



Full Corporation Meeting

11th July 2023

Time: 6.00 pm
Chair: Mr Nick Horsfall

Present:

Mark Rigby	Y	Carol Davies	X	Nick Horsfall	Y
Andy Lythgoe	Y	Stuart Merrills	Y	Glenys Hughes	Y
Angus Hughes	Y	Ann Webster	A	Carole Swarbrick	A
Susan Wright	X	Rob Coyle	Y	Alison Oakley	Y
Bashir Shama	Y	Bilkis Ismail	A	Martyn Cox	A
Alexandria Stones	A	Harmeet Singh	A		

In Attendance:

Lesley Hart Deputy Principal	Y	Sandra McManus Deputy Principal - Curriculum	A	Sarah Ball Assistant Principal	Y
Tracy Tunstall Clerk	Y				

1. Apologies for Absence

Apologies for absence were received from Ann Webster, Carole Swarbrick, Bilkis Ismail, Martyn Cox and Sandra McManus.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 29th March 2023 were **agreed** as a true and accurate record.

4. Matters Arising from the Minutes

(i) Minute 5 – Safeguarding Update

Governors **noted** that Emma Collier is the new Deputy Safeguarding Lead and Tracey Kavanagh has been appointed to the new post of Safeguarding Officer.

5. Minutes of Sub-Committees

(a) Governance and Search Committee

The minutes of the Governance and Search Committee held on 2nd May 2023 were **noted**.

(b) Governance and Search Committee

The minutes of the Governance and Search Committee held on 30th June 2023 were **noted**. The Chair of the Committee informed Governors that it had been agreed to reduce the number of meetings held from six per year to three and that the Committee would now meet once each term.

The Chair of the Committee drew attention to the expiry of the term of office of Ann Webster and informed Governors that she could no longer commit to the role due to work commitments. Governors thanked her for her contributions to the work of the Curriculum and Quality Committee and the Full Corporation during her time in office.

(i) External Review of Governance

The Clerk reminded Governors that Stone King would be undertaking the External Review of Governance in the Autumn term. She reported that the Full Corporation meeting on 4th October and the Curriculum and Quality Committee on 19th October would be observed by Sarah Johnson and Ron Hill of Stone King, following which there will be individual interviews with some staff and governors. A full report will be presented to an additional Governors meeting in November.

(ii) Appointment of SEND Governor

The Clerk had previously circulated information regarding the appointment of a SEND Link Governor and Glenys Hughes expressed her willingness to undertake the role.

It was agreed that Glenys Hughes is appointed as SEND Governor.

(iii) Appointment of New Governor

The Clerk informed Governors that Mr Samuel Jackson, Assistant Headteacher at Sharples School, had expressed an interest in becoming a Governor. The Committee had considered the information he had forwarded and asked that he complete an application form which has now been received. The Clerk reported that the Governance and Search Committee recommends his appointment as Governor.

A vote was taken and it was **unanimously agreed** that Mr Jackson is appointed as Governor for a four year term of office.

(iv) 360° Appraisal Process for Chair of Governors and process for annual meeting with individual members

The Clerk reported that she is currently preparing a form which will be used to carry out a 360° Appraisal Process of the Chair of Governors. This will be circulated to all Governors to complete and return. Completed forms will be collated by the Vice Chair.

The Chair will also meet individually with Governors throughout the year to ensure that they have the right support and training to enable them to fulfil their role.

(c) Student Affairs Committee

The minutes of the Student Affairs Committee held on 25th May 2023 were **noted**.

The Chair of the Committee informed Governors that the Learner Voice had requested that a Prom be held for Year 2 students as they had not been able to have a Prom when they left school due to COVID. This had been agreed but sadly did not take place as an insufficient number of tickets had been sold.

The Chair of the Committee highlighted the successful clothing event where staff and students could buy, sell and swap clothes. This will be held again next year. She also highlighted the Pastoral Survey which is carried out in line with Ofsted requirements. Overall the positive plus is 97% and above, which demonstrates that learners consider the pastoral service to be a hugely positive service.

Governors **noted** that 129 students had left the college up to the end of April and the varying reasons for this. 13 students had been excluded following disciplinary action.

Mr A Hughes arrived.

(d) Curriculum and Quality Committee

The minutes of the Curriculum and Quality Committee held on 15th June 2023 were **noted**.

The Chair of the Committee drew attention to the extended induction programme for students in September and informed Governors of the benefits that this will have for students.

