

**CORPORATION MEETING 118
MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2014**

Present: Andrew Clifford, Caroline Dawes, Raphael Floresca, John Gilleard, Mary-Rose Hardy, Richard Heseltine, Adam Jennison, Mike Noddings (Vice-Chair of Corporation), John Shipley, Phil Taylor, Anna Terentjeva, Jay Trivedy (Principal), John Wilson, Philip Wright, Elizabeth Younger

In attendance: Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation, Anna Lamplough (Director of Finance), Julie Peaks (Assistant Principal), Mark Rothery (Assistant Principal)

1 Apologies for absence

Apologies were received from Corporation members Jim Darmody, Jackie Goodman, Andrew King and Martin Longbottom, and from Ian Taylor (Deputy Principal).

2 Declaration of interests

The following standing declarations of interests were noted:

Caroline Dawes (employee, Kelvin Hall School), Jackie Goodman (employee, Hull City College), Mary-Rose Hardy (Councillor, East Riding of Yorkshire Council), Richard Heseltine (employee, University of Hull, and Chair of Governors at Thomas Ferens Academy), Adam Jennison (employee, Kingston upon Hull City Council). John Shipley (Councillor, Kingston upon Hull Council).

Mary-Rose Hardy also declared her membership of the East Riding of Yorkshire Council's Pensions Committee at item 10(iv) below.

Governance matters I

3 Search & Governance Committee (SGC) recommendations on Corporation & Committee vacancies

John Wilson, as Chair of the Search & Governance Committee (SGC) presented recommendations on Corporation and committee vacancies arising from the Committee meeting held on 18.9.14.

Corporation noted the resignation of Jayne Botham, who had been appointed as the elected Parent member of Corporation in Feb. 2014, and agreed, on the recommendation of the SGC, that the runner-up in the election, Andrew Clifford, should be appointed to the vacancy for the remainder of Jayne Botham's period of office (i.e. until 25.2.18) or until his child left the College whichever was the sooner, with appointment subject to meeting Corporation's eligibility requirements, including a Satisfactory Disclosure & Barring (DBS) service check

Action: Clerk

The Committee noted that there was currently a vacancy for an elected Support Staff member of Corporation, which would be advertised to support staff, with a view to an appointment being made at the Dec. 2014 meeting of Corporation.

Action: Clerk

It was noted that Mary-Rose Hardy would retire as a Corporation member on 30.9.14 i.e.

following the current meeting. The SGC had noted that Mary-Rose's retirement would affect the Corporation's gender balance and had agreed that John Wilson, as Chair of Corporation and the SGC, and the Principal should meet with 2 female candidates from the list of those who had expressed an interest in Corporation membership, with a view to any recommendation on appointment being made at the Dec. 2014 Corporation meeting.

Action: Clerk

Corporation noted that Phil Taylor's first 4-year term of office as a Corporation member would end on 16.2.15. Having conducted a positive review of his performance against Corporation's re-appointment criteria, the SGC were recommending his re-appointment for a second 4-year term of office from 17.2.15.

Corporation approved, on the recommendation of the SGC, the appointment of Phil Taylor for a second term of office of 4 years from 17.2.15, subject to his meeting Corporation's eligibility requirements.

Action: Clerk

Corporation approved, on the recommendation of the SGC, the appointment of Caroline Dawes to the Student Committee and of Phil Taylor to the Search & Governance Committee.

Vacancies for a Committee member on each of the Personnel and Remuneration Committees, which would be further reviewed by the SGC, were noted.

The Chair welcomed new Parent member, Andrew Clifford, and Student members, Raphael Floresca and Anna Terentjeva, to the meeting.

Minutes & matters arising

4 Minutes of meeting 117 held on 8.7.14 incl. confidential minutes

The minutes were approved with the following amendment: the reference at item 117.14 should be to "Mike Noddings, as Vice-Chair" rather than to "John Wilson, as Chair".

Action: Clerk

5 Matters arising and actions

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 The development of an electronic version of Corporation's audit of skills form had been postponed pending the migration of the Corporation section from the old to the new version of Moodle, which had been completed in Sept. 2014 and Corporation members had been sent login details for the new version (117.6).

Action: Clerk

- 2 It was noted that new documents placed on the Corporation section of Moodle were now highlighted as "New". An alert system for new documents had yet to be developed (117.6).

Action: Clerk

- 3 The Education Funding Agency (EFA) required Audit Committee annual reports to be submitted to them from Dec. 2014 (117.6).

Action: Clerk

- 4 It had been agreed that Corporation's collective self-assessment

questionnaire for 2013/14 should be presented in draft form to the Oct. 2014 meeting of the C&Q Committee and to Corporation for ratification of draft grades at the meeting at which Corporation also approved the College's annual self-assessment report overview/College Plan (117.6).

Action: Clerk

- 5 It was noted that the relevant sections of the July 2014 minutes had been kept confidential as agreed (*confidential minute*) (117.9).
 - 6 The College's Fraud and Bribery Policy had been updated, as agreed (117.10).
 - 7 The EFA's letter awarding the College a grant under the BCIF scheme for IT infrastructure works, had been signed and returned to the EFA, as agreed (117.11).
 - 8 A progress report on the IT infrastructure project to be funded by the BCIF grant was on the agenda (117.11).
 - 9 The financial plan for the financial years 2014-2016 (amended by the Director of Finance to show a Satisfactory financial health assessment grade for all 3 years of the plan) had been approved by Corporation by written resolution sent by e-mail and the approved plan had been submitted to the EFA by the required deadline of 31.7.14 (117.11).
 - 10 Corporation's agreed eligibility and voting procedures had been followed with reference to action 9 above (117.11).
 - 11 The declarations of personal & related party transactions form for the y.e. 31.7.14 was on the agenda (117.11).
 - 12 Senior post-holder appeals procedures had been amended, as agreed (117.13).
 - 13 Corporation's constitution table had been amended, as agreed (117.14).
 - 14 New Student members had completed their induction eligibility and register of interest forms in Sept. 2014 (117.14).
- Action: RF/AT**
- 15 The Personnel Manager, Jenny Anderson, provided a progress report on individual Corporation member training in equality & diversity & safeguarding. It was noted that, in the absence of the College's designated person, new Corporation members, Elizabeth Younger and John Gilleard would be sent an online safeguarding course to complete. It was noted that Philip Wright, Phil Taylor and Mike Noddings were due to update their safeguarding or equality and diversity training and would be contacted by the Personnel Manager (117.15).
- Action: JEA**
- 16 Corporation finance training with Sector Training was being arranged for the current term and the Clerk would send members confirmation of the date in due course (117.15).
- Action: Clerk**
- 17 Register of interests forms were on the agenda for distribution to Corporation members for review, amendment (as required) and signing (117.15).

- 18 Corporation and Committee dates for 2014/15 had been sent to Corporation members, as agreed (117.20).

6 Annual review of confidential minutes

The Clerk reported that:

- The Corporation made non-confidential minutes routinely available under its Freedom of Information Publication Scheme;
- Some minutes were, however, classed by Corporation as confidential;
- As the need for confidentiality could change over time, the classification of confidential minutes was therefore subject to annual review by the Corporation;
- Minutes which the Corporation classed as confidential could, nevertheless, still have to be disclosed, in whole or in part, under the Freedom of Information Act 2000 where a request for their disclosure was made and a valid exemption under the Act did not exist at the date of the request.

Members noted that the Clerk was recommending that the following Corporation minutes produced during 2013/14 should be released from confidentiality:

- Specified sections of the confidential minutes arising from the September 2013, February and May 2014 Corporation meetings, although sections related to issues which were commercially sensitive should remain confidential;
- Sections of the December 2013 and February 2014 confidential Reserved Business minutes which were already in the public domain should be released from confidentiality (e.g. information relating to the Director of Finance appointment process) but that other information about named or identifiable designated senior post-holders should remain confidential.

It was noted that information on senior post-holder salaries was contained in the College's Annual Report & Financial Statements, which were publicly available.

The Corporation completed its annual review of confidential Corporation minutes and agreed that the Clerk's recommendation on the release of minutes from confidentiality should be implemented.

Action: Clerk

Principal's report

7 Principal's report

The Principal, Jay Trivedy, presented his report for Sept. 2014, which was discussed.

(i) Students

Member noted that:

- Enrolment had been successful and had moved in recent years from being a small to a medium/large sixth form college, (*confidential minute*).

It was noted that in an increasingly competitive market, it was critical that the College continued to achieve outstanding results, provide exemplary support and offer excellent resources to enable students to achieve success.

The need for additional accommodation, as they College continued to grow was discussed, with members noting that:

- The College was producing draft plans for the additional accommodation e.g. additional recreational and refectory space, another level/floor for IT support in the Library;
- As further borrowing to fund plans was not, however, an option in the short-term, the College would discuss with the EFA the possibility of future grant funding.

It was noted in response to members' questions concerning the adequacy of the level of recreational space included in the original design for the new campus that this reflected the Learning and Skills Council requirement that teaching space should be maximised. The College was, however, reviewing whether any increase in student recreational space could be obtained by reorganising any existing areas.

(ii) Curriculum

Members noted that:

- In line with Corporation's agreed strategy, the College was now mainly a Level 3 provider, with a small proportion of students at Level 2 and a small number on a 'bridging' course (a combination of Level 2 and 3) i.e. mainly GCSEs plus 1 subject at AS level;
- The College continued to think strategically about the curriculum to ensure student choice and options for progression;
- As a result of the fall in Level 2 pass rates, provision at this level and the subject entry criteria for admission would be reviewed to ensure that the College was responding to student need appropriately and to bring about improvement in results.

(iii) Staffing

Members received the Principal's report on staff leaving and joining the College, noting in particular the re-organisation of the tutorial provision at the College.

Members noted that:

- Following induction, all new staff had met the senior management team (SMT) and been allocated a mentor;
- A College Management Group (CMG), which met weekly to discuss strategic and operational issues facing the College, had been established and consisted of all Heads of Faculty, Senior Tutors, the Liaison Manager, Quality Systems Manager and 4 SMT members of the Senior Team;
- All staff had completed online Professional Development Reviews (PDRs) with their line managers in 2014, which included specific ways to improve their performance e.g. for teaching staff including lesson observation notes and actions to further improve their classroom practice (an action arising from inspection in 2013);
- SMT were evaluating the quality of the PDRs and lesson observation notes, which would be discussed at CMG to bring about improvement.

It was noted in response to members' questions that:

- The College was generally attracting good candidates for teaching posts;
- The College's policy was to advertise fixed term teaching posts nationally once they ended.

The skill exercised annually by staff responsible for curriculum, enrolment, personnel and finance to ensure that staffing matched student demand and was within budget, was noted.

(iv) Finance

Members noted that:

- As a deficit budget had been set for the 2014/15 financial year, it was critical that all expenditure was appropriately monitored;
- A number of systems and procedures had been revised to ensure greater accountability for budget holders;
- A cashless system has been introduced for all trips and monies collected using ParentPay, an on-line payment system used by schools and colleges;
- A cashless catering system would be introduced following half-term, which would enable students in receipt of bursaries and free meals to access catering facilities without any stigma attached.

The Student members of Corporation reported that more than a quarter of students had

raised concerns about the introduction of the online ParentPay system with the Student Association Executive. The concerns raised were discussed in detail with it being noted that:

- Students were unhappy that parents, rather than students, were required to register to download credit onto the ParentPay system;
- Registering on an online system could be difficult for parents who were not IT literate;
- Unlike some school systems, the College system did not include machines into which students could put cash to load credit onto the system;
- The name "ParentPay", which had connotations of financial dependency, was unattractive to many students aged 16+;

Members noted in discussion that:

- The new cashless systems were being introduced in part to manage risk and increase security by reducing the need for cash receipt and cash counting in College, which was why it did not include the option of machines into which students could put cash to load credit;
- While the online system was called "ParentPay", people other than parents could load credit online i.e. students could register to do so;
- Parents or students could also obtain a bar-coded PayPoint card which they could load with credit at participating PayPoint stores e.g. supermarkets;
- While the College could re-brand the system within College in a way which was more acceptable to students, the website would still be branded as ParentPay.

It was noted that the reasons for the introduction of the new system and the options available under it could have been communicated more effectively to students. It was suggested in the context of the above discussion that the College might wish to consider inviting an external speaker into College to explain how students could set up bank accounts, which would help any student who wished to register to use ParentPay online but did not currently have a bank account.

The Corporation received the Principals' report for September 2014.

Enrolment report

8 Enrolment report

Julie Peaks, Assistant Principal, presented the 2014/15 student enrolment report, which had also been considered by the Sept. 2014 Finance & General Purposes (F&GP) Committee.

(Confidential minute).

Members noted changes in the number of students enrolling from particular schools in 2014 compared to 2013 e.g. significant increases *(confidential minute)* and decreases *(confidential minute)*. It was noted that Kelvin Hall School continued to be a key partner school.

(Confidential minute).

It was noted that:

- The College's overall marketing strategy continued to be to ensure that Wyke's students achieved good results and to emphasis the advantages of studying at Wyke rather than to criticise other institutions;
- A report on recruitment/enrolment for 2014/15 had been discussed by the SMT and the College Management Group, with the marketing team having discussed recruitment strategies for enrolment in 2015/16 *(confidential minute)*.

Members discussed changes in enrolment patterns. The role of the College's reputation in attracting applicants, including "word of mouth" recommendations, was also discussed.

It was noted in response to members' questions that:

- The "out of area" category in the table attached to the report could include students from other parts of the UK or from abroad;
- The College had information on student destinations which was presented at Open Evenings and could also be presented to Corporation, for information.

Action: JKT/Clerk

The Corporation received a report on student enrolment for 2014, which had been successful.

Exam results & initial performance data

9 Review of 2014 exam results & initial performance data

Mark Rothery, Assistant Principal, presented the report on exam results and initial performance data for 2014, which had been prepared by Ian Taylor, Deputy Principal.

Corporation members discussed exam results at Level 3, which was the College's core business, noting pass rate data for 2014, including:

- An overall pass rate at A2 for 2014 (excluding General Studies) of 99.64% (2013: 99.5%);
- An overall pass rate at AS for 2013 (excluding General Studies) of just under 92% (2013: 93.6%);
- The College's AS pass rate, although lower than in 2013, was still significantly above the national average AS pass rate of 90%.

Members noted excellent results in vocational subjects including:

- 100% pass rates in the BTEC Level 3 Certificate in Business, Health & Social Care, IT, Performing Arts, and Sports;
- 100% in First Diploma (Health & Social Care), Level 3 Diploma (Health & Social Care, IT) and the Extended Diploma (IT, Sports).

Members discussed the fall in Level 2 GCSE A*-C rates to 44.53% (2013: 51.81%), which had reversed a 3-year rising trend. It was noted in response to members' questions concerning the reason for the fall and actions being taken to address it that:

- Grades in Maths, English and Science at Level 2 had been static;
- New courses in Law and in Film Studies had not performed well, noting that numbers studying these subjects had been higher than anticipated i.e. there had been 2 classes in each subject rather than 1 class;
- The College accepted that, while only a small number of students studied at Level 2, the fall in A*-C grades in 2014 was unacceptable and action plans were in place to address identified issues.

It was noted, in response to members' questions concerning value for money where very small numbers of students were shown as taking some GCSE subjects, that this was normally where a student was taking a re-sit in a particular subject.

Members noted, with reference to AS Levels, that:

- Retention at 95% (2013: 94%) was above the national benchmark of 90.4%, noting that this was the third year that retention had exceeded the national benchmark;
- Achievement at 89.5% (2013: 91.9%) had fallen slightly since 2013 but was still above the national benchmark of 88.1%, noting that this was the fourth year that achievement had exceeded the national benchmark;
- The A*-B rate was 31.1%, which was below the national benchmark of 40.2%, although the College had maintained its 2013 position with a significantly higher number of students in 2014.

Members noted that the A*-B rate at A2 was 38.9% (2013: 42.9%), which was lower than in 2013 and remained below the national benchmark of 52.4%.

Members considered:

- The effect of the removal of externally assessed exams in January from 2014 in the context of increased retention and the slight fall in achievement at AS in 2014;
- The effect on A*-B grades, at AS and A2, of the College accepting 5 GCSEs at grade C or above for entry, noting that some sixth form colleges had entry requirements of grade B or above.

Members noted that:

- Continuing to improve A*-B grades at AS and A2 to reach national benchmarks remained challenging, as students entered the College less well-qualified than the national cohort, although ALIS and ALPS scores showed that value-added by the College remained positive;
- Targets agreed by the Chair and Vice-Chair of Corporation at the Principal's annual appraisal/performance and development review included targets to stretch College performance, including in relation to A*-B grades.

The Corporation considered the College's overall value added scores for 2014 in detail, noting:

- Positive value-added scores under the ALIS value-added system at A2 and AS level as in 2012 and 2013;
- "Outstanding" value-added under the ALPS value-added system at AS level, placing the College in the top 10% of those using the ALPS system nationally for the second year, and a score of "Excellent" value-added for A2, placing the College in the top 25% nationally;
- Wyke was also placed in the top band nationally in the EFA's Level 3 Value-Added system (formerly known as the LAT) i.e. in fourth place for sixth form colleges nationally.

Members considered Qualification and Curriculum Authority (QCA) points per candidate and per student with reference to 2013 data (i.e. the latest available), noting that:

- At A2, the College had an average point score per candidate of 926.1 Qualification and Curriculum Authority (QCA) points (2012: 920), which placed the College in the twelfth place nationally for sixth form colleges, and per examination entry of 208.2 QCA points (2012: 209).

Members considered the College's approach to improving exam performance generally, noting that:

- Review meetings relating to 2014 exam results was being undertaken, with the few subjects which had underperformed being challenged to improve their outcomes;
- Heads of Subject wrote an evaluative statement on the previous year's performance which was reviewed by the Principal and Assistant Principal, with data reviewed again following the outcome of exams in January;
- Where necessary, monitoring meetings took place monthly.

It was noted in response to members' questions that:

- Opportunities were provided for high-performing subjects to share good practice;
- While the College's general entry requirements were 5 GCSEs at grades A*-C, entry requirements for individual subjects could be higher e.g. taking into account national data, the College required a mixture of As and Bs at GCSE for entry to Biology, including at least a grade B in Science.

Following questions from the Student members of Corporation on how General Studies affected the overall pass rate, it was noted that pass rate data was normally provided excluding General Studies. The value of General Studies and the approach to teaching it was discussed in detail, with members noting in discussion that:

- The College considered that General Studies, which was taught in tutorials, had

- academic and cultural value for students, as well as increasing the College's points scores and position in the league tables;
- Some universities also took General Studies scores into account when considering entry to higher education and this was communicated to students.

Ways to increase student commitment in relation to General Studies, including making changes to the way it was taught, were discussed and it was agreed that it would be useful for the Student members to discuss this further with the College.

Action: RF/AT

Corporation considered an overview of the College's exam results, noting in particular continuing excellent performance at Level 3, including positive value-added scores. Actions being taken to bring about improvement, particularly at Level 2, were also noted.

Committee reports

10 Finance & General Purposes (F&GP) Committee

(i) Student numbers & funding report

John Wilson, as Chair of the F&GP Committee, presented the student numbers and funding report for 2013/14, which had been considered at the Committee's Sept. 2014 meeting.

Members noted that:

- Retention at Level 3 for students aged 16-18 was 95.7% (2013:94.6%) i.e. the highest for the 6 years shown in the table;
- Improvements in retention were due to a range of actions taking by the College, including enrolment and induction processes;
- Success rates (retention x achievement) at Level 3 for students aged 16-18 were, however, marginally down on 2012/13, as a result of a slight reduction in success rates at AS level i.e. a success rate of 89.4% compared to 89.8% in 2012/13 and a national benchmark of 85.3% for 2011/12.

The September 2014 student numbers and funding report was received.

(ii) Management accounts for July 2014

John Wilson presented the monthly management accounts for 31.7.14, which had been considered at the F&GP Committee's Sept. 2014 meeting.

Members noted that:

- The operating deficit for the 12 months to 31 July 2014 was £278.4k compared with a budgeted deficit of £388.7k;
- The original forecast year-end deficit of £388.7k had been revised to £289k towards the end of the financial year, with the management accounts for July 2014 therefore showing that this had been achieved and improved by £10k;
- The improved position had been partly achieved as a result of additional transitional funding received from the EFA and partly through careful management of resources in the second half of the financial year.

It was noted in response to members' questions that:

- The deficit in the annual financial statements for 2013/14 was expected to be in line with the July 2014 management accounts but would also include the Financial Reporting Standard (FRS) 17 adjustment, which would be a positive adjustment for 2013/14.

The projected 12-month rolling cash flow covering the period from July 2014 was discussed, with it being noted that:

- The lowest bank balance forecast was £162k in March 2015, with balances over the period September to November exceeding £1m;

- With reference to the situation in March 2015, that the College had a 2-year revolving credit facility loan with Barclays bank;
- With reference to the College's healthy cashflow situation generally that consideration would be given to placing money on deposit in an interest bearing account and/or the possibility of paying off some of the Barclays' Loan Capital.

It was noted in response to members' questions that the F&GP Committee's terms of reference did not include delegated powers in relation to decisions concerning the repayment of loans.

Members discussed the monitoring of the management accounts by the Corporation generally, noting that there had been increased scrutiny and challenge since 2013, which would continue. The Chair confirmed that F&GP Committee members were confident in the accuracy of the College's financial reporting.

The Corporation received the management accounts for July 2014, noting an operating deficit for the 12 months to 31.7.14 of £278.4k against a budgeted deficit of £388.7k and a revised deficit of £289k, congratulating the Director of Finance on the outcome against the revised 2013/14 budget.

(iii) Report on bank covenants

John Wilson reported that a report on compliance with bank covenants was considered at each meeting of the F&GP Committee.

Corporation received the September 2014 report from the Director of Finance on bank covenants, noting that both the covenants attached to the Lloyds and Barclays Bank loans had been met.

(iv) Annual pension report

(Mary-Rose Hardy declared her membership of the East Riding of Yorkshire Council's Pensions Committee during this item).

John Wilson presented the College's annual report on the actuarial valuation of the East Riding Pension Fund (ERPF), which had been considered at the F&GP Committee' September 2014 meeting.

Members noted that:

- The ERPF was the pension scheme which applied to the College's support staff;
- The actuarial valuation of the ERPF for Financial Reporting Standard (FRS)17 purposes as at 31 July 2014 showed that there has been an increase in the College's share of the overall scheme deficit from £48k as at 31 July 2013 to £363K at 31 July 2014;
- Actuarial gains/losses arose as a result of the differences between assumptions made at the end of the previous year, and what had actually occurred over the course of the year under review.
- The significant changes that had taken place during 2013/14 included the increase in the overall pension deficit due to falling real bond yields and the projected pension expense for 2014/15 having fallen, mainly due to higher expected asset returns;
- Assumptions made by the actuary were verified by the College's financial statements auditors, Baker Tilly.

The Corporation received the actuarial valuation of the East Riding Pension Fund (ERPF), noting an increase in the College's share of the overall scheme deficit.

(v) Student Association accounts 2012/13

John Wilson, as Chair of the F&GP Committee, presented the Student Association accounts for 31.7.13.

Members noted that:

- Under the Education Act 1994 and the College's Articles of Government, the Student Association was responsible for presenting financial reports to Corporation annually;
- The Student Association accounts for the year ended 31.7.13, which had been reviewed by the former Director of Finance had been considered at the September 2014 meeting of the F&GP Committee and were being recommended to Corporation for approval;
- The 2012/13 accounts showed that the Student Association had reasonable reserves.

The Corporation approved the Student Association accounts for 2012/13.

Other finance matters

(vi) EFA BCIF grant: progress report

Corporation noted that:

- The Principal had reported at the July 2014 Corporation meeting on the award of £6k from the Education Funding Agency's (EFA's) Building Condition Improvement Fund (BCIF) for IT infrastructure;
- Corporation had agreed at its July 2014 meeting to accept the terms and conditions set out in the EFA's letter of 3 June 2014, noting that a progress report on the project would need to be presented to the September 2014 Corporation meeting in order to meet the first 3 month reporting deadline required by the EFA.

The Corporation received a progress report from the Director of Network & Information Systems, and the ICT Network Manager, on use of the EFA's BCIF IT infrastructure grant, noting that under the terms and conditions of the grant 3-monthly progress reports would be presented to the Corporation during the duration of the project.

