



## Full Corporation Meeting

5 October 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	X	Ann Webster	X	Carole Swarbrick	X
Susan Wright	X	Nicola Singleton	X	Alison Oakley	X
Bashir Shama	X	Rob Coyle	X	Martyn Cox	X
Bilkis Ismail	X				

### In Attendance:

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

## This Meeting was Inquorate

### 1. Apologies for Absence

Apologies were received from Ann Webster, Alison Oakley, Carole Swarbrick, Nicola Singleton, Rob Coyle, Bashir Shama, Bilkis Ismail, Susan Wright and Angus Hughes. Due to the number of apologies received it was **noted** that the meeting was not quorate, although the meeting still went ahead no decisions could be made.

### 2. Declarations of Interest

There were no declarations of interest.

### 3. Minutes of the Previous Meeting

The minutes of the meeting held on 7 July 2022 were **agreed** as a true and accurate record.

Action: The minutes were recommended for approval and forwarded to the next meeting for formal approval.

#### 4. Matters Arising from the Minutes

##### **Minute 8 – Strategic Development Plan**

The Clerk drew Governors' attention to the discussion which had taken place at the last meeting regarding holding an additional Strategy Event to look at this year's results and subject trends, along with comparing ourselves to other sixth form colleges on entry grade requirements and to look at what other options are available to ensure that we are certain of what we want to achieve. There was a general discussion about the best time to hold the meeting and **agreed** that this would take place on Wednesday, 25 January 2023 at 5.00 pm.

##### **Minute 8.2 - Utility Costs**

The Deputy Principal confirmed that the energy contract had been renewed on a 24 month contract.

#### 5. Approval of Policies

##### **(a) Provider Access Policy 2022**

The Assistant Principal informed Governors that the Provider Access Policy had been slightly amended and was presented to Governors for approval.

**Action:** The Provider Access Policy 2022 was recommended for approval at the next Full Corporation Meeting in December.

##### **(b) Careers Education, Information, Advice and Guidance (CEIAG) Policy 2022/23**

The CEIAG policy was considered. Governors **agreed** to recommend the policy for formal approval at the next meeting.

**Action:** Careers Education, Information, Advice and Guidance (CEIAG) Policy 2022/23 was recommended for approval at the next Full Corporation Meeting in December.

##### **(c) Careers Programme Brochure**

The Assistant Principal informed Governors that the Careers Programme is designed to embed the career development skills set within the Career Development Framework and supports all students in the planning of their career.

Governors **noted** the report.

#### 6. Minutes of the Governance and Search Committee

The minutes of the Governance and Search Committee held on 28<sup>th</sup> September 2022 were **noted**. The Chair of the Committee drew attention to the Parent Governor vacancy. He highlighted the changes made to appointing Student Governors and reported that the 2<sup>nd</sup> Year student will be Taranjeet Singh. Elections for the 1<sup>st</sup> year Student Governor will be held next week.

#### 7. Membership:

##### **(a) Notification of Expiry of Terms of Office and Vacancies**

The Clerk informed Governors that the term of office of both Nick Horsfall and Carole Swarbrick is due to expire on 12 November 2022. Both are willing to be re-appointed. She

also drew attention to the fact that their term of office as Chair and Vice Chair of Governors is also due to expire on 12 November 2022. Following a general discussion it was **agreed** that:

- Both Nick Horsfall and Carole Swarbrick are re-appointed for a further 4 year term of office ending 12<sup>th</sup> November 2026
- The term of office of Nick Horsfall and Carole Swarbrick as Chair and Vice Chair of Governors be extended until the next Full Corporation Meeting on 13 December 2022 to allow for continuity
- As this meeting was inquorate, the Clerk would seek approval of the above from Governors who were absent, via email.
- The Clerk would begin the process for appointing/re-appointing a Chair and Vice Chair of Governors to enable formal appointments to be made at the next Full Corporation Meeting on 13 December 2022.

**Action: The Clerk to email absent Governors to seek approval to re-appoint both Nick Horsfall and Carole for a further term of office and to extend their term of office as Chair and Vice Chair until 13 December 2022.**

**Action: The Clerk to begin the process for appointing/re-appointing a Chair and Vice Chair.**

#### **(b) Committee Membership for 2022/23**

The Governing Corporation and Committee Membership for 2022/23 was **noted**.

#### **(c) Register of Interests and Declaration of Eligibility**

The Clerk reminded Governors to complete the Register of Interests and Declaration of Eligibility forms and return them to her as a matter of urgency.

### **8. Principal's Report**

The Principal spoke to his report. He reported that there are currently 1,794 students on the register and highlighted that a small number of students had left the College since his report was written. He reported that the number of students on roll is likely to continue to decline up to the census date at the end of October when he anticipates that the total number of students will be around 1,780. The Principal informed Governors that enrolment had been very good and that 1,011 new students had started their first year, along with 42 students who were re-starting courses, giving a total 1<sup>st</sup> Year cohort of 1,053. He highlighted the significant impact of having a very large first year on planning going forward and reported that it may be necessary to look at capacity/timetabling for next year's enrolment.

A Governor asked if it was unusual to have 42 students re-starting courses and **noted** that this was fairly standard. Students were not allowed to re-start the same course, however some wanted to change direction and others had personal reasons for re-starting their first year.

The Principal drew attention to the key trends in enrolment by department and highlighted the significant increase in student numbers in Business and Computing and in Sport. He also drew attention to the College demographic and recruitment by ethnic groups.

The Principal informed Governors that as national politics remains volatile and unpredictable, little has been said about the Government's plans for public spending and there are reports that it has abandoned plans for a spending review. The SFCA are lobbying that the Energy Bill Relief Scheme

for colleges should be in place for longer than six months and representations are being made to increase the funding available to institutions.

The SFCA continue to work with officials on the terms of the expected ONS reclassification of colleges with an announcement to be made during this month. The likely outcome is that colleges will be moved to the public sector.

The Principal reported on the latest Teacher Pay Negotiations and reported that the teacher unions have rejected the offers made. The NASUWT and NEU are to ballot members on strike action. Support staff have been offered 5% with adjustments made to the pay scales in removing the bottom three points on the scale as those salaries now fall below the national minimum wage.

The Principal drew attention to the Revised Ofsted Inspection Framework and reported that sixth form colleges will now undertake a full inspection. The enhanced inspection will also focus in more detail on how the College contributes to meeting the skills needs of employers and other relevant stakeholders, both locally and nationally, and how the required skills needs of students going into higher education are met. The Principal highlighted the need to have a Link Governor to focus on skills and it was **agreed** the Nick Horsfall would undertake this role alongside his role as Link Governor with Careers.

## **9. Achievement, Success and Retention Data Review 2022**

The Deputy Principal – Curriculum reported on the results analysis for Summer 2022 and informed Governors that she had also shown comparative data from 2019 where possible, as this was the last year for which external examinations had taken place. She reported that the College continues to produce very strong results with the A Level pass rate overall at 99% with a significant increase in students achieving A\* to B grades compared to 2019. The new RQF extended programmes remained strong with 75% of students gaining a Distinction\* or Distinction and the subsidiary diplomas and certificates were also above national benchmarks at 91% Distinction\*/Distinction. GCSE pass rate remains in line with national levels however some November re-sits will take place. Other Level 2 results for vocational courses have declined substantially although this may be the result of these students having received Teacher Assessed Grades.

This year's results are pleasing but there are still areas for improvement. Higher grade passes need to be addressed College-wide but further work is required at more subject specific levels. Physics and Maths results have improved, and Chemistry shows improvement on 2019 although not sufficient. The Deputy Principal – Curriculum is continuing to work with staff in the Science Department.

## **10. Review of Risk Register 2022/23**

The Principal reported that the Risk Register 2022/23 had been reviewed and colour-coded to highlight any significant risk. He highlighted each area and drew attention to those areas of major concern. Governors **noted** the difficulties faced in sourcing specialist supply cover when required. Governors also **noted** that the number of curriculum trips/activities has increased and in order to ensure Health and Safety compliance for these along with adequately managing Health and Safety overall it is considered necessary to recruit a Health and Safety Officer. The Principal also highlighted that 2 days of remote learning (one for Year 1 and one for Year 2) would also take

place to test and ensure that established contingency plans and systems for teaching remotely continue to be effective.

Governors **noted** the Risk Register for 2022/23.

#### **11. Management Accounts to 31 July 2022**

The Deputy Principal presented the final Management Accounts for the year ended 31 July 2022 and drew attention to the healthy outturn. She informed Governors that the Auditors will be in College next week.

#### **12. Financial Update: Budget 2022/23 and Forecast 2023/24**

The Deputy Principal informed Governors that the Budget for 2022/23 and the Financial Forecast for 2023/24 had been approved at the Full Corporation meeting in July 2022. She outlined the potential changes to Income and Expenditure based on already known, and other potential factors which will have a significant impact, and reported that the budget will be considered in detail at the next Finance and Personnel Committee. She highlighted that she has based student numbers at 1750 although this could be higher, and she reminded Governors that the total student numbers this year will drive the funding for next year. The original budget has assumed a pay award of 2.5% although this is now likely to be at least 5%. The Deputy Principal drew attention to the Overhead Expenditure and Bank Loan interest increases and highlighted that the cost of the roof repairs have not yet been factored in. This work is currently out for tender and a full report will be given at the Finance and Personnel Committee.

Governors **noted** the financial update report.

#### **13. Dates of Future Governors' Meetings 2022/23**

The dates of future Governors' meeting for 2022/23 were **noted**.

#### **14. Date of Time of Next Meeting**

The next meeting will be held on Tuesday, 13 December 2022 at 6.00 pm.

#### **15. Confidential Item:**

##### **Minutes of the Remuneration Committee**

All members of staff, with the exception of the Clerk, left the meeting.

The Chair reported that the Remuneration Committee had been held on 7 July 2022. He outlined the background of the discussions to Governors and the Committee's decisions were **agreed**.

**Action: The minutes to be forwarded to the next meeting of the Full Corporation for formal ratification.**

There being no further business the meeting closed at 8.00 pm.