

# Stockton Sixth Form College

Supporting Student Success

Date: Monday, 4 July 2011

Present

Governors: Miss Zara Afsar, Mr Paul Beach, Mr Martin Clinton, Mrs Ann Gill, Mr Ed Kirkham, Mr Geoff Lee, Mrs Caroline McHale, Mr John Monkhouse, Mr David Paxton (Chair), Mr Charles Porter, Mrs Lynne Robson, Mr Matthew Smith and Mrs Sue Symington.

*Number of members present 13 – the meeting was quorate throughout.*

Also

Present: Mrs Rachel Angus, Mr Peter Fleck (Clerk) and Mrs Vicki Barber (Minute taker)

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
113.1	<p><b>PRESENTATION BY FIONA KIRBY, HEAD OF ENGLISH AND THEATRE STUDIES</b></p> <p>The Chair welcomed everyone to the meeting and introduced Caroline McHale as new Parent Governor. Mrs McHale's appointment was formally accepted by the Corporation.</p> <p>Fiona Kirby, Head of English and Theatre Studies gave a presentation about the English and Theatre Studies Department at the College.</p> <p>In response to a question regarding the large staffing list for the department, the Principal advised the governors it is a very large department that hundreds of students study in.</p> <p>In response to a question regarding technology required in the department, Fiona Kirby reported that the Curriculum Development Manager was always looking at ways to improve the hardware and software within the English Department.</p> <p>Following questions the Chair thanked Fiona Kirby for her presentation.</p>	
113.2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted from Mr David Butler, Mr John Carson, Ms Catherine Hyde Wesson, Mr Alan Nesbitt, Dr Peter Price, Mr Paul Robson and Dr Toks Sangowawa.</p>	
113.3	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Governors were reminded that they should declare any interests relevant to the business in any matters arising from the agenda of the current meeting. It was noted that declarations might be made at any point during the meeting if the relevance of an interest became apparent.</p> <p>No declarations of interest were made.</p>	

113.4

#### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on Monday, 9 May 2011 were approved and signed by the Chair.

113.5

#### **MATTERS ARISING**

Refurbishment Project (Arising from Item 112.5.2.1 of the minutes). The Director of Finance reported it had become clear that the budget in place was not sufficient to complete the project, the shortfall being approximately £300,000.

The Director of Finance proposed three options:

- release funds from college reserves to complete the project to the required specification
- abandon the Project
- accept a lower quality of works at the end of the project.

The Governors discussed in detail.

RESOLVED that the Property Committee would meet on Tuesday, 12 July 2011 to discuss in greater detail and with power to increase the budget if necessary to maintain the quality of the project. Governors had requested an email to advise them of the outcome.

**P Fleck**

113.6

#### **MINUTES OF COMMITTEE AND WORKING PARTY MEETINGS**

##### **113.6.1 Policy, Standards and Governance Committee Meeting 6 July 2011**

The minutes of the meeting had been circulated for governors' information. The Clerk drew members' attention to concerns expressed by Mr Nesbitt regarding the use of the word "ensure" in the draft Governors Code of Conduct and advised Governors that it had been agreed to accept the word.

RESOLVED to note the report from the Policy, Standards and Governance Committee.

##### **113.6.1.1 Three Year Strategic Development Plan**

The Principal advised Governors that the Three Year Strategic Development Plan had been updated in light of the Colleges financial position and increased competition but otherwise there had been no major changes.

RESOLVED to approve the Three Year Strategic Development Plan.

##### **113.6.1.2 Mission, Aims and Values (Appendix 1 of the 3 Year SDP)**

The Principal reported that no changes had been made.

RESOLVED to approve the Mission, Aims and Values.

<b>113.6.1.3</b>	<b>Policy Reviews</b>
	The Governors Code of Conduct and Corporation Standing Orders had been circulated prior to the meeting for Governors information.
<b>113.6.1.3.1</b>	<b>Governors Code of Conduct</b>
	The Clerk advised Governors that changes had been made in paragraph 3.4 and appendices 4 and 4a.
	RESOLVED to approve the Governors Code of Conduct.
<b>113.6.1.3.2</b>	<b>Corporation Standing Orders</b>
	RESOLVED to approve the Corporation Standing Orders
<b>113.6.2</b>	<b>Audit Committee Meeting – 15.07.11</b>
	The minutes of the meeting had been circulated for Governors information.
	RESOLVED to note the report from the Audit Committee.
<b>113.6.2.1</b>	<b>Risk Management and Disaster Recovery Plan</b>
	The Principal reported that the profile had been raised on Safeguarding on the plan and also that Sixth Form Provision, had been raised to a higher risk due to the possibility of other sixth forms opening in the area.
	RESOLVED to approve the revised risk management and disaster recovery plan
<b>113.6.3</b>	<b>Search Committee – 20.06.11</b>
	The minutes of the meeting had been circulated for Governors information.
	RESOLVED to not the report from the Audit Committee.
<b>113.6.3.1</b>	<b>Resignations and Appointments</b>
	RESOLVED to note the Committee's recommendations.
<b>113.6.4</b>	<b>Finance, Resources and Employment Committee – 20.06.11</b>
	The minutes of the meeting had been circulated for Governors information.
<b>113.6.4.1</b>	<b>Annual Budget for 2011-12 and 3 year Financial Forecast</b>
	In response to a question relating to item 102.6 of the minutes, the Director of Finance confirmed, if the Property Committee approve the release of funds needed to

