

Stockton Sixth Form College

Supporting Student Success

MINUTES OF A MEETING OF THE CORPORATION

Date: Monday, 10 October 2011

Present Governors: Mr Paul Beach, Mr David Butler, Mr John Carson, Mr Martin Clinton (Principal), Ms Catherine Hyde Wesson, Mr Ed Kirkham, Mr Geoff Lee, Mrs Caroline McHale, Mr John Monkhouse, Mr David Paxton (Chair), Mr Charles Porter, Dr Peter Price, Mrs Lynne Robson (Staff) and Mr Matthew Smith (Student).

Also Present: Mrs Rachel Angus (Vice Principal), Mr Peter Fleck (Clerk), Ms Lynne Mortimer (Assistant Principal) and Mrs Vicki Barber (Minute Taker).

Number of members present 14 – the meeting was quorate throughout.

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
114.1	APOLOGIES FOR ABSENCE Apologies for absence were received and accepted from Mr Alan Nesbitt, Mr Paul Robson and Dr Toks Sangowawa.	
114.2	DECLARATIONS OF INTEREST 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. No declarations of interest were made.	
114.3	ANNUAL SELF ASSESSMENT Governors had received the Corporation Performance Review Questionnaire prior to the meeting; no issues relating to the Corporation's performance were raised. The Clerk informed Governors that a procedure to manage paper free meetings were currently being investigated, all members of the board would be emailed meeting papers and they would be presented at the meeting on the white board. In response to a question the Clerk confirmed that the Corporation Meeting would be held in a larger room if it was decided to move to a paper-free system. RESOLVED that the conduct of the Corporation's business and its performance were satisfactory in all areas	
114.4	RESIGNATIONS AND APPOINTMENTS The Clerk asked the board to note the resignations of Miss Afsar, Mrs Gill and Mrs Symington and to confirm the reappointments of Ms Hyde Wesson, Mr Kirkham, Mr Monkhouse, Mr Porter and Dr Price. The Chair requested that a letter of well wishes be sent to the departing members to thank them for their time on the board.	

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The Clerk advised that Mrs Symington's resignation meant a vacancy for Chair to the Audit Committee and Safeguarding Link Governor vacancy would need to be filled. Governors discussed the four nominations that had been received for the role of Safeguarding Link Governor.

RESOLVED that:

- all resignations would be noted
- a letter of thanks would be sent to the departing members
- Dr T Sangowawa would become the Safeguarding Link Governor
- the vacancy on the Audit Committee would be discussed at the next Search Committee Meeting.

The Clerk thanked all Governors who had expressed an interest in the Safeguarding Link Governor vacancy.

114.5 COMMITTEE STRUCTURE AND MEMBERSHIP

The Committee Structure and Committee Membership had been sent to Governors prior to the meeting.

RESOLVED that the schedules be approved.

114.6 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous Corporation Meeting held on Monday, 4 July 2011 were approved and signed by the Chair.

114.7 MATTERS ARISING

There were no matters of interest arising from the minutes.

114.8 MINUTES OF COMMITTEE AND WORKING PARTY MEETINGS

114.8.1 FINANCE, RESOURCES AND EMPLOYMENT COMMITTEE 19 SEPTEMBER 2011

In response to a question regarding solar panels the Director of Finance reported that the College is awaiting a site visit.

Mr Monkhouse pointed out that the Principal's report showed a decrease in enrolments of 19% whereas the Finance Committee minutes quoted a decrease of 15%. The Director of Finance undertook to investigate the discrepancy.

RESOLVED to note the report.

114.8.1 PROPERTY COMMITTEE 12 JULY 2011 19 JULY 2011 22 SEPTEMBER 2011

In response to a question the Director of Finance reported that the refurbishment work on the old science labs would commence Monday, 17 October 2011 and confirmed that the projected costs were within the approved Budget.

RESOLVED to note the report

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114.9 PRINCIPAL'S INTERIM REPORT

The Principal's Interim Report had been distributed to Governors prior to the meeting. The Principal presented the Report on a range of issues concerning the College and highlighted the following areas:

- Examination Results
The Principal reported that the College's A Level exam results were above National Average but that there was more work to be done at AS Levels; currently action plans were underway with the departments. The Principal confirmed that exam results will be shown in more detail in the next Principal's Report.
- University Entry
The Principal highlighted that we had a student who was reading Maths at Oxford University and that a more detailed analysis of university entry would be in the next Principal's Report.
- Fire Practice
The Principal advised Governors that during the Fire Practice a few problems had been highlighted and confirmed that they were currently being investigated, so that subsequent evacuations of the building would be smoother.

