

**MINUTES OF CORPORATION MEETING,  
CORPORATION 96, HELD ON SEPTEMBER 2010**

Present: Karolina Biagio, Gail Burrows, George Coyle, Jim Darmody, Jackie Goodman, Mary-Rose Hardy, Richard Heseltine, Billy Minns, Mike Noddings (Vice-Chair of Corporation), Grace Richardson, Richard Smith (Principal), Sarah Smythe, Richard Welton, John Wilson (Chair of Corporation)

In attendance: College staff: Fiona Bagchi (Clerk to the Corporation), Mike Rogerson (Vice-Principal, Student and Staff Support), Mark Rothery (Assistant Principal), Ian Taylor (Vice-Principal, Performance Improvement)

**96.1 Apologies for absence:**

Corporation members: Sarah Kimemia, Julian Stern, Philip Wright, Glynis Hamlett,  
Management: Steve Rogers (Finance Manager), Alan Woodcock (Director of Resources)

The meeting began with a presentation from students who has gone on the College trip to South Africa in July 2010. Members noted that 11 students had gone on the 2-week trip, working alongside Botshabelo, a charitable organisation based in Midrand, Johannesburg, and in the township of Olievenhoutbosch. Students spent 10 days doing voluntary work, supporting those in need and distributing materials and finance raised by College staff and students. Achievements included refurbishing houses, taking donations to an Old People's home, working in the Creche and Babies' Home. The students also went on safari and white-water rafting. It was noted that the trip sought to provide students with an experience for a lifetime and to make a genuine difference to the community they visited and the people they volunteered alongside and that the students who took part believed that, in this, it had succeeded.

***Corporation thanked the students attending for their presentation.***

**96.2 Declarations of interest**

***Mary-Rose Hardy asked for her standing declaration that she was a Councillor with East Riding of Yorkshire Council to be recorded. Rick Welton asked for his declaration that he was a Councillor with Hull City Council to be recorded.***

**96.3 Minutes of meeting held on 5 July**

***The minutes of meeting 95 held on 5 July 2010 were approved with the following amendment: minute 95.3 should state that John Wilson was elected in his absence.***

**Action: Clerk**

#### 96.4 Matters arising and actions

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 Karolina Biagio and Billy Minns had been appointed to Corporation in July 2010, subject to satisfactory Criminal Records Bureau (CRB checks), noting that these had yet to be completed (95.4).  
**Action: Clerk/KB/BM**
- 2 Neil Telfer had not to date supplied a CV to the Search Committee (95.4).
- 3 A letter inviting nominations for the Parent member vacancy had been sent to parents of First, Single and Second Year students. The Chair of Corporation had also made a presentation at the recent parents' evening and seven nominations had been received to date. It was hoped to make an appointment at the December 2010 meeting of Corporation (95.4).  
**Action: Clerk**
- 4 The minutes of May 2010 meeting had been amended, as agreed (95.5).
- 5 Corporation had agreed that the Chair of Corporation and the Principal should sign routine documents relating to the building project as required and that the Chair should be able to delegate signing, if necessary, to another Corporation member, with documents being sealed where this was a requirement or to the College's advantage (95.6).  
**Action: Clerk/Chair/RTS**
- 6 It was noted that Code of Practice on Freedom of Speech had been approved, subject to Eversheds' advice concerning the number of people attending a meeting to be specified at section 3.2 (95.6).
- 7 A report on the Young People's Learning Agency (YPLA) consultation on revisions to Instrument and Articles of Government was on the agenda (95.6)
- 8 Corporation had approved the proposal that the College should proceed with the development of new legal arrangements between the College and Hull City Council in relation to the College and Kelvin Hall School site as outlined and agreed that the agreements should be sealed and then signed by the Chair and the Principal or other Corporation member, as appropriate. It was noted that a report on this would be given under the management report later on the agenda (95.8).
- 9 It was noted that the Corporation had agreed that the College should become a partner in the West Hull Co-operative Learning Trust, providing one trustee to the Trust Board. It was noted the Trust was not expected to be created before December 2010 and the formal appointment of a trustee had therefore not yet been made (95.8).  
**Action: RTS**
- 10 Corporation had agreed at its July 2010 meeting that the College should, as a co-sponsor, continue to work with the northern Academy sponsor and co-sponsors during summer 2010 on finalising the relevant legal agreements for ratification by Corporation in September 2010. It was further agreed that if the College was required to make a nomination to