Action: Clerk/WGJJ/AR

(vii) Staff pay award 2014

The Corporation received a report on the staff pay award 2014, noting that:

- The College had received notification on 17 September 2014 that the National Joint Council (NJC) for Staff in Sixth Form Colleges had reached agreement on a 1% pay increase on all points of the NJC pay scales for teaching and support staff from 1 September 2014;
- The above award was in line with the 1% pay award which had been approved by Corporation in July 2014 when approving the 2014/15 budget;
- Corporation's approved practice, where the nationally agreed payment award was at or within the percentage pay increase approved in the College's annual budget, was for the award to be paid, on the authorisation of the Chair of Corporation, without further approval being required by Corporation;
- Under the NJC agreement, the annual Support Staff Standards Payment (currently £320 p.a.) would also continue to be paid to eligible support staff with reference to the conditions of the SSSP performance criteria and timetable agreed by the College;
- The appendices to the report provided details of the pay spines applicable to teaching and support staff from 1 September 2014, with the new minimum point for support staff agreed by the NJC being point 10 on the pay spine.

The Corporation noted the annual staff pay award payable from 1 September 2014 agreed by the National Joint Council (NJC) for Staff in Sixth Form Colleges was in line with the 1% award approved in the 2014/15 College budget, noting also the continuation of the annual Support Staff Standards Payment and teaching and support staff pay spines applicable from 1 September 2014.

Governance matters II

11 (i) Governor liability insurance report

John Wilson, as Chair of the F&GP Committee, reported that the September 2014 meeting of the Committee had received a report on the addition of an insolvency exclusion clause in the College's governor liability insurance, which had been considered in the context of Eversheds' January 2013 briefing on the personal liability of Corporation members, noting in particular that:

- Members of statutory corporations were not subject to the Companies or Insolvency Acts and that their potential liability was therefore lower than that for company directors;
- Corporation members had, however, a duty as charity trustees to act reasonably, honestly and with skill and care to safeguard the assets of the College and were required to act within their statutory powers;
- The Committee had been content that, given the satisfactory fulfilment of members' responsibilities as Corporation members and charity trustees, the risk to Corporation members from the additional clause was low but had agreed that additional confirmation of this interpretation should also be sought from Eversheds.

The Corporation received a report from the F&GP Committee on the addition of insolvency exclusion to the College's governor liability insurance, which was considered in the context of Eversheds' January 2013 briefing on the personal liability of Corporation members.

(ii) Corporation attendance in 2013/14

It was noted that overall Corporation attendance was 79.5% against an approved target of 75%.

(iii) Annual review of Corporation policies & procedures

The Clerk reported that the following Corporation and Committee policies and procedures were reviewed annually: Corporation's Code of Conduct; the Policy and Procedures for the Appointment, Re-appointment and Replacement of Corporation Members; Corporation's Standing Orders and Committee terms of reference; and Corporation & Committee standing agenda item lists.

Corporation agreed the following revisions to its policies and procedures:

- The addition of the eligibility and voting procedures approved by Corporation in July 2014, for use with written resolutions sent by e-mail, as an Annex to Corporation's Standing Orders;
- Minor updating and stylistic changes to Corporation's standing agenda item list to reflect current terminology and Corporation's practice;
- Updating and stylistic changes to the terms of reference and standing agenda item lists of Corporation's committees, following their annual review by committees, including the removal of an annual committee report to Corporation from all standing agenda item lists, with the exception of the Audit Committee, where an annual report to Corporation was a requirement of the EFA/SFA Joint Audit Code of Practice;
- The removal of cross-references to an annual report from the committees' terms of reference of the Personnel Committee and the Student Committee.

Action: Clerk

(iv) Report on annual updating of register of interests, declarations, audit of skills forms & completion of Corporation member individual self-assessment form

Register of interests and declarations relating to payments and third party related transactions during the previous financial year were distributed to Corporation members for review, amendment (where necessary) and signing. It was noted that forms would also be sent to Corporation members not present.

Action: Clerk

The Clerk reported that it was intended that audit of skills forms and Corporation member individual self-assessment forms should be completed on line in future, through the Corporation section of Moodle, the College's virtual learning environment (VLE).

Action: Clerk

(v) Documents from outside bodies

Corporation members received a letter issued in July 2014 by Peter Mucklow, National Director for Young People at the Education Funding Agency (EFA), which:

- Reflected on his first year as Sixth Form College (SFC) Commissioner and congratulated colleges on improved inspection performance in 2013/14 against higher standards;
- Noted that 2014/15 would be financially challenging for colleges and would require strong, confident challenge and support from corporation members on financial matters, noting discussions with the Sixth Form Colleges' Association (SFCA) to consider what information could be made to secure closer scrutiny and more effective challenge on financial planning and management by corporations;
- Noted that colleges' financial plans would now be reviewed by the EFA with a greater degree of scrutiny and, from 2014/15, where this led to an Inadequate rating for financial health and/or management and control, the Commissioner would issue a publicly available Notice to Improve and would visit the college to assess the capacity of its leadership and governance teams to deliver the required financial improvements within an agreed timeframe.

The Corporation received a letter dated 17.7.14, from the Sixth Form College Commissioner on sixth form college governance issues.

Academy co-sponsorship: TFA report

- 12 **Thomas Ferens Academy report**
(Confidential minute).

Corporation received a confidential report from Richard Heseltine, Chair of the Board of Governors of Thomas Ferens Academy which was sponsored by the University of Hull and co-sponsored by Wyke and Wilberforce Sixth Form Colleges and Kingston upon Hull City Council.

Meeting dates & College events

- 13 **(i) Corporation & Committee meeting dates 2014/15**

The dates of Corporation and Committee meetings in 2014/15 were received.

(ii) Forthcoming College events

A list of forthcoming open days and other College events, including dates where known, were received.

Committee minutes

- 14 **(i) Committee minutes**

The following committee minutes were received, reports and recommendations arising from the September 2014 F&GP Committee and Search & Governance Committee meetings having been given earlier on the agenda: F&GP Committee, 30 June 2014 and Search & Governance Committee, 2 June 2014.

Final agenda items

15 Any other business

The Chair noted that Mary-Rose Hardy would retire from the Corporation after the current meeting and thanked her for her contribution to the work of the Corporation and the College.

16 How will items considered at the meeting have an impact on learners?

No specific items were identified but items considered at the meeting included academic performance and financial matters.

17 Risk management – items identified at the meeting

No new items of risk were identified

18 Date of next meeting

It was noted that the Corporation was next due to meet on Tues. 16 Dec. 2014 at 4.30pm

Fiona Bagchi
Clerk to the Corporation

CORPORATION 119
MINUTES OF THE MEETING HELD ON 16 DECEMBER 2014

Present: Andrew Clifford, Caroline Dawes, Raphael Floresca, John Gilleard, Jackie Goodman, Richard Heseltine, Adam Jennison, Martin Longbottom, John Shipley, Phil Taylor, Anna Terentjeva, Jay Trivedy (Principal), Justine Wilkinson, John Wilson, Philip Wright, Elizabeth Younger

In attendance: Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation), Anna Lamplough (Director of Finance), Julie Peaks (Assistant Principal), Mark Rothery (Assistant Principal), Ian Taylor (Deputy Principal)

119.1 Apologies for absence
Apologies were received from Corporation members Jim Darmody Andrew King, Mike Noddings (Vice-Chair of Corporation).

119.2 Declaration of interests
The following standing declarations of interests were noted:
Caroline Dawes (employee, Kelvin Hall School), Jackie Goodman (employee, Hull City College), Richard Heseltine (employee, University of Hull, and Chair of Governors at Thomas Ferens Academy), Adam Jennison (employee, Kingston upon Hull City Council), Martin Longbottom (employee, Hull City College), John Shipley (Councillor, Kingston upon Hull Council).

Governance matters I

119.3 Corporation vacancies: appointment of support staff member

Members noted that:

- As Ray Huty, the elected support staff member of Corporation, had left the College in July 2014, nominations had been sought from support staff members during autumn term 2014;
- Two nominations had been received, although one was later withdrawn, with the remaining nominee, Justine Wilkinson, who was the College Counsellor, considered to have been elected unopposed.

Corporation approved the appointment of Justin Wilkinson as a support staff member of Corporation for a first term of office of 4 years from 16 Dec. 2014, subject to meeting Corporation's eligibility requirements.

Action: Clerk

Minutes & matters arising

119.4 Minutes of meeting 118 held on 30.9.14, including the confidential minutes

The minutes of meeting 118 held on 30.9.14, including the confidential minutes, were approved with the following amendment: the addition of Adam Jennison's standing declaration of interests.

Action: Clerk

119.5 Matters arising and actions from the above minutes

(Actions shown below are numbered according to their position in the action points)

table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 Andrew Clifford had been appointed as a Parent member of Corporation until 25.2.18 or until his child left the College whichever was the sooner (118.3).

Action: Clerk

- 2 The appointment of Justine Wilkinson to the support staff member had been approved earlier on the agenda (118.3).

- 3 A meeting of the Chair & Principal with 2 candidates for the current vacancy on Corporation had been arranged but both candidates had been unable to attend on the day and the meeting would therefore be re-arranged (118.3).

Action: Clerk

- 4 Phil Taylor had been appointed for a second term of office from Feb. 2015 (118.3).

Action: Clerk

- 5 The July 2014 minutes had been amended, as agreed (118.4).

- 6 The development of an electronic version of the audit of skills form was postponed pending the migration of the Corporation section from the old to the new version of Moodle, which was completed in Sept. 2014. The Clerk was also evaluating the use of an electronic audit of skills form at the other college at which she worked before developing an electronic version for Wyke's Corporation (118.5).

Action: Clerk

- 7 Login details for the Corporation section of Moodle had been sent to Corporation members and new documents placed on the Corporation section of Moodle were now highlighted as "NEW", with an alert system for recently added documents visible in the right-hand column (118.5).

- 8 The Audit Committee's annual report was on the agenda (118.5).

- 9 The draft 2013/14 Common Inspection Framework-based collective Corporation self-assessment questionnaire would be presented to the Feb. 2015 meetings of the Curriculum & Quality (C&Q Committee) and Corporation, with the College's Self-assessment Report (SAR) (118.5).

Action: Clerk

- 10 The Personnel Manager had confirmed that all safeguarding and equality & diversity training/updating for Corporation members had been completed with the following exception: John Gilleard had yet to complete the relevant training (118.5).

Action: JEA/JG.

- 11 Finance Training for Corporation had been provided by Sector Training in Nov. 2014, as agreed.

- 12 Corporation minutes released from confidentiality would be added to

the Corporation section of the website at the next updating (118.6).

Action: Clerk

- 13 The Principal's report on student destinations, which was presented at Open Evenings, had been attached as an appendix to the Principal's Report for Dec. 2014, which was on the agenda (118.8).
- 14 A progress report on BCIF IT infrastructure project was on the agenda (118.10)
- 15 Corporation policies and procedures had been amended, as agreed (118.11).
- 16 The Student members of Corporation had met with the Clerk to suggest ways in which the approach to General Studies could be approved. The Clerk had produced notes of the meeting, which had been presented to the Principal (118.9).
- 17 The annual updating of Corporation register of interests forms had been completed (118.11).

Principal's report

119.6 Principal's report, including appendix on student destinations

The Principal presented his report for Dec. 2014, including an appendix on student destination data as requested at Corporation's Sept. 2014 meeting.

(i) Students

Members noted that:

- Enrolment had been successful and had significantly exceeded the 2013/14 baseline figure of 1,633 (*confidential minute*);
- Final numbers for 2014/15 were, however, below the College Plan target (*confidential minute*) at census date, which would reduce funding for 2015/16 by around £100k under the lagged funding system;
- The student cohort at AS and A2 level was more able, with an average GCSE points score of 5.59 and 5.65 respectively;
- Mock exams had been held in December, with consultation evenings being held subsequently;
- Students appeared motivated and focused to succeed, with student attendance high and more positive second progress reviews;
- There had been numerous academic and local authority visitors to the College, with many commenting on the College's positive learning culture and the visible celebration of student success.

(ii) Curriculum

Members noted that:

- Preparation and planning was being undertaken to evaluate the curriculum changes that would be needed to respond to student needs (*confidential minute*);
- The process of managing growth in student numbers as the College reached capacity, whilst being mindful of budgetary constraints, was challenging and could require some restructuring;
- Consideration would be given to making changes to the College's General Studies model for 2015/16, with the Student members of Corporation having provided a useful critique of the current model which would be taken into account;

- Departmental review meetings had taken place, with subjects/curriculum areas with action plans for improvement (*confidential minute*) appearing to be making good progress to date.

It was noted in response to members' questions concerning the sharing of good practice in teaching, learning and assessment (TLA), which was an action arising from the College's 2013 Ofsted inspection, that:

- David Green had been appointed as Head of TLA;
- Two in-service training days on TLA had been held and there was a TLA section on Moodle, the College's virtual learning environment (VLE) to which teaching staff contributed;
- A full report would be considered later on the agenda,

It was noted in response to members' questions concerning College capacity, financial planning and the quality of future provision that:

- Student numbers were approved by Corporation annually when approving/approving revisions to the College Plan;
- The College's capacity was around 1,900 full-time students;
- Some internal re-modelling would be required as the College approached capacity and a bid would be submitted to the College's funding body, the Education Funding Agency (EFA) for relevant grant funding, where available;
- The Corporation had approved a balanced budget for 2015/16 which had been submitted to the EFA;
- As the 2013/14 financial outturn had been a deficit and the Corporation had approved a deficit budget for 2014/15, it was important that the approved 2015/16 budget was achieved;
- As lagged funding for 2015/16 would, however, be below the amount forecast in the 2015/16 financial plan, the senior management team would consider where savings could be made following financial modelling undertaken by the Director of Finance;
- Staff had been informed of the financial shortfall for 2015/16 and that reductions in expenditure would therefore be required;
- Future recruitment would be dependent on the College maintaining its reputation for the quality of its provision;
- Concentration on Level 3 provision had enabled the College to make economies of scale while maintaining the quality of provision i.e. the average class size at AS was currently 20 students and 17.3 students at A2, with groups of 24 students generally considered to be a maximum.

It was noted in response to members' questions concerning a recent press report that the local authority hygiene rating for the College's catering facilities had fallen from 5 to zero at inspection that:

- Although the issues raised at inspection had been easily rectifiable and had been addressed immediately, the College had not been eligible for re-inspection before December 2014;
- A number of parents had contacted the College following the press report and had been satisfied by the College's explanation;
- The College was confident that it would receive a rating of 5 at re-inspection, which would take place during the current week, and would inform students and parents of the result.

(iii) Staffing

Members noted:

- Some long-term staff illness during the current term, which had affected the staffing contingency budget;
- A report on staff joining and leaving the College.

(iv) College Successes

Members noted the Principal's report on student successes, including:

- Just under 70% of the College's 19 Oxbridge candidates being invited to interview;
- Student participation and success in sport, drama (including as finalists in the Shakespeare in Schools competition at Hull Truck Theatre), the Norvic Debating Competition (finalists), the Bar Mock Trial Competition (regional finalists), poetry (published work), the Mathematics Challenge, the Cambridge Chemistry Challenge (including one student receiving a Roentgenium Award), the Bank of England competition in York for economics students (finalists), the Young Enterprise competition;
- Citizenship and teambuilding for the local community in partnership with Hymers College;
- Student fundraising for charity.

It was noted that, changes to the 2014/15 College schedule meant that a combined first and second year awards evening would be held in January 2015.

Members noted in discussion that numerous College trips and visits had taken place during the autumn term to ensure students continued to receive a well-rounded educational experience.

Members noted that a number of Open Evenings and an Open Saturday had been held during the current term, with applications to date buoyant. The Chair reported that those attending had reported that the College's students had been identified by those attending as the College's greatest assets and as key ambassadors for the College.

The Principal's report for December 2014 was received.

(Mark Rothery left the meeting).

Committee reports I

119.7

Audit Committee

(i) Audit Committee Report

(Jackie Goodman and Jenny Anderson joined the meeting during this item).

Philip Wright, as Chair of the Audit Committee, presented the Committee's Annual Report to Corporation for consideration before review by the Corporation of the College's Annual Financial Statements and Members' Report.

It was noted that the following documents were attached as appendices to the Audit Committee's Annual Report:

- Internal Audit Service Annual Report 2013/14
- Financial Statements: Final Audit Findings, year ended 31.7.14
- Regularity Audit Report for the year ended 31.7.14
- College's Annual Risk Management Report 2013/14
- Funding Assurance Report 2014

Philip Wright drew members' attention, in particular, to the positive outcome of both the financial statements/regularity audits and of the EFA/SFA funding assurance audit. It was noted in discussion of the tri-partite regularity audit letter of engagement that this had been signed by the College and by the regularity auditors, Baker Tilly, with confirmation awaited that the EFA had also signed it, noting that this would be required before the auditors could sign off their regularity opinion.

Action: Clerk

Members noted that Audit Committee's overall opinion as stated in its 2013/14 report i.e. that: "Based on the reports of and discussions with both the internal auditors and the financial statements and regularity auditors, together with our own enquiries, the Audit Committee's opinion is: that reliance can be placed upon the adequacy and effectiveness of Wyke Sixth Form College's audit arrangements, its framework of governance, risk management and control, and its processes for securing economy, efficiency and effectiveness; and that the Corporation's responsibilities, included in the annual financial statements, have been satisfactorily discharged".

Corporation received the Audit Committee's 2013/14 report, noting the positive overall opinion, and agreeing that the report should be submitted to the EFA.

Action: Clerk/AL

(ii) Risk register, for information, & revised risk management policy

(Richard Heseltine joined the meeting during this item).

Philip Wright presented the College's revised risk management register, which had been discussed at the Nov. 2014 Audit Committee.

Members noted that:

- Following discussion at the College's Risk Management Group's May 2014 meeting, the need for risk management processes to be refreshed and a shorter, more strategic risk register developed which would be regularly reviewed by the College's senior management team (SMT) had been identified;
- A risk management workshop had been attended by the College's senior management team (SMT) and the Chair of the Audit Committee in September 2014 to reflect on the overall principles and value of risk management and the College's arrangements, debate/define the college's risk appetite, determine the College's strategic risks, and ensure the College's risk management processes were relevant and robust to assist the management and decision-making of the College;
- Following the above workshop, the SMT decided to create a new risk register using a Red-Amber-Yellow-Green risk scoring matrix and based on 8 strategic risk areas, with strategic risks (i.e. risks scoring 12 or above) to be reviewed half-termly by SMT and termly by the Audit Committee;
- The full risk register covering the 8 individual strategic areas would be presented to the Committee annually;
- The new streamlined register was more focussed on key risks, which should allow for more effective monitoring of controls and risk trends;
- The College's risk management policy had also been revised and was being presented to Corporation for approval.

Corporation received the College's strategic risk register and approved the College's revised risk management policy.

(iii) Assurance map, for information

Philip Wright presented the College's assurance map, which had been considered by the Audit Committee.

Members noted that:

- Under the SFA/EFA's current Joint Audit Code of Practice (JACOP), the Audit Committee was responsible for advising the Corporation on the adequacy and effectiveness of the College's assurance framework;
- The development of an outline framework for an assurance map had been agreed as part of the 2013/14 internal audit plan:

- The map set out areas of required and actual assurance (provided both internally and externally) highlighting any areas of assurance 'gap' (or overlap) in order that total assurance resources could be optimised;
- Areas of assurance covered included corporate governance, finance, teaching and learning, human resources, IT/information governance;
- The map included columns for area of assurance, area of cover/focus, key officers, source of assurance, issues/notes;
- There were 3 sources of assurance listed i.e. independent (e.g. internal and financial statements/regularity auditors, Ofsted, Kingston upon Hull City Council, Information Commissioner Office), second line (e.g. Corporation and its committees), management;
- The map was intended to be a pragmatic tool which would be maintained and developed by the College, aligned to the College's risk register, and used by the College and the Audit Committee to identify assurance gaps and the formulation of future internal audit plans;
- It had been agreed at the October 2014 meeting of the Audit Committee agreed that the College's senior management team (SMT) should review the assurance map annually during the spring term, with a view to an updated map being presented to the March Audit Committee meeting, so that discussion of the map could inform the drafting of the internal audit plan for the following year.

Members noted in discussion the following area where the map identified that further action and assurance was required: disaster and business continuity planning. It was noted that this had also been raised as a control issue in the financial statements audit findings report and that the College's current procedures would be further developed and desk-top tested during 2015.

Corporation received the College's assurance map, for information.

(iv) Letters of representation, for approval

Philip Wright presented the Audit Committee's recommendation on the financial statements/regularity audit letters of representation, which had been considered at the Audit Committee's Nov. 2014 meeting.

Corporation approved, on the recommendation of the Audit Committee, the letters of representation from the Corporation to Baker Tilly as financial statements and regularity auditors, and agreed that they should be signed by the Chair of Corporation and by the Principal and submitted to Baker Tilly.

Action: Chair/JKT/Clerk/AL

(v) Internal audit: auditor re-appointment & 2014/15 plan

Philip presented the Audit Committee's recommendation on the re-appointment of the internal auditors and the 2014/15 internal audit plan.

Members noted that:

- The EFA's mandatory requirement for sixth form college corporations to have an internal audit service was removed from 1 August 2012 and was reflected in the SFA/EFA Joint Audit Code of Practice (JACOP) in force from 1 August 2013;
- As noted above, the Audit Committee remained, however, responsible for advising the Corporation on the adequacy and effectiveness of the College's assurance framework and for providing an opinion in its annual report on the adequacy and effectiveness of the College's audit arrangements, its framework of governance, risk management and control, and its processes for securing economy, efficiency and effectiveness;
- The Committee's recommendation was that an independent internal audit

service should be appointed for 2014/15 to provide one of the sources of assurance which would be taken into account by the Audit Committee and Corporation when forming an opinion on the adequacy and effectiveness of the College's governance, risk management and control processes during 2014/15;

- Following a positive review of the internal auditor's performance, which was undertaken at the Audit Committee's Oct. 2014 meeting, the Committee were recommending the re-appointment of the East Coast Audit Consortium (ECAC) as internal auditors for 2014/15 and the approval of the draft 2014/15 internal audit plan;
- The proposed 15 day internal audit plan would enable the ECAC to provide an overall audit opinion for 2014/15;
- Fees for the audit were considered to be competitively priced.

It was noted in response to members' questions concerning the draft plan, that payroll had been reviewed in 2013 and was not therefore proposed for review in the current plan.

Corporation approved, on the recommendation of the Audit Committee:

- ***The re-appointment of the East Coast Audit Consortium as internal auditors for 2014/15, and***
- ***The 2014/15 internal audit plan.***

119.8

Finance & General Purposes (F&GP) Committee

(i) Student numbers & funding report

John Wilson, as Chair of the F&GP Committee, presented the College's Dec. 2014 student numbers & funding report, which had been considered at the Committee's Dec. 2014 meeting.

Corporation received, for information the College's student numbers & funding report, noting a 9% increase on the College's agreed lagged number target for students aged 16-19 at the 6 week census date and that the 2014/15 total would form the baseline for the College's lagged funding numbers for the 2015/16 academic year.

(ii) Management accounts for Oct. 2014

John Wilson asked the Director of Finance, Anna Lamplough, to speak to the management accounts for October 2014, which had been considered at the F&GP Committee's Dec. 2014 meeting.

Members noted in discussion that:

- The operating deficit for the 3 months to 31.10.14 was £24.3k compared with a budgeted loss of £28k;
- Trading income was below forecast, with the 2014/15 financial plan having included forecast income of £23k in respect of private fees from unfunded or part-funded students, with invoices for such students due to be raised shortly;
- Non-pay expenditure for the first three months of the financial year was £20k more than budgeted, noting in particular the examination budget, which was overspent by £14.7k due to the profiling of the budget, and the personnel budget, which was overspent by £5.8k due to advertising costs for unforeseen vacancies in the first three months of the financial year;
- The College had spent £6.7k less than budget on pay costs but teaching staff costs were overspent, including the cost of new posts which had been budgeted to start on 1 Sept. 2014 but had actually started a week earlier and agency costs relating to long-term sickness, although under and over-spends on other lines had offset the over-spend on teachers' pay;
- Due to completion of the reconciliation of the Fixed Asset Register, and

agreement to the ledger figure, the depreciation figures had changed since the budget was set and were less than anticipated, which also impacted on Capital Grants Released, which was underachieving by £7k, but was compensated for by the reduction in depreciation charge;

- With reference to the balance sheet, it was noted that the key figures were the Cash and Bank figure of £1,466k, the cash figure having increased by £984k since July 2014, due to £2.4m of EFA funding received between August and October 2014, and the Other Creditors having increased to £943k in October 2014;
- Cashflow was currently healthy, with a dip in the cashflow forecast shown for March 2015.

The management accounts were discussed and it was noted in response to members' questions that:

- Trading income could be less than forecast when the final list of unfunded and part-funded students was calculated;
- Budgetary variances were, however, more modest than in previous years which suggested that budgeting overall was more accurate than previously;
- With reference to the depreciation charge, 4 minibuses had been sold;
- Taking into account the current high cash balances, a part repayment of the Barclays' revolving loan facility had been made in November 2014 but the loan would be drawn down again in March, when there was normally a dip in cash available due to the profile of grant income receipts;
- The revolving loan facility would be available to the College until October 2015;
- The College's current account would remain with Lloyds Bank until the end of December when it would transfer to Barclays Bank, as previously agreed.

Corporation received the management accounts for October 2014, noting that the operating deficit was £24.3k compared with a budgeted loss of £28k.

(iii) Report on covenants relating to bank loans

John Wilson presented the report on covenants relating to bank loans which had been considered at the Committee's Dec. 2014 meeting.

It was noted in discussion that, in addition to the covenants noted in the report, that the Barclays' loan required the College not to take on additional borrowing. Members noted that the EFA's sixth form college benchmarking report to be considered later on the agenda noted that the College's total borrowing as a percentage of income was high compared to the sixth form college average and that the College would not therefore wish to increase this even if the Barclays' covenant conditions had permitted it.

Corporation noted that relevant covenants attached to the College's loans with Lloyds Bank and Barclays Bank had been met.

(Mark Rothery returned to the meeting).

(iv) Annual Report & Financial Statements for financial year ended 31.7.14, including review of accounting policies

John Wilson, presented the College's annual report and financial statements for the financial year ended 31.7.14, which had been reviewed at the F&GP Committee's Dec. 2014 meeting and had also been reviewed at the Nov. 2014 Audit Committee meeting, to inform the Audit Committee's review of the financial statements auditors' audit findings report and to consider the final regularity audit opinion, the statements on corporate governance, responsibilities of members of the Corporation and the system of internal control.

Members noted with reference to the College's Annual Report & Financial Statements for the y.e. 31.7.14 that:

- The College had made a loss of £215,000, after Financial Reporting Standard (FRS) 17 adjustments, in 2013/14 against a forecast of £289,000 as a result of the impact of lagged funding, the increase in staffing and examination costs due to increased learner numbers, and a strategic decisions to restructure the College's transport arrangements and marketing strategy;
- Transitional funding had been received from the EFA during the year in respect of increased learner numbers, as noted in the accounts;
- The College also had available during the year a draw down loan from Barclays which included a working capital facility of £250,000 and the bank had agreed in Feb. 2014 to an additional overdraft facility of £300,000 which gave the College sufficient funds to enable it to continue to meet its working capital requirements (although, as noted above, the College had recently been able to repay part of its outstanding bank loans);
- A 12-month rolling cash flow forecast was produced each month and showed a healthy cash position when projected forward as far as December 2015;
- In the above circumstances, the going concern basis had been adopted in preparing the financial statements, which the F&GP Committee considered to be appropriate.
- The Nov. 2014 Audit Committee meeting had noted that the College's financial statements/regularity auditors, Baker Tilly, anticipated issuing an unqualified audit opinion on the financial statements and a positive regularity audit opinion (*confidential minute*);
- The Dec. 2014 F&GP Committee meeting had considered the accounting policies used in preparation of the accounts, noting that they were appropriate and recommending them to Corporation.

Members noted in discussion of the 2013/14 outturn that the Corporation normally sought to achieve at least a balanced budget. While the Corporation had approved a deficit budget for 2014/15, it was committed, under its approved financial plan, to achieving a balanced budget in 2015/16.

Corporation:

- ***Approved, on the recommendation of the F&GP Committee, the College's annual report & financial statements for the year ended 31 July 2014, including the accounting policies, agreeing that they should be signed by the Chair of Corporation and the Principal;***

Action: Chair/JKT

- ***Agreed that, once signed by the College's financial statements/regularity auditors, a copy of the approved annual report and financial statements should be sent to the EFA by the required deadline of 31.12.14;***

Action: AL/Clerk/Baker Tilly

- ***Agreed that, in line with guidance in the 2013/14 Accounts Direction and Charity Commission guidance, the College should publish its approved annual report and financial statements on the College website.***

Action: Clerk

(v) Revised tendering procedures

John Wilson presented the College's tendering procedures, which had been updated by the Director of Finance, and had been considered at the F&GP Committee's Sept. 2014 meeting.

Corporation approved the College's revised tendering procedures, on the recommendation of the F&GP Committee.

(vi) **EFA financial health grade letter & SFC benchmarking data**

John Wilson presented the following EFA documents, which had been considered at the Dec. 2014 F&GP Committee meeting:

- A letter from the EFA confirming that they considered that the College's self-assessed health grade of Satisfactory for 2013/14 & 2014/15 was appropriate;
- Sixth form college (SFC) financial key performance indicators for 2012/13 and SFC financial dashboard included with the Sixth Form Colleges' Commissioner's letter of 7 Nov. 2014.

Members noted in discussion that:

- The College's 2013/14 financial health grade would be reviewed by the EFA following submission of the College's approved financial statements for the year ended 31.7.14 in Dec. 2014;
- The financial dashboard showed that that the College's total borrowing as a percentage of income and gearing ratio (i.e. loans expressed as a percentage of net assets excluding pension reserves) were high compared to the sixth form sector averages;
- While the College's automated financial health rating was shown as Inadequate for 2012/13 (moderated to Satisfactory taking into account the Elm Building project) and as Satisfactory in the years 2013/14-2015/16, most SFCs had been graded as Good or Outstanding.

Corporation considered a letter from the EFA confirming the College's self-assessed health grade of Satisfactory for 2013/14 and 2014/15, and compared the College's position with the benchmarking information provided in the EFA's sixth form college (SFC) financial key performance indicators and the SFC financial dashboard reports.

Committee reports II

119.9

Other committee reports

(i) C&Q Committee Oct. 2014 report

In the absence of the Chair of the Curriculum & Quality (C&Q) Committee, the Committee's Vice-Chair, John Wilson presented the Committee's autumn term 2014 report.

Members noted that the October 2014 C&Q Committee meeting had considered the following reports: the College's curriculum plans report, a report monitoring progress against the Ofsted action plan, and annual reports on exam results, retention, achievement and value-added, lesson observation, Teaching Learning & Assessment (TLA), and the 2014 staff survey results. Corporation received, for information, the College's TLA report, detailing activities undertaken to ensure that best practice was shared across the College.

It was noted that the 2013/14 draft collective Corporation self-assessment questionnaire had also been considered by the October 2014 meeting of the Committee. As the overall Grade for Leadership & Management under the CIF was largely based on the College's results for TLA, the final draft grades would be confirmed following review of the College's Self-Assessment Report (SAR) outcomes at the C&Q Committee meeting on 3 Feb. 2015 and it would be presented for approval at the Corporation Feb. 2015 meeting.

It was noted that 3 C&Q Committee members had also attended the College meeting in Nov. 2104 at which subject grades had been moderated for inclusion in the College's Self-Assessment Report (SAR) 2013/14. John Wilson commended the process as robust and rigorous, focussing particularly on those areas where

improvement was required. The SAR would be presented to the meeting of the C&Q Committee to be held on 3 Feb. 2014 and recommended to Corporation's Feb. 2014 meeting for ratification.

Action: Clerk/Chair C&Q

Corporation received the C&Q Committee's report.

(ii) Personnel Committee Nov. 2014 report

Phil Taylor, as Chair of the Personnel Committee, presented the Committee's autumn term 2014 report.

Members noted that the Nov. 2014 Personnel Committee meeting had considered the following reports: staffing update; employment law update; review of schedule of policies & procedures. It had been noted that the 5-yearly review of the following procedures was due to take place during 2015: the senior post-holder capability, disciplinary & grievance procedures. The following annual reports had been considered: staff performance management; staff absence; staff survey results; equality & diversity (staff profile); complaints; staff pay award.

The Committee had also noted the proposed introduction of a new pay & progression framework for teaching staff which matched the framework now in place in schools by linking pay progression for all teachers to the annual review/appraisal process and to continuing to meet new national standards. It was noted that consultation was taking place with trade unions on the proposed scheme, which would be considered for approval at the Sixth Form Colleges' Association (SFCA) AGM in Nov. 2014. The Committee agreed that a report should be presented to the Committee and Corporation following approval at national level.

Corporation received the Personnel Committee's report.

(iii) Student Committee Nov. 2014 report

Raphael Floresca, as Chair of the Student Committee, presented a report on the Committee's Nov. 2014 meeting. It was noted that Anna Terentjeva had been appointed as Vice-Chair of the Committee and that, in line with the Committee's practice, would chair the April 2015 meeting.

Members noted that the Committee's Nov, 2014 meeting had received a report on the 16-19 Bursary Fund, the College's Student Activities Report, and the Student Executive Report. Copies of the College's Student Activities Report and the Student Executive Report had been placed on the Corporation section of Moodle and paper copies were also available at the current meeting.

Members noted, with reference to the Student Executive Report, that Raphael Floresca, as President of the Student Executive, had proposed that a monthly report collating the concerns of the students should be presented to the Principal, to improve communications between senior staff and students. It had, however, been agreed that regular meetings between the Principal, the President and other Student Executive members should be held instead. It was noted that the Student Executive had organised drop-in sessions so that students could raise concerns with Student Executive members.

It was noted in response to members' questions concerning communication with students that, while communication was generally considered to be good it could always be improved, with concerns by students having been raised during the autumn term in relation to the introduction of ParentPay, information on the College hygiene rating, and consultation on canteen seating and space. It was recognised that communication was a 2-way process and the Student Executive were therefore

encouraging students to be more specific when raising concerns e.g. stating what additional vegetarian options they would like to see on the canteen menu rather than just asking for more options. There were a number of channels for communication with students, in addition to meetings with the Principal, including through tutorials and at Corporation meetings e.g. the discussion of issues relating to the introduction of ParentPay at the Sept. 2014 Corporation meeting which had been initiated by the Student Corporation members. The College's SMT took student concerns seriously and would be installing a ParentPay machine that would accept cash in response to student requests.

The Student Committee report was received.

Governance matters II

119.10 (i) Corporation attendance in 2014/15

Corporation members noted that overall Corporation attendance in 2014/15 to date was 79% against an agreed target of 75%.

(ii) Corporation & Committee meeting dates 2014/15

Corporation received the schedule of Corporation and Committee meetings for 2014/15, noting that it was proposed that the spring term 2015 meeting should be re-scheduled - see also item 119.18 below.

(iii) EFA BCIF grant: progress report

Members noted that:

- The Principal had reported at the July 2014 Corporation meeting on the award of £6k from the Education Funding Agency's (EFA's) Building Condition Improvement Fund (BCIF) for IT infrastructure.;
- Corporation had agreed to accept the terms and conditions set out in the EFA's letter of 3 June 2014, which included a requirement for the Corporation to receive 3-monthly progress reports;
- A progress report had been received at the Sept. 2014 Corporation meeting, at which it had been noted that the College had decided to use the grant for a small scale pilot, setting up 4-6 higher specification wireless access points as a pilot for a possible wider roll-out in future;
- The College's Dec. 2014 progress report noted that, in line with the Sept. 2014 report, new wifi had been installed in the Elm and Wilson Building foyer areas, Oak Staff Room, Oak Refectory, Library and Learning Street during the Oct. 2014 half-term, improving on the wifi in these public areas and offering greater bandwidth and support for more users.

Corporation received, for information, a progress report on use of the EFA's BCIF IT infrastructure grant.

(iv) Student Association accounts 2013/14

Members noted that:

- Under the Education Act 1994, Corporation was responsible for ensuring that any students' union was accountable for its finances;
- Under the Act and the College's Articles of Government, the students' union was responsible for presenting financial reports to Corporation annually;
- The College's Student Association fell within the Act's definition of "students' union";
- The Articles of Government referred to the students' union's annual accounts being audited but, for small colleges, where student union income and expenditure was relatively modest, it was considered acceptable for accounts to be reviewed by the College's finance department.

The Student Association accounts for the year ended 31.7.13, which had been reviewed by the former Director of Finance, and the accounts for the year ended 31.7.14, which had been reviewed by the current Director of Finance, were considered.

Members noted in discussion that the Student Association accounts showed a healthy surplus and discussed the Student Executive's plans for using funds for the benefit of students, including with reference to charity and social events.

Corporation approved the Student Association accounts for the years ended 31.7.13 and 31.7.14.

Academy co-sponsorship: TFA report

119.11 Thomas Ferens Academy report

Richard Heseltine, as Chair of the Board of Governors of Thomas Ferens Academy (which was sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges), gave a verbal report on progress made by the Academy since Sept. 2014.

Members noted that:

- Since Sept. 2014, Sirius Academy had been working closely with Thomas Ferens Academy, with an interim Principal seconded from Sirius and the Principal of Sirius acting as consultant Principal;
- Ofsted had undertaken a monitoring inspection in Oct. 2014, the published report on which had concluded that the interim Principal and the consultant Principal, supported by the team from Sirius Academy, the sponsors and members of the governing body, had put together succinct and robust action plans which highlight appropriate actions to tackle the weaknesses identified in the report arising from inspection in June 2014;
- *(Confidential minute).*

Corporation received a report on progress made at Thomas Ferens Academy, which the College co-sponsored.

Committee minutes

119.12 Committee minutes

(i) The following committee minutes were received, reports and recommendations arising from the meetings having been considered at the July - Dec. 2014 Corporation meeting: C&Q Committee & Personnel Committee minutes (June 2014), Audit Committee & F&GP Committee minutes (Sept.-Nov. 2014).

The above Committee minutes were received.

(ii) The following minutes would be placed on Corporation section of Moodle and formally presented to the Feb. 2015 meeting of Corporation: SGC minutes (Sept. 2014), C&Q Committee minutes (Oct. 2014), Personnel Committee & Student Committee minutes (Nov. 2014) & F&GP Committee minutes (Dec. 2014).

The above report on Committee minutes was received.

College events

119.14 Forthcoming College events in 2015

Members noted, in particular, the following forthcoming events:

- The College Open Evening on 22 Jan. 2015;
- The College production of Sweet Charity, w/c 26 Jan. 2015.

The Chair commended attendance at College Open Evenings to Corporation members and, in response to members' questions, reported that he found the occasion an opportunity to speak to staff during the event, and to prospective parents and students as they left the event. The Principal reported that he introduced John Wilson as Chair of Corporation during his Open Evening talks.

Corporation members received a report on forthcoming College events.

Final agenda items

119.15 Any other business

There was no other business.

119.16 How will items considered at the meeting have an impact on learners?

Members noted that actions plans for improvement noted in the Principal's report would improve the student experience.

119.17 Risk management – items identified at the meeting

No new items of risk had been identified at the meeting.

119.18 Date of next meeting.

It was noted that Corporation was next scheduled to meet on Tues. 24 Feb. 2015 at 5.00pm but as the Chair and Principal would be attending and SFCA parliamentary reception in London on that date, the Clerk would consult with members on re-scheduling the meeting.

Action: Clerk

119.19 Reserved Business

Under Instrument of Government 14, where required by the other members present,

- Staff members of Corporation, including the Principal, were required to withdraw from that part of any Corporation meeting at which staff matters relating solely to that member of the staff were to be considered, staff matters relating to any member of staff holding a post senior to that member's were to be considered, and
- Student members were required to withdraw from any part of a Corporation meeting at which staff matters relating to a current or prospective member of staff were to be discussed.

In line with Corporation's practice, it was agreed that, with the exception of the Principal and the Clerk, students and staff should leave the meeting. The following staff and students were therefore not in attendance for item 19: Jenny Anderson (Personnel Manager), Raphael Floresca (Student Corporation member), Anna Lamplough (Director of Finance), Julie Peaks (Assistant Principal), Mark Rothery (Assistant Principal), Ian Taylor (Deputy Principal), Anna Terentjeva (Student Corporation member), Justine Wilkinson (Support Staff Corporation member).

Fiona Bagchi
Clerk to the Corporation

**CORPORATION MEETING 120
MINUTES OF THE MEETING HELD ON 10 MARCH 2015**

Present: Andrew Clifford, Jim Darmody, Caroline Dawes, Raphael Floresca, John Gilleard, Richard Heseltine, Andrew King, Martin Longbottom, Mike Noddings (Vice-Chair), John Shipley, Phil Taylor, Anna Terentjeva, Jay Trivedy (Principal), Justine Wilkinson, John Wilson,

In attendance: Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation), Anna Lamplough (Director of Finance), Mark Rothery (Assistant Principal), Ian Taylor (Deputy Principal)

Apologies for absence

Apologies were received from Corporation members Jackie Goodman, Adam Jennison, Philip Wright, Elizabeth Younger, and Assistant Principal, Julie Peaks.

120.2 Declaration of interests

The following standing declarations of interests were noted:

Jim Darmody (Governor, Thomas Ferens Academy), Caroline Dawes (employee, Kelvin Hall School), Richard Heseltine (employee, University of Hull, and Chair of Governors at Thomas Ferens Academy), Andrew King (employee, University of Hull), Martin Longbottom (employee, Hull City College), John Shipley (Councillor, Kingston upon Hull Council).

Minutes & matters arising

120.3 Minutes of meeting 119 held on 16.12.14, incl. confidential minutes

The minutes of meeting 119 held on 16.12.14, including the confidential minutes, were approved with the following amendment: at minute 119.9 (i) (C&Q Committee Oct. 2014 report), the following sentence should read "John Wilson commended the process as robust and rigorous, focussing particularly on those areas **where** improvement was required".

Action: Clerk

120.4 Matters arising and actions from the above minutes

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 Justine Wilkinson had been appointed as a Support Staff member of Corporation, as agreed (119.5).
- 2 The Sept. 2014 Corporation minutes had been amended, as agreed (119.5).
- 3 It was noted, with reference to the current vacancy on Corporation for a member in the ordinary Corporation member category, that the Chair and the Vice-Chair of Corporation and the Principal had met with 2 male candidates for Corporation membership on 5.3.15, with one female candidate, who was unable to attend, having been contacted concerning meeting on an alternative date and a second female candidate was understood to have moved from the area. A recommendation from the

Search & Governance Committee on an appointment was expected to be made at the Corporation's May 2015 meeting (119.5).

Action: Clerk

4 Phil Taylor had been appointed for a 2nd term of office from Feb. 2015, as agreed (119.5).

5 It was noted that the Clerk had been evaluating the use of an electronic audit of skills form at the other College at which she worked before developing an electronic version for Wyke's Corporation. This had now been completed and an electronic version would be developed for use at Wyke from summer term 2015 (119.5).

Action: Clerk

6 The Corporation's collective self-assessment questionnaire for 2013/14 was on the agenda (119.5).

7 Together with the College's Designated Person (Safeguarding), the Personnel Manager was arranging refresher Equality & Diversity and Safeguarding training for those Corporation members who required it (119.5).

Action: JEA/JD

8 Minutes released from confidentiality by the Corporation would be added to the Corporation section of the website at the next updating (119.5).

Action: Clerk

9 The Education Funding Agency (EFA) had signed the tri-partite letter of engagement for the regularity audit (119.7).

10 The Audit Committee's annual report had been submitted to the EFA by the deadline of 31.12.14 (119.7).

11 The Chair and Principal had signed the letters of representation to the College's financial statements/regularity auditors, Baker Tilly, which had been submitted to Baker Tilly (119.7).

12 The Chair and Principal had signed the annual report and financial statements for the year ended 31.7.14 and had submitted them to the College's financial statements/regularity auditors, Baker Tilly, for signing. The signed annual report and financial statements had been submitted to the EFA by the deadline of 31.12.14 (119.8).

13 The signed annual report and financial statements for the year ended 31.7.14 had been placed on the College website (119.8).

14 The College's approved Self-Assessment report was on the agenda for ratification by Corporation (119.9).

15 The Spring term Corporation meeting had been re-scheduled for Tues. 10 Mar. 2015 (119.18).

Principal's report & Strategic Plan

120.5 Principal's report

The Principal presented his report for Mar. 2015, which was discussed.

(i) Student retention, recruitment and events

Members noted that:

- Student retention in 2014/15 was good at over 96%, with improvements in retention and attendance considered to reflect the positive impact of Progress Tutors;
- Student applications for 2015/16 to date were already comparable to the situation at the end of Apr. 2014 (*confidential minute*);
- It was currently expected that the College could therefore be at capacity in autumn 2015 (*confidential minute*).

It was noted in response to members' questions that:

- Much of the expected growth in student numbers in 2015 was likely to be from progression from Year 1 to Year 2 and should be achievable without an equivalent increase in staff costs, mainly because 2nd year groups were currently smaller than 1st year groups.

The accommodation implications of the College approaching capacity were discussed, with it being noted that circulation and social space was more of an issue than classroom space. The Principal reported on proposed capital expenditure on science laboratories, noting also that the College had made a bid to the EFA for capital grant for additional dining space and for an additional floor to be added to the library for IT use.

The Student Association Executive were commended for the success of Rag Week, which had raised £1,663.

(ii) Curriculum planning

Members noted that:

- The College's curriculum was distinctive and reflected the educational character agreed by the Corporation i.e. provision was primarily at Level 3 (mainly A-level with some BTEC courses), with a small amount of Level 2 provision (i.e. around 100 students on GCSEs and BTEC First Diploma courses).

The College's senior management team (SMT) were planning for 2015/16, including with reference to:

- The enrolment and delivery of General Studies;
- The future of fast-track A-levels in Critical Thinking, Anthropology and Science in Society;
- The internal assessment patterns for both linear A-levels and AS and A2 levels;
- Programme size i.e. programmes of less than 540 hours attracted less funding;
- A review of the Flyers' programme, which the College wished to take to a new level;
- Group sizes and the cost effectiveness of specific subjects;
- Ensuring enrichment and extracurricular provision were sufficiently inclusive;
- Time allocation for courses i.e. to ensure that there was a clear rationale and consistency of approach.

The Principal commended the exceptional range of extra-curricular provision which, during the spring term, had involved overseas trips, the cross-College production of Sweet Charity, university visits, subject-specific conferences and events, which were organised by staff for the benefit of the College's students, reputation and student outcomes, and which also attracted applicants to the College.

(iii) Staffing

The Principal reported that the College was restructuring the College's pastoral system i.e. replacing the current hybrid system of graduate Progress Tutors plus Tutors on a management allowance who also taught, with a system where all Tutors would be Progress Tutors. The change was being undertaken both as a result of the need to make savings, to further improve the College's pastoral provision, and to ensure that tutor arrangements were equitable.

It was noted in response to members' questions, including questions from the Student Corporation members, that:

- The reason for the change was not solely financial and reviews of other sixth form colleges which had implemented a Progress Tutor system had indicated that positive outcomes were achievable, as Progress Tutors who had no teaching responsibilities were able to focus solely on student attainment and support;
- The introduction of a partial Progress Tutors system did not appear to have adversely affected student retention in 2014/15;
- It was anticipated that there would be 9-10 Progress Tutors in 2015/16;
- There had been a strong field of candidates for the Progress Tutor roles advertised in 2014 i.e. with around 120 applications for 6 posts.

The Corporation received the Principal's report for Mar. 2015, noting that the Principal considered that the College was strategically well-positioned for the foreseeable future.

120.6 Strategic Plan & Vision Statement

Ian Taylor, Deputy Principal, presented the College's Vision Statement ("Our Vision: Inspire and Support All Students to Achieve Exceptional Success"), which had previously been approved by Corporation, together with the College's draft strategic plan, which had been developed by the College's SMT.

Members noted that:

- The aim of the draft strategic plan was "to embody the characteristics of an Outstanding College";
- The proposed strategy for achieving this had six key aspects:
 - Improve and maintain excellent Student Outcomes,
 - Increase Student Recruitment,
 - Recruit, Support and Retain Outstanding Staff,
 - Develop Partnerships,
 - Involve Parents,
 - Sound Financial Management.

