

**The Sixth Form College Farnborough
Corporation Meeting, 28 March 2011
Minutes**

The meeting opened at 5.04 pm

Members Present: William Bagnall (Chair), Andrew Needham (6.15pm), Richard Acton, James Bacon, Clare Bowman (to 7pm), Phyllis Chan, Peter Eyre, Andrew Majury, Linda Montgomery, Martin Thomas, Gregory Trigg, Terri Willcocks, Andrew Tidd, Simon Jarvis

Apologies: Andrew Annette, Adrian Collett, Harminder Dhillon, Nicky Orchard, Josie Copeland

In Attendance: Catherine Cole, Gordon Dodds, Vince Scannella, David Woodward, Alison Venner (Clerk)

William welcomed Alison to her first Corporation meeting as the new Clerk to the Corporation.

1. 11/01 Apologies for absence

Apologies were received from Andrew Annette, Adrian Collett, Harminder Dhillon, Nicky Orchard and Josie Copeland.

2. 11/02 Declaration of interests

None declared

3. 11/03 Minutes of 6 December 2010

The minutes were agreed and signed by the Chair.

4. 11/04 Matters Arising

Working party – delayed until Andrew Needham arrived.

5. 11/05 Chair's Business

Richard and Josie were thanked for their contribution as Governors over the past year; as Student Governors their term had now ended. They were wished luck for the future.

6. 11/06 Financial Situation

(a) Summary of recent changes to the funding methodology

The funding methodology had been changed; although colleges were expecting cuts to budgets they were not expecting the impact to be so drastic. Since the Coalition Government came into operation, issues have moved at a fast pace and continue to change. It was stressed that figures presented for Governors are best guesses based on information at the time of the meeting.

David Woodward gave a presentation on how the funding methodology works and the effect to the College. Points highlighted were:

- Tutorial and Enrichment – reduction from 114 to 30 guided hours, equating to a reduction in the budget of approximately £1.6m
- Funding capped at 1.56 SLN
- Further cap expected for colleges to reduce to half way to the 80th percentile of funding – which would mean reducing to 1.456 SLN. However, this had not been confirmed.
- Transitional funding – funding will drop by no more than 3% per learner for the coming year; this will be a reduction of £321k for the College. Transitional protection is likely to remain for the next three years but it is not known at what rate.
- Funding is per student; therefore by increasing the number of students, funding will also increase. Funding is lagged i.e. received for the previous year's student numbers.
- College must remain an attractive prospect to students, which is particularly important in order to increase the number of students applying for places.

In response to a question, regarding the uncertainty of the further cut on colleges in the 80th percentile, David explained that there is more funding in the system than first anticipated – approximately £100m. The large effect on colleges by imposing this cut had not been fully understood, and YPLA had overestimated the number of learners to be funded.

There has been a lot of correspondence and lobbying, concerning the additional reduction in funding for colleges in the 80th percentile and the effect that this will have on provision.

Simon continued the presentation, looking at the way forward:

- Presentations had been given to staff to make them aware of the situation. These had been received well, and a forum had been set up where staff can suggest ways to increase income and reduce costs.
 - The College remains attractive to students: features include – subject choice, exam results, reputation for excellence, care for individuals, development of whole person, outstanding place to work and study.
 - The year 2012/13 onwards will be more of a financial challenge for the College than 2011-12
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- **Income needs to be increased:**
 - Most achievable way to do this is increase the number of students.
 - An additional 100 students equates to approximately £400k.
 - Number of students can be increased to 3500 by 2013.
 - There are implications to be considered such as accommodation, timetables, and group sizes.
 - The increase in students for 2011/12 can be achieved with minimal changes.
 - The impact of further increases in the number of students is being looked at. Staff will be consulted on areas such as the timetable, any extra blocks necessary and the tutorial programme delivery.

- **Costs need to be reduced or contained:**
- The whole of the budget is being reviewed.
- Natural wastage – some staff will not be replaced.
- Reduce overstaffing.
- Look at course packages and withdrawal of some minority courses.

(b) Funding 2011/12

The funding allocation had not yet been received.

(c) Admissions for 2011 – issued with agenda

The interview process had nearly been completed. Average take up for the last few years had been looked at – 1798 for First Years, 1627 for First Year students going into Second Year.

It is expected that there will be approximately 3375 students on roll for 2011/12.

In response to a question, Catherine confirmed that there are generally significantly more applications than available places. This year there are still over 300 applicants wanting a place but not offered one; therefore the plan to increase student numbers is realistic and achievable.