the Academy governing body before September 2010, the Chair of Corporation should act as Corporation's nominee or nominate another member of Corporation to take on the role (95.8).

It was noted that the Principal, Richard Smith had been named as Trustee for Wyke Sixth Form College in the northern Academy Trust structure. Agreement of the Memorandum and Articles of Government and the funding agreement were expected to take place later in the term. It was noted that Corporation had not yet made a formal nomination to the Academy governing body.

***Corporation agreed to nominate Mike Noddings to the northern Academy governing body.***

**Action: Clerk**

It was noted that a decision on delegation in relation to the signing of agreements would be made later on the agenda,

11 Baker Tilly had been appointed as financial statements/regularity auditors for the year ended. 31.7.10 on the same terms and conditions as in previous years (95.9).

12 The Audit Committee would review tendering for auditors in November 2010 and report to Corporation in December 2010 (95.9).

**Action: Chair of Audit Committee/Clerk**

13 The draft 3-year financial plan had been sent to the local authority and then to the YPLA, to whom this responsibility had now been transferred, as agreed. It had been considered by the Finance and General Purposes (F&GP) Committee on 21.9.10 and a recommendation on approval was on the agenda (95.9).

14 Corporation agreed at its July 2010 meeting to delegate to the Finance Manager the power to fix a further portion of the bank loan to support the College re-development project before the September 2010 Corporation meeting, subject to discussion with the Chair of Corporation and the Principal and their agreement that long-term interest rates indicated that it would be in the interests of the College to do so. It was noted that it had not been necessary to fix a further portion of the loan before September 2010 and a borrowing update was on the agenda (95.9).

15 The Data Protection, Freedom of Information (FOI), Publication Scheme and Environmental Information Regulations charging policy had been made available on the College website with a specific College FOI e-mail address and a section on FOI with links to the College's Publication Scheme and the Information Commissioner's Office (ICO) website, as agreed (95.9).

16 Corporation's self-assessment analysis was on the agenda (95.9).

17 It was noted that it had been agreed in July 2010, when approving the revised Whistleblowing Policy, that it would be reviewed at least every 5 years and it was further noted that a 5-yearly review was already included in the College's Human Resources policies review schedule (95.9).

18 A review of Corporation's training and briefing schedule for 2010/11 was

on the agenda (95.10).

- 19 Corporation's *Procedures for the Appointment, Re-appointment and Replacement of Corporation Members* had been amended as agreed and placed on the Corporation section of the College's website (95.10).
- 20 The Corporation member eligibility declaration, signed at appointment and when members reviewed their register of interests form annually, had been updated as agreed (95.10).
- 21 The Curriculum and Quality (C&Q) Committee annual report was on the agenda (95.11).
- 22 The June 2010 Audit, C&Q, F&GP and Personnel Committee minutes were on the agenda (95.11).
- 23 The Reserved Business minutes of July 20110 had been kept in a confidential minute, as agreed (95.15).

### **96.5 Annual review of confidential Corporation minutes**

Members noted that:

- Under its standing agenda item list, Corporation reviewed annually at its first autumn term meeting of the year any confidential minutes produced during the previous academic year, with a view to releasing such minutes from confidentiality where possible.
- Two sets of Corporation minutes classed as confidential, both in the Reserved Business category, had been produced during 2009/10

***Corporation agreed that the Reserved Business minutes arising from Corporation meetings 92 and 93 should not be released from confidentiality as they related to the pay and conditions of named or identifiable staff members.***

### **96.6 Management report**

The Principal presented the management report.

