



## Full Corporation Meeting

13 December 2022

Time: 6.00 pm  
Chair: Mr Nick Horsfall

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### Present:

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

### In Attendance:

Lesley Hart Deputy Principal	Y	Sandra McManus Deputy Principal	Y	Sarah Ball Assistant Principal	Y
Tracy Dawson Clerk	Y				

The Clerk opened the meeting.

#### 1. Apologies for Absence

Apologies for absence were received from Carole Swarbrick and Ann Webster.

#### 2. Expiry of Terms of Office

The Clerk informed Governors that the terms of office of both Nick Horsfall and Carole Swarbrick had been discussed at the previous meeting but as this meeting had not been quorate their re-appointment could not be ratified. She reported that she had emailed all Governors and it was **unanimously agreed** that both Nick Horsfall and Carole Swarbrick be re-appointed for a further four year term of office ending 12 November 2026.

The Clerk also informed Governors that at the last meeting a discussion had taken place to extend the term of office of Nick Horsfall and Carole Swarbrick as Chair and Vice Chair of Governors to 13 December 2022 to allow for continuity. She reported that she had emailed all Governors regarding this and again this had been **unanimously agreed**.

### **3. Appointment of Chair of Governors**

The Clerk informed Governors that as one nomination for Chair of Governors had been received no further proposals could be made. A vote was taken and Nick Horsfall was **unanimously elected** as Chair of Governors for a three year term of office ending 12 December 2025.

He took the Chair.

The Chair informed Governors of the sad news that Nicola Singleton, Parent Governor, had suddenly passed away. The Clerk would circulate details of her funeral arrangements when known.

### **4. Appointment of Vice Chair of Governors**

The Chair informed Governors that as one nomination for Vice Chair of Governors had been received no further proposals could be made. A vote was taken and Mark Rigby was **unanimously elected**.

### **5. Appointment of Student Governors**

Governors formally **approved** the appointment of Alexandria Stones and Harmeet Singh as Student Governors for a one year term of office.

### **6. Declarations of Interest**

There were no declarations of interest.

### **7. Minutes of the Previous Meetings**

#### **(a) 7<sup>th</sup> July 2022**

The minutes of the meeting held on 7 July 2022 had been agreed as a true and accurate record but as the meeting was not quorate they could not be formally approved. The minutes of the meeting were **agreed** as a true and accurate record.

#### **(b) 5<sup>th</sup> October 2022**

The minutes of the meeting held on 5 October 2022 were **agreed** as a true and accurate record.

### **8. Matters Arising from the Minutes**

#### **(a) Minute 5 (5 October 2022) – Approval of Policies**

The following policies were recommended for approval:

- Provider Access Policy 2022
- Careers Education, Information, Advice and Guidance (CEIAG) Policy 2022/23

The policies were **agreed**.

### **(b) Governors' Strategy Day**

The Strategy Day will be held on Wednesday, 25 January 2023 at 5.00 pm.

## **9. Minutes of Sub-Committees**

### **(a) Curriculum and Quality Committee**

The minutes of the Curriculum and Quality Committee held on 2<sup>nd</sup> November 2022 were **noted**.

The Chair of the Committee highlighted the two priorities for Teaching and Learning and informed Governors that these strategies complement whole college INSET. Support for the Science department is continuing and whilst exam results have continued to improve in the department, the team recognise that there is more to be done. The Deputy Principal – Curriculum and the Senior Leader Teaching and Learning are working within the department giving a day per week each to support staff and improve quality.

The Chair of the Committee drew attention to the Shared Goals Agreement with Microsoft where students will have access to professional Microsoft qualifications, and highlighted that we are the only 6<sup>th</sup> Form College in the country to have signed this agreement.

Governors **noted** that the English skills of some students and the vocabulary required in Science is prohibiting them from achieving top grades. Governors **noted** that this is an issue across other curriculum areas and that the Teaching and Learning team are looking to provide extra sessions from January onwards and into the longer term by utilising catch-up funding.