The Chair of Corporation, John Wilson, noted that the Corporation had previously agreed that the College should position itself as predominantly a Level 3 provider and, in particular, an A Level provider with some vocational provision, and that the current Vision and proposed strategy was based on this agreed educational character. Members agreed that this continued to be their agreed position and further discussion of this aspect was not therefore required.

Members considered the draft strategic plan, including the intended readership, noting in discussion that:

- Most of the statements underpinning the draft strategic plan were general (e.g. the reference to "Responding to the Learner Voice" under the first key aspect) and it was not clear what actions would be taken and what evidence would be used to demonstrate where aims had been achieved;
- It was intended that the final version of the draft strategic plan would, however, include hyperlinks to other College's documents which provided relevant evidence;
- The plan could also be read in conjunction with the College SAR in relation to academic matters, for example;
- It would be useful for acronyms to be explained for readers who were not education professionals.

The Corporation considered the College's draft strategic plan, agreeing that it should be further developed, as outlined above, and returned to Corporation's May 2015 meeting for further review and consideration on approval.

Action: IDT/Clerk

Committee reports

120.7 Finance & General Purposes (F&GP) Committee

Student numbers & funding report

John Wilson, as Chair of the F&GP Committee, reported that the Committee considered a student numbers & funding report at each meeting, with the Jan. 2015 report having been considered at the Committee's Jan. 2015 meeting and the Feb. 2015 report being presented to the Corporation for review.

Members received the report, noting that the College had:

- 1,777 Education Funding Agency (EFA) funded learners (aged 16-19) and 10 adult Skills Funding Agency (SFA) funded students;
- Members discussed retention for 16-18 year old students studying at Level 3, which was the College's core business, noting that it was 96.3% in Mar. 2015 compared to 98% in Feb. 2014.

The Chair outlined the importance of retention as an element in the EFA funding formula and as part of the formula for calculating success rates (retention x achievement), which were reviewed by Ofsted at inspection.

Members discussed issues relating to retention and achievement, with it being noted in response to members' questions that:

- The College had concluded that, although the fall in 16-18 retention appeared to have been affected, to some extent, by mock exams being held earlier in 2014/15, the primary reason for students withdrawing appeared to be to take up apprenticeships for financial reasons;
- Areas where students had left the College to take up apprenticeships included sport, where the College was liaising with appropriate external agencies;
- There was a concern that an increase in students receiving unconditional offers from universities could affect achievement in 2015.

The Corporation received the Feb. 2015 student numbers and funding report, noting that retention for Level 3 students aged 16-18 was 1.7% down when compared to Feb. 2014.

(ii) Management accounts for Jan. 2015, incl. budget re-forecast

John Wilson presented the management accounts for Jan. 2015, noting that the Dec. 2014 management accounts had been considered at the Committee's Jan. 2015 meeting, with the Jan. 2015 management accounts, including budget re-forecast, being presented to Corporation for review.

Members noted in discussion that:

- The operating deficit for the first 6 months of the financial year was £23.7k compared with a budgeted loss of £62.4k;
- The financial position was better than planned at this stage in the financial year primarily as a result of an overall pay underspend and depreciation being less than planned;
- The overall non-pay budget was also under-spent but the forecast indicated that this position would not continue for the second half of the year;
- The budget re-forecast indicated that the year-end position remained on target for a deficit figure of £127.9k.

Members discussed, with reference to non-pay expenditure, catering income, noting that:

- Catering had been split between income, pay and non-pay in the 2014/15 management accounts rather than being reported as a net contribution on one line as in 2013/14;
- Catering income was on plan at the end of January 2015, with income of £7.2k in excess of pay and non-pay expenditure even though the introduction of cashless catering in Nov. 2014 had resulted in a 25% reduction in income in the weeks

- following introduction compared with the same period in 2013/14;
- Catering income had, however, improved since the installation of a note-only revaluation machine which could be used to top-up student and staff catering accounts;
- While there had been a fall of 12% in Jan. 2015 compared to Jan. 2014, it was anticipated that the position would continue to improve.

The Student Corporation members present confirmed that the introduction, in response to student requests, of a machine which allowed the ParentPay card to be topped up using notes, had been well-received by the student body.

It was noted that the management accounts showed that actual recurrent income from the EFA and SFA matched the budget at month 6, as result of the profiling of the budget to even out the peaks and troughs in the receipt of funding, as previously reported.

Members noted in discussion of trading income that the 2014/15 financial plan had included predicted income of £23k in respect of private fees from unfunded students (based on income in 2013/14) but only £5k had been invoiced for 2015/16. The 2015/16 budget would be adjusted accordingly to reflect the current position, with the importance of invoices being issued early in the academic year noted.

It was noted in discussion of pay expenditure that, although pay expenditure was under-spent overall, teaching staff costs were overspent by £21.6k, mainly as a result of agency costs to cover long-term staff sickness.

Members noted with reference to the projected 12 month rolling cash flow statement for Jan. 2015 to Jan. 2016 that:

- The statement reflected the move of the College's current account to Barclays Bank from Dec. 2014;
- It was anticipated that the £263k part repayment of the Barclays loan, which had been made in Nov. 2014, would be drawn back down in Mar. 2015, when there was traditionally a dip in cash available;
- If cash could, however, be tightly managed, and a loan drawdown was not required in Mar. 2015, the amount would still have to be drawn down before Oct. 2015 when the loan crystallised.

The summary of capital expenditure budgeted and spent to the end of Jan. 2015 was reviewed, with it being noted that the capital budget for the year was £218k of which £216k had been spent. Future capital expenditure on the College's science laboratories, art and IT areas, and the possible purchase of a larger plasma screen, were reported by the Principal.

The financial key performance indicators were considered, noting that: the liquid ratio and current ratio had deteriorated since July 2014 as a result of the increase in other creditors explained in the commentary to the management accounts (i.e. due to the budget profiling of income to smooth out the peaks and troughs in EFA funding which did not match the profiled budgeted expenditure); the gearing ratio (loans expressed as a percentage of net assets excluding pension reserves) and total borrowing as a percentage of income had improved since July 2014 but were still high compared to benchmarked sixth form college averages in 2012/13; the operating margin was better than planned as expenditure was lower than budgeted. Members noted that dependency on EFA/SFA income was high at 90.31%, with pay as a percentage of income being 65.74%

The Corporation considered the management accounts for Jan. 2015, noting that the operating deficit was £23.7k, which was lower than budget, with the overall year end outturn expected to be in line with the forecast deficit of £127.9k.

(iii) Report on covenants relating to bank loans

John Wilson presented the Director of Finance's report on covenants relating to bank loans, which had been considered at the F&GP Committee's Jan. 2015 meeting.

The Corporation received a report on covenants attached to the Lloyds of Barclays Bank loans, noting the Director of Finance's assurance that these had been met.

(iv) EFA: 2015/16 funding allocation letter

John Wilson presented the 2015/16 EFA funding allocation statement, which had been considered at the F&GP Committee's Jan. 2015 meeting.

Members noted that:

- A total EFA allocation of £7.8 million had been confirmed;
- EFA programme was funding £60k less than anticipated in the College's financial plan which had been submitted to the EFA in July 2014 and the formula protection funding was £16k more than planned;
- Confirmation of SFA funding of £13.6k for 2015/16 had also been received, which was less than planned;
- 2015/16 allocations were based on student numbers in 2014/15.

Members discussed the effect of retention on the funding formula, the importance of ensuring that Discretionary Learner Support bursary funding was spent on student support in line with guidance, and the need to make savings when drafting the 2015/16 budget.

The Corporation received a report on the College's EFA and SFA funding allocations for 2015/16.

(v) Revised Financial Regulations

John Wilson invite the Director of Finance, Anna Lamplough, to present to the revised Financial Regulations, which were being recommended to Corporation for approval by the F&GP Committee.

Members noted that:

- The College's financial regulations were reviewed annually during the spring term under the F&GP Committee's standing agenda item list;
- Revision of the financial regulations was also an outstanding action from the financial management processes & controls report (Nov. 2014);
- The Director of Finance had completely revised the College's existing financial regulations, taking into account CIPFA guidance for sixth form colleges.

Corporation approved the revised Financial Regulations, on the recommendation of the F&GP Committee, with the following minor typographical amendments recommended by the Director of Finance:

- ***At section 15.2 "dues" should read "due";***
- ***At section 15.4 "fiacé" should read "finance".***

Action: AL

120.8 Curriculum & Quality (C&Q) Committee

(i) C&Q Committee summary report

Mike Noddings, as Chair of the Curriculum & Quality (C&Q) Committee, reported that the Committee met at least termly and presented the Committee's report for spring term 2015.

Members noted that:

- The Feb. 2015 C&Q Committee meeting had considered, in line with its schedule of regular reports presented for review and monitoring, a report on curriculum plans and a report against the Ofsted action plan;
- The following annual reports were also considered for information and monitoring

purposes (i.e. College Plan outcomes 2014 the Qualification Success Rate (QSR) report 2013/14, the College's student experience report (focus group meetings and action plan 2013/14), the 2014 enrolment & induction survey report, the 2013/14 report concerning complaints considered at Principal level);

- The College's approved Self-Assessment Report (SAR) 2013/14, including Quality Improvement Plan (QIP) outcomes and Teaching, Learning & Assessment appendix, and the 2013/14 collective Corporation self-assessment questionnaire were also considered for recommendation to Corporation;
- Documents from outside bodies received for information included an Ofsted briefing on proposed changes to inspection arrangement from Sept. 2015, the FE Commissioner's letter to the FE sector on quality & standards, and the Department for Education) DfE mandatory timeline for sixth form colleges 2015.

The Corporation received the C&Q Committee's summary report on items considered at its Feb. 2015 meeting.

(ii) College Self-Assessment Report (SAR)

Mike Noddings reported that the College's 2013/14 Assessment Report (SAR) grading process had taken place during Nov. 2014, had been attended by members of the C&Q Committee and had been robust and rigorous. The final version of the College's approved Self-Assessment Report (SAR) 2013/14 (including Quality Improvement Plan (QIP) outcomes and Teaching, Learning & Assessment appendix) had been considered at the C&Q Committee's Feb. 2015 meeting and was being presented to Corporation for ratification on the recommendation of the Committee. Mike Noddings invited Ian Taylor, Deputy Principal, to present the report.

Members considered key areas of the report, noting that:

- The Quality Summary recorded self-assessed grades of Outstanding for Outcomes for Learners, Quality of Teaching, Learning and Assessment (TLA), Effectiveness of Leadership and Management, and Overall Effectiveness;
- Within the above assessments the following had been graded as Good
 - Teaching and learning - develop English, mathematics and functional skills, and support the achievement of learning goals and career aims, promote equality and diversity through teaching and learning,
 - Leadership & Management - improve teaching and learning through rigorous performance management and appropriate professional development, evaluate the quality of the provision through robust self-assessment, taking account of users' views, and use the findings to promote and develop capacity for sustainable improvement.

The self-assessment process was considered, with members noting in discussion that:

- The report demonstrated the College's commitment to coherent data-led analysis and action for improvement e.g. during the autumn term subject review process, each subject area completed detailed reports and action plans for presentation to curriculum management and SMT, with subject level action plans maintained on a web based system which enabled teachers and managers to view progress in a timely fashion;
- The College level action plan was derived from the departmental action plans;
- Self-assessment was an ongoing process e.g. evidence sections in the action table were updated during the year, as appropriate;
- Data used in the SAR was derived from internal and external sources e.g. benchmarked success rates and value added data;
- Learners received challenging targets (derived from the ALPS value-added system) which were supported by teaching and pastoral staff and monitored through online systems.

Members noted key strengths and areas for improvement, including:

- With reference to Level 3 (the College's core business), AS and A2 success rates (retention x achievement) for long courses which exceeded the national

- benchmark figure, including a 3-year trend above the national average at AS;
- Continuing positive value-added as demonstrated by ALPS, ALIS and Level 3 Value Added (formerly LAT) data;
- Achieving improved A*-B grades at AS and A2 remained challenging, as enrolment was non-selective, although value-added was positive as noted above;
- Level 2 success rates had fallen in 2014 and were an action point for 2014/15;

Actions taken since the Ofsted's 2013 inspection were considered, including in relation to TLA, the appointment of a Head of TLA whose role was to bring together work being undertaken across the College.

It was noted, with reference to the overall grade for Leadership and Management, that the 2013/14 collective Corporation self-assessment questionnaire would be considered for approval, on the recommendation of the C&Q Committee, later on the agenda.

Corporation ratified the College's 2013/14 SAR, on the recommendation of the C&Q Committee.

(iii) College Plan 2014 outcomes, for review, & 2015 Plan, for approval

Mike Noddings reported that the C&Q Committee had considered the College Plan outcomes for 2014 at its Feb. 2015 meeting, which was being presented for review together with a draft of the Plan for 2015. The Deputy Principal, Ian Taylor, was invited to present the 2015 College Plan.

Members noted that:

- The report on outcomes against the College Plan was now a single page scorecard;
- The 2014 scorecard included data for the 4-year period 2011 - 2014 in relation to success rates for students aged 16-18 at Levels 3 and 2, value-added data, percentage of year group/applications obtaining HE places, attendance, number of students at the Census date (i.e. 6 weeks after course commencement), A-B rates, A*-B rates, percentage of TLA grade distribution, and points score.

Members considered the College Plan 2015, agreeing that targets were realistic but challenging.

Corporation reviewed the College Plan outcomes 2014 and approved the 2015 College Plan.

120.9 Personnel Committee

(i) Personnel Committee summary report

Phil Taylor, as Chair of the Personnel Committee, reported that the Committee met termly and presented the Committee's report for spring term 2015.

Members noted that:

- The Mar. 2015 Personnel Committee meeting had considered, in line with its schedule of regular reports presented for review and monitoring, a staffing update, employment law update, and the review schedule of policies & procedures;
- Annual reports were also considered (i.e. the College's equality & diversity report on staff recruitment and the College's Single Equality Scheme (SES) & action plan) and the Committee agreed to recommend a minor revision to the SES to Corporation;
- The Committee approved, under delegated authority from the Corporation, revisions to the College's revised Leave Policy and revised Sickness Absence Policy and Procedure, noting that consultation had taken place with the College's trade unions; on the proposed revisions;
- Updating revisions to the senior post-holder capability, disciplinary & grievance and procedures and it was agreed that, following consultation with senior post-

holders, the procedures should be recommended to the May 2015 Corporation meeting for approval.

Action: Clerk

- Following review of committee responsibility for reviewing senior post-holder policies & procedures by the Remuneration Committee and the Personnel Committee, the Personnel Committee agreed to recommend to Corporation a minor revision to its terms of reference to clarify its remit, which would be considered later on the agenda;
- The Committee received a Sixth Form Colleges' Association (SFCA) briefing on proposed changes to the national teachers' pay framework and agreed that a further report should be made to the May 2015 meeting of the Personnel Committee, with a view to a recommendation on adoption of the new framework being made to Corporation at its July 2015 meeting.

The Corporation received the Personnel Committee's summary report on items considered at its Mar. 2015 meeting.

(ii) 2014 staff survey results

Phil Taylor reported that the staff survey was considered by the Personnel and C&Q Committees annually during the autumn term e.g. considered the 2014 staff survey had been considered, respectively, at Nov. 2014 Personnel Committee meeting and the Oct. 2014 C&Q Committee meeting. The survey outcomes would, in future, also be presented to the Corporation.

Action: Clerk

Members received the staff survey outcomes 2014, for information, and it was noted in discussion that:

- Following a recent staff grievance and subsequent appeal to Corporation's Appeals Committee, which had not been upheld, a recommendation had been made that the Personnel Committee should further review the evidence of the 2014 Staff Survey and consider whether any improvements in the approach to staff engagement and communication might be required;
- The Mar. 2015 meeting of the Personnel Committee had also discussed a recommendation that a workshop be held to explore methods of enhancing the culture of trust, personal and professional value, and effective personal interaction at the College and it had been agreed that the Personnel Manager should investigate the possibility of engaging an external speaker to lead a session on communication and engagement for the senior management team (SMT) and a small group of Corporation members.

The Corporation received the 2014 staff survey report and details of actions being taken to improve staff engagement and communication.

(iii) Staff equality & diversity reports

Phil Taylor reported that the Personnel Committee reviewed staff equality and diversity reports annually. The Committee had reviewed the 2014 staff profile at its Nov. 2014 meeting and the 2014 equal opportunities monitoring report on staff recruitment at its Mar. 2015 meeting.

Corporation received the 2014 staff equality and diversity reports, for information.

(iv) Revised Single Equality Scheme (SES), for approval, & SES action plan, for information

Phil Taylor reported that the Personnel Committee reviewed the SES annually, recommending any revisions required to Corporation. The SES had last been reviewed at the Committee's Mar. 2015 meeting, at which progress against the SES action plan 2012-2015 had also been monitored.

Members noted that:

- The Personnel Committee were recommending approval of an updating amendment to the SES to reflect the repeal, under the Enterprise and Regulatory Reform Act 2013, of the third-party harassment provisions set out in the Equality Act 2010;
- Rows highlighted in green in the SES action plan showed actions which had been completed but required maintaining;
- Key updating changes to the plan included, with reference to Overarching Equality Aim 1 (To promote equality and diversity issues in lessons) actions relating to Teaching, Learning and Assessment and, with reference to Overarching Equality Aim 2 (To publish equality and diversity events and dates to raise staff and student awareness) actions being taken, including the multi-cultural event held during Rag Week.

The Corporation reviewed the SES and the SES action plan, approving updating revisions to the SES, on the recommendation of the Personnel Committee, subject to consultation with the College's trade unions.

Action: JEA

Governance matters

120.10 (i) Corporation attendance 2014/15 year to date

The Clerk reported that overall Corporation attendance, year to date, was 82% against an agreed target of 75%.

(ii) Revised Personnel Committee terms of reference

The Corporation approved a revision to the Personnel Committee's terms of reference, on the recommendation of the Personnel and Remuneration Committees, to clarify the responsibilities of the 2 committees in relation to senior post-holder policies and procedures, including the senior post-holder appraisal/Performance Development Review (PDR) scheme.

(iii) Corporation effectiveness: Corporation & Committee PIs 2013/14

The Corporation received a report on Corporation and Committee performance indicators (PIs) for 2013/14, noting that PIs for overall Corporation and Committee attendance of 75% had been exceeded, the PI for the annual review/updating of the register of interests (which was 100%) had been met, but that the PI for vacancies in the ordinary Corporation member category being filled within 6 months had been 50% against a target of 75%.

(iv) Corporation effectiveness: collective self-assessment 2013/14

The Clerk reported that:

- Corporation had agreed that a draft version of the collective Corporation self-assessment questionnaire based on Ofsted's Common Inspection Framework (CIF) should be presented to the C&Q Committee annually during the autumn term i.e. for review before being presented to Corporation for consideration and approval;
- The questionnaire being presented to Corporation at the current meeting had therefore been considered in draft form at the C&Q Committee's Oct. 2014 and Feb.2015 meetings, with the C&Q Committee agreeing at the latter that the draft completed questionnaire, with updated grades reflecting the College's 2013/14 Self-Assessment Report (SAR) grade for leadership and management, should be presented to Corporation's spring term meeting for approval;
- As the overall Grade for Leadership & Management under the CIF was largely based on the College's results for Teaching, Learning and Assessment, the C&Q Committee noted that final questionnaire grades should be confirmed following review and ratification of the College's Self-Assessment Report (SAR) grades by Corporation, which had taken place at item 120.8(ii) above;

Members considered the draft questionnaire, noting that:

- Four areas had been graded as Grade 1 (Outstanding) i.e. setting an ambitious vision, tackling bullying and discrimination, narrowing the achievement gap, and safeguarding;
- Other areas had been graded as 2 (Good) and an "Action" column has been added to the draft questionnaire to allow the addition of actions to bring about improvement.

Corporation approved the Corporation collective self-assessment questionnaire 2013/14 grades, on the recommendation of the C&Q Committee.

(v) Progress report on the annual review of Corporation's skills audit, register of interests, & eligibility declarations forms

The Clerk reported that Corporation's register of interests and eligibility declarations forms had been reviewed and/or updated by members and an electronic version of Corporation's skills audit was being developed, as noted above.

Academy co-sponsorship: TFA report

120.11 Thomas Ferens Academy report

Richard Heseltine, as Chair of the Board of Governors of Thomas Ferens Academy (which was sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges), gave a verbal report on recent progress made by the Academy.

Members noted that:

- Sirius Academy was continuing to support Thomas Ferens Academy (TFA), with Sirius Academy Principal, Dr Cathy Taylor now based at the latter;
- Ofsted had undertaken a second monitoring inspection in Feb. 2015, the published report of which was positive and had concluded that TFA was making reasonable progress towards the removal of special measures and could now employ newly qualified teachers.

(Confidential minute).

Corporation received a report on progress made at Thomas Ferens Academy, which the College co-sponsored.

Committee minutes

120.12 (i) *The following Committee minutes were received, reports and recommendations having been made at the Dec. 2014 meeting of Corporation: C&Q (Oct. 2014), F&GP (Dec. 2014), Personnel (Nov 2014), SGC (Sept. 2014) & Student (Nov. 2014).*

(ii) *The following Committee minutes would placed on Corporation section of Moodle, when available, and formally presented to the May 2015 meeting of Corporation: Audit (Mar. 2015), F&GP (Jan. 2015), C&Q (Feb. 2015).*

College events

120.13 Forthcoming College events in 2015

It was noted that there were no relevant College events in the immediate future and that the Clerk would e-mail invitations to future events (e.g. College concerts), as appropriate.

Action: Clerk

Final agenda items

120.14 Any other business

It was noted that there was no other business.

120.15 How will items considered at the meeting have an impact on learners?

The Chair highlighted the impact on learners of the College's draft revised strategic plan, which had been considered earlier on the agenda and would be further reviewed at Corporation's May 2015 meeting.

120.16 Risk management – items identified at the meeting

It was noted that no new items of risk had been identified at the meeting.

120.17 Date of next meeting

It was noted that the Corporation was next scheduled to meet on Tues. 19 May 2015 at 5.00pm.

Reserved Business

120.18 *In line with Corporation's practice, it was agreed that, with the exception of the Principal and the Clerk, students and staff should leave the meeting. The following staff and students were therefore not in attendance for item 120.18: Jenny Anderson (Personnel Manager), Jim Darmody (Teaching Staff Corporation member), Raphael Floresca (Student Corporation member), Anna Lamplough (Director of Finance), Mark Rothery (Assistant Principal), Ian Taylor (Deputy Principal), Anna Terentjeva (Student Corporation member), Justine Wilkinson (Support Staff Corporation member).*

Fiona Bagchi
Clerk to the Corporation

**CORPORATION MEETING 121
MINUTES OF THE MEETING HELD ON 19 MAY 2015**

Present: Andrew Clifford, Jim Darmody, Caroline Dawes, Raphael Floresca, John Gilleard, Andrew King, Martin Longbottom, Mike Noddings (Vice-Chair), John Shipley, Jay Trivedy (Principal), Justine Wilkinson, John Wilson, Philip Wright

In attendance: Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation), Anna Lamplough (Director of Finance), Julie Peaks (Assistant Principal), Ian Taylor (Deputy Principal)

121.1 Apologies for absence

Apologies were received from Corporation members Jackie Goodman, Richard Heseltine, Adam Jennison, Anna Terentjeva, Phil Taylor, Elizabeth Younger, and Assistant Principal, Mark Rothery.

121.2 Declaration of interests

The following standing declarations of interests were noted:

Jim Darmody (Governor, Thomas Ferens Academy), Caroline Dawes (employee, Kelvin Hall School), Andrew King (employee, University of Hull), Martin Longbottom (employee, Hull City College).

Prevent Duty training

The meeting began with a briefing on the Prevent Duty, given by Jim Darmody, the College's Designated Person with responsibility for safeguarding, including the Prevent Duty. *(A copy of the presentation is available to Corporation members under the Induction & Training heading on the Corporation section of Moodle).*

It was noted that Prevent Duty training would be provided for all staff, who would also be given scenarios to work through. Ofsted would include a review of how colleges had responded to the Prevent Duty as part of their inspection of safeguarding.

Members noted that the College's Prevent Duty responsibilities derived from the Counter Terrorism and Security Act 2015, which placed a duty on specified authorities, including further education (FE) and sixth form colleges, to have due regard to the need to prevent people from being drawn into terrorism. The Government had issued specific guidance for the FE and higher education (HE) sectors, although further guidance on freedom of speech was awaited. Specified authorities were required to: assess the risk of radicalisation in their area or institution; develop an action plan to reduce this risk; train staff to recognise radicalisation and extremism, work in partnership with other partners, establish referral mechanisms and refer people to Channel (a referral process which aimed at early intervention); maintain records and reports to show compliance.