#### **(i) Student Activities and Events**

Members noted that:

- The Student Association Executive had worked hard to recruit new members to the Student Association, setting a clear example of involvement to new students.
- The first major sporting event of the year, the "Varsity" tournament, took place on 15 September, hosted by the College, football, netball, rugby and basketball teams competing in a three way competition with Hull College and Wilberforce Sixth Form College, with Wyke Sixth Form College occupying the top of the podium when all the results were collated.

#### **(ii) Parents' evening**

Members noted that:

- More than 400 parents had attended the recent parents' evening, with a number putting in nominations for the Parent Governor vacancy.

#### **(iii) College re-development**

Members noted that:

- Building contractors, Hobson and Porter, had been completing the paving to the Grammar School Road entrance and installing the granite copings which formed the finishing touch to the outdoor design.
- The driveway from Bricknell Avenue had been completed by Balfour Beatty and only the structures to support the new entrance signs for the College and the school remained to be installed.
- All the legal agreements concerning the transfer of land to Kelvin for the building of the new school, the access arrangements while building was in progress and the shared use of playing fields and access routes had been signed (under the College seal, where appropriate) in August 2010 and the titles to the land would be registered with the Land Registry.

Members discussed the arrangements for the Grand Opening of the completed College on 1 October 2010, noting that:

- The College would be opened by Professor Calie Pistorius, Vice-Chancellor of Hull University, and other distinguished guests would include Les Walton, Chair of the YPLA.
- Alastair Grindlay, the Learning and Skills Council (LSC) national property adviser, who had been involved since the beginning of the planning for the project would also be present.

#### (iv) Planning and Funding

Members noted that:

- As predicted at Corporation's July 2010, the YPLA had become the College's direct funder. While the exact division of duties between the YPLA and local authorities was still emerging, it was expected that the former would have some role in monitoring quality and the College would expect to continue to work with the latter in shaping local partnership and provision.
- The publication of the Education White Paper and the outcome of the Government's Comprehensive Spending Review (CSR) were awaited.
- The Department for Education (DfE) had announced an intention to fund on a "lagged" basis in future i.e. the College would be funded each year on the basis of the students it had the previous year, although none of the detail of the system had been published.

It was noted in response to members' questions that:

- The effect of the CSR on College funding should be known before February/ March 2011 to allow sufficient time to develop funding plans.
- The Principal would be attending a local YPLA meeting shortly at which it was expected that the development of new funding processes would be considered.

#### (v) Progress against Development Plan

Members noted that:

- By the end of the first week of September 2010, more than 1,270 16-19 year olds and 23 adult students had enrolled at the College, with final figures expected to be in the region of 1,230-40 16-19 year olds.
- This was the largest number of students to be enrolled at the College and was well in excess of the 1,189 16-19 students for which it was funded and which included a growth element of 93 on the previous year's funded number. The College had, as a result, already reached the target of enrolments included in its original capital development plan for 2011/12.
- Demand for places had been strong and where applicants had not quite attained the entry qualifications they needed to be able to undertake the courses they wanted with a secure chance of success, it was necessary in some cases to direct them to more suitable courses elsewhere although the establishment by the College of applied courses in science and law and the BTEC National Diploma in Sport had meant that some had been accommodated.

- Recruitment to the College's English for Speakers of Other Languages (ESOL) course had, however, been affected by recent restrictions on students entering the country to study on pre-degree level courses.
- Nine full and part-time teaching staff and five support staff had begun work at the College for 2010/11, with around half new appointments relating to the increase in student numbers.
- A press release on examination results had been sent to Corporation members in August 2010, with final figures showing that of 967 examinations taken in 2010 at A2, 964 had been passed. The Chair of Corporation had attended a staff meeting to congratulate staff on the results.
- Retention and success rates would be considered further under the next item.

***The management report was received.***

**96.7 Report on exam results, retention and value-added**

Ian Taylor gave a presentation on exam results, retention and value added for 2009/10.

Members noted that:

- The A2 pass rate was high i.e. in excess of 99% (excluding General Studies).
- The A2 A/B pass rate was also high (i.e. around 40% excluding General Studies) but was below the national benchmark which was just above 50%
- The AS pass rate had, however, fallen by around 3% to just over 84% (excluding General Studies), which was below the national benchmark of 88%.
- The AS A/B pass rate shown in the presentation was around 24% against a national benchmark just below 40%.
- There were improvements in achievement on a range of AS subjects e.g. business studies, dance, PE, photography, English language and literature, English language, electronics, French, health and social care and previous excellent results at AS were maintained in art and design, history, travel and tourism, theatre studies, music technology and graphics.
- In psychology, which had a large cohort of students, a specification change had resulted in a decline in pass rates nationally and at Wyke in a decline in pass rates in 2009 and 2010, which had affected the College's overall success and value-added outcomes.
- There was an A\*-C pass rate in GCSE in excess of around 53%.
- The First Certificate and Diploma and the National Award had a 100% pass rate.
- Of the 33 awards made in the Extended Project, 19 had been A/B grades.

It was noted in response to members' questions that:

- Measures to correct the effect noted in psychology AS had been taken after the previous year's results but had not resulted in the improvement anticipated and further measures were being taken, including raising the levels of prior attainment needed to enrol for psychology.
- Students not proceeding from AS to A2 did improve results in the latter, noting that students were required to enter into a learning agreement which involved commitment to all the subjects they were taking.
- National benchmarking data included colleges which recruited competitively, while Wyke was still seeking to encourage students to remain in education, where possible.

Members noted that:

- As previously reported, retention had fallen in 2009-10, which had depressed success rates, despite the achievement rate at A2.

- The College had emphasised to staff, including the tutor team, the importance of making retention a priority in 2010/11.
- Retention at AS would be particularly monitored, taking into account the growth in first year numbers.

Members considered the ALPs value-added data, noting that:

- At A2, the College was just above the 75<sup>th</sup> percentile which was grade 3 (Excellent).
- At AS, the College was just above the 60<sup>th</sup> percentile which was grade 4 (Very Good).

In response to members' questions, it was noted that:

- AS had been on the cusp of grades 3 and 4 in 2009 and was now on the cusp of grades 4 and 5.

***Members received the report on examinations results, retention and value-added for 2009/10, noting that pass rates at A2 were in excess of 99%, value added remained excellent at A2 and Very Good at AS and that actions were being taken to address the decline in retention in 2009/10 and to improve achievement at AS.***

## **96.8 Committee reports, presentations & recommendations**

### (a) Finance & General Purposes (F&GP) Committee

#### (i) Student numbers and funding report

***It was noted that reports on enrolment, retention, achievement and success rates had been received earlier on the agenda under the management and exam results reports.***

#### (ii) Recommendation on 3-year financial plan

John Wilson, as Chair of the F&GP Committee, invited the Principal to present the 3-year financial plan 2010 – 2013, the financial objectives, and the College's financial health assessment.

Members noted that:

- The 3-year financial plan would normally have been presented to the July meeting of Corporation with the annual budget.
- Although the budget for 2010/11 was presented and approved at the July 2010 meeting of Corporation, the Finance Manager had reported that, as he had received no information from the College's funding body on the format of or assumptions underlying the 3-year plan, it had not been produced for Corporation's July 2010 meeting.
- Corporation had agreed that, following review by the College's senior management team, the draft 3-year plan should be submitted to the College's funding body by 31 July 2010 and brought to Corporation for approval at its September 2010 meeting.
- The F&GP Committee had considered the draft 3-year financial plan at its meeting on 21 September 2010 and were recommending it to Corporation for approval.

Members considered the commentary to the plan, the financial objectives and the following schedules from the plan: 1 - 4, 1a to 1e and 4 (Financial Health).