He highlighted the predicted results for 2023 and whilst staff are cautious in their predictions, similar results are anticipated to last year although there is likely to be a slight decline. The Principal reported that this cohort of students came with over inflated teacher assessment grades on entry and that indications are that exam boards will lower the grade boundaries this year.

A Governor asked if universities or employers are likely to lower their grade requirements and **noted** that this is unlikely to be the case.

The Chair of the Committee informed Governors that the Art Department are looking to replace the UAL art course with the UAL Level 3 Extended Diploma in Creative Practice: Art, Design and Communication which would be available from September 2024. He also highlighted the changes made to reduce the number of pathways on the Professional Growth Programme from 12 to 10.

(e) Finance and Personnel Committee

The minutes of the Finance and Personnel Committee held on 20th June 2023 were **noted**.

The Chair of the Committee informed Governors that the application for CIF funding to replace the roof was unsuccessful. He highlighted that the annual meeting had taken place with the ESFA shortly after receiving this information but they could offer no further funding options.

The Deputy Principal informed Governors that she and the Estates Manager had had a TEAMS meeting with the CIF Assessment Team Leader and had received informal feedback on the application. She reported that, in their opinion, the application had not demonstrated the need sufficiently enough and whilst we understood that our application was unique due to the M&E installed on the roof, this was not in fact the case. The section on the application form did not strongly convey why the M&E was to be replaced and did not address sustainability.

Governors **noted** that the bid can be re-submitted next year and asked what can be done in the interim. The Deputy Principal reported that there is Urgent Capital Support available although this is a grant and therefore would need to be repaid. The College would also need to contribute a significant amount to this. Governors **agreed** that the bid should be re-submitted next year highlighting that the new M&E equipment would be more carbon efficient, they also **noted** that the College's contribution would be expected to be more than 10%.

The Chair of the Committee reported that there has been a high turnover of staff as some leave the profession or move to a position closer to home. He highlighted that 8 new staff will start in September. He also reported that staff absence is managed well through the Managing Sickness Absence Policy.

(f) Risk and Audit Committee

The minutes of the Risk and Audit Committee held on 27th June 2023 were **noted**.

The Chair of the Committee informed Governors that the Audit Planning Memorandum had been presented by Wylie and Bisset via TEAMS. The outline timetable was highlighted and the External Audit Planning Memorandum for the year ended 31st July 2023 was accepted.

(i) Risk Register 2023/24

The Chair of the Committee reported that the Operational Risk Register for 2022/23 had been discussed in detail. He reported that Governors recommended approval of the current document rolling forward as a working document into the new academic year 2023/24.

Governors **approved** the Risk Register 2023/24.

(ii) Risk Management Policy 2023/24

The Chair of the Committee informed Governors that the Risk Management Policy for 2023/24 had been considered and was recommended for approval.

Governors **approved** the Risk Management Policy for 2023/24.

6. Strategy Event

The minutes of the Strategy Event held on 5th July 2023 were **approved**.

The Chair of Governors reported that the Strategic Development Plan 2023-26 had been amended to reflect the discussions which had taken place at the meeting and was presented for formal approval.

Governors **agreed to formally approve** the Strategic Development Plan 2023-26.

7. Management Accounts as at 31st May 2023

The Deputy Principal reported on the financial position. She informed Governors that the accounts had been discussed in detail at the Finance and Personnel Committee and highlighted that the projected budget outturn position has slightly improved.

Governors **approved** the Management Accounts as at 31st May 2023.

8. Strategic Development Plan and Financial Forecasts

The Strategic Plan 2023-26 had been discussed and approved earlier in the meeting under Minute 6. The Deputy Principal informed Governors that the Financial Forecast 2023/24 to 2025/26 sits alongside the Strategic Plan. She highlighted that there is now a requirement to only submit two year financial forecasts.

The Deputy Principal reported that she had contacted the Bank to seek better bank interest rate options and to discuss whether or not it would be prudent to pay off some of the loan early. She informed Governors that a fee of 1.5% of the amount paid would be payable if the loan was partly or fully paid off at this stage, but consideration could be given to depositing the lump sum which would be used for this into a 2 year fixed term account instead. This could be a better option than paying off the loan. She reported that she had negotiated a better interest rate on the deposit account.

