

CORPORATION MEETING
Minutes
Thursday 21 May 2015 at 5pm in Room A1

Members Present: John Gough (Chair, Arrived at 5.15pm), Roy Donaldson, Pauline Hagen (Principal), Diane Heritage, Rob Foreman, Neil Scriven, Nick Sutcliffe, Jan Szczepanski

In attendance: Richard Fletcher (Vice Principal), Joanne Holden (Safeguarding Lead), Sarah Leake (Clerk), Leon Riley (Vice Principal), Jo Vickers (Assistant Principal)

Apologies and Declarations of Interest

Apologies received from Neil Bowmer, Kathryn Cooke, Les Shaw and John Langton were accepted.

RD as Acting Chair opened the meeting at 5.10pm due to the Chair's absence. The Chair arrived at 5.15pm however RD continued to chair the meeting with assistance from the Chair.

Nick Sutcliffe requested to leave the meeting at 5.45pm. John Gough and Rob Foreman requested to leave the meeting at 6.15pm due to external commitments. This would leave the meeting inquorate therefore all items for approval following Item 1's completion are to be put forward to the next meeting.

There were no declarations of interest.

Minutes of the Meeting held on 26 March 2015

The Minutes were not available to the meeting until 21 May therefore the Clerk asked the meeting to read within the following 7 days and inform the Clerk of any changes.

Matters Arising

The Clerk received amendments to the Minutes of the Meeting of 26 March 2015 as follows:

Pam Olbison was not present.

There were no further matters arising.

Item 1: Outcomes for Learners

- 1.1 **PREVENT Agenda and Action Plan:** Report from Safeguarding Lead JH informed the Corporation re the PREVENT Action Plan 2015-17 which seeks to address issues around radicalisation and extremism. All Governors will be required to complete an online course as outlined in the Action Plan. JH to email a link to the Clerk to be forwarded to Corporation Members in July 2015.

Staff will also be required to complete the online training with possible local police awareness training. Students will undergo a safeguarding tutorial at the beginning of the new academic year with an open forum on the agenda at tutorials for debate. Tutorials will promote British values and equality and inclusion through the Single Equality Scheme currently in place. Community partnerships are being developed with

ACTION

Chair to Agree and sign at July meeting

JH to email link to Chair for online training July 2015. To be completed by September 2015.

local officers of the Safeguarding Board which will become increasingly proactive in the new academic year.
JH left the meeting at 5.30pm.

1.2 Recent performance data: Report from the Principal

1.2.1 Attendance and Retention

The Principal reported that YTD attendance is better than the same time last year. Retention is also above the rate of last year which the Principal reflected was due to all staff at New College ensuring that students attain the grades they need to progress.

1.2.2 Success Rate League Table

New College is at position 3 of Sixth Form Colleges nationally for 2013/14 with only two selective colleges above it. *Governors asked the Principal* for an update on success rates as soon as these were available for 2014/15.

PH

1.2.3 SLDD

Success rates for students with learning difficulties/disabilities has also increased year on year and is well above the national average. Projections are showing an increase in AS with A2 high grades projected to remain the same.

1.3 Update on interventions: Verbal update by Vice Principal

Not presented due to time constraints. Update to be made available on Governors Area.

Clerk for July mtg

1.4 Update on applications forecast for 2015 – Briefing paper provided

Not presented due to time constraints. Update to be made available on the Governors' Area.

Clerk for July mtg

Item 2: Quality of Teaching, Learning and Assessment

2.1 Feedback from Corporation Chair's recent learning walks: Verbal update from the Chair

Not presented due to time constraints.

JG to update meeting in July 2015

2.2 OFSTED Commission work: Verbal update from the Principal

Not presented due to time constraints.

PH to update meeting in July 2015

2.3 Secondary Heads' Visits: Verbal update from the Vice Principal

Not presented due to time constraints. Update to be made available on the Governors' Area.

Clerk for July mtg

Item 3: Leadership and Management

3.1 Policies for approval

PREVENT Policy – **APPROVED** with a spelling mistake. JH to rectify.

JH to correct PREVENT Policy

HE Fees Policy – JV informed the meeting that the HE Fees Policy was one which has worked in Selby College with HE students. *Governors asked* how many of Selby's students had defaulted on payment, however this was not known although it was known that there were amounts outstanding. *Governors queried* what action would be taken

on default of payment which JV replied would be via the usual channels for non-payment of fees, however if the fees are HEFCE funded this is followed up direct. **APPROVED** by Governors.