Members noted in discussion that:

- As the YPLA had issued no guidelines on funding rates to colleges in preparation for producing the 3-year plan, institutions were preparing their financial forecasts based on varying assumptions.
- The College had been conservative in setting its 3-year plan and had assumed no increases in funding rates for 16-18 year old learners or in provider factor.
- It was possible that the plan might have to be re-forecast after the Government's October 2010 CSR.
- Areas of concern included YPLA funding rates, as 96% of the College's funding was from the YPLA, and pay awards.

***Corporation approved the 3-year financial plan, on the recommendation of the F&GP Committee, noting that the draft plan had been submitted to Hull City Council and the YPLA by the relevant deadlines.***

***Corporation approved, on the recommendation of the F&GP Committee, the financial objectives and the continued use of the key performance indicators and ratios in the management accounts.***

***Corporation noted that the College's automated health category was Satisfactory in 2010 and 2011 and was forecast to improve to Good in the last two years of the 2010-2013 plan.***

(iii) Borrowing report

The Chair of the F&GP Committee, John Wilson, spoke to the borrowing report with reference to the need to fix a further portion of the £2.5 million loan facility for the redevelopment project.

Members noted that:

- 50% of the loan (£1.25 million) had been fixed at 4.885%, with the fixed rate to commence in January 2011.
- Interest currently being paid on the unfixed part of the loan was less than 1.0%.
- Cost of funds showed a small increase since the previous month but still remained below the level at which the first 50% of the loan had been fixed.
- Commentators considered that short-term interest rates should continue to remain at their existing levels at least until the end of 2010 and possibly into 2011, although long-term rates could rise sharply.

***Corporation agreed, on the recommendation of the F&GP Committee, that a further portion of the loan should not be fixed at the present time but that the F&GP Committee should continue to monitor interest rate movements.***

**Action: SR/Clerk**

(iv) Annual pension report

The Chair of the F&GP Committee invited the Principal to present the report on the actuarial valuation for Financial Reporting Standard (FRS) 17 Purposes as at 31 July 2010 for the East Riding of Yorkshire Pension Fund, the pension scheme for the College's support staff.

***Corporation received the report on the actuarial valuation for FRS 17 purposes as at 31 July 2010 for the East Riding of Yorkshire Pension Fund, noting a small reduction in the College's share of the scheme's deficit as a result of the Government's decision to up-rate public sector pensions for inflation using the CPI (Consumer Price Index) rather than the RPI (Retail Price Index).***

(v) Reconciliation of operating surplus 2009-10

The Chair of the F&GP Committee invited the Principal to present the report on the reconciliation of the operating surplus for 2009/10.

***The Committee received a report on the unaudited accounts for the year ended 31 July 2010, noting that Corporation had set a deficit budget but that the operating surplus, excluding FRS17 adjustments, was currently expected to be in the region of £57,737 although this could be subject to adjustment following audit. It was noted that the audited financial statements for the year ended 31.7.10 would be presented to the December 2010 meeting of Corporation.***

(b) Search Committee

(i) Report and recommendations on Corporation and Committee vacancies

John Wilson, as Chair of the Search Committee, reported that the Committee had met on 13 September 2010 and considered current and forthcoming Corporation vacancies.

Members noted that:

- There were currently two vacancies on Corporation, following the resignation of Pam Blackman as a Business member of Corporation in December 2009 and following the ending of Neil Telfer's term of office as a Parent member of Corporation on 31.8.10.
- The search for a Corporation member to replace Pam Blackman was continuing and the Committee was particularly searching for a member with a business background.
- The vacancy for a Parent member of Corporation had been advertised to parents and nominations were now being received.
- Sarah Kimemia's first 4-year term of office as a Business member would end on 19.12.10 and that she was willing to be considered for a second term of office. The Committee had considered her re-appointment with reference to Corporation's re-appointment criteria, noting that Corporation's skills audit table showed that she brought skills and experience to Corporation in the following areas: equality and diversity, safeguarding, health and safety, risk management and IT management.
- There was vacancy for a Corporation member on the Curriculum and Quality (C&Q) Committee and for an external co-opted Audit Committee member.

