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**Minutes  
Governing Body Meeting  
No 63 - 3 December 2009**

**THE SIXTH FORM COLLEGE**

# THE SIXTH FORM COLLEGE - COLCHESTER

## Minutes of the Governing Body Meeting No 63 held on Thursday 3<sup>rd</sup> December 2009

<b>Chair</b>	Andrew Claiborne
<b>Present</b>	Peter Barker, Andy Beatty, Elizabeth Blundell, Fernne Brennan, Gerry Callen, Moira Collett Graeme Clissold, Sue Edwards, Mary Frank, Syd Kent, Ian MacNaughton, Carol McAuley, David Morran, John Owens and John Stenhouse.
<b>In Attendance</b>	Ben Belcher(part only), Adrian Frost, Frances Grew, Lief Keay-Chaplin (part only), Faith Ressmeyer, Sue Hollinrake(part only), Ian Thompson, Allan Tucker (part only)
<b>Clerk</b>	Celia Douglas

The Chair welcomed the newly elected Chair and Vice-Chair of the College Council, Lief Keay-Chaplin and Ben Belcher, (who are proposed Student Governors) and Sue Hollinrake (proposed Parent Governor) as Observers to the meeting. All those present introduced themselves. The Chair reminded Governors that the term of office for the present Student Governors, Tracy Mbiriri and Ashley Cobbold would end on 31<sup>st</sup> December. Neither Tracy nor Ashley was at the meeting and normally the Chair would thank them for their services to the Governing Body and present them with a certificate and book voucher. The Principal accepted these on their behalf and will present them to Tracy and Ashley.

### Agenda Item

#### **63.1 Apologies for Absence**

Noted Claire Budgen and Observers Jan Harker, Martin Sparks 143/09

#### **63.2 Appointment of Governors**

**Confirmed a) The appointment of The Chair of the College Council, Lief Keay-Chaplin and Vice-Chair of the College Council, Ben Belcher as the Students Governors for a period of one year with effect from 1<sup>st</sup> January 2010 was confirmed.** 144/09

Noted The Chair referred to the 'Unapproved' minutes of the Chairs and Search Committee meeting held on 23<sup>rd</sup> November regarding the recommendations of the following appointments and reappointments of Governors. It was noted that consideration had been given to the 'skills base' required. Governors agreed to consider these altogether and did not wish to discuss any individual appointments/reappointments. 145/09

Noted The Vice-Chair took over as Chair for this item to enable the process of the following appointments/reappointments. 146/09

**Approved b) The appointment of Dr Susan Hollinrake as the Parent Governor for a term of two years from 1<sup>st</sup> January 2010 was approved.** 147/09  
**The appointment of John Stenhouse as a Community Governor for a term of four years from 1<sup>st</sup> January 2010 was approved.**  
**The reappointment of Elizabeth Blundell and Fernne Brennan as Community Governors for a term of four years from 1<sup>st</sup> December 2009 was approved**  
**The reappointment of Andrew Claiborne and Mary Frank as Community Governors for a term of four years from 1<sup>st</sup> March 2010 was approved**

#### **63.3 Minutes of Meeting No 62 held on Thursday 24<sup>th</sup> September 2009**

**Approved a) Subject to a minor amendment of the date under minute number 133/09 to 15<sup>th</sup> September 2009. The minutes were agreed and signed as a correct record.** 148/09

Noted b) There were no matters arising. 149/09

Noted c) The Chair advised that if any Governors wished to raise issues relating to the papers tabled at the meeting, after having had an opportunity to read them, to contact the Clerk and request their inclusion on the next Governing Body Meeting agenda. 150/09

