

MINUTES OF CORPORATION MEETING, CORPORATION 87, HELD ON 25 FEBRUARY 2009

Present: John Wilson (Chair of Corporation), Pam Blackman, Gail Burrows, Sarah Cheesmond, Rory Clarke, George Coyle, Jim Darmody, Jackie Goodman, Mary-Rose Hardy, Mike Noddings (Vice-Chair of Corporation), Richard Smith (Principal), Sarah Smythe, Neil Telfer, Philip Wright, Jenny Wong

In attendance: Fiona Bagchi (Clerk to the Corporation), Steve Rogers (Finance Manager), Alan Woodcock (Director of Resources)

87.1 Apologies for absence:

Management: Mike Rogerson (Vice-Principal, Staff and Student Support), Ian Taylor (Vice-Principal, Performance Improvement), Mark Rothery (Assistant Principal)

Corporation members: Richard Heseltine, Matthew Hunt, Sarah Kimemia, Julian Stern, Richard Welton

The pre-Corporation briefing session slot was used to provide an opportunity for Corporation members to meet with parents and students attending the College Open Evening.

87.2 Declarations of interest

There were no declarations of interests at the meeting but it was noted that Councillor Mary-Rose Hardy had asked for her membership of the East Riding of Yorkshire Council to be a standing declaration of interest for each meeting.

87.3 Minutes of the meeting 86 held on 18 December 2008

Corporation approved the minutes of the meeting held on 18 December 2008.

87.4 Matters arising and actions

(Steve Rogers and Mike Noddings arrived during this item).

(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 An appointment letter had been issued to Neil Telfer, as agreed (86.3).

2 A Governance Working Group meeting had still to be arranged (86.4).

Action: Chair/Clerk

- 3 It had been agreed by Corporation that the Chair of Corporation and the Principal would sign routine documents relating to the building project, as required, and that the Chair would delegate signing, if necessary, to another Corporation member, with documents being sealed where this was a requirement or to the College's advantage. It was now expected that this would take place after the Easter holidays (86.4).
Action: AW/Clerk/Chair/RTS
- 4 The annual review of the College's Statement of Aims would take place at the May 2009 meeting of Corporation (86.4).
Action: Clerk
- 5 The building contract for phase 2 of the College re-development project had been let to Hobson and Porter and would be executed as a deed, sealed and signed by the Chair of Corporation and the Principal, as agreed (86.4).
Action: Clerk/Chair/Principal
- 6 It was agreed that officers from Kingston upon Hull City Council and East Riding of Yorkshire Council should be invited to address the Corporation in the Corporation briefing session slot once further details of the Machinery of Government changes were known ().
Action: Clerk/RTS
- 7 A confidential paper presented to Corporation 84 would remain confidential until the next review of confidential minutes and papers in autumn 2009, as it related to a negotiating position (86.4).
Action: Clerk
- 8 The Clerk reported that the updating of the register of interests was complete and the audit of skills update was substantially complete. She would remind those who have yet to return forms (86.4).
- 9 The internal audit service (IAS) Annual Report 2007/08 and the Financial Statements' auditors' report 2007/08 had been sent to the LSC, as agreed (86.6).
- 10 The Chair and Principal had signed the letters of representation to the Financial Statements' and Regularity auditors, Baker Tilly, as agreed, and sent them to Baker Tilly (86.6).
- 11 The Principal had signed the LSC Financial Management Control Evaluation (FMCE) questionnaire and sent it to the LSC, as agreed (86.6).
- 12-13 The Chair and Principal had signed the approved Members' Report and Financial Statements for the year ended. 31.7.08, as agreed, and a copy had been sent to the LSC (86.6).
- 14 It had not been necessary for the College to take out a bridging loan (86.6).
- 15 The Chair, Principal and Finance Manager had signed the Lloyds TSB amendment letter varying the covenants on the loan for the Wilson Building, as agreed (86.6).
- 16 The signed amendment letter and Corporation resolution approving the signing of the amendment letter had been sent to Lloyds TSB, as agreed (86.6).

