

CORPORATION MEETING
Minutes
Thursday 26 March 2015 at 5pm in Room A1

Present: John Gough (Chair), Neil Bowmer, Kathryn Cooke, Roy Donaldson, Pauline Hagen (Principal), Diane Heritage, John Langton, Rob Foreman, Neil Scriven, Jan Szczepanski (arrived at 5.22pm)

Apologies & Approval of absences: Diane Heritage, Les Shaw, Dr Nick Sutcliffe.
The Corporation agreed to approve these absences.

In Attendance:

Sarah Leake (Clerk)
Lauren Walker (HR Manager)
Jo Vickers (Assistant Vice Principal)
Pam Olbison (College Accountant)

Declarations of Interest: There were no declarations of interest.

Minutes of the Meeting held on 12 February 2015: **Agreed and signed by the Chair**

Matters Arising

There were no matters arising.

Item 1: Outcomes for Learners

- i) 10 Week Revision Programme: See Pauline Hagen report for information.
Pauline Hagen outlined the revision programme which is intended to motivate and focuses on a different aspect each week. The Principal informed Governors that staff had worked extremely hard over the Easter holiday programme.
- ii) Easter Revision Workshops: See Jo Vickers Schedule.
Governors asked about the practicalities of staff giving up holidays and it was explained that they have the time back in lieu at the end of the year when students have left for the summer break. An invitation was extended to Governors to drop in during the Easter sessions as well as during the Spring Bank break (for A2 students) to gauge a better understanding of how these sessions aid students.

Item 2: Quality of Teaching, Learning and Assessment

- i) Update:
Pauline Hagen updated the Governors on the 226 learning walks which have taken place to date using the new App. 11% required some sort of development point with CPD sessions arranged following this. 7% were excellent/outstanding. More formal observations have an at risk model for Grade 3 and Grade 4 teachers and look at new teachers and NQTs. During Spring term 96% of lessons observed were Grade 1 and 2, 4% were Grade 3 and there were no Grade 4's. There were 20 observations on new staff, NQT's etc.

Item 3: Leadership and Management

- i) Academy Sponsorship Application Update:
Pauline Hagen updated the Governors on the status of the application which was encouraged by the Department for Education and would be a source of revenue for NEW College Pontefract. Unfortunately there will be nothing further to report until after PURDA.

- ii) Middle Leadership Re-organisation Update: See Brendon Fletcher Report
This is now complete. From September 2015 there will be 13 Heads of School rather than 26 Heads of Departments, 11 Learning Leaders instead of Seconds in Departments. There is no protection of salaries and some members of staff will see a reduction in salary. Governors noted that one member of staff will have a 15-20% loss of salary. Pauline Hagen informed the Governors that this had been resolved with the member of staff.
- iii) Projects Update:
- a. Free School - **DECISION REQUIRED BY GOVERNORS**
The Principal confirmed that the Free School was approved by the Department for Education (DfE) two weeks ago and is now in the pre-opening stage which includes a pre-opening grant and the support of an advisor. Of major concern is the cost which is higher due to the size of the college. The process can be stopped at any point if objectives are not met. Further funds have been requested from the DfE which are essential if the Free School is to proceed. The DfE Advisor suggested that this may be possible but written confirmation is awaited.
- There was a discussion between Governors as to whether this could be a political issue ie, a decision not made until the result of the May election is known.
- Decision:** The Corporation confirmed that it will support any decision on the basis that New College Pontefract does not supplement additional costs.
- Confidential discussion**
- b. Teaching School/National Leader in Education - See Pauline Hagen Report
The Chair reiterated the Corporation's thanks for the staff involvement in gaining this achievement. It was noted that there may be VAT exemption on teaching school income.
- The Corporation advised that:
- Finances should be clearly monitored, reported and audited.
 - Allotts Accountants have specialist experience.
 - To pilot a small project and build.
 - Impact to be reported back.
 - Remuneration of staff involved to be confirmed.
 - Conflict of current staff with New College Pontefract core role?
- The Corporation confirmed their support of the principles.
- The Principal's National Leader in Education status was Approved by Governors.**
- c. HE – See Richard Fletcher Report
NEW College are piloting HNC in Sport in September 2015 (new building at the back of the Art Studio). There are currently 28 students registered. The first year will run at cost with the second year more profitable. If successful, Health & Social Care is being considered for September 2016.
- d. Horbury Academy – See Richard Fletcher Report
Ongoing possibility of a NEW College 6th form centre on the Horbury site as a BTEC centre rather than A levels. Corporation approval will be sought following a feasibility study through a business plan/proposal.
- e. Collaboration with Selby College
A Leadership Development Programme with Selby is currently underway with six members of staff from each site, meeting once per month through to July 2015. The senior staff are involved in its delivery.

f. Building Project
Confidential Item

Finance and Funding: See Jo Vickers Report.

a) Management Accounts: FOR APPROVAL

The accounts for 6 months to 31 January 2015 were presented and have Green Status. The predicted outturn is to remain as target. The accounts included increased management consultancy revenue, lettings income and offset against that is that lettings in the sports hall which have reduced. No concerns were raised by Governors.

Future risks:

- * Teachers Pensions have increased the employer contribution rate.
- * Increased NI contributions next year.
- * Planning for 2% cuts next year in income, but not confirmed.
- * 2016/17 lose transitional protection of £250k.

Resulting in the possibility of having to finding areas in which to save funds.

The cash position is tight. Pam Olbison (College Accountant) has highlighted that the liquidity ratio at the end of the financial year is in red therefore strategies need to be put in place now. Future projections for future years are to be addressed at an ad-hoc meeting of governors in May meeting to present to the May/Summer term Corporation meeting.

Management Accounts - Approved by Governors.

b) Loan Update – CONFIDENTIAL Briefing:

Any Other Business

i) Initial Internal Audit Findings 2015

ii) Succession Planning and Re-organisation of the Senior Team
Confidential discussion

The Date of the Next Meeting: Thursday, 21st May 2015 at 5.00pm

Meeting ended at 18.30hrs.

Approved by:
Chair of the Governors