RESOLVED to note the report.

114.10 STUDENT COUNCIL REPORT

The Student Governor reported that the Student Council had met once this half term and they felt that not enough students had got behind the recycling campaign. The Student Council had proposed that signs should be put up around College stating 'Green College' and a student position of 'Green College Ambassador' should be created to promote recycling.

In response to a question the Director of Finance advised that Stockton Borough Council do not provide a recycling service and the College organise their own recycling.

The Student Governor reported that Student Council felt advertising the College on Facebook would not be a good idea, as students thought it would be annoying.

RESOLVED to note the report.

114.11 MARKETING

Governors had requested this item on the Agenda and the Marketing Plan and Liaison Cycle had been included as appendices in the Principal's Report and sent to Governors prior to the meeting. The Assistant Principal presented the Marketing Plan and Liaison Cycle to Governors. Highlighting the following areas:

Advertising

The 4 page 'wrap around' the Herald & Post had been reduced to A4 size and 2000 copies had been printed, the College would distribute them at Open Evening and at Year 11 visits to schools.

A request had been made for an increase in the Marketing Budget in order to get more adverts in the local papers, to keep up with other colleges. It was confirmed that a full page spread would be in the Herald & Post advertising Open Evening.

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It was reported that the College would be purchasing advertising space down the side of the TV Guide once a month to report on College stories. All members of staff had been requested to alert the Assistant Principal if they became aware of a story.

Earlier Start to the Academic Year

It was reported that members of staff felt the academic year should start earlier, bringing enrolment forward to GCSE results day, in line with other colleges in the area.

A long discussion ensued between Senior Management and Governors.

There were different opinions about whether the College should focus on attracting a wider cohort of applicants or on converting a higher proportion of the applicants into enrolments.

In response to a question regarding the decrease in students from application stage to enrolment the Principal reported that EMA being brought to an end and demographics played a part in the decrease. The Assistant Principal advised that a student would usually apply to 2-3 colleges and make a decision which one they enrol with at a later date.

RESOLVED to note the Marketing Plan and Liaison Cycle.

114.12 ASSURANCES REQUESTED BY AUDITORS

A document had been distributed to Governors prior to the meeting and the Director of Finance highlighted the process.

Related Party Transactions

At the request of Auditors, members discussed disclosures in the financial statements concerning related parties and control. They can confirm that there are no relevant transactions or any other matters to be disclosed in the financial statements, whether under financial reporting standard no. 8 or any other related requirements.

Compliance with Law and Regulations

At the request of the auditors, members discussed the college's compliance with law and regulations. Having made enquiries, they confirmed that they are not aware of any actual or potential non-compliance with law and regulations which could have a material effect on the ability of the college to conduct its business and therefore on the results and the financial position to be disclosed in the financial statements for the year ended 31 July 2011.

Accounting Policies

It was agreed unanimously that the Finance, Resources and Employment Committee should review the policies used in preparing the annual financial statements for 2010-11 on behalf of the Corporation.

Senior post holders' remuneration

It was agreed unanimously that the Chair of the Corporation, having taken the advice of the Finance, Resources and Employment Committee, be authorised to confirm, on behalf of the Corporation, the remuneration details declared in the published financial statements.

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114.13 ANNUAL STATEMENT OF TRAVEL AND SUBSISTENCE EXPENSES

The Annual Statement had been circulated to Governors prior to the meeting and the Clerk presented the statement.

RESOLVED to note the statement.

114.14 ANY OTHER BUSINESS

Governors Annual Update

The Clerk requested that all Governors complete the Annual Update form that had been tabled at the meeting.

114.15 ITEMS FOR EXCLUSION FROM THE PUBLIC MINUTES

There were no items for exclusion from the public minutes.

114.16 DATE AND TIME OF NEXT MEETING

Monday, 5 December 2011 at 5.30pm.

Signature (Chair): _____