***Corporation approved the re-appointment of Sarah Kimemia for a second 4-year term of office with effect from 20.12.10. It was noted that, as the Business category was abolished under the Instrument of Government in force from 1 January 2008, the appointment would be in the "Corporation member" category.***

**Action: Clerk**

## **96.9 Governance issues**

(i) YPLA consultation on modification order to amend Instrument and Articles of Government

***Members noted that the YPLA had withdrawn the above consultation to allow further changes to be made and agreed that, should the new deadline for response to the consultation be before Corporation's December 2010 meeting, that Corporation's response should be in line with the response from the Sixth***

**Form College Forum (SFCF), with the addition of a request for the removal of footnote (a) to the modification order.**

**Action: Clerk**

(ii) Corporation training/briefing schedule 2010/11, including College and Corporation report on child protection training

(a) Corporation training/briefing schedule

**Members noted that the following Corporation briefing schedule for 2010/11 had been agreed:**

- A briefing from students who went on the South Africa trip (given at the start of the current meeting)
- Following the Government's Comprehensive Spending review, a briefing on the emerging policy landscape (December 2010)
- Ofsted's new inspection framework

**Corporation agreed in addition the following briefing:**

- **A briefing from the Finance Manager on the financial performance indicators**

**Action: Clerk /SR**

**The LSIS governance programme for 2010/11 was received and it was noted that the Clerk had receive pilot copies of the LSIS e-learning programmes on business continuity planning and senior post-holder performance management for use and evaluation by the Audit and Remuneration Committees respectively.**

(b) Child protection training

Corporation received an update from the Vice-Principal (Student & Staff Support) on child protection training for staff and Corporation members, noting that:

- During 2009/10 the College had begun a programme of ensuring all relevant staff were trained in child protection issues, with staff completing either a face to face course run by Hull City Council or an on-line course provided by the NSPCC.
- Training had been well-received and 94% of staff who were in post in 2009/10 had completed child protection training to date, with those still to complete training including staff members on maternity or sick leave.
- 13 new starters for 2010/11 would undertake training shortly
- 4 of 12 non-staff/student Corporation members had completed safeguarding training through the College, a further 5 had completed training elsewhere at a satisfactory level and the remaining 3 had requested logins for the NSPCC online course.

**Corporation members received the update on child protection training, congratulating the College on the significant progress made to date.**

(iii) Annual review of Corporation attendance

The Clerk reported that:

- Corporation reviewed its overall attendance at each meeting and annually.
- Overall Corporation attendance in 2009/10 was 71% against a target of 75% set.
- A recent survey on the Clerks' Mailbase found that of 91 colleges participating in the survey, average overall attendance for 2009/10 was 78.5%, with a range of overall attendances reported of between 63% and 90%.

**Corporation members received the report on overall Corporation attendance, noting that, at 71%, attendance for 2009/10 was below the target of 75% set and**

***below recent benchmark data and re-affirmed Corporation's commitment to achieving its agreed target.***

***It was noted that that full Corporation performance indicators for 2009/10 would be presented to the December 2010 meeting of Corporation.***

**Action: Clerk**

(iv) Annual review of skills audit, register of interests and eligibility forms

***Corporation members were requested to complete the annual eligibility statement and it was noted that audit of skills forms and register of interest forms would be e-mailed to members for review.***

**Action: Clerk**

(v) Annual review of Corporation effectiveness: Corporation self-assessment

The Clerk reported that Corporation conducted an annual review of its own effectiveness using the individual Corporation member self-assessment questionnaire.