- 17 The Model Publication Scheme had been placed on the College's website, as agreed (86.6).
- The College's Guide to Information would be placed on website when developed (86.6).
- The Guide would be reviewed annually by the College Management Team (CMT) (86.6).
- 18 The College's Self-Assessment Report (SAR) had been amended, as agreed (86.6).
- 19 Minor updating amendments to the College's policies and procedures for safeguarding children and vulnerable adults had been made, as agreed (86.6).
- 20 The Chair had signed letters approving an additional 1.15% pay increase for support staff on grades 8 and 9, as agreed, and the pay award had been implemented by the Finance Manager (86.6).
- 21 The latest version of the draft Development Plan was on the agenda (86.7).

87.5 Committee and Panel reports, presentations and recommendations

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

(i) Student numbers and funding report

John Wilson, as Chair of the F&GP Committee, reported that the Committee had reviewed the January 2009 Student Numbers and Funding Report at its January 2009 meeting and invited the Principal, Richard Smith, to speak to the Student Numbers and Funding Report for February 2009.

Members noted that:

- the Director of Network Information Systems was forecasting that the College would achieve 106.8% of its 2008/09 LSC funding allocation;
- the College had not received funding for growth in student numbers above its LSC funding allocation;
- level 3 retention for 16-18 year old learners showed potential signs of improvement i.e. it was 96.1% in February 2009, 94.54 in February 2008;
- level 2 retention for 16-18 year old learners was, however, down compared to February 2008 i.e. it was 91.0% in February 2009, 93.3% in February 2008.

The Principal reported:

- he had spoken to the College LSC Partnership Director earlier in the day and had made the case for the College's 2009/10 funding allocation being based on current student numbers plus an additional 40 students on the grounds that the College re-development project had been predicated on growth in student numbers;
- it was hoped that, following LSC moderation at national level, the College would be informed of its 2009/10 funding allocation before the May 2009 meeting of Corporation.

Corporation members considered the Student Numbers and Funding Report, noting that the College was forecast to exceed its 2008/09 LSC funding allocation.

(ii) Monthly management accounts, including report on PIs and cashflow

(Jim Darmody arrived during this item).

John Wilson, as Chair of the F&GP Committee, reported that the Committee had considered the December 2008 management accounts at its January 2009 meeting and invited the Finance Manager, Steve Rogers, to speak to the management accounts for February 2009.

Members considered the January 2009 management accounts, including the cash-flow forecast, capital expenditure, key performance indicators and ratios, noting the following points in discussion:

- the historical cost surplus was £61,200 year to date compared to a budgeted deficit of £18,000;
- LSC recurrent funding income was in line with the figure budgeted;
- most lines of trading income continued to be ahead of budget;
- non-pay expenditure was currently £21,400 below budget, although this was partly due to profiling issues;
- pay expenditure showed a negative variance of £2,600 but was still expected to be close to the budgeted figure for the year, although funds would have to be found to accommodate costs for cover arising from staff on sick or maternity leave;
- careful monitoring of cashflow meant that the College had saved around £21,000 on the amount budgeted for loan interest;
- the College was expecting a capital grant payment from the LSC in March 2009, which would reduce interest charges;
- the College had submitted 5 claims for the Oak Building and it was expected that cashflow would remain positive over the next few months;
- managing cashflow and the payment of invoices did, however, affecting ratio outcomes.

The Committee received the monthly accounts for January 2009, noting that the College accounts were in line with the approved budget for 2008/09, with the possibility of an improvement at the end of the year on the budgeted historical cost deficit of £177,100.

(iii) Report on minor variances to budget (less than 1%)

John Wilson invited the Finance Manager, Steve Rogers, to give a verbal report on variances to the 2008/09 budget.

