

CORPORATION MEETING

Minutes

Thursday 4 December 2014 at 5pm in Room B1

Present: Kathryn Cook, John Gough (Chair), Pauline Hagen, Diane Heritage, John Langton, Neil Scriven, Lesley Shaw, Dr Nick Sutcliffe, Jan Szczepanski

Apologies: Roy Donaldson, Rob Foreman

In attendance: Sarah Leake (Clerk), Lauren Walker (HR Manager)

Item 1

1. Re-election of Governors with Terms of Office Expired:
The Corporation agreed to extend the terms of office for those due or recently expired until the reform of the Corporation was decided.
2. Declarations of Interest: None
3. Apologies and Approval of Absences: Roy Donaldson, Rob Foreman
The Corporation agreed to approve these absences.
4. Minutes of Meeting held on 25 September 2014: **Agreed and signed by the Chair**
5. Matters Arising
Point 5. Appointment of Clerk to the Governing Body: Issue to be addressed under Item 4.

Item 2: Outcomes for Learners

1. Summer Examination Performance by gender, disability, ethnicity, disadvantage: See Equality and Diversity Report and Key Proposed Targets.
2. Attendance: See Attendance Reports. Gifted and Able students are grouped in order to track effectively and targets set with interventions as required. The obligation is on the Head of Department to show improvements. Attendance in 2013-14 was 91.9% (target 91%) a three year trend of improvement. 2014-15 target is 92.4% which is achievable given the 40% of parents following student attendance on Cedar (previously Firefly) and the introduction of Home Contact by teachers and progress tutors.
3. 2013/14 Progression Report: See Progression and Destinations Reports. Progression from Yr12 to Yr13 is outstanding. Progression to higher education is successful due to individual assessment of student and the proactive approach by College.

Item 3: Quality of Teaching, Learning and Assessment

1. Teaching and Learning Developers 2013/14 - evidence of impact and plan for 2014/15: See Stuart Nash Report. The Developers support a team of staff who are mixed curriculum with strategies and techniques for improved quality of teaching. These are showcased in July in order to share good practice. Governors are invited to the showcase event in July 2015.
2. TAPS 2013/14 – evidence of impact and plan for 2014/15: See Lisa Guest Report. Teacher Access Periods engage AS students who are at risk of falling below target and A2 students identified as being able to achieve higher credits. They are having a positive effect with 76% of students exceeding their target. Anomalies between departments are also identified which leads to quality learning walks and improvement issues being identified. TAPS have continued in 2014/15.

3. Assessment 2013/14 – evidence of impact and plan for 2014/15: See Richard Fletcher report.
4. Performance Update: Monthly exam-condition assessment continues and works well however the target grades of students are difficult to assess in the early terms. There have been initial subject assessments this year with developments in those subject areas requiring help to continue.

There are 8 new members of staff this term. They will undergo a formal three month review and then 6 monthly. The probationary period for teaching staff has been extended to 12 months rather than 6. Smaller departments are to be grouped in order to promote sharing of good practice and give assistance.

5. Learning Walk ‘app’: A new tablet ‘app’ is an observational tool used in learning walks for observers to complete digitally and is used to give an overview of how a subject is developing over the full year. The ‘app’ can be shared for ideas and comments can be added.

Item 4: Leadership and Management

1. Draft SAR Report: See Leon Riley’s report. NEW College has been validated as Grade One for Outcomes for Learners, Quality of teaching, learning and assessment and Leadership and Management. The focus is on outcomes for learners and NEW College has exceeded national benchmark. The cohort demographic remains the same and NEW College is now in the national top 4/5 of providers of BTEC in the country. There will be changes in the way the GCSE cohort is processed at enrolment.
2. Update on Projects: See Pauline Hagen report. The Free School Application is progressing with the next stage being further interviews in January 2015. If successful the school would open in September 2017. The Teaching Schools application is also progressing. The Higher Education application to deliver a two-year HND in Sport has been accepted with tuition fees being charged to the approximate 25 students from September 2015.

Confidential item discussed

3. Performance Management Update: The Teaching staff APRs were completed with 38 achieving Outstanding, 37 Good and 6 Requires Improvement. Those achieving Outstanding will receive a reward in return for a commitment to share their strengths. Those requiring improvement will receive coaching and support through CPD sessions. Support staff APRs are due by the end of term.
4. Enrolment Report: See Richard Fletcher’s report. The enrolment analysis for 2014/15 showed 2145 applications with a census point figure of 1999. All students who apply are given a conditional offer based on their results. It is felt that the curriculum is fit for purpose with BTEC qualifications alongside A levels.
5. Finance and Funding: See reports from Carol Waterhouse and Jo Vickers.
 - a. Risk Management Annual Report. One risk was scored higher than the previous year with 16 the same and 4 lower. Two new risks were added to the register and were scored “Medium”. There are no risks that score “High”.
 - b. Financial Statement for the year ended 31 July 2014. **The Corporation approved the statement.**
 - c. Updates were given on the Internal Audit Plan, the Outturn and Financial position as well as the Management Accounts for P2 and P3.

- 6. **Estates Update** – See report from Richard Fletcher. Rob McKenzie has been appointed to replace Aaron Lethem as Estates and Health and Safety Manager. £700k of EFA funding has been earmarked for an extension to the old LRC building which now houses the Foundation Arts Department as well as remodelling of the A Block Reception area and the creation of two classrooms and a common area for student study. It was noted that asbestos had been found during preparatory works but that this was to be removed.

- 7. Audit Committee Minutes and Approvals: Jan Szczepanski reported for the Audit Committee in the absence of Roy Donaldson.
 - a. The Audit Committee Approvals and update on External Audit October 2014 included:
Letter of Representation **Approved by Governors**
Management Report **Approved by Governors**
Audit Needs Assessment 2014-17 **Approved by Governors**
Raising Concerns Policy (Review) **Approved by Governors**
Value for Money Policy (Review) **Approved by Governors**

 - b. Audit Committee items June 2014 to include:
Risk Policy (Review) **Approved in retrospect by Governors**
Financial Regulations (Review) **Approved in retrospect by Governors**
Audit Committee Terms of Reference (Review) **Approved in retrospect by Governors**
Governor Code of Conduct (Review) **Approved in retrospect by Governors**

 - c. Audit Committee Member Recruitment: Diane Heritage requested to cease membership of the Audit Committee and it was therefore opened up to the meeting for appropriately skilled members to be involved. Neil Scriven agreed to replace Diane Heritage at future Audit Committee meetings and this was **approved by the Governors**.

- 8. Corporation Schedule of Approvals/Dates of Future Meetings: The schedule and timetable were distributed to Governors for consideration at the next meeting which is planned for 29 January 2015.

- 9. Safeguarding Annual Report December 2014: See Report by Jo Holden.

Meeting ended at 19.00hrs

Approved by: