

**The Sixth Form College Farnborough
Corporation Meeting, 4 July 2011
Minutes**

The meeting opened at 5.05 pm

Members Present: William Bagnall (Chair), Andrew Annette, James Bacon, Adrian Collett, Harminder Dhillon, David Faux, Russell Kelaart, Andrew Majury, Josh McCusker, Linda Montgomery, Andrew Needham, Martin Thomas, Gregory Trigg, Terri Willcocks, Simon Jarvis

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

1. 11/15 Apologies for absence

Apologies were received from Clare Bowman, Phyllis Chan, Peter Eyre, Nicky Orchard and Andrew Tidd.

2. 11/16 Declaration of Interests

None declared

3. 11/17 Minutes of 28 March 2011

The minutes were agreed and signed by the Chair.

4. 11/18 Matters Arising

None

5. 11/19 Chair's Business

(a) Russell Kelaart and Josh McCusker were welcomed to their first Corporation meeting.

(b) David Faux was welcomed as a new Independent Governor. David has joined the Curriculum and Quality committee.

(c) Adrian Collett had advised that he would be resigning as a Governor at the end of July. Adrian was thanked for his service over the past 13 years, and his commitment to the College. The Corporation had benefitted from his local knowledge of Hampshire and his independence from the Local Authority at Corporation meetings.

Adrian was sad to be leaving but felt it was time to move on. He praised the leadership of the College; as the College is well led, it had made what could be a challenging role as a Governor easier.

6. 11/20 Appointment of Chair to the Corporation

William left the meeting at 5.13 pm; Andrew Needham took the Chair for this item.

The Clerk had received one self-nomination for the role from William Bagnall. William had advised that he would be prepared to stand for one more year as Chair, to help the College through the forthcoming year and to allow for a hand over to a new Chair.

DECISION

Governors voted unanimously for William Bagnall to be appointed as Chair to the Corporation for a one year term, 30 September 2011 to 30 September 2012.

William returned to the meeting at 5.15 pm

William thanked Governors for re-electing him. The last nine years as Chair had been a very special experience and he assured members he would continue to give as much attention to the College as possible over the next year.

7. 11/21 Policy and Resources Committee

Minutes of 20 June 2011, issued with agenda.

Discussed in the following order.

(b) Instrument and Articles of Government

Issued with the agenda

The proposed changes to the IAG were noted, these are only agency name updates. This forms part of the consultation process, any responses to the YPLA are required by 31 July.

(c) Finance issues – Strategic Cashflow to 2015

Strategic Cashflow 2011 to 2015 issued with the agenda

This had been reviewed by the Committee.

Simon and Gordon explained the updated strategic cashflow forecast:

- Following the Government Spending Review, the aim of the College has been to make cost savings and maximise income;
- Line A – Student growth over the next 4 years, from 3,201 to 3,500;
- Line B - Lagged funding means that funding is received based on the previous year's student numbers;
- The expected 80th percentile cut did not happen, this coupled with increased ALS meant that over the 4 years the College will receive more funding than originally expected;
- If there was no change in student numbers, by 2015 annual funding would reduce by approximately £1.3m, not allowing for inflation;
- Transitional Protection (TP) will continue over the coming three year period, however it is not known at what level;
- Line C – Gift Aid is to be re-launched. Figures assume an increase to the amount received;
- Line E – The College will try to avoid compulsory redundancies by natural wastage. Teacher contact time will be maximised. Some courses with a low uptake will be closed;

- Line J – The surplus of £794k for 2012 includes the benefit of TP payment of £900k. 2015 will be the first year without TP; it is currently estimated that at that point there will be a surplus of £204k;
- Line K – Staff costs allow for some increase in staff numbers due to the increase of student numbers as some subjects will attract more students e.g. Maths, Science;
- Line L – Annual increments have been included. A pay rise of 1.5% per annum has been built in from 2014, following a pay freeze for 2012/13;
- Line N – Although savings are referred to as “staff equivalent” – this does not mean this number of staff will go;
- Line T – The College is generally well-equipped, therefore it is not expected that further significant investment will be necessary in the year ahead. The working life of equipment will be extended;
- Line X - Voluntary severance was introduced this year. 4 members of staff will leave at the end of July 2011 using this scheme. Initially this will increase payments, but save funds in the long run;
- Line Y – End of year cash will build up over the next few years, and takes into consideration the Phase 7 works with the BCIF money;
- In September the number of staff required to teach students who actually enrol will be known. Gordon tabled “*Staff Costs Analysis (30 June 2011)*” which shows that the current estimate is below the £11.82m at Line K by approximately £175k. An update will be presented at the next meeting. **Action: Gordon Dodds**