Steve Rogers reported that:

- under the Financial Regulations and the F&GP Committee terms of reference, the Principal has the power to authorise minor variations of expenditure of less than 1% of budget with a report on any such virement being made to the next scheduled F&GP Committee meeting;
- as the F&GP Committee would not meet in February 2009, a report was being made directly to Corporation on a recent minor variance approved by the Principal;
- the only capital budget included in 2008/09 budget approved by Corporation related to the re-development project but following consideration by the senior management team and approval by the Principal, £4,000 had recently been vired to another budget heading to allow a server to be purchased.

Corporation received a verbal report from the Finance Manager on a minor budget virement of £4,000 approved by the Principal.

(iv) Recommendation on amendments to College's Financial Regulations and Procedures

John Wilson reported that:

- the Finance Manager reviewed the College's Financial Regulations and Procedures annually presenting any proposed revisions to the F&GP Committee for consideration;
- the Committee had considered proposed changes to the College's Financial Regulations at their January 2009 meeting and were recommending them to Corporation for approval.

Corporation approved, on the recommendation of the F&GP Committee, minor changes to the College's Financial Regulations to reflect the fact that budget-holders now had on-line real time access to their account(s) via the 'Budget Holder Statement' module on the finance system.

Action: SR

(b) Curriculum & Quality (C&Q) Committee

(i) LSC Success Rate Report 2007/08

Mike Noddings, as Chair of the C&Q Committee, presented the LSC success rate report for 2007/08, which had been considered at the February 2009 meeting of the C&Q Committee.

Members noted in discussion:

- results were broken down by length of course, level, gender, ethnicity and age;
- headline actual performance for all long courses showed a rising 3-year success rate trend, as did level 3 courses taken by students aged 16-18 which was the College's core business;
- the fall in success rates for level 1 courses was a cause for concern but was being addressed by the College before the LSC performance report was published e.g. through a mini Ofsted-style inspection of Health and Social Care.

In response to members' queries concerning national benchmarks, it was noted that:

- the level 3 success rates for students aged 16-18 was 81% compared to a national benchmark for sixth form colleges of around 86%;
- the College was aiming to equal the national benchmark, although this was challenging given that students came to the College with a lower points score at GCSE than would be usual nationally;
- the College aimed to achieve this by improvements in retention as well as achievement.

(c) Personnel Committee

(i) Personnel: equality and diversity report: staff recruitment

(ii) Disability Equality Scheme 20006/07-1008/09 review

Mary-Rose Hardy, as Chair of the Personnel Committee, reported that the Committee had considered the above reports at its January 2009 meeting and was presenting them to Corporation for information.

Members noted in discussion that:

- with reference to the staff equality and diversity report, that between January to December 2008, 9 posts, including 4 teaching posts, had been advertised and a total of 181 applications monitored;
- 93.4% of applicants were White British, with all the successful applicants White British;
- the College was concerned that while the percentage of Black and Minority Ethnic (BME) students reflected or slightly exceeded that of the BME population locally, the College had no BME staff to act as role models;
- the College was attempting to address this by other means e.g. inviting Zia Salik, a former student and manager of the Hull All Nations Alliance (HANA), to present the awards at the College Awards evening;

- the January 2009 meeting of the Personnel Committee had noted that HANA had worked with the police and prison service in Hull, which had had historically low levels of BME representation amongst staff;
- the Personnel Committee had agreed that the College should contact Zia Salik to discuss this further, with a report to be made to the June 2009 meeting of the Committee.

Corporation considered the staff recruitment equality and diversity report for 2008 and the Disability Equality Scheme 2006/07-2008/09 update.

87.6 Management report including property strategy

(i) Student Activity and Events

The Principal drew members' attention to:

- the Student Activities Report, which had been prepared for the March 2009 Student Committee meeting, and
- a BBC 1 *One Show* feature on 9 February 2009 on the positive contributions made by young Muslim men, in which the young men featured were mostly recent Wyke students including Zia Salik.