Catherine was thanked for her work on admissions.

(Catherine left the meeting at 6.10pm)

(d) Review of the Development Plan 2011-2014 – issued with the agenda

Governors were advised that the funding methodology will be changing again, as Government want there to be a simpler way to allocate funds. It is not known when further changes will take place.

(Andrew Needham arrived at 6.15pm)

In response to questions Simon advised that:

(a) If needed, course packages will not need to be implemented until 2012, which will allow time to see what happens next with the funding.

(b) The staff response to the presentations had been positive; staff have been suggesting ideas as to how the College could move forward. Letters had been sent to all staff in relation to voluntary severance and ways forward. Some staff had shared information with Simon regarding their plans over the next few years, which will help when budgeting.

Martin endorsed that the staff appreciated the way the presentations had been delivered, and the openness of them.

(c) The College has always had more applications than places. It is expected that there will be less colleges over coming years, and some that remain will not be able to expand. Close monitoring of admissions will continue, and the Corporation will receive feedback from Catherine. There are 4,500 new homes being built in Aldershot, which should increase the number of potential students. An increase in students from Woking, Basingstoke and Farnham continues.

DECISION

Governors were asked to approve the Development Plan 2011 – 2014. William advised that the Policy and Resources committee had discussed the plan, that it plays to the strengths of the College and had been well thought out.

All Governors were in favour of approving the Development Plan 2011 - 2014

Voluntary Severance Policy 2011/12 - Tabled

Although a procedure is in place for redundancy, a policy for voluntary severance is needed. The College's Hampshire Personnel advisor had been consulted on the policy, process and legal implications, and four examples had been seen from universities. The College proposal is also in line with ACAS recommendations. Another meeting is due next week.

The policy needed to be in place now, to enable planning and arrangements for September 2011 to be made. Because of this timing, the Corporation were asked to approve the draft policy prior to the remuneration committee looking at the detail and giving the final agreement on 7th April.

DECISION

All Governors were in favour of the draft policy to be reviewed in detail and approved by the Remuneration committee.

4. 11/04 Matters Arising

Andrew Needham updated Governors on the working party. A remit for the committee had been put together and membership agreed. The first meeting is to be arranged; recommendations will be taken to the July Corporation meeting. **Action: Agenda Item**

7. 11/07 Policy and Resources Committee

Minutes of 7 March 2011, cashflows and financial reports issued with agenda. Gordon explained the figures which had been issued. Future figures will cover the period to 2015; further changes in funding are expected. Natural wastage of staff should be achievable based on staff leaving numbers over the last few years. Gift aid was discussed; the voluntary contribution will be re-launched.

(Clare left at 7pm)

8. 11/08 Search Committee

CV for David Faux issued with the agenda.

(a) Appointment of new Independent Governor

A meeting of the Search Committee had taken place prior to the Corporation meeting. David Faux had met with Simon and visited the College. He works at the University of Surrey with which the College has good links, is an ex-Governor, and is the Dean of Students.

DECISION

The Search committee recommended that David Faux be appointed as an Independent Governor for a four year term from 28 March 2011 to 27 March 2015.

All Governors were in favour of the appointment.

(b) Update on new Co-opted member

A co-opted Governor is needed for the Audit committee to replace David Dallison. Governors were asked to let William, Simon or Phyllis know if they knew of anyone suitable who may be interested.

Action: All

(c) Appointment of new Student Governors to committees

Results of the elections for the President and Vice President of the Student Association will be announced on 6 April 2011.

DECISION

It was proposed that the new President joins the Policy and Resources committee, and the new Vice-President joins the Estates committee.

All Governors were in favour of these appointments.

9. 11/09 Estates Committee

Minutes of 16 February issued with agenda.

Linda advised that it is not expected that there will be much funding for works. It is hoped that there will be approximately £77k in devolved capital grant. Summer works will concentrate on adjusting some areas, including lab space to accommodate increased numbers taking science subjects.

10. 11/10 Curriculum and Quality Committee

Minutes of 14 March 2011, Risk Register, Policy for retention and achievement targets 2010/11, Target Setting 2010/11 issued with the agenda.

Peter summarised that the committee had received details of the 10 subjects at most risk, with an overview from Directors of Faculty on each.

The achievement and retention target is to be 90%.

An External Quality Review for English, and an Ofsted Good Practice visit had taken place.

The College had looked at GCSE results below 6 and the likelihood to fail in various subjects. Discussions had taken place as to how to act on this information and give best advice to new students.