Plans to reduce costs and maximise income has been considered at recent meetings; action to implement the strategy has already been put in place. The College will aim to retain its good reputation and to allow for growth with minimum increases to class sizes. Funding continues to be an unknown element however the College is in a strong position to cope with this in the year ahead. The plan will continue to be reviewed at future meetings.

Action: Agenda

DECISION

Approval of the Strategic Cashflow 2011 to 2015

All Governors agreed the plan.

(a) Budget 2011-2012

Corporation Budget 2011–12 issued with agenda

The areas of the budget had been covered in detail under item 7(c).

Costs will be contained where ever possible over the next three years. Energy costs will be an issue as they are set to rise.

In response to a question on Gift Aid, it was confirmed that Parents/Guardians will be contacted directly by a carefully worded letter. It is recognised that the economic environment may reduce contributions, but all will be gratefully received.

DECISION

Approval of the draft 2011/12 budget:

Income	£16,860,000
Expenditure	£16,066,000
Surplus	£ 794,000

All Governors approved the budget.

(ii) Management and Governors Financial Report

May report issued with agenda

It was noted that as at May 2011 the operational surplus for the full year had improved slightly again and was anticipated to be £1,050K as against the original budgeted surplus of £789K. This has put the College in a stronger financial position for next year.

The first BCIF instalment of £331k was received on 22nd June 2011.

(iii) Financial Return 2009/10 – Financial Health

It was noted that the Financial Return 2009/10 – Financial Health was classified as “Good” for the year ended 31 July 2010. It was not “Outstanding” as the College has made use of overdraft facilities rather than a loan. Gordon is currently in talks for this to be reviewed, it is hoped that there will be separate conditions for sixth form colleges in the future.

Academies are able to claim back VAT; it is hoped that this will also apply to sixth form colleges in the future.

(d) Strategic Action Plan 2010 to 2013

Issued with agenda

- Vince talked Governors through the plan. The 5 strategic aims of the plan remain unchanged:
 - Excellence in teaching and learning
 - Excellent care, guidance and support for all students
 - An attractive and engaging learning environment
 - A strong financial footing in turbulent funding environment
 - Partnership with the outside world

This is a live document, being updated regularly. All copies are retained in order to see actions which have been completed.

Highlights of the key actions taken this year include:

- Enrolment criteria has been improved and advice given to students to help them to decide which courses to take;
- Students moving from AS to A2 courses have spoken to Curriculum Managers;
- “At Risk Areas” are being closely monitored by Directors of Faculties;
- There has been a huge improvement in partnership work with the Rushmoor and Hart Consortium and the Wessex Group;
- Partnership work has been used to cement the reputation of the College;
- A “Stretch and Challenge” policy is to be put in place;
- Lesson Observation Quality Review will enter phase 2 next year.

Feedback will be given on the plan on a regular basis, following reviews. The Committee had raised concerns that when items “roll off” the plan, they will not be able to monitor all areas. A solution to this is still being looked at.

DECISION

Approval of the Strategic Action Plan 2010 – 13

All Governors agreed the plan.

(e) Risk Management – Annual Review of strategic risks

Issued with agenda (revised version e-mailed to Governors as page 4 missing)

The Committee had reviewed this in detail.

- Finance remains the highest risk. The funding methodology is currently being reviewed.
- Enrolment and student recruitment remains a seasonal risk which becomes clearer by the end of September.
- The effect of initiatives such as free schools and academies on College numbers is unknown.
- Due to financial and job uncertainties both within and outside of College, stress amongst staff is now a higher risk than before.

DECISION

**Approval of the updated Strategic Risk Register
Governors approved the Risk Register.**

(f) Admissions Policy 2012

Issued with the agenda

The committee had reviewed the Admissions Policy and suggested that the "5 year rule for siblings" is removed.

