MINUTES OF THE CORPORATION MEETING
MONDAY 13 OCTOBER 2014

Membership:  Mehwish Ashfaq*, Zaf Aslam, Lola Bello*, Mark Carroll, (Vice Chair), Lewis Coakley*, Steven Crane (Vice Chair), Pat Edwards (Chair), Ian Gurman*, David Hatchett*, Katherine Hewlett, Veronica Lewis*, Ian Rogers, Kevin Watson, Gavin Williams

In Attendance:  Gill Burbridge: Vice Principal, Teaching, Learning & Student Achievement
Dawn Hamilton- Barrett: Vice Principal, Staffing, Resources & Infrastructure
Chris Price: Vice Principal, Wider Student Experience

Clerk:  Val Bartlett

*Denotes apologies for absence

1. DECLARATION OF INTERESTS

Steven Crane declared an interest in Agenda Item 5 – Matters Arising – PSP proposals

There were no other declaration of interests.

2. APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:

Mehwish Ashfaq - family emergency
Lola Bello - work commitment
Lewis Coakley - prior commitment
Ian Gurman - work commitment
David Hatchett - work commitment
Veronica Lewis - work commitment

3. REPORT FROM SEARCH COMMITTEE – 8 SEPTEMBER 2014

The Vice Chair of the Search Committee informed the Corporation that the term of office for Mehwish Ashfaq will end in October 2014. The Search Committee had duly considered the results of the Skills Audit, attendance and contribution of this Governor and agreed to recommend to the Corporation the re-appointment of Mehwish Ashfaq for a further term of 3 months until 31 December 2014.

It was acknowledged that Mehwish Ashfaq has indicated that, due to recently relocating out of the area she wishes to step down from her role as a Governor. However, as Mehwish is currently the only Governor with financial expertise she has agreed to remain as a Governor until 31 December 2014 in order to assist the Audit Committee and the Corporation with the scrutiny of the 2013/14 end of year Financial Statements.

The Corporation approved the re-appointment of Mehwish Ashfaq for a further 3 months to 31 December 2014.
4. **MINUTES OF THE MEETING HELD ON 14 JULY 2014**

The Minutes were agreed as a true record.

5. **MATTERS ARISING**

5.1 **Pay Award**

The Principal informed the Corporation that agreement has been reached by the National Joint Council for staff in Sixth Form Colleges for a one percent (1%) increase on all points of the National Joint Council pay scales for teaching and support staff from 1 September 2014.

The College has budgeted for this 1% pay award as from 1 September 2014 and staff salaries will be amended accordingly.

5.2 **PSP**

The Principal informed Governors that the Sixth Form Colleges Association (SFCA) is currently holding number of seminars in order to outline the proposals to revise the PSP scheme, the SFCA Pay Framework and the introduction of a new pay progression scheme. These proposals are currently at the explanatory and discussion stage and will subsequently be decided by a vote for sector wide implementation. The Principal is to update the Corporation as appropriate.

5.3 **MINUTE 132 – Paul Butler**

The Chair passed on a message of thanks to all colleagues from Paul Butler for their support, encouragement and kind words at his final Corporation meeting.

6. **TEACHING AND LEARNING**

6. **ENROLMENT 2014/15 – UPDATE**

The Vice Principal Wider Student Experience updated the Corporation on student enrolment for 2014/15.

Governors were informed that this has been another very good year for enrolment and, to date, numbers are c 100 above target despite the increase in competition from other sixth form providers.

A Governor queried if there were any changes in the characteristics of the student cohort now enrolling at the college given this increase in competition, and that, by way of an example, the effects resulting from some Newham providers being highly selective in the students they recruit. Assurance was provided that the College is still able to recruit well qualified students and has many successful, high achievement stories to promote, has strong links with the Russell Group Universities and that even though the entry criteria has been raised the college has still over-recruited.

The Principal then highlighted the issue that as the college has over-recruited, the debate must now be as to whether the student numbers recruited for 2014/15 becomes the target for 2015/16 or does the college fall back to the planned numbers i.e. is there a desire for growth in student numbers? The Principal indicated that, subject to review and agreement by Governors, it may be preferable to revert to the planned student numbers of 2100 in order not to increase the pressure on classrooms and teaching staff.