Specific guidance for the FE and HE sectors included: establishing a single point of contact for Prevent; assessing the risk of students being drawn into terrorism; developing an action plan to reduce the risk; training staff to recognise radicalisation and extremism; referring vulnerable people to Channel, managing extremist speakers and events (which was considered to be more of an issue for HE institutions); managing access to extremist material;

challenging extremist ideas that promote terrorism; receiving support from Regional FE/HE Co-ordinators. Members noted, with reference to the need for an action plan that the College was in the process of developing this. Members considered: the role of the College's tutorial system in relation to the Prevent Duty and the use of IT filtering systems, noting that the College already had good links with the police in relation to Prevent and Channel.

Members considered the question of communicating British values, noting that the College would hold workshops to consider this and would also work with students in framing the College's response, while general guidance was available at conferences nationally. The type of evidence the College would need to provide to Ofsted at inspection was discussed, noting that Kelvin Hall School had previous experience of Ofsted's approach to this issue at inspection.

It was noted that individual Corporation members would be sent a link to enable them to complete on-line Channel Awareness training and agreed that members should print out a copy of the certificate and inform the Clerk once they had completed training.

Action: JD/Clerk

John Wilson, as Chair of Corporation, thanked Jim Darmody for his presentation.

Minutes & matters arising

121.3 Minutes of meeting 120 held on 10.3.15, incl. confidential minutes

Corporation approved the minutes of meeting 120 held on 10.3.15, including the confidential minutes.

121.4 Matters arising and actions from the above minutes

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 The Dec. 2014 Corporation minutes had been amended, as agreed (120.3).
- 2 A recommendation from the Search & Governance Committee on an appointment to the vacancy on Corporation was on the agenda (120.4).
- 3 The Clerk reported that an electronic version of the audit of skills form would be developed for use from summer term 2015 (120.4).
Action: Clerk
- 4 Corporation members who needed to undertake or to update their safeguarding and/or equality & diversity training would be contacted by the Personnel Manager in due course (120.4).
Action: JEA
- 5 Minutes released from confidentiality had been added to the Corporation section of the website (120.4).
- 6 The draft strategic plan was on the agenda (120.6).
- 7 The College's Financial Regulations had been approved with minor typographical amendments in Mar. 2015 and were now in use (120.7).
- 8 Revised senior post-holder procedures had been considered by the

Personnel Committee and would be presented for approval, following consultation with senior post-holders (120.9).

Action: Clerk

- 9 The staff survey report would be added to Corporation's 2015/16 standing agenda item list (120.9).

Action: Clerk

- 10 The revised Single Equality Scheme had been approved in Mar. 2015, subject to consultation with trade unions, noting this action had been completed (120.9).

- 11 Corporation members had been informed of College events to date and information on summer term 2015 events would be provided when available (120.13).

Action: Clerk

Principal's report & strategic plan

121.5 Principal's report

The Principal, Jay Trivedy, presented his report for May 2015, which was discussed.

(i) Current priorities and future planning

Members noted that:

- The main focus for staff at the current point in the academic year was on preparing and supporting students for success in examinations;
- The senior management team (SMT), Heads of Faculty, Senior Tutors and other managerial staff were, however, also undertaking planning for 2015/16 e.g. preparing the draft budget 2015/16 and 3-year financial plan 2015-17, continuing to market the College and to interview applicants, reviewing planned student numbers and the curriculum offer, estimating group sizes, appointing new staff, planning student transport arrangements, ensuring that Wyke Start was a positive experience for applicants and that enrolment processes were robust and that summer building works (e.g. work on the new science laboratories) were completed for autumn term 2015;
- In addition to reviewing strategic and operational practices, the SMT were also continuing to ensure that they remained engaged with externally e.g. through attendance at national Sixth Form Colleges Association (SFCA) conferences, visiting other colleges, meeting with representatives of the College's bankers, the Education Funding Agency (EFA) and Ofsted, the Examination Boards and with the College's NorVlc partners.

(ii) Curriculum planning

Members noted that:

- The College remained primarily a Level 3 provider;
- In Sept. 2015, 14 of the College's A level courses would revert to linear assessments at the end of 2 years, replacing the AS and A2 model that had been introduced in Sept. 2000 and, as consequence, the majority of students would study a mixed programme with some assessments at AS level in June 2016 and other assessments in June 2017;
- In addition, the SMT had made the following strategic changes for 2015/16: the removal of AS Music Technology and Level 2 First Diploma in Sport and Health and Social Care from the College's curriculum offer;
- The rationale for the above changes was student demand and the economics of funding and accommodation;
- The curriculum would continue to be offered through a faculty system designed to aid communication and accountability i.e. through the following 6 faculties: Psychology, PE, Geography and Arts; Science and Health; English, Modern Foreign Languages

and Performance Arts; Social Science; Business, Accounts and Law; Maths, Computing and Music.

Members discussed, with reference to the decision to discontinue AS Music Technology but to continue to offer BTEC Music Technology, the acceptability of BTEC Music Technology as a stand-alone qualification for progression to degree level study at some Russell Group universities.

In response to questions concerning the rationale for the faculty groupings and whether, for example, a more natural faculty grouping would be media studies, performing arts, drama, dance, and music, it was noted that, while there had been an attempt to provide a commonality of subjects in each faculty, where possible, the main aim had been to ensure that faculties were of a similar size and that there was an equal distribution, between faculties, of subjects requiring improvement and support. It was noted that the Faculty of Maths, Computing and Music was already a small faculty (following the decision to discontinue the College's Level 1 Foundation course from 2014/15) but a faculty comprising media studies, performing arts, drama, dance, and music would, for example, have been even smaller. It was noted in response to questions concerning the number of Faculties that this had been reduced to 6 from an original 7 Faculties and the number would be kept under review as the system developed and changed in the future.

(iii) Staffing

Members noted that:

- A number of new staff had been appointed as a consequence of planned growth, resignations, promotions and retirement;
- All new teaching staff had to go through the process of formal lesson observations (with the Principal, Heads of Faculty and subject leader) and, if successful, were then invited to a panel interview involving the Heads of Faculty/Senior Tutors, Senior Team member, the Personnel Manager and the Principal;
- Vacancies had attracted good fields of candidates and most vacancies had been filled but, where the College's requirements had not been met, appointments had not been made.

It was noted in response to members' questions that:

- Teaching vacancies which had not been filled had not been in shortage subjects;
- With reference to different course costs, the College was funded per student regardless of programme, with a student's study programme having to be at least 540 hours per year for it to qualify as a full time programme for funding purposes;
- While some courses were more expensive, cost was not the primary consideration when determining the curriculum offer, the College had reviewed course costs and did not consider that doing so in greater detail would produce any further benefit;
- The College currently deployed fewer staff on second year teaching but expected future growth in this area.

Members noted that a report on staff joining and leaving the College would be provided in the Principal's report to the July 2015 meeting of Corporation, together with benchmarked data for staff turnover.

Action: JKT/JEA

(iv) Funding

Members noted that:

- A report on the development of the 2015/16 budget was on the agenda;
- Funding for the sixth form college sector would remain tight and the College would therefore continue to seek efficiencies, additional means of income generation, and outstanding student outcomes to ensure continuing buoyant recruitment.

Corporation received the Principal's report for May 2015.

121.6 Strategic Plan & action tables

John Wilson, as Chair of Corporation, reported that the Mar. 2015 Corporation meeting had considered the College's draft strategic plan, which had been designed "to embody the characteristics of an Outstanding College" through the following 6 key aspects:

- Improve and maintain excellent Student Outcomes,
- Increase Student Recruitment,
- Recruit, Support and Retain Outstanding Staff,
- Develop Partnerships,
- Involve Parents,
- Sound Financial Management.

Corporation had agreed, at its Mar. 2015 meeting, that the plan should be further developed to include reference to actions to be taken and evidence used to demonstrate where aims had been achieved. Evidence/action tables had therefore been developed to accompany the plan, showing actions to be taken, responsibility for each action listed, and the type and location of evidence (e.g. in the Teaching, Learning and Assessment Report, the staff Performance & Development Review process, the College calendar, record of student outcomes etc). For many of the areas, evidence would be included in the College's annual Self-Assessment Report (SAR). Where appropriate, evidence noted in the tables would be hyper-linked to relevant College documents.

Members discussed the appropriateness of the heading "Increase Student Recruitment", given that the College was approaching its maximum capacity.

Corporation approved the College's Strategic Plan and accompanying evidence/action tables, with the following amendment: the second aim "Increase Student Recruitment" should read "Student Recruitment".

Action: Clerk/IDT

121.7 Student recruitment report

Julie Peaks, Assistant Principal, presented a report on student recruitment for 2015/16.

Members noted that:

- The number of applications received to date was similar to the same point in 2014, despite the closure of Sydney Smith School (*confidential minute*);
- A number of applications would, however, be from dual applicants and ensuring applications were converted to enrolments continued to be a priority (*confidential minute*);
- The College had continued to offer Year 11 evenings in 2014/15 (*confidential minute*);
- The application rate from Hull schools continued to be good with liaison work having increased in 2014/15, including, for example, trips to Cambridge for pupils from Kelvin Hall, Newland, and Malet Lambert schools (*confidential minute*);
- Recruitment trends continued to be scrutinised by the Marketing and Liaison team and SMT (*confidential minute*);
- Growth in student numbers in 2015/16 was expected to be facilitated by the progression of students from Year 1 to Year 2 (*confidential minute*);
- Following consultation with staff, the College's interview processes were being reviewed for 2015/16, taking into account both increased demand and the need to ensure the best possible experience for applicants, with proposals to be presented to the College's Management Group (CMG);
- The Marketing and Liaison Team had recently considered how to make budget savings in 2015/16, while still effectively marketing the College.

(Ian Taylor left the meeting).

Members discussed the report, noting in particular:

- The importance of Wyke Start in converting applications to enrolments, noting that the College did not guarantee a place to applicants who did not attend Wyke Start;
- The importance of the interview process in ensuring appropriate advice and guidance for applicants;
- The importance of marketing where school liaison work was not possible (*confidential minute*);
- The College was aware of the way in which its curriculum offer related to the curriculum offer of local schools;
- While the College campus was attractive to applicants, the College's reputation for student achievement continued to be its most important recruitment tool.

It was noted that Chair and Vice-Chair of Corporation attended Open Evenings, with the Chair reporting that applicants and their parents often remarked on how impressed they were by the College' staff and students. Anecdotal evidence mentioned by members, in this context, included how impressed applicants had been by Wyke students' enthusiasm and by the more adult environment of the College, from which university life appeared a natural progression.

Corporation received a progress report on student recruitment for 2015/16.

Committee reports

121.7 Finance & General Purposes (F&GP) Committee

(i) - (vi)

(i) Student numbers & funding report

John Wilson, as Chair of the F&GP Committee, presented the Student Numbers and Funding Report for Apr. 2015, which had been considered at the Committee's Apr. 2015 meeting.

Members noted that:

- Student numbers remained as previously notified i.e. 1,776 EFA-funded learners aged 16-18 and 10 adult SFA-funded students, which was below the College's allocation for adult students;
- Retention for 16-18 year old students studying at Level 3, which was the College's core business, was 95.2% in Apr. 2015 compared to 96.4% in Apr. 2014, although it remained higher than the equivalent percentage recorded for Apr. in the previous 4 years represented in the table.

Members considered the effect on retention in 2014/15 of mock exams and of students leaving the College to take up apprenticeships. With reference to the latter, it was noted that the College was in discussion with apprenticeship providers, to try to ensure that students in future completed their studies before leaving the College to take up apprenticeships and the College would also ensure that students received appropriate guidance before taking up apprenticeships e.g. to avoid students leaving level 3 courses to take up Level 2 apprenticeships.

Corporation received the Apr. 2015 student numbers and funding report, with it being noted that retention for Level 3 students aged 16-18 was just over a percentage point down when compared to Apr. 2014 although still higher than in the previous 4 years.

(ii) Management accounts for Mar. 2015

John Wilson invited the Director of Finance, Anna Lamplough, to present the management accounts for Mar. 2015, which had been considered at the F&GP Committee's Apr. 2015 meeting. It was noted that the Apr. 2015 management accounts had been completed and would be presented to the meeting of the F&GP Committee to be held on 1 June 2015.

Members noted, with reference to the Mar. 2015 management accounts that:

- The operating deficit for the first 8 months of the financial year was £72.8k compared with a budgeted loss of £83.5k;
- The forecast year-end position remained on target for a deficit figure of £127.9k;
- Overall non-pay expenditure was £23k less than budget;
- Teaching department non-pay budgets were overspent, primarily due to overspends on photocopying, while the reprographics budget was underspent, as a result of departmental reprographics re-charges being higher than cost, which would be addressed;
- The catering supplies budget was overspent but overall catering income was higher than pay and non-pay expenditure, although still lower than budget following the introduction of a cashless payment system during autumn 2014;
- Pay costs were £11k overspent compared to budget, with teaching staff costs overspent by £45k, primarily due to expenditure on cover for long-term teaching staff sickness.

Members considered the balance sheet, the key financial performance indicators report, and the 12 month rolling cashflow statement, noting that:

- Cashflow dipped in Feb./Mar. 2015, as funding dipped, and the £264k part repayment of the Barclays loan, which had been made in Nov. 2014, had therefore been drawn back down in Mar.2015, to enable a large exam fees invoice to be paid.

Members noted with reference to capital expenditure that, after the Mar. 2015 management accounts had been prepared, the Director of Finance had been notified of the need to make provision of around £30k in the 2014/15 accounts, for a retention owed to the building contractors for the Elm Building, and this had been included in the Apr. 2015 management accounts.

Corporation considered the management accounts for Mar. 2015, noting that the operating deficit was £72.8k, which was lower than budget, with the overall year end outturn expected to be in line with the forecast deficit of £127.9k.

(iii) Report on covenants relating to bank loans

John Wilson presented the Director of Finance's Apr. 2015 report on covenants relating to bank loans, which had been considered at the F&GP Committee's Apr. 2015 meeting.

Corporation received the report on covenants relating to bank loans noting that the College was compliant.

(iv) Tuition fees for 2015/16

John Wilson presented the F&GP Committee's recommendation on tuition fees for 2015/16.

Members noted that:

- Although most students were funded by the Education Funding Agency (EFA) or the Skills Funding Agency (SFA), where this was not the case, the College levied a fee;
- Tuition fees for 2015/16 had been approved by the College's senior management team, and had been considered at the Apr. 2015 meeting of the F&GP Committee, which was recommending them to Corporation for approval.

Corporation approved tuition fees for 2015/16, on the recommendation of the F&GP Committee.

(v) Report on development of draft budget for 2015/16

John Wilson reported that the F&GP Committee had considered, at its Mar. and Apr. 2015 meetings, versions of the 2015/16 draft income and expenditure budget, commending the Director of Finance for developing the draft budget earlier in the Committee's schedule of business than had previously been the case thereby permitting earlier review and discussion.

Members noted in discussion that:

- Development of the draft budget was an iterative process;
- EFA and SFA funding for 2015/16 had been confirmed;
- Under the lagged funding system, EFA income for 2015/16 would be lower than assumed in the 2015/16 financial plan approved by Corporation in July 2014, reducing the forecast surplus for 2015/16;
- Pay accounted for about 65% of the annual budget and this part of the draft budget was already well-developed e.g. including progression and scale points, an assumed 1% annual pay increase, changes in national insurance and teachers' superannuation contributions, vacancies;
- Non-pay expenditure was currently being reviewed.

Corporation received a report on the development of the 2015/16 draft income and expenditure budget.

Other finance matters

(vi) Bursary policy report

Corporation noted the College's 2015 bursary policy statement, agreeing that approval should be delegated to the College's senior management team (SMT), with the approved policy presented to Corporation's F&GP Committee for information and ratification.

Action: Clerk

121.8 *Audit Committee*

(i) Recommendation on the re-appointment of the financial statements/regularity auditor. Philip Wright, as Chair of the Audit Committee, reported that following a positive review, at the Committee's Mar. 2015 meeting of Baker Tilly's performance as financial statements/regularity auditors, the Committee were recommending their re-appointment for the audit for the financial year ending 31.7.15, subject to agreement of fees. It was noted that fees would normally be agreed as part of the annual financial statements/regularity audit plan, which would be considered at the Committee's June 2015 meeting for recommendation to Corporation at its July 2015 meeting.

Corporation approved the re-appointment of Baker Tilly as financial statements/regularity auditors for the audit for the financial year ended 31.7.15, subject to agreement of fees.

Action: Clerk

(ii) Report on the revised Teachers' Pension Scheme (TPS) letter of engagement Philip Wright reported that Baker Tilly certified the College's Teachers' Pension Scheme (TPS) return annually. It was noted that the letter of engagement for the 2015 TPS certificate review had been updated. An e-mail review and consultation on the revised letter had been held with Audit Committee members, who had indicated that they were happy with the revision.

Corporation noted and approved advice from Audit Committee members on the revised letter of engagement for the 2015 TPS certificate review, including the signing of the letter by Philip Wright, as Chair of the Audit Committee, following the current meeting.

Action: Audit Committee Chair

(iii) Summary report of Mar. 2015 Audit Committee meeting

Philip Wright presented a summary report of the Audit Committee meeting held on 9 Mar. 2015, highlighting the following areas which had been considered by the Committee:

- The rolling implementation plan of recommendations arising from the 2014 financial

statements audit e.g. actions relating to the College's Disaster Recovery & Business Continuity Plans, noting that work on the development of these was ongoing with a further progress report to be made to the Committee's June 2015 meeting;

- A report on the outcome of the internal audit review of Student Financial Support, which had considered mechanisms for administering the provision of free meals to eligible EFA-funded students and the 16-19 bursary scheme, noting the final version of the report arising from the review would be presented to the June 2015 meeting of the Committee;
- A report arising from an internal audit review which had used computer assisted audit techniques (CAATs) to examine data held in the College's purchase ledger for the period 2012 - Jan. 2015, noting a number of queries had been run on the data for the purposes of producing trend analyses and highlighting potential data anomalies (e.g. duplicate payments), with no significant areas of concern identified;
- The updated risk register, noting controls put in place since the last review (e.g. the production of revised financial regulations and a scheme of delegation, the holding of a managers managing stress workshop) and additional controls planned (e.g. a desk based testing exercise for the estates business continuity plan);
- The College's updated Assurance Map, noting updating changes and agreeing further amendments for presentation to the Committee's June 2015 meeting.

Corporation received a summary report of the key items considered at the Audit Committee meeting held on 9 Mar. 2015.

121.9 *Personnel Committee*

(i) Revised Code of Practice on Freedom of Speech

In the absence of the Chair and Vice-Chair of the Personnel Committee, the Clerk presented the Committee's written recommendation on the College's revised Code of Practice on Freedom of Speech.

Members noted that:

- Corporation had approved a *Code of Practice on Freedom of Speech and Expression* (the "Code") in May 2010 to enable it to fulfil the requirement for colleges to take measures to protect freedom of lawful speech and expression as required under section 43 of the Education (No. 2) Act 1986;
- The College was also required under Article 15 of its Articles of Government to have regard to the need to ensure that academic staff had freedom within the law to question and test received wisdom;
- The College's current Code applied to staff, students and external speakers, as defined in the Code and had been based on a model produced by Eversheds in 2008;
- Eversheds had updated its model Code in 2014, to take account of changes in equality legislation and to reflect the fact that controversial "meetings" could be facilitated through college ICT systems as well as being actual events taking place on college premises;
- Eversheds was planning a further revision of its model Code to reflect the impact of the Government's Prevent Duty on colleges' existing duties in relation to Freedom of Speech and Expression but as the Government had not, however, issued guidance on this before the General Election, a further revision of Eversheds' model Code had also been delayed;
- The Personnel Committee was therefore recommending that an updated version of the College's Code, based on Eversheds' 2014 model, should be considered for approval, with a further revision to be considered in due course when the Government's guidance on Freedom of Speech and Expression, with reference to the Prevent Duty, was available.

Corporation approved the College's revised Code of Practice on Freedom of Speech, on the recommendation of the Personnel Committee.

Action: Clerk/JEA

(ii) Summary report of May 2015 meeting

The Clerk presented the written summary report of the Personnel Committee meeting held on 11 May 2015, reporting that the Committee had:

- Received the College's regular staffing report and employment law update and considered the review schedule of policies and procedures approved by Corporation or by the Committee under delegated authority from Corporation;
- Received Eversheds' briefings on the Government's Prevent Duty;
- Received the College's annual safeguarding report and counselling report;
- Received a report and considered the ways in which the College currently communicated with staff and noted an event with an external speaker on staff engagement and communication was being organised for SMT and invited Corporation members;
- Reviewed the appropriateness of terms, including pay protection, in the College's Redundancy Policy and agreed that no amendment of the policy was required;
- Agreed to recommend the College's updated Code of Practice on Freedom of Speech and Expression to the May 2015 meeting of Corporation (*see item 211.9(i) above*);
- Approved, under delegated authority from Corporation, minor revisions to Corporation Appeals Committee procedures and Corporation's Admission Appeals Complaints Committee Procedure.

It was noted that the following reports/ recommendations, considered at the Personnel Committee's May 2015 meeting, would be presented at the July 2015 Corporation meeting:

- The College's annual safeguarding report, including Prevent Duty report;
- A recommendation on the revised teachers' pay framework, following consultation with staff;
- A recommendation on minor revisions to Senior Post-holder Appeals Procedures, following consultation with senior post-holders.

Action: Clerk

Corporation received a summary report of the key items considered at the Personnel Committee meeting held on 11 May 2015.

121.10 Student Committee

(i) Report on Student Association Executive elections

Raphael Floresca, as Chair of the Student Committee, reported that:

- The 2015 Student Association elections had attracted good calibre candidates, hustings had been successfully held (with speeches available on Wyke's Youtube channel), and a significant number of students had voted for the new Student Executive;
- Areas for suggested future development included campaigning guidance for candidates, including guidance on the content and location of campaign posters.

Corporation received the report on the 2015 Student Association Executive elections and John Wilson, as Chair of Corporation, thanked Raphael Floresca and Anna Terentjeva for their contribution as Student members of Corporation during 2014/15.

(ii) Student Activities report

The Apr. 2015 Student Activities report, which had been presented to the Apr. 2015 Student Committee meeting, was received, with members noting the range of activities undertaken by the College's students and congratulating the Women's Football First Team, which had been runner-up in the Association of Colleges (AoC) National Cup Final.

Corporation received the Apr. 2015 Student Activities report.

121.11 C&Q Committee

(i) Special C&Q Committee meeting held in Mar. 2015

Corporation noted a Special C&Q Committee meeting had been held in Mar. 2015 to consider the College's music strategy, with a further report due at the Committee's June 2015 meeting.

Governance matters

121.12 (i) Corporation attendance 2014/15 year to date

Corporation noted that overall Corporation attendance was 81%, year to date, against an agreed target of 75%.

(ii) Recommendation on appointment to Corporation vacancy

John Wilson, as Chair of the Search & Governance Committee, reported that:

- There was a vacancy for a Corporation member in the ordinary category following the retirement of Mary-Rose Hardy from Corporation in Sept. 2014;
- While Corporation had a good skills mix in general, legal expertise and expertise in personnel matters has been lost since the resignations of George Coyle (July 2013) and Mary-Rose Hardy;
- Three potential candidates, who had expressed an interest in joining the Corporation, had been invited to interview and 2 responded to the invitation and had been interviewed by the Chair & Vice-Chair of Corporation and the Principal;
- The Search & Governance Committee had held a Special Committee meeting in Mar. 2015 to consider the outcome of the interviews and were recommending the appointment of Steve Sellers, who was a former Wyke student with an employment law background, had been a co-opted member of the Corporation's Personnel Committee since Nov. 2014, and was also a Governor at Hall Road Academy.

The Corporation approved the appointment of Steve Sellers as a Corporation member for a period of 4 years, subject to eligibility and Disclosure & Barring Service checks.

Action: Clerk

(iii) Distribution of nomination forms for Chair & Vice-Chair of Corporation

Nomination forms for Chair & Vice-Chair of Corporation for 2015/16 were distributed, noting that the deadline for return of forms was 26.6.15 and that any election would be held at the Corporation meeting on 7 July 2015.