Following discussions at the Committee meeting, it had been agreed that Catherine would seek further advice on whether including siblings in the policy would be considered discrimination against single child families. Catherine had contacted the Human Rights Commission and been advised this would not be considered a discriminatory policy. However James had also spoken to the Commission and advised he had received conflicting advice. It was noted that the HCC admission policy includes reference to siblings. Discussions took place between Governors.

It was noted that the policy refers to 2010 deadlines, which should be 2011.

The following initial decisions were made:

(i) To remove the "5 year rule for siblings".

All Governors approved.

(ii) To leave reference to siblings in the policy, and to leave the category in the second criteria set:

For 12

Against 2

Abstain 1

The majority of Governors approved the above.

DECISION

**Approval of Admissions Policy 2012 following advice from the committee
The majority of Governors approved the Admissions Policy 2012 based on (i) and (ii) above, along with the change of dates.**

(g) College Charter

Issued with agenda

The Committee had reviewed the College Charter.

It was felt that reference to "Parents" should be replaced with "Parents/Guardians", and that staff should be referred to by name rather than title.

DECISION

Approval of the College Charter

All Governors approved the College Charter, with the above amendments.

(h) Bursary scheme 2011-12

Summary issued with agenda

Catherine explained the changes from the EMA scheme to the Bursary Scheme. Funds will be allocated under two categories:

(i) A minimum of £1,200 to vulnerable students

(ii) Remaining funds to be allocated at the College's discretion

As it is not known the number of students enrolling within these categories, it is difficult to plan the allocation of funds.

Local colleges are meeting to consider a joint policy, using AoC guidance. It is expected that free school meal will be a criterion. It was also noted that transport support from the LA has been withdrawn, putting pressure on families living further away from the College.

Catherine will liaise with Gordon on scheme operation; the 5% admin allowance for the College will not be retained but will be allocated to students as part of the fund. An update will be given at the next meeting.

Action: Catherine Cole

8. 11/22 Remuneration Committee

Minutes of the meeting held on 7 April 2011 were issued with the agenda.

(a) It was noted that staff had received an increase in salaries as agreed by the Unions.

(b) It was noted that the voluntary severance policy had been agreed.

Vince, Catherine, David and Gordon left at 7 pm

(c) Proposal for Corporation agreement on Senior Potholder's salary review.

Simon advised that the Principalship felt that in the current financial climate, an increase to salaries should not be given, allowing them to "lead by example".

Simon left at 7.01 pm

Andrew advised that this recommendation had been discussed in detail by the Committee.

DECISION

To approve that there should be no increase to the salaries of Senior Postholders for the year 2010/11

All Governors agreed.

Vince, Catherine, David, Gordon and Simon returned at 7.04 pm
Alison left at 7.05 pm

(d) Proposal for Corporation agreement on the Clerk to the Corporation's salary review:

(i) To recommend an increase of 0.75%, backdated to 24 January 2011;

(ii) To seek delegated authority from the Corporation to implement changes to her contract following the outcomes of the six month review.

Andrew Needham reminded governors that the Clerk's appointment had included a 6 month review which would be held shortly. If it was considered appropriate to make any changes to the Clerk's contract in light of that review it was recommended the Remuneration committee be given delegated power to implement those changes.

DECISION

(i) To approve an increase to the Clerk's salary of 0.75% backdated to 24/01/11.

All Governors agreed.

(ii) To give delegated authority for the Remuneration Committee to review and amend the Clerk's contract following a review.

All Governors agreed.

Alison returned at 7.07 pm

9. 11/23 Working Party

Issued by e-mail prior to the meeting and tabled

Andrew Needham advised that a lot of ground had been covered over three meetings; recommendations to date were in the issued document.

Governors were asked to review the recommendations over the summer; questions and issues to be e-mailed to Alison who will collate them to be addressed at the next Corporation meeting.

Action: ALL Governors

10. 11/24 Search Committee

Minutes of 10 May 2011 issued with the agenda.

An update of business discussed at the preceding meeting was given by William.

A potential co-opted member for the Audit Committee had been identified; an update will be given at the next meeting.

Action: Agenda

11. 11/25 Curriculum and Quality Committee

Minutes of 16 May 2011 issued with agenda

In the absence of Peter, Vince gave an overview of the meeting, drawing attention to:

- An excellent presentation on the Action Research Project on Student Voice, led by Becky Barnes, had been given to the Committee. The project had given experience to students who would like to go into teaching.