(ii) Re-development project

The Director of Resources, Alan Woodcock, reported that:

- the footings for half the Oak Building were now complete and steel-work erection had begun;
- the builders were currently slightly ahead of schedule;
- staff had recently contributed to the detailed design of the layout of the Oak Building library, staff lounge and refectory;
- the budget was becoming stretched, as was to be expected at this stage of the project, and the College was therefore seeking savings where possible;
- 80% of the project was already priced, with any savings made in the areas not already priced being passed onto the College by the building contractor, Hobson and Porter;
- the College had investigated the possibility of making savings in relation to landscaping but recognising that this was an important aspect of the overall project.

(iii) Planning: local, regional, national

The Principal reported that:

- the Common Application Process had experienced some initial problems but some partner schools had achieved early submission of applications, indicating it had potential if used well;
- only one Beverley school had allowed its pupils significant access to the system;
- applications to the College generally were rising year on year and applications to date had exceeded those received in February 2008;
- the local authorities had continued the process of planning for the changes in responsibilities associated with the *Raising Expectations* consultation and the associated legislation being prepared in Parliament, with the Department for Children, Schools and Families (DCSF) having set up a unit to address the issues;
- the College had responded to the East Riding Children and Young People's Plan;
- the North Area Committee had approved the putting forward for approval of the application for planning permission to build an Academy co-sponsored with the university on Princess Elizabeth Playing Fields but this would not go forward until 3 August 2009;
- Sirius Academy were advertising for a new Principal following the death of their new Principal;
- Balfour Beatty had recently begun the design for the re-development of the Kelvin Hall School;
- in east Hull, the Archbishop Sentamu Academy Principal had announced an intention to establish a sixth form for the school consisting of 12 learners studying Level 3 Health and Social Care;

- NorVlc continued to develop its shared activities and had recently discussed its response to a proposal from the Sixth Form Colleges Forum (SFCF) council concerning the leadership and future development of the organisation;
- the SFCF had produced a paper on the Apprenticeships, Skills, Children and Learning Bill;
- the Bill proposed that the Young Peoples' Learning Agency (YPLA), which would have funding responsibility for 16-19 year old students, should also have responsibility for funding Academies for 11-18 year old pupils which should ensure fairer funding.

(iv) Progress against the Development Plan

Members noted that the latest version of the Development Plan was a separate item on the agenda and considered the recent Ofsted desk-based review of the College and changes to the College's tutorial system under this item.

(a) Ofsted Risk Assessment

The Principal spoke to the Ofsted Risk Assessment which had resulted from a desk-based monitoring exercise which had taken place on 5 February 2008.

Members noted in discussion that:

- as the outcome of the College's last inspection had been Good, the College was scheduled for less frequent monitoring, being subject to annual desk –based monitoring rather than Annual Monitoring Visits (AMVs);
- the evidence base used by Ofsted included the 2006/07 and 2007/08 College Self-Assessment Reports, the Ofsted 2008 Inspection Report, Alis, ALPs and the LSC's Learner Achievement Tracker (LAT) data;
- the Risk Assessment recorded that there should be no change to the College's current inspection schedule;
- it was not currently clear what the normal cycle of Ofsted inspections would be in future, with there being a debate over whether it should normally be every 4 or every 6 years, although Ofsted might reserve the right to inspect colleges at any point in the cycle;
- the Risk Assessment recorded that the College's self-assessment process was systematic but that not all weaknesses were being addresses sufficiently quickly e.g. with reference to biology;
- the College considered that they should have provided Ofsted with more context concerning actions taken into relation to biology but considered the report to be fair.

(b) Changes to the tutorial system from 2009/10

Members discussed a report from the Principal on changes to the tutorial system from 2009/10, noting that:

- while the College had made significant improvements to student support and guidance in recent years which had helped to improve retention and achievement, it was considered unlikely that further progress could be made without changing tutorial arrangements;
- it had been noted that there appeared to be a correlation between overall college performance and use of the specialist tutorial system;
- a staff consultation had been carried out during January and February 2009 concerning the College's arrangements for the guidance and support of students;
- following the consultation, the College had decided to change the tutorial system to create specialist tutors with responsibility for more than one tutorial group;
- staff were broadly positive about the proposed change;
- the experience of colleges which already used such a system had been consulted;
- appointment as a tutor would be by competition and appointment would be on Management Range B;
- if internal appointments were made, the College might also need to make some additional teaching appointments;
- staff who were currently tutors would have their teaching load increased from 22 to 24 hours if not appointed as specialist tutors;