The Deputy Principal informed Governors that she has made assumptions for budget purposes that the pay award will be agreed at 5% this year and also for next year. Staff numbers have been built in but any possible additional staffing requirements have not been included. The Deputy Principal highlighted that some decisions could not be made until it is confirmed which courses will run.

Consideration should be given to building up cash reserves again although Governors **noted** that replacing some parts of the fabric of the building is becoming necessary. The windows at the front of the building need to be replaced and the main lift also needs replacing. Repairs to chairs and replacement of digital screens is also becoming necessary.

Following a general discussion it was **agreed to approve** the Budget for 2023/24 and Financial Forecasts for 2024/25.

9. Principal's Report

The Principal spoke to his report. He highlighted that 1,081 students are booked onto the New Students' Day which is significantly higher than last year. He drew attention to A level results day and invited Governors to attend and share in the celebrations.

The Principal drew attention to the NJC Teachers Pay Claim for 2023/24 which has been received by the SFCA. He summarised that the pay claim is for 11.3% and, whilst this depends on national outcomes, it is unaffordable.

The NASUWT has carried out a disaggregated ballot of members in Sixth Form colleges which allows them to be able to target individual colleges where thresholds have been met. The threshold was met by members for this College. The NEU still holds a mandate for continued strike action which is valid until the end of October. He anticipates that industrial action will continue in the autumn term with possible joint action from the NEU and NASUWT.

The Principal informed Governors that the DfE has published the second list of qualifications that it deems to overlap with T levels. At this point no new Applied General Qualifications (AGQ) are on the list although another list is expected later in the year. He highlighted that 253,890 of 374,490 students enrolled on AGQs nationally are currently studying a qualification which will not be available in the future. Should the Labour Party win the next General Election they have indicated that they would delay the process and carry out a full review.

Governors **noted** that retention has fallen compared to last year however it remains above the DfE national benchmark.

The Principal highlighted the projected enrolment numbers and reported that students will be offered places based on the GCSE grades and their subject choice in date order of receipt of their applications. He informed Governors that there are over 100 applications on a reserve list due to those applications being received late.

Governors **noted** the report.

10. Admissions Policy 2024

The Principal outlined the Admissions Policy for 2024. He informed Governors that students will be interviewed before an offer of a place is made and interviews are carried out in order of receipt of application. Students are given conditional offers or advised to seek alternative options.

There was a general discussion. Governors **noted** the increased number of applications for 2023 entry and the need to ensure clarity of the policy for 2024. The Principal reported that the policy would be prominent on the website. He also reported that it is brought to the attention of both students and parents at all marketing events and Open Days/Evenings.

Governors **approved** the Admissions Policy for 2024.

11. Health and Safety Policy 2023/24

The Deputy Principal informed Governors that the Health and Safety Policy is reviewed on an annual basis and reported that an amendment has been made to include Paragraph 4.1 on Risk Assessments.

Governors approved the Health and Safety Policy for 2023/24.

12. Provider Access Legislation Policy

The Assistant Principal informed Governors that the Provider Access Policy has been updated and was presented to Governors for approval.

Governors approved the Provider Access Legislation Policy for 2023/24.

13. OfSTED - Guide for Governors

The deep dive questions which may be asked of Governors during an Ofsted Inspection had previously been circulated to Governors. These have now been updated for Governors' information. The Raising Aspirations Strategy for 2023/24 was for Governors' information and should be read in conjunction with the OfSTED preparation paper.

14. Appointment of Chair and Vice Chair of Governors

The Clerk reminded Governors that the Standing Orders had been amended in March and that the terms of office of both Chair and Vice Chair are now for a one year term of office. She reported that Governors can nominate themselves for either position and that nominations should be received by 31st August 2023.

15. Committee Chairs and Membership 2023/24

The current Corporation Membership was outlined for information. The Clerk asked Governors to let her know if they would like to change to a different Committee although stressed that this could not be guaranteed. She also asked that Governors let her know if they would like to put themselves forward to Chair a committee in the new academic year. The finalised Committee Membership would be circulated at the beginning of the new academic year.

16. Schedule of Meetings 2023/24

The Schedule of Meetings for 2023/24 was circulated for Governors' information.

17. Any Other Business

The Assistant Principal thanked Governors for their contributions and attendance at Full Corporation meetings, Committee meetings and other College events throughout the past year.

18. Date and Time of Next Meeting

The next meeting will be held on Wednesday, 4th October 2023 at 6.00 pm.

There being no further business the meeting closed at 7.55 pm.