- The Action Research Project will take place for a second year.
- Lesson Observation for Quality Reviews had taken place.
- NQT Induction – the assessor had classed as “Out of this World”, and had said that out of all the institutions she had assessed, none had come anywhere near as good as the College.

12. 11/26 Audit Committee

Minutes of 19 May 2011 and summary of business discussed issued with agenda.

As Phyllis was unable to attend the meeting she had issued a summary of business for Governors reference, which was noted.

13. 11/27 Estates Committee

Minutes of 3 and 25 May 2011 issued with agenda

Linda reported that the College had been successful in a bid for BCIF funding. A total of £736,021 had been allocated to the College, which has allowed for Phase 7 to be carried out much earlier than planned, with less of the College funds being used. A plan to use the funds was put in place, at very short notice, by the Principalship; one improvement will be a loft conversation allowing for an additional six classrooms which will make accommodating the increased number of students easier and with less disruption to the timetable.

Linda commended the Principalship on the way and speed which they have drawn up plans for the bid.

Gordon tabled *Phase 7 (BCIF) – Expenditure 30/06/11*, an update which included actual expenditure of £60,158 as well as the previously circulated budget figures; “Fees” had been added as additional help to progress the work will be needed.

14. 11/28 Corporate Calendar 2011/12

Issued with agenda

Alison advised that there was one change to note – the Corporation and Search meetings of 17 October 2011 had been moved to 10 October 2011.

DECISION

The Corporate Calendar for 2011/12 was approved by Governors

15. 11/29 Principal's Business

Principal's Engagements, May 2011 newsletter, College events and Farnborough Music Society Concerts, press cuttings issued with agenda
The above were issued for Governor's reference.

It was noted that the Industrial Action on 30 June 2011, due to the proposed changes to Government pension schemes, meant that the College suspended the timetable for the day.

The College remained open: students were able to still use College facilities and to meet with the many teachers who did not take industrial action. 92 teachers went on strike.

16. 11/30 Any other Business

The Corporation Dinner took place after the meeting.

Meeting closed at 7.25 pm

Date of next meetings: 10th October 2011, 5pm
5th December 2011, 5pm
26th March 2012, 5pm
2nd July 2012, 5pm

Minutes agreed and signed by Chair:

William Bagnall _____

10th October 2011

Decisions

6	William Bagnall was appointed as Chair of the Corporation for a one year term, to 30/09/12
7a	Approval of the draft 2011/12 budget
7c	Approval of the Strategic Cashflow 2011/15
7d	Approval of the Strategic Action Plan 2010/13
7e	Approval of the updated Strategic Risk Register
7f	Approval of Admissions Policy 2012 – with identified amendments
7g	Approval of the College Charter - with identified amendments
8c	Approval of no increase to the salaries of Senior Postholders for the year 2010/11
8d	Approval of an increase of 0.75% to the Clerk's salary, backdated to 24/01/11
8d	Approval of delegated authority for the Remuneration Committee to review and amend the Clerk's contract following a review
14	The Corporate Calendar 2011/12 was approved

Actions

7c	Update to "Staff Costs Analysis (30 June 2011)"	Gordon Dodds
7c	Review updated Strategic Cashflow 2011 to 2015	Gordon Dodds
7h	Update on Bursary Scheme 2011/12	Catherine Cole
9	Governors to e-mail questions on the Working Party recommendations to Alison	All Governors
10	Update on a co-opted member for the Audit Committee	William Bagnall

Website Entry

The Sixth Form College Farnborough Proceedings of the corporation meeting held 4 July 2011

The key decisions made by the Corporation were:

- William Bagnall was appointed as Chair of the Corporation for a one year term, to 30/09/12
- Approval of the draft 2011/12 budget
- Approval of the Strategic Cashflow 2011/15
- Approval of the Strategic Action Plan 2010/13
- Approval of the updated Strategic Risk Register
- Approval of Admissions Policy 2012 – with identified amendments
- Approval of the College Charter - with identified amendments
- Approval of no increase to the salaries of Senior Postholders for the year 2010/11
- Approval of an increase of 0.75% to the Clerk's salary, backdated to 24/01/11
- Approval of delegated authority for the Remuneration Committee to review and amend the Clerk's contract following a review
- The Corporate Calendar for 2011/12 was approved

William Bagnall
Chair to the Corporation

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