A Governor asked whether or not it was appropriate for the Director of Science to determine if a Second in Department post was required. The Deputy Principal – Curriculum informed Governors that the Director of Science is currently undertaking an external coaching programme and she felt it was more appropriate for her to be involved in the discussions relating to this potential post. A decision as to whether or not a Second in Department post was required would be made by the end of February.

A Governor asked if a Specialist Leader had been approached to work with the Science Department and **noted** that this would be looked into as we go into the new year.

### **(b) Finance and Personnel Committee**

The minutes of the Finance and Personnel Committee held on 17<sup>th</sup> November 2022 were **noted**.

The Chair of the Committee drew attention to the Management Accounts and reported that the staffing costs amount to 75% of the budget. He reported that concern had been expressed at the levels of Overhead Expenditure which could impact on the cash position and potentially result in a breach of the bank covenant.

The Chair of the Committee reported that a detailed report had been given regarding the roof replacement and that seven contractors had been invited to tender.

**(c) Student Affairs Committee**

The minutes of the Student Affairs Committee held on 17<sup>th</sup> November 2022 were **noted**.

The Chair of the Committee reported that the students had delivered an excellent SWAY presentation and drew Governors' attention to events which students have been involved in and highlighted, in particular, the Open Mic Poetry night which was a huge success with many staff and students participating, and the Women into Leadership students who received invaluable experience at Peel L&Ps Media City Offices.

**(d) Governance and Search Committee**

The minutes of the Governance and Search Committee held on 30<sup>th</sup> November 2022 were **noted**.

The Chair of the Committee drew attention to the current Parent Governor vacancies and reported that application forms had been sent to those who had expressed an interest. He also highlighted the annual Governance Self-Assessment which would be considered in more detail at the Strategy Event due to take place on 25<sup>th</sup> January 2023.

**(e) Risk and Audit Committee**

The minutes of the Risk and Audit Committee held on 1<sup>st</sup> December 2022 were **noted**.

The Chair of the Committee informed Governors that the Auditors, Wylie and Bisset, had issued an unqualified audit opinion, and they had confirmed that the Corporation can take substantial assurance that the annual report and accounts had been prepared in line with all necessary legislation and accounting standards.

The Chair of the Committee also drew attention to the Risk Register for 2022/23 and reported that this had been approved.

**10. Approval of the Annual Report and Accounts to 31 July 2022**

The Deputy Principal outlined the following documents which required approval.

**(a) Letter of Representation**

The draft letter to confirm that the Corporation has fulfilled its responsibilities and that the accounts give a true and fair view of the college's financial position was considered. Governors **agreed** to approve the Letter of Representation and authorised the Chair and Principal to sign the letter on behalf of the Corporation.

**(b) Regularity Letter of Representation**

The draft Regularity Letter of Representation to confirm that the Corporation has proper internal processes in place and is used to test the effectiveness of internal controls was recommended for approval by the Corporation. Governors **agreed** to approve the Regularity Letter of Representation and authorised the Chair and Principal to sign the letter on behalf of the Corporation.

**(c) Annual Report and Accounts for the Year Ended 31 July 2022**

The Annual Report and Accounts for the Year Ended 31 July 2022 were approved.

**(d) 2021/22 Annual Report from the Chair of Risk and Audit Committee**

The annual report to the Corporation from the Chair of the Audit Committee was considered and recommended to the Corporation for approval. Governors agreed to approve the report.

**(e) Regularity Self-Assessment Questionnaire**

The Regularity Self-Assessment Questionnaire confirms that the Corporation has proper internal processes in place and is used to test the effectiveness of those internal controls. The questionnaire was considered and agreed that this should be formally approved.

**11. Management Accounts at 30 November 2022 and Projected to 31 July 2023**

The Deputy Principal tabled the updated Management Accounts as at 30 November 2022 which are projected to 31 July 2023. She highlighted the High Needs Funding and the projected overspend and reported that the ESFA provide funding for Element 2 based on last year's student numbers and that Element 3 is funding distributed by the Local Authority. The Learning Services Manager has put together a business case and is to approach the Local Authority in this regard.

The Deputy Principal informed Governors of the increase in staffing costs. She reported that a planned pay award of 2.5% had been included in the budget but that the Support Staff pay award had been agreed at 5%. The Teachers Pay Award has not yet been agreed and strike action involving 25 staff had taken place on 30 November. Further strike action is potentially planned for 1 February 2023.

Administration costs have increased as the College has invested in a new HR system. Premises running costs and repairs and maintenance have increased, along with the Catering subsidy as salary costs for Midshires have increased and highlighted that Midshires are also experiencing difficulties in appointing a new Catering Manager. Interest rates on the bank loan are also increasing. Governors noted the Exceptional Project Costs are for work on the roof and were relating to the costs associated with preparing the bid which will be submitted for CIF funding. Fully tendered applications will be submitted for this work.

The Deputy Principal drew attention to the cashflow statement and the cash generated by normal operating activities. She informed Governors that the Bank Loan should not be more than three times the cash generated and expressed concern in breaching the bank covenant. The accounts have been sent to the bank.

Governors noted that student funding is lagged and based on last year's student numbers. Numbers have increased this year and should increase further next year although there are still some unknowns with regard to the pay award, and whilst the energy cost unit price has been fixed, the consumption level has not yet been realised.

The Deputy Principal tabled the Roof Costings statement and reported that the main plant is situated on the roof which makes the project more complex. The cost of replacing the plant has been built in to the overall costs. A College contribution of 10.1% has been included on the bid. The outcome of the bid will be known in May 2023 and work would commence on 1 June 2023. Governors noted that should the bid be unsuccessful it is possible to re-submit the following year.

Governors noted and approved the Management Accounts as at 30 November 2022.

## 12. Principal's Report

The Principal spoke to his report. He informed Governors that the Office for National Statistics (ONS) determines whether organisations should be classed as public sector or private sector for the purposes of National Accounts and had determined that it is was appropriate to review their previous decision, made in 2012, to move colleges into the private sector. Following its review, the ONS announced on 29 November 2022 that it had reclassified colleges into the central government sector with immediate effect. The Principal highlighted the key points/timeline and next steps and drew attention to our existing bank loan and reported that it is expected that colleges will repay their existing loans to maturity. The initial draft of the Financial Handbook which will come into effect in August 2024 will be shared with colleges and representative bodies for consultation in Autumn 2023.

Examinations in Summer 2023 will continue to ease back to pre-pandemic grade boundaries and it is anticipated that the overall results in 2023 will be much closer to pre-pandemic years than the results since 2020, and therefore 2023 results are expected to be lower than those in 2022.

The Principal reported that all SFCA members will benefit from the new energy efficiency capital funding. The College will receive an additional £80,339 which must be spent to improve energy efficiency.

The 16-19 funding rates for 2023/24 are to be announced tomorrow.

The Principal highlighted that current applications for a place in September 2023 are significantly up compared to the same time last year.

## 13. College Self-Assessment Report

The Principal spoke to his report. He drew attention to areas for improvement and reported that A Level Maths has now been removed from the list of courses for concern. Feedback from students following the deep dive exercises has been outstanding. Governors considered the report in detail and **agreed** that the Principal would update the report in line with discussions and re-circulate it to all Governors.

## 14. Any Other Business

- (a) A copy of 'A Celebration of The Sixth Form Bolton Christmas 2022' was circulated to all Governors. Heads of Department and the Marketing Team have worked together to produce the booklet to highlight the events and work which takes place across the College. All parents have been sent a copy. Governors **noted** that it is planned to send out two booklets each year. They welcomed the booklet and suggested that a digital copy could be sent out to all prospective students who have applied for September 2023 intake.
- (b) The Chair reminded Governors that an Open Evening will take place on Tuesday, 24 January from 5.30 pm to 7.30 pm. All Governors are invited to attend.
- (c) The Chair also reminded Governors that the Strategy Event will be held on Wednesday, 25 January at 5.00 pm.

**15. Date and Time of Next Meeting**

The next meeting will be held on Wednesday, 29 March 2023 at 6.00 pm.

There being no further business the meeting closed at 7.35 pm