- it was proposed that specialist tutors would meet as a group once a week which would allow greater opportunities for support and would also have access to appropriate continuing professional development;
- the College had reviewed the systems operated by other sixth form colleges when determining tutors' workload and expected tutors to each have responsibility for about 88 students although some colleges assigned 140 students per tutor.

The Corporation received and considered the Management Report.

87.7 Review of Development Plan

Corporation received the latest version of the draft Development Plan 2009-12 for information, briefly noting:

- ***it contained progress against targets and highlighted revisions to the initial draft Plan considered at the December 2008 meeting of Corporation;***
- ***that the final draft of the Development Plan 2009-12 would be presented to the May 2009 meeting of Corporation for approval.***

Action: RTS/Clerk

87.8 Governance issues

(a) Report on Corporation attendance 2008/09

Corporation noted that attendance year to date was 76% against a target of 75%.

(b) Report on Committee vacancies

The Clerk reported that:

- the situation remained as notified at the December 2008 meeting of Corporation i.e. there was a vacancy on each of the following Committees: Audit Committee (vacancy for co-opted member with accountancy background), Student Committee (Corporation member vacancy);
- Mike Noddings had been appointed, under Chair of Corporation's action, as a temporary member of the Student Committee for the November 2008 meeting and had agreed to attend the March 2009 meeting of the Committee;
- Sarah Smythe reported that she was hoping to attend the March 2009 of the Student Committee as an observer.

Corporation noted that the Search Committee would continue to seek a permanent member of the Student Committee and an external co-opted member of the Audit Committee with accountancy expertise.

Action: Clerk

(c) Corporation self-assessment 2007/08: comparative analysis

The Clerk reported that:

- comparative analysis arising from Corporation's 2008 self-assessment, which had been considered in detail at the February 2009 meeting of the C&Q Committee and was being presented to Corporation for information.

Members considered the analysis, noting that:

- the opportunity for Corporation members to meet with staff and students was a recurring theme arising from the annual analysis and the opportunity for Corporation members to meet with parents, students and staff at the Open Evening before the current meeting had been arranged to offer such an opportunity;

- attendance at the Student Committee also offered an opportunity to meet with students and hear their views.

Corporation received the comparative analysis of Corporation's 2008 self-assessment.

(d) Report on Corporation briefing and training schedule 2008/09

The Clerk reported that:

- Corporation had agreed a training/briefing schedule at its July 2008 meeting;
- delivery of the schedule was monitored by the Search Committee at each of its meetings;
- the schedule of briefings which remain to be given in 2008/09 included
 - Machinery of Government updates,
 - 14-19 diploma updates,
 - Academies updates,
 - Building Schools for Future (BSF) updates, with particular reference to the re-development of Kelvin Hall School,
 - changes in sector representation,
 - the Good Governance Practice Guide (GGPG) website and other governance websites.

Corporation received an update on the delivery of its 2008/09 training/briefing schedule.

87.9 Committee minutes and annual reports

(a) Annual Committee Reports

Corporation received the annual reports of the Personnel and Remuneration Committees.

(b) Committee minutes December 2008 – February 2009

Corporation received the following Committee minutes, with Committee reports and recommendations having been received as noted at items 87.6 above:

- ***Audit Committee meeting, 11 December 2008***
- ***F&GP Committee meetings, 9 December 2008***
- ***Personnel Committee meeting, 19 January 2009***

It was noted that the minutes of the F&GP Committee meeting held on 27 January 2009 and the C&Q Committee meeting, 10 February 2009 would be presented to the May 2009 meeting of Corporation, reports and recommendations arising from the meeting having been given above at item 87.6.