It was acknowledged that the current profile of students is not evenly spread and this has had implications on staffing and students groupings e.g. there has been a particular increase in student numbers in Health and Social Care and a new member of staff has been appointed.
The census return, due to be submitted imminently, will provide a more definitive scrutiny and record of student numbers for 2014/15 and all concurred that as it appears likely this figure will be higher than that originally anticipated, the college may decide not to use this increased number as its base figure or as a target for enrolment for 2015/16.

A Governor questioned the timing of the impact of new sixth form providers and if this would be next year or later. It was acknowledged that the impact may be noticed fairly quickly, with some providers focussing on attracting brighter students, thereby, this may impact on the college’s current offer whereby there may be a move towards more vocational Level 2 and Level 3 courses compared to Level 3. However, the point was made that there is an increase in the population in the Borough and this may well subsequently lead to an increased demand for more post-16 provision so in effect, it is currently an uncertain future.

Governors then discussed enrolments by course and, in particular, that Biology and Media had under-recrutied whilst English, Maths, Science and Languages continue to be popular. The issue was if this is a ‘slip’ or a national trend, however, the College will continue to carefully consider its curriculum offer and work with schools including raising the profile of Expressive Arts as this is a Grade 1 area. In addition, there has been a slight movement towards Vocational Level 3 relative to A Levels as, nationally, vocational subjects now have a higher profile than previously.

The Corporation noted the report on student enrolment for 2014/15 and that an update on final numbers will be provided in due course in order to inform the debate on future enrolment targets.

7. RESULTS 2013/14 – UPDATE

The Principal provided the Corporation with a summary of the results from 2014.

It was acknowledged that more detailed information and scrutiny will be undertaken by Governors at the dedicated Self-Assessment (SAR) meeting to be held on 4 November 2014.

The 4 year trends in results were noted and that the A2 results for 2014 provided a good picture. AS whilst slightly disappointing, still has over 79% success (N.NB. It was difficult to calculate the impact of a lack of January exam entries), Vocational Level 3 continues to have very positive trends with the percentage of High Grades being the best ever for the college.

The Corporation was informed that the overall success rate for the college is 86.99% which, for the first time, is above the Sixth Form Colleges average of 86.40%.

It was noted that for 2013/14 all of the Curriculum Areas SAR’s include benchmark information and there will be scrutiny into results by subject area. Therefore, whilst the 2014 results are positive and pleasing, there is scope for improvement and given the strategic aim to become outstanding, the Corporation was assured that Management are aware where to make the required improvements.

The Corporation noted the report and that the issues arising from the 2014 results are to be debated further at the Corporation Self-Assessment meeting to be held on 4 November 20914.

8. COLLEGE SELF-ASSESSMENT REPORT – UPDATE ON ARRANGEMENTS

The Corporation was informed that Self-Assessment validation panels for each Curriculum Area were underway and thanks was given to those Governors who had agreed to take part in this process.
The Vice Principal Teaching, Learning and Student Achievement reminded all that one priority had been to revise the SAR format for the 2013/14 SAR whilst still maintaining a sense of a ‘local’ curriculum area identity. A Governor commented that the standard template had allowed for easier comparisons to be made, but that better use of performance tables via referencing in the text and as evidence to support any valuations made would be beneficial.

The Corporation was reminded that the draft SAR of Governance is also currently being drawn together with information from an on-line survey plus feedback from 1:1 meetings between individual Governors and the Chair of the Corporation. Governors will also debate the SAR of Governance at the meeting on 4 November.

The Corporation noted the update on the Self-Assessment process.

9. **WALTHAM FOREST POST-16 PARTNERSHIP – 2014/15 GUIDE**


Governors commented that this was an impressive programme which had been built up over the past two years.

The future of the Post-16 Partnership was then discussed as the Principal will step down as the Director in July 2015. The Principal indicated that there may be a possibility of one of the schools taking over the running of the Partnership or alternatively an external appointment employed by the Partnership.