Action: Clerk

(iv) Documents from outside bodies

Corporation received, for information the FE Commissioner's letter of 27.3.15 to the FE College sector, which highlighted warning signs which might indicate that a corporation could be issued with a Financial Notice of Concern or an Ofsted 'Inadequate' report, noting that it was also of general interest to sixth form college corporations.

Academy co-sponsorship: TFA report

121.13 Thomas Ferens Academy: verbal report

Jim Darmody, as a Governor of Thomas Ferens Academy (which was sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges), gave a verbal report on recent progress made by the Academy.

(Confidential minute).

Corporation received a progress report on Thomas Ferens Academy, which the College co-sponsored.

Committee minutes

121.14 (i) Committee minutes

The following Committee minutes were received, reports and recommendation having been given at items 121.7(i)-(v) and 121.9 above: F&GP (Jan. - Mar. 2015), Personnel (Mar. 2015).

(ii) Committee minutes

It was noted that the following Committee minutes would be placed on the Corporation section of Moodle, reports and recommendation having been given at items 121.8, 10 & 11 above: Audit (Mar. 2015), C&Q (Feb. & Mar. 2015), Search & Governance Committee (Mar. 2015), Student Committee (Apr. 2015).

Final agenda items

121.15 Any other business

There was no other business.

121.16 How will items considered at the meeting have an impact on learners?

The impact on learners of the College's strategic plan, considered above, was noted.

121.17 Risk management – items identified at the meeting

No new items of risk were noted.

121.18 Date of next meeting

It was noted that the next Corporation meeting would take place on Tues. 7 July 2015 at 5.00pm.

The Chair of Corporation, John Wilson, gave apologies for the July 2015 Corporation meeting.

Reserved Business

121.19 Reserved Business: confidential Reserved Business minutes of 10.3.15

It was noted that, in line with Corporation's agreed policy, the confidential Reserved Business minutes of 10.3.15 had not been sent to student and staff members, other than the Principal.

The Principal and Corporation members in the Corporation and Parent member categories agreed that, as there were no questions arising from the confidential Reserved Business minutes of 10.3.15, it was not necessary to ask staff and student members to leave the meeting before they were considered for approval.

The Principal and Corporation members in the Corporation and Parent member categories approved the confidential Reserved Business minutes of 10.3.15.

**CORPORATION MEETING 122
MINUTES OF THE MEETING HELD ON 7 JULY 2015**

Present: Andrew Clifford, Jim Darmody, Caroline Dawes, John Gilleard, Jackie Goodman, Martin Longbottom, Steve Sellers, John Shipley, Phil Taylor, Jay Trivedy (Principal), Justine Wilkinson, Philip Wright, Elizabeth Younger

In attendance: Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation), Anna Lamplough (Director of Finance), Mark Rothery (Assistant Principal), Ian Taylor (Deputy Principal)

122.1 Apologies for absence

Apologies were received from John Wilson (Chair of Corporation), Mike Noddings (Vice-Chair of Corporation), Richard Heseltine, Andrew King, Adam Jennison (Corporation members), and Julie Peaks (Assistant Principal).

The Clerk reported that, under the Instrument of Government, in the absence of both the Chair and Vice-Chair of Corporation from any meeting, the members present should choose someone from amongst themselves to act as Chair for that meeting, with student and staff members, including the Principal, ineligible to stand (Instrument 6 (2)-(3)). It was noted that Phil Taylor, Chair of the Personnel Committee, was willing to chair the meeting.

Corporation agreed that Phil Taylor (Corporation member and Chair of the Personnel Committee) should chair the meeting.

122.2 Declaration of interests

The following standing declarations of interests were noted:

Jim Darmody (Governor, Thomas Ferens Academy), Caroline Dawes (employee, Kelvin Hall School), Jackie Goodman and Martin Longbottom (employees, Hull College).

Minutes & matters arising

122.3 Minutes of meeting 121 held on 19.5.15, incl. confidential minutes

The minutes of meeting 121 held on 19.5.15, including the confidential minutes, were approved with the following typographical amendment: at item 121.7 (v) (Report on development of draft budget for 2015/16), the reference in the second paragraph should be to July 2014 rather than July 2015.

Action: Clerk

122.4 Matters arising and actions from the above minutes

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 The Clerk had forwarded the Channel Awareness training to Corporation members, with 5 having completed it to date (121.4).

Action: Clerk/JEA

- 2 An electronic audit of skills form for use by Corporation members had been developed and was on the Corporation section of Moodle. Caroline Dawes and John Shipley agreed to test the form (121.4).
Action: Clerk
- 3 The Personnel Manager, Jenny Anderson, confirmed that members who needed to undertake or update Equality & Diversity and/or safeguarding training had been contacted (121.4).
Action: Clerk/JEA
- 4 Revised senior post-holder procedures were on the agenda (121.4).
- 5 An annual review of the staff survey report would be added to Corporation's 2015/16 standing agenda item list, which was due to be considered in Sept. 2015 (121.4).
Action: Clerk
- 6 Corporation members had been informed by e-mail of the College art exhibition, the summer concert, and the College production (121.4).
- 7 A report on staffing had been included on the agenda in the Principal's report and a benchmarked staff turnover report from the Personnel Manager, Jenny Anderson, had been included at Appendix A to the report (121.5).
- 8 The second Aim in Strategic Plan would be changed from "Increase Student recruitment" to "Student Recruitment", as the College approached capacity (121.6).
Action: Clerk/Principal
- 9 The approved Bursary Policy statement had been ratified by F&GP Committee on 1.6.15, as agreed (121.7).
- 10 Baker Tilly's financial statements/regularity audit plan for the financial year ending 31.7.15 was on the agenda (121.8).
- 11 The Audit Committee Chair, Philip Wright, had signed the teachers' pension Scheme letter of engagement following the May 2015 Corporation meeting (121.8).
- 12 The College's revised Code of Practice on Freedom of Speech & Expression was in force, following its approval at the May 2015 Corporation meeting (121.9).
- 13 The following reports/ recommendations, considered at the Personnel Committee's May 2015 meeting, were on the agenda:
- The College's annual safeguarding report, including Prevent Duty report;
 - A recommendation on the revised teachers' pay framework, following consultation with staff;
 - A recommendation on minor revisions to Senior Post-holder Appeals Procedures, following consultation with senior post-holders (121.9).
- 14 Mr Sellers had been informed of his appointment as a Corporation member and had received and completed appointment and eligibility forms (121.12).

- 15 The election of the Chair and Vice-Chair of Corporation for 2015/16 was on the agenda (121.12).

Principal's report & strategic plan

122.5 Principal's report

The Principal, Jay Trivedy, presented his report, drawing members' attention to the fact that the July 2015 report had been organised with reference to the College's 6 Strategic Plan aims, which would also be the format for future reports.

(i) Improve and Maintain Excellent Student Outcomes

Members noted that :

- The College focus in 2014/15 had been on ensuring that all curriculum areas concentrated on students achieving their target grades, with particular focus on the higher grades (i.e. A*- B) at A-level and Distinctions on the BTEC courses;
- Subject review meetings had been held with subject areas requiring improvement and the Principal was confident that there would be further improvements in the overall results in 2015.

(ii) Increase Student Recruitment

Members noted that:

- The College's marketing and liaison function continued to be critical and successful;
- An increase in student numbers was forecast for Sept. 2015 i.e. around 1,900 students in Sept. 2015, with around 1,830 student by the 2015 census date;
- As the College approached capacity, the College's aim remained to increase student numbers without affecting the quality of the student experience;
- Changes in educational provision could make the future environment for student recruitment even more competitive (e.g. 11-18 academies, the development of a University Technical College, and the post-16 improvement plan in the East Riding of Yorkshire)
- Post-16 funding would continue to be tight and the College would continue to review partnerships and collaborations, where appropriate.

It was noted in response to members' questions concerning funding that formula protection funding would continue in 2015/16 but was expected to end in 2016/17, which was reflected in the financial plan to be considered at item 122.7(vi).

Members noted in discussion that, despite continuing growth in student numbers, the College's recent bid to the EFA for capital grant funding had not been successful. The importance of ensuring sufficient student social space, as student numbers continued to increase, was emphasised in discussion, with the Principal reporting that the College currently remained committed to doing so without staggering lunchtimes or altering the College day.

(iii) Recruit, Support and Retain Outstanding Staff

Members noted that:

- The College continued to maintain efficiencies in terms of group sizes, staff utilisation, management allowances and support functions;
- While restructuring had been minimal in comparison to other educational institutions (i.e. 3.7 staff made compulsorily redundant in the last 4 years and alternative posts provided where possible), restructuring, as in other sixth form colleges, had inevitably affected staff survey scores;
- College staff were expected to be high achieving, business-like and focussed;
- Staff worked exceptionally hard, and systems and procedures were student-focused;
- The College continued to receive a very high number and high-quality of applications for most of posts advertised and currently had no vacancies;

- 2 formal staff grievances had been heard in 2014/15.

An appendix on staff turnover, which had been produced by the Personnel Manager, was considered in this context, with members noting that:

- Overall turnover in 2014/15 had been 13.9% (25 leavers from around 180 staff), of which 2.8% (5 staff members) had been involuntary turnover due to the ending of fixed term contracts, with casual staff excluded from the figures;
- According to the Chartered Institute of Personnel & Development (CIPD) Resourcing and Talent Planning Survey Report 2015, 14% had been the 2014 national average for staff turnover (up from 10% in 2013);
- CIPD had not produced averages for the public sector or education.

Members noted in discussion that, while most organisations had developed a more business-like focus in recent years, research had indicated the importance to staff morale of ensuring opportunities for personal interaction, where this was no longer a normal feature of the working day. It was noted in response to members' questions on staff engagement that, following receipt of the staff survey outcomes, the College's SMT had reviewed how to enhance staff engagement and communication, with the agendas for the strategic planning days held by SMT and the College Management Group in 2015 both having included staff engagement as an item and that, in consequence, a number of changes had been made for 2015/2016. The value, both for staff generally and in terms of management time, of settling staff grievances at an early, informal stage, wherever possible, was emphasised.

(iv) Develop Partnerships

Members noted that:

- The College continued to work closely with HE providers, with Wyke and Wilberforce Sixth Form Colleges recently having written to the University of Hull concerning the affect on students' motivation of unconditional offers;
- Links with partner sixth form colleges (SFCs) through NorVIc and the Sixth Form Colleges' Association (SFCA) continued to be beneficial;
- College links with the 11-16 schools in Hull had been enhanced through more liaison work but most of 11-18 schools did not allow the College's liaison staff onsite;
- The College was working with the Humber Local Enterprise Partnership (LEP) to enhance its links with employers through skills fairs, work experience, work placement and 'speed CV dating' with employers;
- A link had also been made with 3 Apprentice Brokers, to ensure that students had the best possible advice about future options, including fewer students being likely to leave midway through their programme of study and receiving appropriate guidance to enable them to progress onto the correct level of apprenticeship.

(v) Involve Parents

Members noted that:

- Parents were regularly invited to a range of events at the College e.g. open evenings, consultation evenings, drama, concerts, College productions, exhibitions, Flyers' events, half-termly awards, and the annual Awards Evening;
- A Parent Portal was available to enable parents to be more involved in the education of their children, together with a parents' newsletter.

(vi) Maintain a Satisfactory Health Rating

Members noted that:

- The senior management team (SMT) had continued to closely review the College's monthly management accounts, had been fully involved in the budget setting process, and would continue to monitor expenditure and review opportunities for income generation.

The Principal's report for July 2015 was considered and received.

Committee reports

122.6 **Audit Committee**

(i) Recommendation on strategic risk management plan, business continuity & critical response plans

Philip Wright, as Chair of the Audit Committee, reported that the College's strategic risk register has been updated by the College's senior management team (SMT) and reviewed at the Audit Committee's June 2015 meeting.

Corporation approved the College's strategic risk register, on the recommendation of the Audit Committee.

Philip Wright reported that the Audit Committee had reviewed the College's Business Continuity Plan (BCP) and Critical Response Plan (CRP) at its June 2015 meeting. The Director of Finance confirmed that the College had since undertaken a desk-top test of the BCP and that a report on the outcome would be made to the Oct. 2015 Audit Committee meeting.

It was noted that the address and telephone number given in Appendix G (*Religious and Community Contacts*) to the BCP was that of the "University of Hull Catholic Chaplaincy" rather than the "University of Hull Chaplaincy" and that the table at Appendix G should be corrected accordingly.

Action: Clerk/Director of Finance

With reference to Appendix B of CRP, the difference between non-critical issues, which would be dealt with by the Director of Resources, and critical issues, which would be dealt with under the plan, was discussed.

Corporation approved the College's Business Continuity Plan (BCP) and Critical Response Plan, on the recommendation of the Audit Committee. Corporation also agreed to delegate future review and approval of the BCP and Critical Response Plan to the Audit Committee.

(ii) Recommendation on the financial statements/regularity audit plan 2014/15

Philip Wright presented Baker Tilly's financial statements/regularity audit plan for the year ending 31.7.15, which had been considered at the Audit Committee's June 2015 meeting.

Members noted that the plan explained the scope of the audit of the financial statements and the regularity assurance engagement, Baker Tilly's approach to the work, the key risks on which the audit work would focus, and set out Baker Tilly's independence as financial statements/regularity auditors. It was noted that fees for the 2015 audit were lower than in 2014, as additional review of the Going Concern statement had been undertaken in 2014.

Philip Wright drew attention to Appendices E and F (Emerging Issues and Financial Reporting Developments) of the plan, highlighting the impact of FRS 102 and the new FE/HE Statement of Recommended Practice (SORP) on the College's financial statements e.g. while the first set of the College's annual financial statements prepared under the updated SORP reflecting FRS 102 would be for the year ended 31.7.16, the balance sheet and the income and expenditure (I&E) account for the year ending 31.7.15 and the balance sheet for the year ended 31.7.14 would also need to be restated. In response to members' questions, the Director of Finance confirmed that changes would be largely presentational but could potentially adversely affect bank covenants and while the College's bankers had indicated informally that the College would not be disadvantaged as a result, this had not yet been confirmed in writing.

Corporation approved Baker Tilly's financial statements/regularity audit plan for the year ending 31.7.15, including fees, on the recommendation of the Audit Committee.

(iii) Summary report of June 2015 meeting

Philip Wright presented a summary report of the Audit Committee's June 2015 meeting, highlighting the following areas which had been considered by the Committee:

- The report arising from the Student Financial Support review undertaken by the internal auditors as part of the 2014/15 internal audit plan, which had resulted in a Limited Assurance opinion and 3 recommendations graded at the lowest grade of Requiring Attention (Grade 3) and 3 graded as Significant (Grade 2), which had been accepted by management, with revisions to the system to take place from 2015/16;
- The report arising from the Catering review undertaken by the internal auditors, which had resulted in a Substantial Assurance opinion and 3 recommendations (all graded as Requiring Attention (grade 3), which had been accepted by management.
- The latest version of the College's Assurance Map, noting that the Red-Amber-Green (RAG) column remained to be completed

Corporation received a summary report of key items considered at the Audit Committee June 2015 meeting.

122.7 Finance & General Purposes (F&GP) Committee

(i) Student numbers & funding report

Phil Taylor, as a member of the F&GP Committee, invited the Principal to present the June 2015 student numbers and funding report, which had been considered at the Committee's 25 June 2015 meeting.

Corporation received the June 2015 student numbers and funding report, noting that retention at Level 3 for students aged 16-18 was, at 94.7%, lower than in June 2014 but higher than in the 4 previous years shown in the report.

(ii) Management accounts for May 2015

Phil Taylor asked the Director of Finance, Anna Lamplough, to present the management accounts for May 2015, which had been considered at the F&GP Committee's 25 June 2015 meeting.

Members noted that:

- The operating deficit for period 10 was £54.3k compared with a budgeted loss of £105.4k;
- The financial position was better than planned at this stage in the financial year as the examination fees budget was underspent by £31k to date, with a forecast year end underspend of £36k, and, in addition, depreciation was less than planned.

It was noted in response to members' questions concerning the exam budget that savings had been made in examination fees as only students who were considered likely to be successful had been entered for the General Studies exam rather than all students.

Corporation received the May 2015 management accounts, noting the improvement in the forecast outturn for May 2015 and that the forecast year end position had also improved from a £127.9k deficit to a deficit of £80k.

(iii) Report on covenants relating to bank loans

Phil Taylor invited the Director of Finance to present the report on covenants relating to bank loans, which was considered.

Members noted that:

- All bank covenants on the loans from Lloyds and Barclays banks had been met;
- Barclays Bank had provided the Director of Finance with a spreadsheet that had

enabled her to test whether the financial plan, to be considered later on the agenda at item 122.7 (vi), could result in a breach of bank covenants, noting that a prudent approach to financial planning had, however, ensured that covenants would be achieved, provided that the plan was delivered although the 2016/17 budget, in particular, would require careful monitoring to ensure that covenants were fulfilled.

Corporation received the Director of Finance's report on bank covenants.

(iv) EFA: College financial health assessment

Phil Taylor invited the Director of Finance to present the Education Funding Agency (EFA) letter, dated 26 May 2015, concerning the College's financial records and financial health assessment for 2013/14, which had been considered at the F&GP Committee's meeting on 1 June 2015.

Corporation noted that the EFA had concluded that the most appropriate financial health grade for the year ended 31 July 2014 was Satisfactory, which agreed with the College's self-assessment and the calculated grade of Satisfactory shown in the College's Finance Record.

(v) EFA: SFC benchmarking report

Phil Taylor invited the Director of Finance to present the Education Funding Agency (EFA) sixth form college (SFC) financial key performance indicators for 2013/14 and the SFC financial dashboard included with the EFA National Director for Young People's Sixth Form Colleges' letter of 1 June 2015, which had been considered by the F&GP Committee at its meeting on 25 June 2015.

Corporation received the EFA sixth form college benchmarking report, noting that while it recorded that the College's 2013/14 financial health score was Satisfactory, it also recorded that the College was highly geared compared to other colleges in the sixth form sector, with cash days in hand low and borrowing as a percentage of total income high.

(vi) Recommendation on annual budget & 3-year financial plan, incl. capital projects, agreement of financial objectives and PIs, and review of financial health assessment grade

Phil Taylor invited the Director of Finance to present the draft budget 2015/16, which had been considered at the F&GP Committee meeting on 25 June 2015 and the financial plan 2015-17, with commentary including financial performance indicators (PIs) and financial objectives.

Members considered the budget and plan, noting that, following the F&GP Committee meeting, the LIBOR rate relevant to the Barclays loan had been added to the final draft version of the plan commentary (see also item 122.7(ix)) and additional explanatory text had been added to the narrative boxes in the plan. It was noted that the plan forecast a deficit of £61k for 2015, a surplus of £13k for 2016, and a surplus of £6k for 2017.

Members considered in detail proposed capital expenditure of £260k in 2015/16 i.e. on the art wing building project and other capital expenditure (e.g. on physics, IT room, media, and marketing expenditure). It was noted in response to members' questions concerning the figure of £144.8k for the building project that the project would be monitored to ensure that it stayed within budget.

The financial plan assumptions were considered, noting, in particular, that these included:

- With reference to income, an increase in student numbers (*confidential minute*);
- With reference to pay expenditure, an increase assuming approval of the proposed teachers' pay framework (see also item 122.9(iii)) and a 1% inflationary uplift to pay;
- With reference to non-pay expenditure, an increase in examination fees reflected

increased student numbers, with a reduction in AS entries from 2016/17, following the introduction of linear A levels, also taken into account.

Members discussed the need for the College to produce a surplus in 2016 and 2017, both with reference to bank loan covenant requirements and to ensure that the College's financial health score remained at Satisfactory in each year of the plan, to meet EFA requirements. With reference to the small surplus forecast for 2016/17, Phil Taylor, as a member of the F&GP Committee, confirmed that the Committee would continue to monitor the monthly management accounts closely for each year of the plan.

Corporation approved, on the recommendation of the F&GP Committee, the 2015/16 budget, the financial plan 2015-17, including the financial performance indicators (PIs) and financial objectives. It was agreed that the approved plan should be submitted to the EFA by the required deadline of 31.7.15.

Action: Director of Finance

(vii) Recommendation on amendment to Financial Regulations

Corporation approved, on the recommendation of the F&GP Committee, minor amendments to section 5.4 of the Financial Regulations, to better reflect the requirements of the Articles of Government and the Remuneration Committee's terms of reference.

Action: Clerk/Director of Finance

(viii) Recommendation on amendment H&S policy & H&S Committee terms of reference

Corporation approved, on the recommendation of the F&GP Committee, updating amendments to the College's Health & Safety (H&S) Committee terms of reference and H&S Policy, to reflect the fact that the senior management team (SMT) was now the College's risk management group.

Action: Clerk/Director of Resources

Other finance matters

(ix) Bank loan recommendation

Phil Taylor invited the Director of Finance to present the report concerning the revolving credit facility from Barclays Bank which could be converted to a loan from Aug. 2015.

Members noted that:

- The Barclays Bank revolving credit facility of £2.35m would 'term out' in August 2015, which meant that Corporation had to decide whether to agree a fixed rate option (indicative 3.7% as of 7.7.15) or a variable rate of 1.9% over LIBOR (0.5768% as of 30.6.15), noting that LIBOR was the inter-bank lending rate;
- Whichever rate Corporation accepted would be set for 3 years;
- The recommendation of the Director of Finance, which had been agreed with the Principal, was that the variable rate option should be chosen on the basis that interest base rates were unlikely to rise dramatically in the next 3 years.

Corporation agreed that the Barclays Bank revolving credit facility of £2.35m which was due to term out" in Aug. 2015 should be converted to a loan at a variable rate of 1.9% over LIBOR, noting that the rate would be applicable for 3 years.

Action: Director of Finance

122.8 Curriculum & Quality (C&Q) Committee

(i) Recommendation on the revised College Charter

In the absence of Mike Noddings (Chair of the C&Q Committee) and of John Wilson (Vice-

Chair of the C&Q Committee), Phil Taylor invited Jim Darmody (Senior Tutor and College Designated Safeguarding Person) to present the revised College Charter, which had been considered by the June 2015 meeting of the C&Q Committee.

Members noted that new commitments have been added to the 2015 College Charter in recognition of the College's Prevent Duty and the focus in Ofsted's new Common Inspection Framework (effective from Sept. 2015) on learners' preparation for their next step in personal development, behaviour and welfare.

Corporation approved the 2015 College Charter, on the recommendation of the C&Q Committee, with the following amendment: the addition of an "and" before the phrase "to the dangers of extremism".

Action: JD/DD/Clerk

(ii) Summary report of June 2015 meeting

Phil Taylor invited Jackie Goodman, a member of the C&Q Committee, to present highlights from the summary report of the C&Q Committee's June 2015 meeting.

Members noted the following areas which had been considered by the Committee:

- The student work experience report, which had noted an increase in numbers of students undertaking work experience, with the majority of placements being curriculum-based placements as part of the Health and Social Care BTECs, with the difficulty of obtaining enrichment placements noted;
- The Universities & Colleges Admissions Service (UCAS) report, which noted that most students obtained places in the Yorkshire & Humber region, including at the University of Hull, but with an increasing number of students also accepted into Russell Group universities;
- A review of the College's music strategy;
- A report on the introduction of linear A levels;
- Publicly available reports on the College's performance i.e. the Department for Education's (DfE's) Key Stage 5 data 2013/14 and Ofsted's Data Dashboard 2013/14;
- A report on changes to the DfE's 16-19 accountability system for schools and colleges from 2016, which had been announced by the DfE (e.g. the introduction of the following headline measures: progress, attainment, progress in English and Maths (for students without a GCSE pass at A*-C in these subjects), retention, and destinations) and how these compared with current measures, such as points scores per student, and ALIS and ALPs value-added scores, which the College considered to be particularly valuable performance measures;
- A Learner Voice report, which noted that feedback from the 2015 online questionnaire completed by students for each of their subjects had been overwhelming positive, with line managers and Heads of Faculty having identified emerging themes, actions having been formulated at faculty and departmental level, and results used in the staff annual Performance & Development Review process and in formulating departmental contributions to the College's Self-Assessment Report (SAR);
- The "Wordle" arising from the above process, which had been displayed in the College, showed that "Feedback" had been a dominant theme in students' responses;
- A report from the Clerk reviewing progress against the College's 2014 Financial Management Evaluation (FMCE) and the Corporation's 2013/14 collective self-assessment report, discussing how leadership & management grades shown as 2 (Good) could be improved to 1 (Outstanding).