- 3.2 Free School Report: Report from the Vice Principal
LR reminded the Corporation of the vision and rationale behind New College Doncaster (significant contribution to wider system improvement in Doncaster, economic benefits of shared services and effective succession planning, talent management and retention of staff).

LR confirmed that New College Doncaster (NCD) has a projected opening of 2017 and up to that time LR will increasingly focus on the project. *The Governors raised the issue* of risk factors such as the Vice Principal's salary and use of time up to 2017.

LR reiterated that financially the Trust will be stand-alone and will not be financially dependent on New College Pontefract (NCP). NC Pontefract will sponsor the MAT which will govern NC Doncaster. NC Doncaster will also have its own governing body. Shared services will include back office services and staff.

Governors asked LR for a timeline with the different stages of spending on upscaling highlighted and checkpoints to enable decisions to be made on whether to continue with the Free School project. Governors also asked that risk factors be highlighted particularly with regard to the capacity of NC Pontefract to ensure services are not diluted.

Governors queried with LR how the difficulties in gaining allies within Doncaster and the resistance initially felt had progressed which was confirmed as having been alleviated somewhat by the political climate.

Governors also queried how a small increase in funding made the project viable when at previous meetings it was decided that £250k was not viable for setting up a Free School of the size required. The Principal replied that the proposed location of NC Doncaster would enable additional money to be drawn down and that our formal request for additional money is being considered by the DfE.

Governors **APPROVED** the Free School Project at its current stage and requested that ongoing approval is to be sought at all Corporation meetings following production and achievement of a satisfactory timeline of events and identification of risk.

Nick Sutcliffe left the meeting at 5.50pm.

LR to produce a project plan including timeline with checkpoints by July 2015

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| <p>3.3 <u>Teaching School Report</u>: Report from the Principal
Not presented due to time constraints.</p> | <p>PH to report in July</p> |
| <p>3.4 <u>HE Update</u>: Verbal report from the Vice Principal
Not presented due to time constraints. Update to be made available on the Governors' Area.</p> | <p>Clerk for July mtg</p> |
| <p>3.5 <u>Finance and Funding Report</u>: Report from the Assistant Principal
JV reported that loan savings were £17k per annum with compensation agreed at £153k. <i>Governors agreed</i> that this was a satisfactory outcome of the re-negotiated loan agreement.</p> <p>JV took Governors through the monthly accounts which are on track to be 'Good'. <i>Governors asked</i> about the large swings in income and expenditure which JV replied were due to income arriving in tranches. <i>Governors queried</i> whether there were difficulties in paying monthly salaries etc but this situation had not arisen due to the cashflow being carefully managed.</p> <p>Income had been received from the College holding 'Outstanding Workshops' and <i>Governors recognised</i> that income from external sources was good for the accounts. <i>Governors asked</i> about the numbers attending which were reported at 100, 32 and then 100 for the third workshop to be held at the end of June. <i>Governors recognised</i> the efforts of all staff for the workshops being so well received. Governors APPROVED the accounts.</p> | |
| <p>3.6 <u>Senior Team Re-organisation</u>: Report for from the Principal
The Principal outlined the proposed senior team re-organisation on the basis that a shift in focus is necessary in order to maintain New College's presence as a sixth form college. The Government's focus is on academies therefore the college needs to align itself with schools and a gradual move towards this is the focus of the Strategic Plan 2015-18. With the ongoing projects of Teaching School Alliance, National Leader in Education, Academy sponsorship etc it is necessary for the Principal to network externally and give more responsibility for New College to the senior team, which also re-enforced the succession plan.</p> <p><i>Governors recognised</i> the positive impact of the three year plan but also the increase in salary costs. The Principal confirmed that income will be generated to cover the costs through the revenue generated by the different projects as well as adding additional responsibilities and duties to the senior team. Moreover the salaries had been benchmarked against similar organisations. <i>The Governors discussed</i> how, in order to support the Principal, it was necessary to upscale and succession plan in order to maintain New College Pontefract's outstanding status. The Principal informed the Corporation that the DfE's focus is on providing funding for leading other schools with initiatives and resources which has opportunities for teacher recruitment and retention and it was agreed to report to the Corporation regularly on financial aspects through the Finance and Funding Reports. The necessity for careful monitoring and accounting was acknowledged. APPROVED by Governors.</p> | <p>Clerk to add to agenda for monitoring. Finance to provide update on costs for management of risk</p> |

Rob Foreman left the meeting at 6.15pm

The meeting closed at 6.30pm

APPROVED