The committee will be monitoring how to retain success rates and to keep the College attractive to students, in the current difficult financial times.

11. 11/11 Proceedings of other Committees

Dealt with after Item 13

12. 11/12 Principal's Business

Principal's diary, spring newsletter, spring/summer College events, press cuttings issued with agenda.

The above were issued for Governor's reference. There had been more good news stories for the College than ever since Christmas. A recent highlight had been a team of students who entered and won the Bank of England/The Times "Target 2.0 interest rate" competition. They won £10k for the College, a laptop computer each and work experience.

Governors asked for their congratulations to be sent to the team on their achievement. William will also send a letter to them.

Action: William Bagnall

Thanks were also passed to the member of staff who entered and took the team to the competition.

13. 11/13 Any other Business

The Search committee will be looking to fill the vacancy which they have.

Action: Simon Jarvis

The Corporation Dinner will take place on 4 July at 7.30pm.

William had sent an e-mail to Governors expressing his intentions regarding his end of term as Chair of the Corporation in September; an informal discussion took place after the meeting between Governors as to possible ways forward. This will be looked at again in July when the Clerk has checked some technical queries.

11. 11/11 Proceedings of other Committees

The Audit committee had not met since the last Corporation meeting.

Remuneration – Salary Review for Support and Teaching Staff

Simon explained that the 2010 pay negotiations for support and teaching staff had taken place. Support staff had accepted the proposals last November. Teaching staff had rejected the offer; further consultations had been taking place and an outcome is still awaited.

Support Staff

As support staff had been waiting for the rise to be implemented it was felt that it would be unfair to make them wait any longer. It had been hoped that both increases could have been implemented at the same time, due to the admin work involved.

DECISION

Governors were asked for approval to the implementation of the 0.75% increase for Support Staff.

All in favour

Teaching Staff

James and Martin left the meeting for the discussion.

It is not known what the outcome of the current negotiations will be.

DECISION

As the remuneration committee is meeting on 7 April 2011, Governors were asked for delegated authority to be given to the Chair of the committee and the Principal to implement an increase up to 0.75% if this was agreed by both parties by then. If the increase recommended goes above 0.75% it will be taken back to the Corporation.

All in favour

Meeting closed at 7.42 pm

Date of next meeting: 4 July 2011, 5pm

Minutes agreed and signed by Chair:

William Bagnall _____
4th July 2011

Actions and Decisions

Item	Action	Decision	Action
11/06 (d)	To approve the Development Plan 2011 - 2014	Approved	Simon Jarvis
11/ 06	Approve Voluntary Severance Policy 2011/12, to be considered in detail by the Remuneration committee on 7 April 2011	Approved	Remuneration Committee, Simon Jarvis
11/04	Working Party to set first meeting, and report back to Corporation in July	N/A	Andrew Needham, Alison Venner
11/08 (a)	Appointment of David Faux as an Independent Governor until March 2015	Approved	Simon Jarvis, Alison Venner
11/08 (b)	Names for a new Co-opted member of the Audit committee requested	N/A	All Governors
11/08 (c)	Appointment of new student Governors, to be announced 6 April 2011, to the Policy and Resources and Estates committees	Approved	Alison Venner
11/11	Implement of 0.75% pay increase for Support Staff	Approved	Simon Jarvis Gordon Dodds
11/11	Delegated authority given to Remuneration committee Chair and the Principal to implement an increase up to 0.75%	Approved	Andrew Needham Simon Jarvis
11/12	Letter of Congratulations to be sent to students who won the Bank of England/The Times "Target 2.0 interest rate" competition	N/A	William Bagnall
11/13	Recruit new member to the Search committee	N/A	Simon Jarvis

Website Entry

The Sixth Form College Farnborough Proceedings of the corporation meeting held 28 March 2011

A presentation was given on the impact on the reduced funding. The Corporation approved the Development Plan 2011 – 14.

An update on admission numbers was received.

The draft Voluntary Severance Policy 2011/12 was approved, subject to the remuneration committee reviewing and agreeing the detail on 7 April 2011.

A working party had agreed areas to be reviewed to streamline the work of the Corporation.

David Faux was appointed as an Independent Governor to March 2015.

A co-opted member is being sought for the Audit committee.

Approval was given for the new President and Vice President of the Student Association, to be announced on 6 April 2011, to join the Policy and Resources and Estates committees respectively.

Salary reviews for support and teaching staff were agreed, prior to the remuneration committee confirming details on 7 April 2011.

William Bagnall
Chair to the Corporation

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