It was acknowledged that a good foundation has been built up and that if the Partnership was to cease, then the college may well continue offer some of the activities to staff and could perhaps consider the commercialisation of this programme in the future.

The Corporation noted the update and commended the Principal for this programme.

**OTHER COLLEGE ISSUES**

10. **CHILD PROTECTION – ANNUAL REPORT**

The Corporation received the Annual Report on Child Protection.

The Vice Principal (Wider Student Experience) informed Governors of the management arrangements in place in the college and the excellent raft and level of support students may access when necessary. The college has excellent Child Protection links across the Borough and staff are regularly updated and attend training session as appropriate.

In answer to a Governor’s question, it was noted that, on average, a student will attend 5 appointments, however, this is a limited resource and demand is heavy.

Governors were then reminded by the Chair that they all need to ensure they undertake the required on-line training regarding Child Protection and a session immediately prior to a Corporation meeting was mooted as possible option. The Corporation was informed that the Chair is to attend a Borough training session on Child Protection on 24 October 2014.

The Corporation confirmed that Pat Edwards and David Hatchett are the two nominated Governors as the Corporation’s Safeguarding Champions.
11. **STUDENT SUSPENSIONS AND EXCLUSIONS 2013/14 – ANNUAL REPORT**

The Vice Principal (Wider Student Experience) reported on the student suspensions and exclusions for 2013/14.

Governors were informed that there is a proposal under a new Ofsted Inspection framework to include ‘Internal disruption/discipline’.

The VP then highlighted that Ofsted had commented that student behaviour at the college was considered to be ‘exemplary’.

Governors were then reminded that students are all provided with clear expectations and information that there is zero tolerance towards poor behaviour.

The Corporation noted the very positive report.

12. **LOCAL ISSUES – PROPOSALS FOR SCHOOL SIXTH FORMS**

The Principal updated the Corporation on the responses made by both the college and the Post-16 Partnership with regard to two consultation documents; one from Lammas School and one from Norlington School regarding their wish to each open sixth forms within their respective schools.

The Principal referred to a recent ‘Round table’ meeting held on 18 September 2014 which was attended by some Governors in order to discuss the implications of these proposals and to help formulate and agree a response to the consultation document.

The Corporation noted the 4 responses sent to the Consultation Document:
- To Norlington School from the College
- To Lammas School from the College
- To Norlington School from the Post-16 Partnership
- To Lammas School from the Post-16 Partnership

All concurred that there are very strong arguments and rationale as to why both schools should not set up what will be very small sixth form provision. The consultation documents provided poor and mostly refutable evidence on which to base any agreement for this new provision. It was noted, however, that there is no obligation or guarantee that responses to the consultation document (in part or in full) may be shared with others including their respective Governing Bodies.

The Principal made the point that there is a need for coherent planning for post-16 provision in the Borough and arguably it is the Level 1 provision which is more in need than A Levels so as to improve and enhance the life chances of its students.

It was noted that as both Norlington and Lammas schools are not ‘Outstanding’ then the decision on their proposals for sixth form provision lies with the Borough. The Principal informed Governors that as the Borough does have some influence over the setting up of sixth form provision it appears that there may be a Borough wide review of 16-19 provision which, may, in effect, stymie these proposals as they would be subject to the outcome of this review.
The Principal has also spoken to the other local secondary schools about this consultation. At least one school is definitely not in agreement with the proposals and another has mooted the possibility of forming a “special relationship” with the college.

The point was made that the college is in a strong and adaptable position with record enrolments and will continue to keep building upon its good reputation, excellent facilities and improving results.

Governors then debated the future path of the college itself over the longer term and that as the external landscape continues to change very rapidly and if, and when, more schools start to offer sixth form provision then the direction of the college may need to be re-considered and re-affirmed. The Principal provided the example of Richmond College where its sixth form provision has been eroded due to local schools in the area opening up their own sixth forms.

The Principal agreed to update Governors if, or when, any feedback is received.

