detailed in the report.

2 Outstanding retention, achievement and success rates are shown.

3.7 The moderation process which was carried out to determine the grades for the different faculties is detailed in the report, along with the grades given and a comparison to last year.

6.11 Students' views show what students like about the College and improvements they would like to see for 2011, along with feedback on the 2010 SAR concerns.

(Clare Bowman left the meeting at 7.30pm)

7b,c Quality of Provision, Leadership and Management - open reports including areas where improvement is needed.

8 A summary of the key findings for 2011 confirm that the College is a good place to work and study. Areas of improvement are identified.

9 The Quality Improvement Plan (QIP) has been produced following the self-assessment process involving all curriculum areas, and can be cross referenced to College reviews and curriculum plans.

10 The Record of Main Findings can be evidenced.

A Governor, Terri Wilcocks, who had recently been on the safeguarding training, explained that Ofsted will only give a Grade 1 in Leadership and Management if extra steps have been taken in safeguarding. She offered to carry out a mini audit. **Action: TW**

The Corporation thanked and congratulated Vince on the detailed report.

11. 11/54 Principal's Business

(a) Feedback on the AOC conference – a summary had been issued with the agenda.

Andrew Needham reported that he was impressed with the high esteem in which the College and Simon were held in.

The conference allowed the wider picture of the future of colleges to be seen including the impact of funding and Government changes, reviewing ways of working, curriculum provision and community involvement.

(b) Industrial Action, 30 November 2011 – the College remained open to students although the curriculum was suspended for the day. Approximately half the teaching staff and the majority of support staff signed in and worked to contract.

(c) Open Days 2011- these had been very well attended with approximately 4,500 visitors. Students and Staff involved with the days had been welcoming and engaging. The involvement of all tutor reps enabled more students to be on site.

(d) The largest human flower: College world record – this had been arranged by the Student Association to recognise Remembrance Day on 11/11/11. Chris Eustace and all staff who helped were thanked. 2,163 people were involved in creating the human poppy, which included over 2,000 students. Simon was very impressed with the involvement of students and their contribution to the Community. Staff received compliments about the students involved.

Approximately £1,000 was raised for the Royal British Legion.

(e) Duke of Edinburgh's Award update – following a private meeting with the Duke of Edinburgh at St. James' Palace, the College is now the only sixth form college able to award the DofE award.

(f) Copies of the College Prospectus and spring events had been issued prior to the meeting.

15 December - The Farnborough Extended Project presentations will take place. Mary Curnock Cook OBE, Chief Executive of UCAS will be presenting certificates.

15 December at 12.15 - A Christmas Sing-Along will take place in the Prospect Theatre.

5 January 2012 – Certificate Evening with Stephen Twigg, Shadow Education Secretary as guest of honour.

Governors are invited to all events.

12. 11/55 Any other Business

Helen Diffenthal passed her thanks to Governors who had assisted with the Oxbridge interviews. Outcomes of student interviews at the Universities will be fed back to Governors after Christmas.

William thanked Governors for their high level of commitment over the year wished all present an enjoyable and restful Christmas and New Year break.

Meeting closed at 7.56pm

Date of next meetings: 26th March 2012, 5pm
2nd July 2012, 5pm

Minutes agreed and signed by Chair:

William Bagnall _____

26th March 2012

Decisions

11/48a	It was agreed that Andrew Majury could attend Corporation meetings as a co-opted member with no voting rights but to join in discussions
11/48b	The Finance and Strategy Committee will review the AoC Foundation Code and SFCF recommendations in March 2012
11/48c	Terms of Reference for Audit and Risk, Estates, Finance and Strategy and Search were adopted.
11/49b 11/51c	The Annual Report and Accounts 2010/11 was accepted and agreed; William will sign it after the corrections to numbering have been made
11/49d	Deputy Principal appointments for Finance and Administration and Student Services should remain SPHs Deputy Principal of Curriculum and Innovation should be a non-SPH position at present, and revert to SPH when next vacant Deputy Principal of Data and Communications to be reviewed when next vacant
11/49d	The Acting Deputy Principal (Curriculum and Innovation) should be confirmed in post on a permanent basis The role should be a non-Senior Post Holder position until the post next becomes vacant
11/50a	The proposed committee membership and committee chair proposals were approved.
11/51a	Approval to continue with the Internal Audit Services of RSM Tenon
11/51b	Approval of the Audit Representation for Buzzacott to be signed by the Chair of the Corporation
11/51d	Approval of the Audit Committee's annual report to the Corporation.

Actions

11/48b	Governors to pass comments and queries to AN/WB/SJ on the AoC Foundation Code	All Governors
11/49a	Follow up of funding to support Nepalese students	Simon Jarvis
11/53	Mini audit on Safeguarding to be carried out.	Terri Willcocks
11/49b	Correction to the numbering in the Annual Report and Accounts 2010/11	Simon Jarvis
11/49b 11/51b	Annual Report and Accounts 2010/11 to be signed following the above corrections Letter of Representation to be signed with above	William Bagnall
11/51c	Difference between the sector average and the College figure in the pension benchmarking data to be investigated.	Gordon Dodds

Website Entry

The Sixth Form College Farnborough Proceedings of the corporation meeting held 5 December 2011

The key decisions made by the Corporation were:

- Terms of Reference for Audit and Risk, Estates, Finance and Strategy and Search were adopted.
- The Annual Report and Accounts 2010/11 was accepted and agreed; William will sign it after the corrections to numbering have been made
- Deputy Principal appointments for Finance and Administration and Student Services should remain SPHs
- Deputy Principal of Curriculum and Innovation should be a non-SPH position at present, and revert to SPH when next vacant
- Deputy Principal of Data and Communications to be reviewed when next vacant
- The Acting Deputy Principal (Curriculum and Innovation) should be confirmed in post on a permanent basis
The role should be a non-Senior Post Holder position until the post next becomes vacant
- The proposed committee membership and committee chair proposals were approved.
- Approval to continue with the Internal Audit Services of RSM Tenon.
- Approval of the Audit Representation for Buzzacott to be signed by the Chair of the Corporation
- Approval of the Audit Committee's annual report to the Corporation.

William Bagnall
Chair to the Corporation

Corporation minutes can be consulted at the Principal's office during normal office hours