

# THE SIXTH FORM COLLEGE - COLCHESTER

## Minutes of the Governing Body Meeting No 62 held on Thursday 24<sup>th</sup> September 2009

The meeting was preceded by a presentation on Moodle (The student Intranet available to students with a strong teaching and learning focus) by Carol McAuley. Ashley Cobbold spoke about some of the benefits of Moodle from a student perspective. On behalf of the Governors, the Chair thanked Carol for a very informative presentation.

<b>Chair</b>	Andrew Claiborne
<b>Present</b>	Peter Barker, Andy Beatty, Elizabeth Blundell, Fernne Brennan, Claire Budgen, Gerry Callen, Graeme Clissold, Ashley Cobbold, Moira Collett (part only), Sue Edwards, Mary Frank, Syd Kent, Ian MacNaughton, Carol McAuley, David Morran (part only), John Owens and John Stenhouse
<b>In Attendance</b>	Frances Grew, Ian Thompson and Allan Tucker (part only)
<b>Clerk</b>	Celia Douglas

### Agenda Item

#### **62.1**            **Apologies for Absence**

Noted            Tracy Mbiriri and Observers; Adrian Frost, Jan Harker, Faith Ressimyer and Martin Sparks.            107/09

#### **62.2**            **Minutes of Meeting No. 61 held on Thursday 9<sup>th</sup> July 2009**

**Approved**    a) **The minutes were agreed and signed as a correct record.**            108/09

Noted            b) There were no matters arising.            109/09

#### **62.3**            **Principal's Matters**

Noted            a) A summary paper of the 2008/2009 Academic Year College Examination Results were tabled by the Principal. The overall summer examination results had been very pleasing for A, AS levels, IB and GCSE. The national QCA results are awaited and it is anticipated that the College will again be approximately 20% above the national average 760 points for an 18 year old. Average QCA results are an important indicator for OFSTED.  
A dialogue is currently taking place with the relevant Examinations Board relating to a handful of subjects which the College felt had been unjustly marked/graded, including A2 French.  
Further 08/09 exam results detail will be made available to Governors within the papers of the Principal's Annual Report and Performance Indicators (with Exam Results booklet) at the next Governing Body Meeting on 3<sup>rd</sup> December.  
**Action: Principal**

Noted            b) Detailed enrolment data had been provided by Assistant            111/09

Noted	<p>Principal, Martin Sparks to the Curriculum and Standards Committee at their meeting on 15<sup>th</sup> September.</p> <p>The number of students enrolled is likely to be within 1% of the agreed LSC figure for the key LSC Census day in mid-October. This year the College will have no 'unfunded students'.</p> <p>c&amp;d)LSC matters and Machinery of Government Changes</p> <p>The LSC will 'cease to be' on 31<sup>st</sup> March 2010 and the 'roll-out' of detail regarding the successor organisations and their powers and responsibilities is amazingly slow. The Principal tabled a copy of a power point presentation circulated in a briefing he had attended the day before the meeting, given by Judith Mobbs, Shadow YPLA Regional Director titled "Introduction to the Young People's System". He highlighted some relevant points within the paper.</p> <p>Sixth Form Colleges will. From April 2010, come under the Department of Children Schools and Families with the YPLA and Local Authorities having the day to day responsibilities under the new regime. The YPLA will also be responsible for all Academies from 0 to 19 year olds (not the Local Authorities). There is significant uncertainty regarding Planning and Central arrangements for the future as the Conservative Party have stated an intention to make changes including re-introducing a Further Education Funding Council.</p>	112/09
Noted	<p>e) The Principal gave an overview of the local school strategic arrangements:</p> <ul style="list-style-type: none"> <li>- The Essex County Council initiated Colchester secondary schools reorganisation is going ahead. It is believed by Essex CC that BSF funding to support this will be available from 2013 onwards. Concerns have been expressed by a number of local Headteachers that there won't be enough secondary places in 2-3years time. The 5K population growth in Colchester in 2008/09 has exceeded ECC's plan</li> <li>- The new Ipswich Sixth Form Centre will be called 'Suffolk One' and will be 'owned' by 4 schools in Ipswich (3 of which will close their sixth forms). Construction is understood to be going well and the Centre is scheduled to open in September 2010. The IB programme will not be offered at the Centre in the first instance, if at all (certainly not before 2013).</li> <li>- Braintree - Notley High School Sixth Form (Presumption Criteria) had opened in September and there has been no significant impact to the College with regard to levels of enrolments from the area to the west of Colchester. Braintree College has merged with Colchester Institute and has now discontinued 'A' level provision.</li> </ul>	113/09
Noted	<p>f) The 2010 College Prospectus was handed out at the meeting and will be available on the College website in the near future. Governors complimented the publication.</p>	114/09