13. ARTSMARK GOLD VALIDATION – UPDATE

The Vice Principal (Teaching, Learning and Student Achievement) informed the Corporation that the college has been successful in its application for Artsmark Gold Status and thanked Mark Carroll and Katherine Hewlett for their input into the application process.

The Corporation congratulated all involved in achieving this validation.

GOVERNANCE ISSUES

14. SEARCH COMMITTEE TERMS OF REFERENCE – 2014/15

The Corporation approved the Search Committee Terms of Reference for 2014/15 for immediate application.

15. GOVERNANCE ISSUES

15.1 Self-Assessment of Governance
Governors noted the arrangements in place to gather the information which is to be used to facilitate discussion and the subsequent draft self-assessment of Governance Action Plan.

15.2 Corporation training 2013/14
The Corporation noted the training undertaken by Governors in 2013/14.

15.3 Corporation Attendance
The Corporation noted the attendance of Governors at Corporation and Committee meetings in 2013/14. The Clerk informed all that information regarding individual Governor attendance at Corporation meetings is now required to be included in the annual College Financial Statements.

15.4 Corporation Standing Orders
The Corporation approved the Standing Orders for 2014/15 for immediate application.

15.5 Corporation Code of Conduct
The Corporation approved the Code of Conduct for 2014/15 for immediate application.
15.5 Corporation Annual Conference
The Corporation agreed to hold its annual conference in late May or June 2015 i.e. after the General Election as this may help inform the strategic debate and theme of the conference.

The Chair requested the Vice Principal Wider Student Experience investigate as to whether the elections for the Student Executive, and hence the Student Governors, may be brought forward in order to ensure Student Governors are in situ by the October Corporation meeting dates.

ITEMS TO NOTE

16. MANAGEMENT ACCOUNTS – 31 AUGUST 2014
The Corporation noted the Monthly Management Accounts for 31 August 2014 i.e. period 1 of 12.

It was acknowledged that as a result of the Corporation agreeing to now meet formally only 6 times per year instead of 10, the accounts will now need to be emailed out every month and also placed on the dedicated Corporation Sharepoint site.

The chair indicated that queries had been raised regarding over spends by certain Programme Areas and it was noted that, between meetings, any queries regarding the Accounts may be dealt with by contacting the Director of Finance, or alternatively, by the Principal at a Corporation meeting.

17. ANY OTHER BUSINESS
The Corporation was informed by the Chair of the death of a Parent Governor in July 2014.

The Principal informed the Corporation of the recent deaths of 1 former member of staff, 1 member of the (contracted) Catering Team, 1 current student and 1 former student at the college.

ITEMS FOR INFORMATION
➢ F.E. Week 23 September 2014: ‘Governors urged to be braver’
➢ TES 25 July 2014: Sixth Form Colleges – ‘Starved into academy camp’ but denied entry’.

The meeting closed at 20:00

These minutes have been agreed as a true record.

Signed Date

Date of next Corporation meeting: Monday 8 December 2014
**ACTION POINTS ARISING FROM MEETINGS OF THE CORPORATION**

<table>
<thead>
<tr>
<th>Minute No. from 2013/14</th>
<th>Issues and Actions 2013/14</th>
<th>By Whom</th>
<th>Target Date</th>
<th>Achievement Date</th>
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<tr>
<td>129</td>
<td><strong>SELF –ASSESSMENT REPORT</strong></td>
<td>Governors</td>
<td>SAR Panels – during October</td>
<td>Round table 4 November</td>
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<td></td>
<td>The discussion and validation of the college Self-Assessment Report (SAR) in the autumn term will also provide an opportunity for all Governors to be involved in this key quality development document.</td>
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<td><strong>CHILD PROTECTION TRAINING</strong></td>
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<td>December 2014</td>
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<td>15.5</td>
<td><strong>CORPORATION ANNUAL CONFERENCE</strong></td>
<td>ALL</td>
<td>December 2014</td>
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<td>Date to be agreed for May or June 2015</td>
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<td><strong>STUDENT EXECUTIVE- ELECTIONS</strong></td>
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