It was noted in response to members' questions that:

- The College had received positive feedback on the 2015 Wyke Start programme (*confidential minute*);

- The fact that a high percentage of students were the first in family to undertake higher education (HE) could be one of the reasons that a high proportion of students chose to attend the University of Hull (e.g. to remain close to family and support groups), although a high proportion of students attending an HE course locally did not appear to be unusual where a sixth form college was situated in a university town;
- The introduction of the Flyers programme had, however, led to an increase in the number of students applying to Russell Group universities.

It was agreed that a briefing on linear A levels should be presented to the Sept. 2015 Corporation meeting.

Action: Clerk/MCR

Corporation received the June 2015 summary C&Q Committee report.

122.9 Personnel Committee

(i) Annual safeguarding report, for review & updated safeguarding policies/procedures

Phil Taylor, as Chair of the Personnel Committee, asked Jim Darmody (Senior Tutor and College Designated Safeguarding Person) to present the College's Safeguarding Report 2014/15, which had been considered at the Personnel Committee's May 2015 meeting.

Members noted that:

- The format of the College's annual safeguarding report had changed e.g. it now include more graphical information including an incident log listing incidents according to one of 6 categories (i.e. neglect, physical, emotional, sexual, cyber, other), and also included a section on the Prevent Duty;
- Most safeguarding referrals were made from within the College e.g. through teachers, progress tutors;
- There had been an increase in students declaring mental health issues;
- The number of females represented in the incident log was significantly higher than the number of males and much greater than the gender split across the College.

It was noted in response to members' questions that:

- The increase in students declaring mental health issues appeared to reflect a national trend for schools and colleges;
- The higher proportion of female students represented in the incident log could reflect under-reporting by male students.

Martin Longbottom reported that he had recently attended an Association of Colleges' (AoC) conference in London on student wellbeing and mental health and would discuss issues arising from the event with Jim Darmody, following receipt of the post-conference papers.

Action: ML/JD

Phil Taylor, as Chair of the Personnel Committee reported that, under its policy review schedule, the Personnel Committee normally reviewed the College's safeguarding policies and procedures annually, with the May 2015 meeting of the Personnel Committee having noted that Jim Darmody was reviewing relevant safeguarding policies/procedures to ascertain whether they needed to be revised to take account of the Prevent Duty. Phil Taylor invited Jim Darmody to speak to the College's revised Safeguarding Children Policy, which had been updated to reflect safeguarding guidance issued earlier in the year and the Prevent Duty.

Corporation received the College's annual safeguarding report and approved the College's updated Safeguarding Children Policy.

Action: JD/Clerk

(ii) Staff pay awards report

Phil Taylor, as Chair of the Personnel Committee, invited the Principal and Personnel

Manager to provide a progress report on the 2015 staff pay negotiations.

The Principal and the Personnel Manager confirmed that there was currently no report to be made on the 2015 staff pay award, with Sixth Form Colleges' Association (SFCA) negotiations yet to be completed.

(iii) Recommendation on revised teachers' pay framework

Phil Taylor, as Chair of the Personnel Committee, invited the Personnel Manager to present the report on the proposed revised teachers' pay framework.

It was noted that:

- Under paragraph 3(1)(f) of the Article of Government, the Corporation was responsible for "setting a framework for the pay and conditions of service of all other staff" i.e. staff other than senior post-holders;
- The Personnel Committee had received a report from the Personnel Manager at its Nov. 2015 meeting, on proposed changes to the national sixth form colleges' teachers' pay framework and had considered a SFCA presentation at its Mar. 2015 meeting on the proposed framework, noting at its May 2015 meeting that the Personnel Manager would present the College's recommendation on the framework to the July 2015 Corporation meeting;
- Following negotiation and consultation with unions at a national level, the SFCA were recommending that the framework be approved by corporations and had published updated teachers' terms and conditions detailing the new pay structure and guidance on its implementation.

Members noted in discussion that the proposed changes meant that the new system would more closely resemble the structure applicable to school teachers' structure and would include:

- New teaching and professional standards that teachers would be required to meet;
- Assessment for progression annually, not just once point 6 of the scale was reached;
- An increase in the first and last points on the scales and more even increases between each pay point;
- Flexible 'Responsibility Allowances' for management roles or extra responsibilities to be added to the scale point instead of separate defined management ranges;
- A Leadership Spine which would allow for post-holders such as Assistant Principals to be paid on the scale rather than local off-scale arrangements and allow for slightly different contracts e.g. for leaders who worked term time plus a certain number of weeks;
- The SFCA did not anticipate that fewer teachers would progress under the new system than under the current one and that the scheme would be cost neutral;
- Implementation of the new teachers' pay framework was to be determined locally (within the parameters set by the SFCA terms and conditions of service, if approved by Corporation) in terms of the process to be followed and the outcomes that were deemed to be acceptable;
- It was intended that the pay framework would come into force from 1 Sept. 2015 for implementation from 1 Sept. 2016.

It was noted in response to members' questions that, while the updated teachers' terms and conditions being considered had been agreed nationally, colleges could set applicable performance standards locally and the College was consulting on this.

Corporation approved the revised teachers' pay framework, including the updated teachers' terms and conditions.

Action: Personnel Manager

(iv) Recommendation on revised senior post-holder procedures

Phil Taylor, as Chair of the Personnel Committee, reported that the Mar. 2015 Personnel had undertaken its periodic review of senior post-holder policies/procedures and agreed to recommend updating changes to Corporation, subject to consultation with senior post-holders, which had now been completed.

Members noted that:

- Under section 3(1) (e) of the Articles of Government, Corporation was responsible for the “appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk. . .”;
- The Corporation had designated 4 senior post-holders: the Principal, the Deputy Principal, the Director of Finance, and the Clerk to the Corporation.

Corporation approved, on the recommendation of the Personnel Committee, updating revisions to the following senior post-holder policies/procedures: the senior post-holder Grievance, Disciplinary, and Capability Procedures, including the appeals procedures applicable to senior post-holders.

Action: Clerk/Personnel Manager

(v) Summary report of May 2015 meeting

It was noted that the summary report of the Personnel Committee's May 2015 meeting had been presented to Corporation's May 2015 meeting.

122.10 **Student Committee**

(i) Student equality & diversity report

Phil Taylor, as a member of the Student Committee invited Jim Darmody (as Senior Tutor) to present the 2014/15 Student Equality & Diversity Report, which had been considered at the Apr. 2015 Student Committee meeting.

Members noted that:

- 61.8% of the students were recorded as female, with female enrolments from across the catchment continuing, with few exceptions, to be almost two-thirds higher than for males, supported by increasing numbers from Beverley High and Newland High, which were all girl schools;
- Almost all of the College's students were aged 16-19, with only 12 students over 19;
- 10.10% of the students were recorded as being from a Black or Minority Ethnic (BME) group, with the equivalent figure for the general population in the 2011 census for Hull being 10.86% and 6.97% for the East Riding of Yorkshire;
- Data on disability was collated from student records and key performance measures of retention and achievement were analysed by gender, age and ethnicity, with overall results positive.

Corporation received the College's 2014/15 Student Equality & Diversity Report.

(ii) Summary report of Apr. 2015 meeting

Phil Taylor, as a member of the Student Committee, presented the summary report of the Apr. 2015 Student Committee meeting, which included a report of the student equality and diversity profile (considered above at item 122.10) and the Apr. 2015 Student Activities report (which had been presented to the May 2015 Corporation meeting).

Corporation received the summary report of the Apr. 2015 Student Committee meeting.

122.11 *Search & Governance Committee*

(i) Recommendations on Corporation member re-appointments, committee membership & other Corporation offices

(a) Re-appointment of Corporation members

The Clerk reported that the June 2015 Search & Governance Committee meeting had reviewed, with reference to Corporation's re-appointment criteria, the skills and performance of Corporation members in the ordinary Corporation member category whose current terms of office were due to end in Sept. 2015 (i.e. Jackie Goodman and John Shipley) and were recommending their re-appointment.

Corporation approved the re-appointment, on the recommendation of the Search & Governance Committee, of the following members in the ordinary Corporation member category:

- ***Jackie Goodman, with the appointment being for a period of 4 years from 1 Sept. 2015;***
- ***John Shipley, with the appointment being for a period of 4 years from 28 Sept. 2015.***

Action: Clerk

It was noted that, in line with Corporation practice, Corporation members continued in their current committee memberships following re-appointment i.e. John Shipley would therefore continue as a member of the Audit Committee and Jackie Goodman as a member of the C&Q Committee.

(b) Committee vacancies

The June 2015 Search & Governance Committee meeting had noted vacancies on the Personnel Committee, the Remuneration Committee, and the Search & Governance Committee.

Corporation approved, on the recommendation of the Search & Governance Committee, the appointment of Jackie Goodman as a member of the Remuneration Committee and of John Shipley as a member of the Personnel Committee.

Action: Clerk

The June 2015 meeting of the Committee had also noted that there was currently a vacancy on the Search & Governance Committee and a second vacancy on the Personnel Committee. The Committee had noted that neither committee currently had female representation, whilst more than 50% of the College's staff was female, there was an equal gender balance amongst senior post-holders, and there was an under-representation of female Corporation members on Corporation. The Committee had therefore agreed to seek to co-opt external female committee members to both committees, as part of long-term succession planning in relation to Corporation membership. A further report would be made to Corporation in due course.

Action: Clerk/Chair of SGC

(c) Corporation member with responsibility for Safeguarding & Prevent

The Clerk reported that Corporation's previously agreed policy was that the Chair of the Personnel Committee should be *ex officio* the nominated member of the Corporation, with responsibility for liaising with appropriate partner agencies in the event of suspected or alleged incidences of child abuse involving a designated senior post holder. Phil Taylor was currently Chair of the Personnel Committee and had, since he had taken up this role, completed both safeguarding and Prevent training. Corporation was therefore invited to confirm his role as the Corporation member with responsibility for safeguarding, with the addition of the Prevent responsibility to the role.

Corporation confirmed the Chair of the Personnel Committee's ex officio role as the

nominated Corporation member with responsibility for safeguarding, with the addition of the Prevent responsibility as part of the role.

Governance matters

122.12 (i) Corporation attendance 2014/15

It was noted that overall Corporation attendance year to date was 79% against an agreed target of 75%.

(i) Election of Chair & Vice-Chair for 2015/16

The Clerk reported that, under the Instrument of Government, the Corporation elected the Chair and Vice-Chair of Corporation annually at the last meeting of the academic year. Nominations for 2015/16 for John Wilson as Chair of Corporation and for Mike Noddings as Vice-Chair of Corporation had been received.

Corporation approved the election of the John Wilson as Chair of Corporation for 2015/16 and Mike Noddings as Vice-Chair of Corporation for 2015/16.

(iii) Consultation on EFA/SFA revised Joint Audit Code of Practice

The Clerk reported that a consultation document on the EFA/SFA revised Joint Audit Code of Practice had been received since the June 2015 Audit Committee meeting and would be e-mailed to Audit Committee members, for information and review.

Action: Clerk

Academy co-sponsorship: TFA report

122.13 Thomas Ferens Academy

Jim Darmody, as a Governor of Thomas Ferens Academy (which was sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges), gave a verbal report on recent progress made by the Academy.

Members noted that the report on the third Ofsted monitoring visit to the Academy had been published in June 2015 and had noted that the Academy was making reasonable progress towards the removal of special measures and could appoint newly qualified teachers. The report was available on the Ofsted website.

Corporation received a progress report on the Thomas Ferens Academy, noting that it would be brought into the Sirius Academy Multi Academy Trust (SAMAT) from 1 Sept. 2015 and would be known as Sirius Academy North i.e. it would no longer be sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges.

Committee minutes

122.14 Committee minutes Feb. - June 2015

Approved Committee minutes arising from the spring term 2015 meetings of the Audit, C&Q, F&GP and the Search & Governance Committees, the Apr. 2015 F&GP Committee meeting and the F&GP Committee meeting held on 1 June 2015 were received, together with the unconfirmed Apr. 2015 Student Committee minutes and draft summary notes of the summer term 2015 meetings of the Audit, C&Q and Personnel Committee meetings. It was noted that reports and recommendations arising from meetings had been presented earlier on the agenda.

The Clerk reported that a recent survey had indicated that some corporations were receiving summary notes from committee meetings rather than full minutes, with full minutes being placed online, and that she had therefore presented both the full unconfirmed minutes of the Apr. 2015 Student Committee with the same information in summary note format to allow comparison.

Members received the above committee minutes and draft summary notes and agreed that in future summary notes should be presented to Corporation, with full minutes placed on the Corporation section of Moodle.

Action: Clerk

Final agenda items

122.15 Any other business

It was noted that the current term of office of Parent members of Corporation, Andrew Clifford and of Andrew Jennison, would end on 31.8.15. The Chair thanked Andrew Clifford, who was present at the meeting, for his contribution to the work of the Corporation.

122.16 How will items considered at the meeting have an impact on learners?

The impact of sound financial management on the overall student experience was particularly noted.

122.17 Risk management – items identified at the meeting

No new items of risk had been identified at the meeting.

122.18 Date of next year's meetings

It was agreed that the Clerk should e-mail meeting dates for 2015/16 to members.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation

**CORPORATION MEETING 122
MINUTES OF THE MEETING HELD ON 7 JULY 2015**

Present: Andrew Clifford, Jim Darmody, Caroline Dawes, John Gilleard, Jackie Goodman, Martin Longbottom, Steve Sellers, John Shipley, Phil Taylor, Jay Trivedy (Principal), Justine Wilkinson, Philip Wright, Elizabeth Younger

In attendance: Jenny Anderson (Personnel Manager), Fiona Bagchi (Clerk to the Corporation), Anna Lamplough (Director of Finance), Mark Rothery (Assistant Principal), Ian Taylor (Deputy Principal)

122.1 Apologies for absence

Apologies were received from John Wilson (Chair of Corporation), Mike Noddings (Vice-Chair of Corporation), Richard Heseltine, Andrew King, Adam Jennison (Corporation members), and Julie Peaks (Assistant Principal).

The Clerk reported that, under the Instrument of Government, in the absence of both the Chair and Vice-Chair of Corporation from any meeting, the members present should choose someone from amongst themselves to act as Chair for that meeting, with student and staff members, including the Principal, ineligible to stand (Instrument 6 (2)-(3)). It was noted that Phil Taylor, Chair of the Personnel Committee, was willing to chair the meeting.

Corporation agreed that Phil Taylor (Corporation member and Chair of the Personnel Committee) should chair the meeting.

122.2 Declaration of interests

The following standing declarations of interests were noted:

Jim Darmody (Governor, Thomas Ferens Academy), Caroline Dawes (employee, Kelvin Hall School), Jackie Goodman and Martin Longbottom (employees, Hull College).

Minutes & matters arising

122.3 Minutes of meeting 121 held on 19.5.15, incl. confidential minutes

The minutes of meeting 121 held on 19.5.15, including the confidential minutes, were approved with the following typographical amendment: at item 121.7 (v) (Report on development of draft budget for 2015/16), the reference in the second paragraph should be to July 2014 rather than July 2015.

Action: Clerk

122.4 Matters arising and actions from the above minutes

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 The Clerk had forwarded the Channel Awareness training to Corporation members, with 5 having completed it to date (121.4).

Action: Clerk/JEA

- 2 An electronic audit of skills form for use by Corporation members had been developed and was on the Corporation section of Moodle. Caroline Dawes and John Shipley agreed to test the form (121.4).
Action: Clerk
- 3 The Personnel Manager, Jenny Anderson, confirmed that members who needed to undertake or update Equality & Diversity and/or safeguarding training had been contacted (121.4).
Action: Clerk/JEA
- 4 Revised senior post-holder procedures were on the agenda (121.4).
- 5 An annual review of the staff survey report would be added to Corporation's 2015/16 standing agenda item list, which was due to be considered in Sept. 2015 (121.4).
Action: Clerk
- 6 Corporation members had been informed by e-mail of the College art exhibition, the summer concert, and the College production (121.4).
- 7 A report on staffing had been included on the agenda in the Principal's report and a benchmarked staff turnover report from the Personnel Manager, Jenny Anderson, had been included at Appendix A to the report (121.5).
- 8 The second Aim in Strategic Plan would be changed from "Increase Student recruitment" to "Student Recruitment", as the College approached capacity (121.6).
Action: Clerk/Principal
- 9 The approved Bursary Policy statement had been ratified by F&GP Committee on 1.6.15, as agreed (121.7).
- 10 Baker Tilly's financial statements/regularity audit plan for the financial year ending 31.7.15 was on the agenda (121.8).
- 11 The Audit Committee Chair, Philip Wright, had signed the teachers' pension Scheme letter of engagement following the May 2015 Corporation meeting (121.8).
- 12 The College's revised Code of Practice on Freedom of Speech & Expression was in force, following its approval at the May 2015 Corporation meeting (121.9).
- 13 The following reports/ recommendations, considered at the Personnel Committee's May 2015 meeting, were on the agenda:
- The College's annual safeguarding report, including Prevent Duty report;
 - A recommendation on the revised teachers' pay framework, following consultation with staff;
 - A recommendation on minor revisions to Senior Post-holder Appeals Procedures, following consultation with senior post-holders (121.9).
- 14 Mr Sellers had been informed of his appointment as a Corporation member and had received and completed appointment and eligibility forms (121.12).

- 15 The election of the Chair and Vice-Chair of Corporation for 2015/16 was on the agenda (121.12).

Principal's report & strategic plan

122.5 Principal's report

The Principal, Jay Trivedy, presented his report, drawing members' attention to the fact that the July 2015 report had been organised with reference to the College's 6 Strategic Plan aims, which would also be the format for future reports.

(i) Improve and Maintain Excellent Student Outcomes

Members noted that :

- The College focus in 2014/15 had been on ensuring that all curriculum areas concentrated on students achieving their target grades, with particular focus on the higher grades (i.e. A*- B) at A-level and Distinctions on the BTEC courses;
- Subject review meetings had been held with subject areas requiring improvement and the Principal was confident that there would be further improvements in the overall results in 2015.

(ii) Increase Student Recruitment

Members noted that:

- The College's marketing and liaison function continued to be critical and successful;
- An increase in student numbers was forecast for Sept. 2015 i.e. around 1,900 students in Sept. 2015, with around 1,830 student by the 2015 census date;
- As the College approached capacity, the College's aim remained to increase student numbers without affecting the quality of the student experience;
- Changes in educational provision could make the future environment for student recruitment even more competitive (e.g. 11-18 academies, the development of a University Technical College, and the post-16 improvement plan in the East Riding of Yorkshire)
- Post-16 funding would continue to be tight and the College would continue to review partnerships and collaborations, where appropriate.

It was noted in response to members' questions concerning funding that formula protection funding would continue in 2015/16 but was expected to end in 2016/17, which was reflected in the financial plan to be considered at item 122.7(vi).

Members noted in discussion that, despite continuing growth in student numbers, the College's recent bid to the EFA for capital grant funding had not been successful. The importance of ensuring sufficient student social space, as student numbers continued to increase, was emphasised in discussion, with the Principal reporting that the College currently remained committed to doing so without staggering lunchtimes or altering the College day.

(iii) Recruit, Support and Retain Outstanding Staff

Members noted that:

- The College continued to maintain efficiencies in terms of group sizes, staff utilisation, management allowances and support functions;
- While restructuring had been minimal in comparison to other educational institutions (i.e. 3.7 staff made compulsorily redundant in the last 4 years and alternative posts provided where possible), restructuring, as in other sixth form colleges, had inevitably affected staff survey scores;
- College staff were expected to be high achieving, business-like and focussed;
- Staff worked exceptionally hard, and systems and procedures were student-focused;
- The College continued to receive a very high number and high-quality of applications for most of posts advertised and currently had no vacancies;

- 2 formal staff grievances had been heard in 2014/15.

An appendix on staff turnover, which had been produced by the Personnel Manager, was considered in this context, with members noting that:

- Overall turnover in 2014/15 had been 13.9% (25 leavers from around 180 staff), of which 2.8% (5 staff members) had been involuntary turnover due to the ending of fixed term contracts, with casual staff excluded from the figures;
- According to the Chartered Institute of Personnel & Development (CIPD) Resourcing and Talent Planning Survey Report 2015, 14% had been the 2014 national average for staff turnover (up from 10% in 2013);
- CIPD had not produced averages for the public sector or education.

Members noted in discussion that, while most organisations had developed a more business-like focus in recent years, research had indicated the importance to staff morale of ensuring opportunities for personal interaction, where this was no longer a normal feature of the working day. It was noted in response to members' questions on staff engagement that, following receipt of the staff survey outcomes, the College's SMT had reviewed how to enhance staff engagement and communication, with the agendas for the strategic planning days held by SMT and the College Management Group in 2015 both having included staff engagement as an item and that, in consequence, a number of changes had been made for 2015/2016. The value, both for staff generally and in terms of management time, of settling staff grievances at an early, informal stage, wherever possible, was emphasised.

(iv) Develop Partnerships

Members noted that:

- The College continued to work closely with HE providers, with Wyke and Wilberforce Sixth Form Colleges recently having written to the University of Hull concerning the affect on students' motivation of unconditional offers;
- Links with partner sixth form colleges (SFCs) through NorVic and the Sixth Form Colleges' Association (SFCA) continued to be beneficial;
- College links with the 11-16 schools in Hull had been enhanced through more liaison work but most of 11-18 schools did not allow the College's liaison staff onsite;
- The College was working with the Humber Local Enterprise Partnership (LEP) to enhance its links with employers through skills fairs, work experience, work placement and 'speed CV dating' with employers;
- A link had also been made with 3 Apprentice Brokers, to ensure that students had the best possible advice about future options, including fewer students being likely to leave midway through their programme of study and receiving appropriate guidance to enable them to progress onto the correct level of apprenticeship.

(v) Involve Parents

Members noted that:

- Parents were regularly invited to a range of events at the College e.g. open evenings, consultation evenings, drama, concerts, College productions, exhibitions, Flyers' events, half-termly awards, and the annual Awards Evening;
- A Parent Portal was available to enable parents to be more involved in the education of their children, together with a parents' newsletter.

(vi) Maintain a Satisfactory Health Rating

Members noted that:

- The senior management team (SMT) had continued to closely review the College's monthly management accounts, had been fully involved in the budget setting process, and would continue to monitor expenditure and review opportunities for income generation.

The Principal's report for July 2015 was considered and received.

Committee reports

122.6 **Audit Committee**

(i) Recommendation on strategic risk management plan, business continuity & critical response plans

Philip Wright, as Chair of the Audit Committee, reported that the College's strategic risk register has been updated by the College's senior management team (SMT) and reviewed at the Audit Committee's June 2015 meeting.

Corporation approved the College's strategic risk register, on the recommendation of the Audit Committee.

Philip Wright reported that the Audit Committee had reviewed the College's Business Continuity Plan (BCP) and Critical Response Plan (CRP) at its June 2015 meeting. The Director of Finance confirmed that the College had since undertaken a desk-top test of the BCP and that a report on the outcome would be made to the Oct. 2015 Audit Committee meeting.

It was noted that the address and telephone number given in Appendix G (*Religious and Community Contacts*) to the BCP was that of the "University of Hull Catholic Chaplaincy" rather than the "University of Hull Chaplaincy" and that the table at Appendix G should be corrected accordingly.

Action: Clerk/Director of Finance

With reference to Appendix B of CRP, the difference between non-critical issues, which would be dealt with by the Director of Resources, and critical issues, which would be dealt with under the plan, was discussed.

Corporation approved the College's Business Continuity Plan (BCP) and Critical Response Plan, on the recommendation of the Audit Committee. Corporation also agreed to delegate future review and approval of the BCP and Critical Response Plan to the Audit Committee.

(ii) Recommendation on the financial statements/regularity audit plan 2014/15

Philip Wright presented Baker Tilly's financial statements/regularity audit plan for the year ending 31.7.15, which had been considered at the Audit Committee's June 2015 meeting.

Members noted that the plan explained the scope of the audit of the financial statements and the regularity assurance engagement, Baker Tilly's approach to the work, the key risks on which the audit work would focus, and set out Baker Tilly's independence as financial statements/regularity auditors. It was noted that fees for the 2015 audit were lower than in 2014, as additional review of the Going Concern statement had been undertaken in 2014.