***Members received the 2010 Corporation self-assessment questionnaire for completion and return and the comparative self-assessment analysis showing issues arising from the 2009 self-assessment.***

(vi) Annual review of Corporation and Committee standing agenda items lists

***Corporation completed its annual review of Corporation and Committee standing agenda item lists and approved the revisions recommended by the Clerk to the Corporation and by the Audit, C&Q, F&GP, Personnel, Remuneration, and Search Committees.***

**Action: Clerk**

(vii) Annual review of Corporation Standing Orders and Appeals Committee Procedures

***Corporation completed its annual review of its Standing Orders and appendices and Corporation's Appeals Committee procedures.***

***Corporation approved minor updating revisions to Corporation's Standing Orders and appendices and to Corporation's Appeals Committee procedures recommended by the Clerk to the Corporation, the Audit, Curriculum and Quality and the Finance & General Purposes (F&GP) Committees and, with reference to the equality and diversity statement relating to Corporation's attendance policy, the College's Personnel Officer.***

**Action: Clerk**

***It was noted that it had been agreed at the September 2010 Search Committee meeting that a reference to the Committee's responsibility for considering governance issues should be included in its terms of reference and agreed that the revision should be presented to the December 2010 meeting of Corporation.***

**Action: Clerk**

(viii) Annual review of Corporation Code of Conduct

**Corporation completed its annual review of its Code of Conduct and approved revisions recommended by the Clerk.**

**Action: Clerk**

(ix) Nomination to Academy governing body and delegated power to sign agreement

The Principal reported that the designs for the northern academy had been included in an exhibition held by Building Schools for the Future (BSF) in the Guildhall on 9 September 2010 and signing of the final sponsorship agreement for the Academy was expected to take place in October 2010. It was noted that Mike Noddings had been nominated to the northern Academy governing body earlier on the agenda.

**Corporation agreed that the Chair of Corporation and the Principal had delegated authority to sign the northern Academy agreement on behalf of the College as co-sponsor of the Academy with the University of Hull, Wilberforce Sixth Form College and Hull City Council.**

**Action: Chair/RTS**

#### **96.10 Committee annual reports, minutes, dates of Committee meetings**

**Corporation received the C&Q Committee and Search Committee annual reports.**

(b) Committee minutes April – June 2009

**The following Committee minutes were received:**

- Audit Committee minutes of 14.6.10
- C&Q Committee minutes of 15.6.10
- F&GP Committee minutes of 23.06.10
- Personnel Committee minutes of 7.6.10

**It was agreed that the F&GP Committee minutes of 21.9.10 and the Search Committee minutes of 13.9.10 should be presented to the December 2010 meeting of the Committee:**

**Action: Clerk**

(c) Dates of forthcoming Committee meetings

**Members noted that the dates of forthcoming Committee meetings would be received under item 12.**

#### **96.11 Any Other Business**

(i) Forthcoming College events

**Members noted that following forthcoming events:**

- The Grand Opening of the re-developed College, 1 October 2010
- Open Evenings, 9 and 17 November 2010
- Christmas concert, 15 December at 7.00pm

***The Chair commended Open Evenings as a good opportunity to meet staff.***

(ii) Legal designation of sixth form college and use of the title sixth form college

***It was noted in response to members' questions, that:***

- ***Although a legal designation of "sixth form college" had been introduced from 1 April 2010, there was nothing to prevent schools, for example, calling themselves "a school and sixth form college".***
- ***The College ensured that students and parents were made aware of the wider opportunities available at a designated sixth form college at Open Evenings.***

#### **96.12 Date of Corporation & Committee meetings in 2010/11**

***The revised schedule of Corporation and Committee meeting dates for 2010/11. was received and it was noted that Corporation was scheduled to meet on:***

- Thursday 9 December 2010 at 5.00pm
- Thursday 17 February 2011 at 5.00pm
- Thursday 12 May 2011 at 5.00pm
- Monday 4 July 2011 at 5.00pm

#### **96.13 Risk management – items identified at the meeting**

***It was noted that no new items of risk had been identified at the meeting.***

#### **96. 14 Reserved Business agenda: Remuneration Committee minutes of 17.5.10 and Reserved Business minutes of 5.7.10.**

Under Instrument of Government 14, where required by the other members present, staff members of Corporation, including the Principal, are required to withdraw from that part of any Corporation meeting at which staff matters relating solely to that member of the staff are to be considered, staff matters relating to any member of staff holding a post senior to that member's are to be considered, and student members are required to withdraw from any part of a Corporation meeting at which staff matters relating to a current or prospective member of staff are to be discussed.