complete the refurbishment project, the forecast would be £300,000 worse off.

RESOLVED to approve the Annual Budget and 3 year Financial Forecast.

#### **113.6.4.2 Policy Reviews**

The Clerk advised Governors that the review of the Health and Safety Policy had been deferred until next term.

The following policies had been circulated to Governors prior to the meeting:

##### **113.6.4.2.1 Staff Disciplinary Procedure**

##### **113.6.4.2.2 Staff Capability Procedure**

##### **113.6.4.2.3 Flexible Working Policy**

The Vice Principal advised Governors that the Staff Disciplinary and Capability Procedure had now been separated into two policies, the Staff Disciplinary Procedure and the Staff Capability Procedure.

The Vice Principal advised governors that the Flexible Working Policy was a new policy that had been created, due to the number of requests from members of staff, to change their working hours. The policy had been based on legal procedures and since created had been used on a member of staff

RESOLVED to approve the Staff Disciplinary Procedure, Staff Capability Procedure and Flexible Working Policy.

##### **113.6.4.2.4 Staff Grievance Procedure Collective Disputes Procedure Ill-health Retirement Procedure Staff Code of Conduct**

The Governors had been emailed a copy of the above four policies prior to the meeting and the Director of Finance advised governors that they were longstanding college policies and no amendments had been made to them.

RESOLVED to approve all four policies.

#### **113.7**

#### **PRINCIPAL'S REPORT**

The Principal presented his report on a range of issues concerning the College. There was discussion about joint appointments and back office working with Stockton Riverside College. The feeling of the meeting that this was fraught with difficulty and would not produce efficiencies.

RESOLVED to note the report.

113.8

**STUDENT COUNCIL REPORT**

The Student Council reported that they were in support of the new rewards scheme for students and that recycling should be more prominent in the common room.

The Student Council Report was received and noted with thanks.

113.9

**FEE REMISSION CRITERIA**

The Fee Remission Criteria for 2011-12 had been circulated to governors prior to the meeting.

RESOLVED to approve the Fee Remission Criteria 2011-12.

113.10

**DISCRETIONARY STUDENT SUPPORT ARRANGEMENTS**

The Director of Finance reported that the replacement for EMA would be an amount of approximately £69,000 that would be awarded to the college in a Bursary Scheme.

In response to a question regarding using a proportion of the funds to pay for transport costs, the Director of Finance reported that block funding of transport provision was not permitted, so subsidy from the fund would not be possible as long as the college buses remained free to all students.

A policy would need to be in place and approved by the Finance, Resources and Employment Committee for September 2011.

RESOLVED that a draft policy should be prepared and circulated by email for approval.

**P Fleck**

113.11

**APPOINTMENT OF CHAIR AND VICE CHAIR**

The Clerk chaired this item of the meeting advising governors that in accordance with the Instrument of Government, nominations had been sought for the position of Chair and Vice-Chair, following termination of the current holders' terms of office.

RESOLVED to appoint Mr Paxton and Mr Kirkham to the offices of Chair and Vice Chair respectively, from the Corporation's first regular meeting after August 2011 for the ensuing academic year.

113.12

**GOVERNOR TRAINING**

There were no other training opportunities to report.

113.13

**ANY OTHER BUSINESS**

Marketing

Mr Monkhouse suggested that, in light of the increasing competition for student enrolment, marketing should be an item for discussion at each Corporation Meeting.

Mr Beach advised governors that he was currently writing a marketing strategy for colleges and would present it to a committee once complete.

RESOLVED that a section on Marketing should be included in future Principal's reports.

113.14

**ITEMS FOR EXCLUSION FROM THE PUBLIC MINUTES**

RESOLVED that the agenda, supporting documents and approved minutes be made available for public inspection.

113.15

**SCHEDULE OF FUTURE MEETINGS**

A schedule of future meetings had been circulated for governors' information.

RESOLVED that the schedule of future meetings be approved.

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Chair

Date