**62.4                    Student Matters**

Noted	<p>a) Ashley Cobbold reported that although he hadn't been able to attend the College Student Council meeting earlier that day due to other commitments, Tracy Mbiriri had updated him on the following matters:</p> <ul style="list-style-type: none"> <li>• A suggestion had been made by some students to put a shelter over the smoking area which had been 'voted out'.</li> <li>• An independent College website promoting gigs had been 'voted out' - but was something that needed to be further thought and could possibly involve Moodle.</li> <li>• The Arts Committee will be running a Karaoke event and also a trip to see 'Wicked'</li> </ul>	115/09
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- The Environmental Committee has a 'Green Day' coming up.
  - A Charity 'Pink Day' is being organised. The Sports Committee will be holding a 'Dodge Ball' Tournament and also a 'Question of Sport' event.
  - The International Committee recently held a Salsa Event.
- A plan of the Committees that make up the College Student Council was produced in the Students Handbook and Governors thought it would be useful for them to have a copy of this

**Action:** Clerk to circulate copies

Noted b) A list of some of the proposed Trips and Visits for 2009/10 approved at the last meeting of the Curriculum and Standards Committee was presented to the Governing Body for information. Others will follow during the year. 116/09

Noted c) There was no other business. 117/09

*David Morran left the meeting*

## **62.5 Personnel Matters**

Noted In the absence of David Morran, Chair of the Personnel Committee, the Principal advised the latest position regarding the 2009/10 National pay awards for teaching staff. Teaching staff who are union members are currently being consulted by their unions on the agreed national negotiation framework award that rises to 2.3% by the end of the year. It is anticipated that this consultation will be finalised by November and any formal agreement can then be finalised. It is understood support staff national negotiations are waiting to be 'informed' from outcomes of the teaching staff negotiations. 118/09

## **62.6 Finance and Premises Matters Audit Matters**

Graeme Clissold, Chair of the Finance & Premises Committee asked Allan Tucker to update on item a) and the Principal to update on item b) as follows:

Noted a) The Finance Manager, Allan Tucker, summarised the Financial Report (previously circulated) for the 12 months ended 31<sup>st</sup> July 2009 and advised that the accounts were in line with the forecast apart from the LGPS provision which had been increased following the latest actuarial guidance due to the movement in interest rates during the last 12 months, resulting in the need for a deficit payment to be made over the next 20 years. With regard to the Capital Project, following recommendations in the LSC Account Guidance handbook for 2008/09, that any capital project costs in respect of projects now on hold, which have previously been capitalised as assets on the Balance Sheet, should now be written off to the Income and Expenditure account, the Cost Centre report shows a new line "Net Impairment Charge". The LGPS and Capital Project charges are non-trading items and are excluded in the LSC financial health calculations. 119/09

As a result, the draft accounts for 2008/09 show an Operating Deficit of £341K but no weakening in the financial status of the College compared to 1 year ago. Final figures will be presented at the next Governing Body meeting following the visit by Auditors scheduled for the last week in October.

*Moira Collett and Ashley Cobbold left the meeting*

Noted b) On behalf of the Senior Manager for Accommodation and Resources, David Watts, the Principal tabled a paper at the meeting updating on 'Planned Maintenance and Summer Works' and reported that there hadn't been any individual projects. A replacement boiler had been investigated and will 120/09

	form part of a 10 year planned maintenance programme. <i>Moira Collett rejoined the meeting</i>	
Noted	The College Green Bulletin which had been produced by Keith Ellis was circulated at the meeting by Mary Frank. It was noted that the College had signed up to the 1010 initiative, and that the College allotment had been a great success	121/09
<b>62.7</b>	<b><u>Audit Matters</u></b>	
Noted	Gerry Callen, Chair of the Audit Committee advised that there had been no meetings since Governing Body last met. As mentioned in 62.6a) above, the external Auditors are visiting the College at the end of October. <i>Allan Tucker left the meeting</i>	122/09
<b>62.8</b>	<b><u>Curriculum Matters</u></b>	
Noted	a) The unapproved minutes of the meeting of the Curriculum & Standards Committee number 29 held on Tuesday 15 <sup>th</sup> September 2009 were received.	123/09
Noted	b) Matters arising: These had already been dealt with by the Principal under Items 62.3(a) and (b).	124/09
<b>Ratified</b>	<b>The Terms of Reference (previously circulated) were ratified.</b>	125/09
<b>62.9</b>	<b><u>Governance Matters</u></b>	
Noted	a) The unapproved minutes of the meeting of the Chairs & Search Committee number 30 held on Tuesday 15 <sup>th</sup> September 2009 were received.	126/09
Noted	b) Matters arising: A query was raised regarding the Terms of Reference (previously circulated) relating to the 'Role' of the Committee. It was agreed that these would be revisited at the next meeting of the Chairs & Search Committee scheduled for 12 <sup>th</sup> November. <b>Action: Clerk</b> - Governors were advised of the decision to send draft minutes of the Governing Body meetings to All Committee Chairs for comment/approval regarding matters relating to their respective Committees. This was agreed.	127/09
Noted	c) Updates of Governor appointments were advised as follows: - <i>Community Governor Vacancy (historically secondary school head teacher)</i> . This remains unfilled due to difficulties arising from the current ECC proposals regarding re-organisation of local schools secondary schools. However, the Principal would make enquiries with the Head Teacher at Honeywood School (who are not involved in the Colchester re-organisation) about any possible interest he may have. - <i>Parent Governor Position</i> . The closing date for nominations is 6 <sup>th</sup> October – none have been received to date. - <i>Community Governor (historically Local Authority Nominee)</i> . It was agreed that this matter would be discussed at the next meeting of the Chairs & Search Committee scheduled for 12 <sup>th</sup> November. In the meantime, it was hoped that more information would be available with regards to the 'Machinery of Government' Changes (due to gain Royal Assent in November) and the impact on the Instruments and Articles including composition and size of the Governing Body.	128/09 129/09
<b>Approved</b>	<b>d) The Policy on Attendance at Meetings of the Governing Body and Its Committees was approved subject to the title being changed to 'Policy on Attendance</b>	130/09