In line with Corporation's practice, it was agreed that students and staff, with the exception of the Principal and the Clerk, should leave the meeting.

***The Remuneration Committee minutes of 17.5.10 were received and the Reserved Business minutes of 5.7.10 were approved and it was noted that the action arising from the latter had been completed.***

Fiona Bagchi  
Clerk to the Corporation  
2.12.10

**ACTIONS ARISING FROM CORPORATION 96 HELD ON 30.9.10**

<b>NO</b>	<b>ACTION FOR</b>	<b>ACTION</b>	<b>STATUS OF ACTIONS</b>
1	Clerk	Amend Corp. minutes 95 as agreed – <u>Sept. 2010.</u>	Done.
2	Clerk	Appointment of Karolina Biagio and Billy Minns, subject to satisfactory CRB checks – <u>July 2010.</u>	
3	Clerk	Appointment of parent governor to Corp. agenda – <u>Dec. 2010.</u>	On agenda.
4	Clerk/Chair/RTS	Chair and Principal to sign routine documents relating to building project as required and Chair to delegate signing, if necessary, to another Corp. member, with documents being sealed where this a requirement or to the College's advantage – <u>during 2009/10 &amp; ongoing.</u>	
5	RTS	Corp. agreed College should become partner in W. Hull Co-op Learning Trust, providing 1 trustee to the Trust Board. Trust expected to be created in Dec. 2010. Formal appointment of trustee not yet made – <u>Dec. 2010.</u>	
6	Clerk	M Noddings appointed to governing body of northern Academy – <u>Sept. 2010.</u>	
7	Clerk/RH	Audit Committee review tendering for auditors ( <u>Nov. 2010</u> ) and report to Corporation – <u>Dec. 2010.</u>	Report on agenda.
8	Clerk/SR	F&GP Committee to continue to monitor interest rates a& report to Corp. on desirability of fixing a further portion of the loan – <u>Dec. 2010.</u>	Report on agenda.
9	Clerk	Reappoint S Kimemia to Corp. from 20.12.10 – <u>Dec. 2010.</u>	
10	Clerk	Submit SFCF response to YPLA consultation on Instrument & Articles of Government modification, with agreed addition if new deadline if before <u>Dec. 2010.</u>	The YPLA has not yet re-issued the modification order.
11	Clerk/SR	Add briefing on financial KPIs and ratios to Corp.'s briefing schedule - <u>2010/11.</u>	<i>Done. Date to be given yet to be agreed.</i>

<b>NO</b>	<b>ACTION FOR</b>	<b>ACTION</b>	<b>STATUS OF ACTIONS</b>
12	Clerk	Corp. Pls for 2009/10 to Corp. meeting in <u>Dec. 2010</u>	On agenda.
13	Clerk	E-mail Corp. register of interests and skills audit forms to Corp. members – <u>Dec. 2010.</u>	
14	Clerk	Update Corporation & Committee terms of reference, as agreed – <u>Sept. 2010.</u>	Done.
15	Clerk	Update Standing Orders and appendices, as agreed – <u>Sept. 2010.</u>  Add governance to Search Committee terms of reference – <u>Dec. 2010.</u>	Done.  On agenda.
16	Clerk	Update Corp. Code of Conduct, as agreed – <u>Sept. 2010.</u>	On agenda.
17	Chair/RTS	Chair of Corporation and the Principal had delegated authority to sign the northern Academy agreement on behalf of the College as co-sponsor – <u>2010/11.</u>	
18	Clerk	Search Committee minutes of 13.9.10 & F&GP Committee minutes of 21.9.10 to Corp. agenda <u>Dec. 2010.</u>	On agenda.