Action: Clerk

It was noted that the minutes of the Remuneration Committee meeting held on 18 December 2008 would be considered under the Reserved Business section of the agenda.

(c) Dates of forthcoming Committee meetings: spring term 2009:

Corporation noted that the following Committee meetings would take place during the spring term and that Corporation members were welcome to attend as observers if they were not members of the Committee specified:

- ***Audit Committee, Monday 9 March 2009 at 4.30pm***
- ***F&GP Committee, Tuesday 31 March 2009 at 4.30pm***
- ***Student Committee, Friday 6 March 2009 at 1.00pm***

87.10 Any Other Business

No items of Any Other Business were discussed under the public section of the agenda.

The following item of non-reserved business was raised under the Reserved Business section of the agenda:

- ***the Principal's article in the Hull Daily Mail encouraging the press to publish more good news stories about education was noted and members discussed the use of the media generally with particular reference to the effective recruitment of students.***

87.11 Risk management – to consider risks associated with items on the agenda

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

87.12 Date of next meeting: 13 May 2009

87.13 Reserved Business agenda: Remuneration Committee and Corporation Reserved Business minutes of 18 December 2008

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 the following Corporation members should leave the meeting before the above item was discussed: Gail Burrows (Support Staff member of Corporation), Jim Darmody (Teaching Staff member of Corporation), Jenny Wong (Student member of Corporation).

In line with Corporation's practice it was also agreed that the following staff members/senior post-holders should leave the meeting before the above item was discussed: Steve Rogers (Finance Manager), A Woodcock (Director of Resources)

Corporation received the minutes of the Remuneration Committee meeting held on 16 December 2008, noting that reports and recommendations arising from the meeting had been given at the Corporation meeting held on 18 December 2008.

Corporation approved the Reserved Business minutes of the Corporation meeting held on 18 December 2008.

It was noted that all actions recorded in the action plan table arising from the Reserved Business minutes of the Corporation meeting held 18 December 2008 had been completed and that Ian Taylor (Vice-Principal, Performance Improvement) had sent apologies for the current Corporation meeting because he was attending the leadership course discussed during the Reserved Business section of the December 2008 meeting.

Fiona Bagchi
Clerk to the Corporation
6 May 2009

ACTIONS ARISING FROM CORPORATION 87 HELD ON 25.2.09

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
1	Clerk/Chair	Clerk to consult with Chair concerning a Governance Working Group meeting early in autumn term 2008 – <u>autumn 2008.</u>	
2	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>early summer term 2009.</u>	
3	Clerk	Annual review of Statement of Aims to take place at same time as review of Development Plan and to be added to Corp.'s standing agenda item list to be considered in Oct. 2007 – <u>Feb.- May 2009 – a long-term action.</u>	On agenda.
4	AW/Clerk/Chair/RTS	Building contract for phase 2 of the College re-development project to be let to Hobson and Porter, noting that, as previously agreed, it would be executed as a deed, sealed and signed by the Chair of Corporation and the Principal – <u>early summer term 2009.</u>	
5	RTS	Invite officers from KHCC and ERYC to speak to a Corp. meeting – <u>2008/09.</u>	
6	Clerk	Corp. agreed a confidential paper presented to Corporation 84 should, however, remain confidential until the next review as it related to a negotiating position - <u>autumn 2009 – a long-term action.</u>	
7	Clerk	Completion by Corp. members of audit of skills forms – <u>Feb. 2009.</u>	Done.
8	SR	Amend Financial Reg.s, as agreed – <u>Feb. 2009.</u>	Done.
9	RTS/Clerk	Final draft of Development Plan to Corp. – <u>May 2009.</u>	Done. On agenda.
10	Clerk	Search Committee to continue to search for member of Student Committee and external co-opted member of Audit Committee – <u>Apr. 2009.</u>	Report on the agenda. Update to be given at the meeting.
11	Clerk	Jan. 2009 F&GP & Feb. 2009 C&Q minutes to Corp. – <u>May 2009.</u>	On the agenda.