<b>at Meetings of non Governors at Governing Body and its Committee meetings’.</b>		
Noted	e) <i>Committee membership</i> - paper circulated previously for information. Governors were asked to inform the Clerk if they wish to change their Committee membership. <b>Action:</b> <i>Governors</i>	131/09
Noted	f) <i>Department Link Governors</i> (paper previously circulated) were noted. The Vice-Principal advised that Moira Collett was the link Governor for IB and the Principal asked for Governors to consider changing their link to a subject which currently had no link Governor. In the meantime, current links would remain as specified. <b>Action:</b> <i>Clerk to update IB Link Governor</i>	132/09
Noted	g) <i>Governors Honorary Award 2009</i> . Governors were informed of the discussions that took place at the Chairs & Search Committee on 15 <sup>th</sup> September. Two suggestions had been received and a recipient agreed.	133/09
Noted	h) <i>Governor Training - February Evening</i> It was agreed that the format of the evening should remain as before i.e. to hold the meal after the first presentation at around 7.00pm. Suggested items and presentations were: <ul style="list-style-type: none"> <li>• Machinery of Government Changes</li> <li>• Perspective of 14-18 year olds education from a local School Headteacher</li> </ul> With regard to the new Equality and Diversity Bill, it was suggested that a presentation about this should be given at the March Governing Body meeting. These suggestions were agreed.	134/09
Noted	i) <i>Governors Skills Audit</i> . A paper containing details of Governors respective skills was previously circulated for information.	135/09
Noted	j) <i>Forthcoming College Events</i> . A schedule of forthcoming College events to be e-mailed to Governors as soon as this is available. However, it was noted that in early October the Shakespeare Drama Club would be putting on a performance at the Mercury Theatre. The Principal will circulate details as they become available. Governors wishing to attend can obtain complimentary tickets via the Principal’s PA, Julie Procter. <b>Action:</b> <i>Principal</i>	136/09
Noted	k) <i>College Association Matters</i> Andy Beatty reported that the College Association AGM is taking place next Tuesday (29 <sup>th</sup> Sept) and there had been a good response to new membership. Membership cards had been produced and a database containing e-mail addresses had been put together which would make it easier to market future events. The next ‘Quiz’ night is being held on Friday 13 <sup>th</sup> November. The December Carol Service will take place around 16 <sup>th</sup> /17 <sup>th</sup> December (tba). Next year there were considerations to hold a ‘Summer’ Ball, another Quiz night, probably in March, and possibly a walking ‘Treasure Hunt’. It was agreed that the request for Nominations for a Parent Governor would be further promoted at the College Association AGM. <b>Action:</b> <i>Clerk to provide letters and nomination form</i> Andrew Claiborne thanked Andy Beatty and Jan Harker for all their hard work for the College Association on behalf of the College.	137/09
Noted	l) <i>College Website – Governors Section</i>	138/09

A paper was previously circulated giving details about the structure of the new College Website (to be launched in October). Governors agreed that they would like to have their photographs displayed in the Governors Section along with a 'potted biog' for each Governor.

**Action:** Clerk to provide Governors with parameters of potted biog to work to.

Noted m) *Tabled Papers* 139/09

It was noted that a significant number of papers had been tabled at the meeting and it was requested that in future any papers that are not ready for circulating with the Agenda, but available in advance of the meeting, are circulated by e-mail where possible, and hard copies provided at the meeting.

**Action:** Clerk

**62.10** **Management Matters**

Noted Self-Assessment and External Assessment Update 140/09

The Vice-Principal advised that a report had been given to the Curriculum & Standards meeting on 15<sup>th</sup> September, which had been minuted. A full report would be available to Governors in January 2010.

**62.11** **Any Other Business**

Noted There was no other business. 141/09

**62.12** **Dates of meetings for 2009/2010**

Noted There were no changes to the original schedule of meeting 142/09

dates for the current academic year. Future dates of Governing Body meetings for 2009/10 are as follows:

- Thursday 3<sup>rd</sup> December @ 6.00pm
- Thursday 4<sup>th</sup> February @ 6.00pm (Training Evening)
- Thursday 4<sup>th</sup> March @ 6.00pm
- Wednesday 14<sup>th</sup> July @ 6.00pm

Chair