Philip Wright drew attention to Appendices E and F (Emerging Issues and Financial Reporting Developments) of the plan, highlighting the impact of FRS 102 and the new FE/HE Statement of Recommended Practice (SORP) on the College's financial statements e.g. while the first set of the College's annual financial statements prepared under the updated SORP reflecting FRS 102 would be for the year ended 31.7.16, the balance sheet and the income and expenditure (I&E) account for the year ending 31.7.15 and the balance sheet for the year ended 31.7.14 would also need to be restated. In response to members' questions, the Director of Finance confirmed that changes would be largely presentational but could potentially adversely affect bank covenants and while the College's bankers had indicated informally that the College would not be disadvantaged as a result, this had not yet been confirmed in writing.

Corporation approved Baker Tilly's financial statements/regularity audit plan for the year ending 31.7.15, including fees, on the recommendation of the Audit Committee.

(iii) Summary report of June 2015 meeting

Philip Wright presented a summary report of the Audit Committee's June 2015 meeting, highlighting the following areas which had been considered by the Committee:

- The report arising from the Student Financial Support review undertaken by the internal auditors as part of the 2014/15 internal audit plan, which had resulted in a Limited Assurance opinion and 3 recommendations graded at the lowest grade of Requiring Attention (Grade 3) and 3 graded as Significant (Grade 2), which had been accepted by management, with revisions to the system to take place from 2015/16;
- The report arising from the Catering review undertaken by the internal auditors, which had resulted in a Substantial Assurance opinion and 3 recommendations (all graded as Requiring Attention (grade 3), which had been accepted by management.
- The latest version of the College's Assurance Map, noting that the Red-Amber-Green (RAG) column remained to be completed

Corporation received a summary report of key items considered at the Audit Committee June 2015 meeting.

122.7 Finance & General Purposes (F&GP) Committee

(i) Student numbers & funding report

Phil Taylor, as a member of the F&GP Committee, invited the Principal to present the June 2015 student numbers and funding report, which had been considered at the Committee's 25 June 2015 meeting.

Corporation received the June 2015 student numbers and funding report, noting that retention at Level 3 for students aged 16-18 was, at 94.7%, lower than in June 2014 but higher than in the 4 previous years shown in the report.

(ii) Management accounts for May 2015

Phil Taylor asked the Director of Finance, Anna Lamplough, to present the management accounts for May 2015, which had been considered at the F&GP Committee's 25 June 2015 meeting.

Members noted that:

- The operating deficit for period 10 was £54.3k compared with a budgeted loss of £105.4k;
- The financial position was better than planned at this stage in the financial year as the examination fees budget was underspent by £31k to date, with a forecast year end underspend of £36k, and, in addition, depreciation was less than planned.

It was noted in response to members' questions concerning the exam budget that savings had been made in examination fees as only students who were considered likely to be successful had been entered for the General Studies exam rather than all students.

Corporation received the May 2015 management accounts, noting the improvement in the forecast outturn for May 2015 and that the forecast year end position had also improved from a £127.9k deficit to a deficit of £80k.

(iii) Report on covenants relating to bank loans

Phil Taylor invited the Director of Finance to present the report on covenants relating to bank loans, which was considered.

Members noted that:

- All bank covenants on the loans from Lloyds and Barclays banks had been met;
- Barclays Bank had provided the Director of Finance with a spreadsheet that had

enabled her to test whether the financial plan, to be considered later on the agenda at item 122.7 (vi), could result in a breach of bank covenants, noting that a prudent approach to financial planning had, however, ensured that covenants would be achieved, provided that the plan was delivered although the 2016/17 budget, in particular, would require careful monitoring to ensure that covenants were fulfilled.

Corporation received the Director of Finance's report on bank covenants.

(iv) EFA: College financial health assessment

Phil Taylor invited the Director of Finance to present the Education Funding Agency (EFA) letter, dated 26 May 2015, concerning the College's financial records and financial health assessment for 2013/14, which had been considered at the F&GP Committee's meeting on 1 June 2015.

Corporation noted that the EFA had concluded that the most appropriate financial health grade for the year ended 31 July 2014 was Satisfactory, which agreed with the College's self-assessment and the calculated grade of Satisfactory shown in the College's Finance Record.

(v) EFA: SFC benchmarking report

Phil Taylor invited the Director of Finance to present the Education Funding Agency (EFA) sixth form college (SFC) financial key performance indicators for 2013/14 and the SFC financial dashboard included with the EFA National Director for Young People's Sixth Form Colleges' letter of 1 June 2015, which had been considered by the F&GP Committee at its meeting on 25 June 2015.

Corporation received the EFA sixth form college benchmarking report, noting that while it recorded that the College's 2013/14 financial health score was Satisfactory, it also recorded that the College was highly geared compared to other colleges in the sixth form sector, with cash days in hand low and borrowing as a percentage of total income high.

(vi) Recommendation on annual budget & 3-year financial plan, incl. capital projects, agreement of financial objectives and PIs, and review of financial health assessment grade

Phil Taylor invited the Director of Finance to present the draft budget 2015/16, which had been considered at the F&GP Committee meeting on 25 June 2015 and the financial plan 2015-17, with commentary including financial performance indicators (PIs) and financial objectives.

Members considered the budget and plan, noting that, following the F&GP Committee meeting, the LIBOR rate relevant to the Barclays loan had been added to the final draft version of the plan commentary (see also item 122.7(ix)) and additional explanatory text had been added to the narrative boxes in the plan. It was noted that the plan forecast a deficit of £61k for 2015, a surplus of £13k for 2016, and a surplus of £6k for 2017.

Members considered in detail proposed capital expenditure of £260k in 2015/16 i.e. on the art wing building project and other capital expenditure (e.g. on physics, IT room, media, and marketing expenditure). It was noted in response to members' questions concerning the figure of £144.8k for the building project that the project would be monitored to ensure that it stayed within budget.

The financial plan assumptions were considered, noting, in particular, that these included:

- With reference to income, an increase in student numbers (*confidential minute*);
- With reference to pay expenditure, an increase assuming approval of the proposed teachers' pay framework (see also item 122.9(iii)) and a 1% inflationary uplift to pay;
- With reference to non-pay expenditure, an increase in examination fees reflected

increased student numbers, with a reduction in AS entries from 2016/17, following the introduction of linear A levels, also taken into account.

Members discussed the need for the College to produce a surplus in 2016 and 2017, both with reference to bank loan covenant requirements and to ensure that the College's financial health score remained at Satisfactory in each year of the plan, to meet EFA requirements. With reference to the small surplus forecast for 2016/17, Phil Taylor, as a member of the F&GP Committee, confirmed that the Committee would continue to monitor the monthly management accounts closely for each year of the plan.

Corporation approved, on the recommendation of the F&GP Committee, the 2015/16 budget, the financial plan 2015-17, including the financial performance indicators (PIs) and financial objectives. It was agreed that the approved plan should be submitted to the EFA by the required deadline of 31.7.15.

Action: Director of Finance

(vii) Recommendation on amendment to Financial Regulations

Corporation approved, on the recommendation of the F&GP Committee, minor amendments to section 5.4 of the Financial Regulations, to better reflect the requirements of the Articles of Government and the Remuneration Committee's terms of reference.

Action: Clerk/Director of Finance

(viii) Recommendation on amendment H&S policy & H&S Committee terms of reference

Corporation approved, on the recommendation of the F&GP Committee, updating amendments to the College's Health & Safety (H&S) Committee terms of reference and H&S Policy, to reflect the fact that the senior management team (SMT) was now the College's risk management group.

Action: Clerk/Director of Resources

Other finance matters

(ix) Bank loan recommendation

Phil Taylor invited the Director of Finance to present the report concerning the revolving credit facility from Barclays Bank which could be converted to a loan from Aug. 2015.

Members noted that:

- The Barclays Bank revolving credit facility of £2.35m would 'term out' in August 2015, which meant that Corporation had to decide whether to agree a fixed rate option (indicative 3.7% as of 7.7.15) or a variable rate of 1.9% over LIBOR (0.5768% as of 30.6.15), noting that LIBOR was the inter-bank lending rate;
- Whichever rate Corporation accepted would be set for 3 years;
- The recommendation of the Director of Finance, which had been agreed with the Principal, was that the variable rate option should be chosen on the basis that interest base rates were unlikely to rise dramatically in the next 3 years.

Corporation agreed that the Barclays Bank revolving credit facility of £2.35m which was due to term out" in Aug. 2015 should be converted to a loan at a variable rate of 1.9% over LIBOR, noting that the rate would be applicable for 3 years.

Action: Director of Finance

122.8 Curriculum & Quality (C&Q) Committee

(i) Recommendation on the revised College Charter

In the absence of Mike Noddings (Chair of the C&Q Committee) and of John Wilson (Vice-

Chair of the C&Q Committee), Phil Taylor invited Jim Darmody (Senior Tutor and College Designated Safeguarding Person) to present the revised College Charter, which had been considered by the June 2015 meeting of the C&Q Committee.

Members noted that new commitments have been added to the 2015 College Charter in recognition of the College's Prevent Duty and the focus in Ofsted's new Common Inspection Framework (effective from Sept. 2015) on learners' preparation for their next step in personal development, behaviour and welfare.

Corporation approved the 2015 College Charter, on the recommendation of the C&Q Committee, with the following amendment: the addition of an "and" before the phrase "to the dangers of extremism".

Action: JD/DD/Clerk

(ii) Summary report of June 2015 meeting

Phil Taylor invited Jackie Goodman, a member of the C&Q Committee, to present highlights from the summary report of the C&Q Committee's June 2015 meeting.

Members noted the following areas which had been considered by the Committee:

- The student work experience report, which had noted an increase in numbers of students undertaking work experience, with the majority of placements being curriculum-based placements as part of the Health and Social Care BTECs, with the difficulty of obtaining enrichment placements noted;
- The Universities & Colleges Admissions Service (UCAS) report, which noted that most students obtained places in the Yorkshire & Humber region, including at the University of Hull, but with an increasing number of students also accepted into Russell Group universities;
- A review of the College's music strategy;
- A report on the introduction of linear A levels;
- Publicly available reports on the College's performance i.e. the Department for Education's (DfE's) Key Stage 5 data 2013/14 and Ofsted's Data Dashboard 2013/14;
- A report on changes to the DfE's 16-19 accountability system for schools and colleges from 2016, which had been announced by the DfE (e.g. the introduction of the following headline measures: progress, attainment, progress in English and Maths (for students without a GCSE pass at A*-C in these subjects), retention, and destinations) and how these compared with current measures, such as points scores per student, and ALIS and ALPs value-added scores, which the College considered to be particularly valuable performance measures;
- A Learner Voice report, which noted that feedback from the 2015 online questionnaire completed by students for each of their subjects had been overwhelming positive, with line managers and Heads of Faculty having identified emerging themes, actions having been formulated at faculty and departmental level, and results used in the staff annual Performance & Development Review process and in formulating departmental contributions to the College's Self-Assessment Report (SAR);
- The "Wordle" arising from the above process, which had been displayed in the College, showed that "Feedback" had been a dominant theme in students' responses;
- A report from the Clerk reviewing progress against the College's 2014 Financial Management Evaluation (FMCE) and the Corporation's 2013/14 collective self-assessment report, discussing how leadership & management grades shown as 2 (Good) could be improved to 1 (Outstanding).

It was noted in response to members' questions that:

- The College had received positive feedback on the 2015 Wyke Start programme (*confidential minute*);

- The fact that a high percentage of students were the first in family to undertake higher education (HE) could be one of the reasons that a high proportion of students chose to attend the University of Hull (e.g. to remain close to family and support groups), although a high proportion of students attending an HE course locally did not appear to be unusual where a sixth form college was situated in a university town;
- The introduction of the Flyers programme had, however, led to an increase in the number of students applying to Russell Group universities.

It was agreed that a briefing on linear A levels should be presented to the Sept. 2015 Corporation meeting.

Action: Clerk/MCR

Corporation received the June 2015 summary C&Q Committee report.

122.9 Personnel Committee

(i) Annual safeguarding report, for review & updated safeguarding policies/procedures

Phil Taylor, as Chair of the Personnel Committee, asked Jim Darmody (Senior Tutor and College Designated Safeguarding Person) to present the College's Safeguarding Report 2014/15, which had been considered at the Personnel Committee's May 2015 meeting.

Members noted that:

- The format of the College's annual safeguarding report had changed e.g. it now include more graphical information including an incident log listing incidents according to one of 6 categories (i.e. neglect, physical, emotional, sexual, cyber, other), and also included a section on the Prevent Duty;
- Most safeguarding referrals were made from within the College e.g. through teachers, progress tutors;
- There had been an increase in students declaring mental health issues;
- The number of females represented in the incident log was significantly higher than the number of males and much greater than the gender split across the College.

It was noted in response to members' questions that:

- The increase in students declaring mental health issues appeared to reflect a national trend for schools and colleges;
- The higher proportion of female students represented in the incident log could reflect under-reporting by male students.

Martin Longbottom reported that he had recently attended an Association of Colleges' (AoC) conference in London on student wellbeing and mental health and would discuss issues arising from the event with Jim Darmody, following receipt of the post-conference papers.

Action: ML/JD

Phil Taylor, as Chair of the Personnel Committee reported that, under its policy review schedule, the Personnel Committee normally reviewed the College's safeguarding policies and procedures annually, with the May 2015 meeting of the Personnel Committee having noted that Jim Darmody was reviewing relevant safeguarding policies/procedures to ascertain whether they needed to be revised to take account of the Prevent Duty. Phil Taylor invited Jim Darmody to speak to the College's revised Safeguarding Children Policy, which had been updated to reflect safeguarding guidance issued earlier in the year and the Prevent Duty.

Corporation received the College's annual safeguarding report and approved the College's updated Safeguarding Children Policy.

Action: JD/Clerk

(ii) Staff pay awards report

Phil Taylor, as Chair of the Personnel Committee, invited the Principal and Personnel

Manager to provide a progress report on the 2015 staff pay negotiations.

The Principal and the Personnel Manager confirmed that there was currently no report to be made on the 2015 staff pay award, with Sixth Form Colleges' Association (SFCA) negotiations yet to be completed.

(iii) Recommendation on revised teachers' pay framework

Phil Taylor, as Chair of the Personnel Committee, invited the Personnel Manager to present the report on the proposed revised teachers' pay framework.

It was noted that:

- Under paragraph 3(1)(f) of the Article of Government, the Corporation was responsible for "setting a framework for the pay and conditions of service of all other staff" i.e. staff other than senior post-holders;
- The Personnel Committee had received a report from the Personnel Manager at its Nov. 2015 meeting, on proposed changes to the national sixth form colleges' teachers' pay framework and had considered a SFCA presentation at its Mar. 2015 meeting on the proposed framework, noting at its May 2015 meeting that the Personnel Manager would present the College's recommendation on the framework to the July 2015 Corporation meeting;
- Following negotiation and consultation with unions at a national level, the SFCA were recommending that the framework be approved by corporations and had published updated teachers' terms and conditions detailing the new pay structure and guidance on its implementation.

Members noted in discussion that the proposed changes meant that the new system would more closely resemble the structure applicable to school teachers' structure and would include:

- New teaching and professional standards that teachers would be required to meet;
- Assessment for progression annually, not just once point 6 of the scale was reached;
- An increase in the first and last points on the scales and more even increases between each pay point;
- Flexible 'Responsibility Allowances' for management roles or extra responsibilities to be added to the scale point instead of separate defined management ranges;
- A Leadership Spine which would allow for post-holders such as Assistant Principals to be paid on the scale rather than local off-scale arrangements and allow for slightly different contracts e.g. for leaders who worked term time plus a certain number of weeks;
- The SFCA did not anticipate that fewer teachers would progress under the new system than under the current one and that the scheme would be cost neutral;
- Implementation of the new teachers' pay framework was to be determined locally (within the parameters set by the SFCA terms and conditions of service, if approved by Corporation) in terms of the process to be followed and the outcomes that were deemed to be acceptable;
- It was intended that the pay framework would come into force from 1 Sept. 2015 for implementation from 1 Sept. 2016.

It was noted in response to members' questions that, while the updated teachers' terms and conditions being considered had been agreed nationally, colleges could set applicable performance standards locally and the College was consulting on this.

Corporation approved the revised teachers' pay framework, including the updated teachers' terms and conditions.

Action: Personnel Manager

(iv) Recommendation on revised senior post-holder procedures

Phil Taylor, as Chair of the Personnel Committee, reported that the Mar. 2015 Personnel had undertaken its periodic review of senior post-holder policies/procedures and agreed to recommend updating changes to Corporation, subject to consultation with senior post-holders, which had now been completed.

Members noted that:

- Under section 3(1) (e) of the Articles of Government, Corporation was responsible for the “appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk. . .”;
- The Corporation had designated 4 senior post-holders: the Principal, the Deputy Principal, the Director of Finance, and the Clerk to the Corporation.

Corporation approved, on the recommendation of the Personnel Committee, updating revisions to the following senior post-holder policies/procedures: the senior post-holder Grievance, Disciplinary, and Capability Procedures, including the appeals procedures applicable to senior post-holders.

Action: Clerk/Personnel Manager

(v) Summary report of May 2015 meeting

It was noted that the summary report of the Personnel Committee's May 2015 meeting had been presented to Corporation's May 2015 meeting.

122.10 Student Committee

(i) Student equality & diversity report

Phil Taylor, as a member of the Student Committee invited Jim Darmody (as Senior Tutor) to present the 2014/15 Student Equality & Diversity Report, which had been considered at the Apr. 2015 Student Committee meeting.

Members noted that:

- 61.8% of the students were recorded as female, with female enrolments from across the catchment continuing, with few exceptions, to be almost two-thirds higher than for males, supported by increasing numbers from Beverley High and Newland High, which were all girl schools;
- Almost all of the College's students were aged 16-19, with only 12 students over 19;
- 10.10% of the students were recorded as being from a Black or Minority Ethnic (BME) group, with the equivalent figure for the general population in the 2011 census for Hull being 10.86% and 6.97% for the East Riding of Yorkshire;
- Data on disability was collated from student records and key performance measures of retention and achievement were analysed by gender, age and ethnicity, with overall results positive.

Corporation received the College's 2014/15 Student Equality & Diversity Report.

(ii) Summary report of Apr. 2015 meeting

Phil Taylor, as a member of the Student Committee, presented the summary report of the Apr. 2015 Student Committee meeting, which included a report of the student equality and diversity profile (considered above at item 122.10) and the Apr. 2015 Student Activities report (which had been presented to the May 2015 Corporation meeting).

Corporation received the summary report of the Apr. 2015 Student Committee meeting.

122.11 *Search & Governance Committee*

(i) Recommendations on Corporation member re-appointments, committee membership & other Corporation offices

(a) Re-appointment of Corporation members

The Clerk reported that the June 2015 Search & Governance Committee meeting had reviewed, with reference to Corporation's re-appointment criteria, the skills and performance of Corporation members in the ordinary Corporation member category whose current terms of office were due to end in Sept. 2015 (i.e. Jackie Goodman and John Shipley) and were recommending their re-appointment.

Corporation approved the re-appointment, on the recommendation of the Search & Governance Committee, of the following members in the ordinary Corporation member category:

- ***Jackie Goodman, with the appointment being for a period of 4 years from 1 Sept. 2015;***
- ***John Shipley, with the appointment being for a period of 4 years from 28 Sept. 2015.***

Action: Clerk

It was noted that, in line with Corporation practice, Corporation members continued in their current committee memberships following re-appointment i.e. John Shipley would therefore continue as a member of the Audit Committee and Jackie Goodman as a member of the C&Q Committee.

(b) Committee vacancies

The June 2015 Search & Governance Committee meeting had noted vacancies on the Personnel Committee, the Remuneration Committee, and the Search & Governance Committee.

Corporation approved, on the recommendation of the Search & Governance Committee, the appointment of Jackie Goodman as a member of the Remuneration Committee and of John Shipley as a member of the Personnel Committee.

Action: Clerk

The June 2015 meeting of the Committee had also noted that there was currently a vacancy on the Search & Governance Committee and a second vacancy on the Personnel Committee. The Committee had noted that neither committee currently had female representation, whilst more than 50% of the College's staff was female, there was an equal gender balance amongst senior post-holders, and there was an under-representation of female Corporation members on Corporation. The Committee had therefore agreed to seek to co-opt external female committee members to both committees, as part of long-term succession planning in relation to Corporation membership. A further report would be made to Corporation in due course.

Action: Clerk/Chair of SGC

(c) Corporation member with responsibility for Safeguarding & Prevent

The Clerk reported that Corporation's previously agreed policy was that the Chair of the Personnel Committee should be *ex officio* the nominated member of the Corporation, with responsibility for liaising with appropriate partner agencies in the event of suspected or alleged incidences of child abuse involving a designated senior post holder. Phil Taylor was currently Chair of the Personnel Committee and had, since he had taken up this role, completed both safeguarding and Prevent training. Corporation was therefore invited to confirm his role as the Corporation member with responsibility for safeguarding, with the addition of the Prevent responsibility to the role.

Corporation confirmed the Chair of the Personnel Committee's ex officio role as the

nominated Corporation member with responsibility for safeguarding, with the addition of the Prevent responsibility as part of the role.

Governance matters

122.12 (i) Corporation attendance 2014/15

It was noted that overall Corporation attendance year to date was 79% against an agreed target of 75%.

(i) Election of Chair & Vice-Chair for 2015/16

The Clerk reported that, under the Instrument of Government, the Corporation elected the Chair and Vice-Chair of Corporation annually at the last meeting of the academic year. Nominations for 2015/16 for John Wilson as Chair of Corporation and for Mike Noddings as Vice-Chair of Corporation had been received.

Corporation approved the election of the John Wilson as Chair of Corporation for 2015/16 and Mike Noddings as Vice-Chair of Corporation for 2015/16.

(iii) Consultation on EFA/SFA revised Joint Audit Code of Practice

The Clerk reported that a consultation document on the EFA/SFA revised Joint Audit Code of Practice had been received since the June 2015 Audit Committee meeting and would be e-mailed to Audit Committee members, for information and review.

Action: Clerk

Academy co-sponsorship: TFA report

122.13 Thomas Ferens Academy

Jim Darmody, as a Governor of Thomas Ferens Academy (which was sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges), gave a verbal report on recent progress made by the Academy.

Members noted that the report on the third Ofsted monitoring visit to the Academy had been published in June 2015 and had noted that the Academy was making reasonable progress towards the removal of special measures and could appoint newly qualified teachers. The report was available on the Ofsted website.

Corporation received a progress report on the Thomas Ferens Academy, noting that it would be brought into the Sirius Academy Multi Academy Trust (SAMAT) from 1 Sept. 2015 and would be known as Sirius Academy North i.e. it would no longer be sponsored by the University of Hull and co-sponsored by the local authority and Wyke and Wilberforce sixth form colleges.

Committee minutes

122.14 Committee minutes Feb. - June 2015

Approved Committee minutes arising from the spring term 2015 meetings of the Audit, C&Q, F&GP and the Search & Governance Committees, the Apr. 2015 F&GP Committee meeting and the F&GP Committee meeting held on 1 June 2015 were received, together with the unconfirmed Apr. 2015 Student Committee minutes and draft summary notes of the summer term 2015 meetings of the Audit, C&Q and Personnel Committee meetings. It was noted that reports and recommendations arising from meetings had been presented earlier on the agenda.

The Clerk reported that a recent survey had indicated that some corporations were receiving summary notes from committee meetings rather than full minutes, with full minutes being placed online, and that she had therefore presented both the full unconfirmed minutes of the Apr. 2015 Student Committee with the same information in summary note format to allow comparison.

Members received the above committee minutes and draft summary notes and agreed that in future summary notes should be presented to Corporation, with full minutes placed on the Corporation section of Moodle.

Action: Clerk

Final agenda items

122.15 Any other business

It was noted that the current term of office of Parent members of Corporation, Andrew Clifford and of Andrew Jennison, would end on 31.8.15. The Chair thanked Andrew Clifford, who was present at the meeting, for his contribution to the work of the Corporation.

122.16 How will items considered at the meeting have an impact on learners?

The impact of sound financial management on the overall student experience was particularly noted.

122.17 Risk management – items identified at the meeting

No new items of risk had been identified at the meeting.

122.18 Date of next year's meetings

It was agreed that the Clerk should e-mail meeting dates for 2015/16 to members.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation