

**STOCKTON SIXTH FORM COLLEGE  
FURTHER EDUCATION CORPORATION**

**Minutes of a meeting of the Corporation held at the College on 5<sup>th</sup> July 2010**

**MEMBERS PRESENT**

Mr Mark Barrett, Mr David Butler, Mr John Carson, Mr Martin Clinton,  
Mrs Ann Gill, Mr Ed Kirkham, Mr Geoff Lee, Mr Mike Lee, Mr John Monkhouse,  
Mr David Paxton, Mr Charles Porter, Dr Peter Price, Dr Toks Sangowawa,  
Mrs Sue Symington, Mr Tehleel Wahid.

*Number of members present – 18 - the meeting was quorate throughout.*

**ALSO PRESENT** Mr Peter Fleck, Mrs Sue Knox,

**ACTION**

**BUSINESS ITEMS**

**108.1 APOLOGIES FOR ABSENCE**

Miss Zara Afsar, Mr Paul Beach, Ms Catherine Hyde Wesson, Mr Alan Nesbitt,  
Mr Paul Robson, Mrs Judith Robson

**108.2 DECLARATIONS OF INTEREST**

Members were invited to declare any interests relevant to the business on the agenda. It was noted that declarations might be made at any point during the meeting if the relevance of an interest became apparent. No declarations were made.

**108.3 MINUTES OF PREVIOUS MEETINGS**

The minutes of the previous meeting were approved and duly signed by the Chair.

**108.4 MATTERS ARISING**

**108.4.1 Fire Alarm System (107.5)** The Director of Finance reported that, following repairs to the wiring, the system now allowed identification of the zones triggering an alarm or fault condition.

**108.4.2 Children's nursery (107.5)** The Principal presented a letter from Stockton Council's Chief Executive, confirming the need for nursery provision in the College's locality and Council's wish to support any such development on the College site. Following discussion, it was agreed to reaffirm the Corporation's decision that the build could not go ahead in the proposed location.

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**108.5 OFSTED INSPECTION**

Mrs Knox presented the inspection report and provided additional commentary to its conclusions. The Principal explained that, in response to the report, responsibilities for teaching and learning and quality assurance were to be specified in the job descriptions of the incoming Vice Principal and the Assistant Faculty Directors, promoting a sharper focus on targets in those aspects of the College's activity. Following discussion, it was agreed that the inspectors' observations were accurate and coincided with the College's own assessments but several members were of the opinion that the summary gradings were not consistent with those awarded in other colleges and did not reflect fairly the sum of the individual observations.

It was agreed that the Corporation should receive a presentation of the revised quality management structure and related systems once they have been established.

**MTC**

**108.6 YPLA VALIDATION OF THE FMCE RETURN**

The Clerk presented the YPLA report and the College's revised improvement plan.

As recommended by the report, the arrangements whereby the Clerk to the Corporation also acts as Director of Finance were debated. It was agreed unanimously that the current arrangements worked effectively and that sufficient controls were in place to challenge any situation where a conflict between the roles might appear. There was an acknowledgement, however that the degree to which the roles could be combined successfully was heavily dependent on the qualities of the individual holding the post and that it would be necessary to review to arrangements again when it became necessary to appoint a new post holder.

**108.7 MINUTES OF COMMITTEE MEETINGS**

The minutes of the following meetings were noted:

**108.7.1 Property Committee, 28<sup>th</sup> May 2010** – the decision to allow an increase in the size of the building, with implied possible increase in the construction cost, was accepted, although the Director of Finance was charged with using best endeavours to contain the overall cost within the original budget.

**108.7.2 Policy, Standards and Governance Committee, 7<sup>th</sup> June 2010**

**108.7.2.1 3-year Strategic Development Plan** – the Principal explained that more detail would be provided in additional appendices after the summer. The draft plan was approved.

**108.7.2.2 Mission, Aims and Values** – an amendment to the aims and values giving prominence to safeguarding was noted. The statement contained in Appendix to the Strategic Development Plan was approved.

It was agreed that the Corporation should adopt best practice as regards holding valid criminal records checks on all governors and that members should be invited to contribute the personal details required to enable the checks to be carried out.

**SK**

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**108.8 108.7 MINUTES OF COMMITTEE MEETINGS (cont'd)**

**108.8.1 Audit Committee, 16<sup>th</sup> June 2010**

**108.8.1.1 Risk Management and Disaster Recovery Plan**

The Principal outlined the risk review process.

The draft plan was approved by unanimous agreement.

**108.8.2 Search Committee, 17<sup>th</sup> June 2010**

**108.8.2.1 Resignations and Appointments**

The Chair advised that Mr Barrett, Mrs Robson and Mr Wahid would resign from the Corporation before the next scheduled meeting and he offered the Corporation's thanks and best wishes to all of them.

The Committee's recommendations with regard to appointments in October 2010 were noted.

**108.8.3 Finance Resources and Employment Committee – 21<sup>st</sup> June 2010**

**108.8.3.1 Annual Budget for 2010-11 and 3-year Financial Forecast**

The Director of Finance outlined the principles underlying forecast and the likely challenges after 2010-11. It was agreed that, in the event of a significant shortfall in September 2010 enrolments, detailed recovery plans should be developed early in 2011.

The proposed budgets and forecast were approved by unanimous agreement.

**108.8.3.1.1 Policy Reviews – Health and Safety Policy**

Having been reviewed by the Committee, the Health and Safety Policy was endorsed by unanimous agreement.

**108.9 PRINCIPAL'S REPORT, SUMMER TERM 2010**

The Principal presented his report. The decrease in in-year retention was noted and some explanation was given. The correlation between staff leaving and new appointments was discussed in the context of the need to minimise costs. The report was accepted.

**108.10 FEES AND FEE REMISSION CRITERIA**

Proposed criteria for 2010-11 were approved by unanimous agreement.

**108.11 STUDENT SUPPORT ARRANGEMENTS**

Proposed arrangements were approved by unanimous agreement.

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**108.12 APPOINTMENT OF CHAIR AND VICE-CHAIR**

In accordance with the Instrument of Government, nominations were invited for members to hold the post of Chair and Vice-Chair following termination of the current holders' terms of office (the Clerk chairing the meeting temporarily while the post of Chair was being considered).

It was agreed unanimously that Mr Paxton and Mr Kirkham be appointed to the offices of Chair and Vice Chair respectively from Corporation's first regular meeting after August 2010 until the first regular meeting after August 2011.

**108.13 GOVERNOR TRAINING**

The Clerk provided feed back on a training seminar on "The Role of Governors" which he and the Vice Chair had attended.

A suggestion that more external stakeholders be invited to give ante-meeting presentations to the Corporation was accepted.

A proposal that a standing agenda slot to encourage discussion of topics to be suggested by members was rejected on the grounds that existing arrangements allowed members to suggest topics for discussion by direct contact with the Clerk or the Chair.

There were no other training opportunities to report.

**108.14 OTHER BUSINESS**

**108.14.1 Appointment Of Vice Principal** – The Chair explained the selection process which was in progress. It was agreed that the selection panel's decision on the candidate to be appointed should be communicated to the other members of the Corporation and approved by telephone or email.

**108.15 ITEMS FOR EXCLUSION - none.**

**108.16 SCHEDULE OF FUTURE MEETINGS**

A proposed schedule of meetings was approved.

The next full meeting of the Corporation will be at 5.30 pm on Monday 11<sup>th</sup> October 2010.

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Chair

\_\_\_\_\_  
date