**Action: Governors**

#### 63.4 Principal's Matters

Noted	<p>a) <i>Principal's Annual Report to Governors and Performance Indicators for 2008/9:</i></p> <p>The Principal referred to the relevant papers circulated with the agenda, which included a Summary paper (an idea discussed at the Training evening last February) including the paper regarding Performance Indicators. He reported the College had an outstanding year on the academic side. The draft Cross College SAR for 2008/09 year had been prepared and would be reviewed with CENABSE counterparts in 10 days time. The draft SAR will then be circulated to Governors in January. It had also been a very solid financial year, albeit difficulties with regard to the LSC Capital AIP/AID 'debacle'. A query was raised regarding future funding and the anticipated 'cuts' and 'efficiency gains'. The Principal reported that the Government hadn't yet issued the LSC with 2010/11 budget details or a related Government 'Statement of Priorities' for the 2010/11 years but it was likely that all sectors, indeed public sector, would be under financial pressure from 2010 onwards. Detail regarding 2010/11 was indicative to allocations expected in January and the College was expecting that 'efficiency gains' will need to be made.</p>	151/09
Noted	<p>b) <i>Machinery of Government Changes:</i></p> <p>Guidance and detail of changes had been very slow to be forthcoming, but the changes now appear likely to be less substantial than initially expected (information was provided to Governors in the autumn). At this stage, there doesn't appear to be any forthcoming changes to the Instruments and Articles that will affect the composition of the Governing Body. It may in the future emerge that a Local Authority nominated Governor will be required, possibly at County Council rather than District Council level but the current working arrangements certainly remain at the present time, and it is expected that there would be a period of transition, during which time any changes required could be made. The Principal handed out a diagram prepared by Government Agencies of the 'East of England 16-19 Commissioning Landscape from April 2010', which aimed to show the flow of decision-making / authority / signoff with regard to commissioning plans – Ian MacNaughton reported; It has been promised that the new re-current budget allocation arrangements will stay on national formula arrangements, rather than being determined by individual Local Authorities. The College will remain an 'Incorporate' Institution and the YPLA and LA's role will largely be with regard to 'commissioning' – and it is expected that, the YPLA will have the main role in this. With regard to Capital funding for Sixth Form Colleges nothing has been determined by the Government but in the short to mid-term, it is clear that no Capital monies are available. 2011/12 is likely to see DCSF/YPLA/LA's carry on with the present funding arrangements recently published and the National Commissioning Framework is looking at approaches from 2012 (which for 16 – 18 education look very similar to the current methodology and approaches applied to MOG framework)</p>	152/09
Noted	<p>c) <i>'Designation' of the College</i></p> <p>The Principal had produced a summary paper for this item together with a supporting paper and Governors had been supplied with two documents (DCSF, SFCF), previously by e-mail. A discussion took place and the Chair advised that the Chairs and Search Committee had considered this matter and recommended to the Governing Body that the College should designate as a Sixth Form College</p>	153/09
Approved	<p><b>The Designation of the College as a Sixth Form College was proposed by Syd Kent, seconded by Gerry Callen and carried unanimously. This would now be communicated to DCSF by the 17 December deadline. <u>Action: Chair</u></b></p>	154/09
Noted	<p>d) <i>LSC Matters</i></p> <p>The LSC is currently 'winding-up' and will operationally cease to be on 26<sup>th</sup> March (rather than 31<sup>st</sup> due to complications linked to the May local elections). In the meantime, the LSC's role is to provide funding allocations for 2010/11, details of 'Indicative Funding' being expected in January 2010 with a 'Final Allocation' notified in early March. The LSC must give providers a 3 week window of opportunity for Appeals and this work is likely to be carried out from Coventry.</p>	155/09
Noted	<p>e) <i>Local Strategic Developments</i></p> <p>- ECC's Colchester Secondary Schools planned reorganisation is currently facing a significant number of obstacles and constraints, which has been well publicised in the local press. It is understood that Sir Charles Lucas School will still close and re-emerge as an Academy but is much more likely to involve a capital refurbishment rather than complete rebuild.</p>	156/09

An outcome of the reorganisation proposals and provisions is the possibility of an Essex County Council (ECC) young person's bus transport subsidy scheme 'piloted' in Colchester, applying from age 4 to 19 whether in young people education or not. ECC are going to 'trial' this initiative in Colchester for 6 months from 1 April 2010 and if it is considered successful it may then be 'rolled-out' across Essex. Currently students from Suffolk benefit from very generous help from Suffolk CC for post 16 education and also operate an Explore Card benefit for all young people using public transport, within the County.

Noted	- Braintree College has effectively been taken over by Colchester Institute this year. At the same time Braintree (Notley High School) Sixth Form has opened under the DCSF 'Presumption Criterial Arrangement'. It is understood that numbers at the new Sixth Form are currently way below the levels expected. The opening of this Sixth Form has not affected the overall level of applications to the College from the Braintree area, which were 'up' last year and are 'up' again for 2010 entry.	157/09
Noted	- The new Ipswich Sixth Form Centre 'Suffolk One' is scheduled to open in September 2010 and is a 'federal' '16-19 school' arrangement, rather than Incorporate arrangement. The new institution will have a different curriculum – with curriculum at levels 1, 2 and 3 and vocational courses. Applications to the College from the South Suffolk area (Hadleigh, Holbrook, East Bergholt) have remained similar to last year.	158/09
Noted	f) <i>Summary Paper</i> As discussed at last February's Training evening, trial summary sheets had been prepared for those agenda items thought to be appropriate e.g. Principal's Annual Report, College Designation and 2008/09 Financial Accounts. It was agreed that these helped to focus on key points and had been very helpful for some papers. The Principal was thanked for instigating this and the trial of this arrangement will continue.	159/09
Noted	College staff and students were commended by Governors for the high level of achievements in 2008/09. The Principal said that he would pass this on to staff.	160/09

### **63.5 Student Matters**

Noted	<i>Student Council Report:</i> The new Executive and some Committee Chairs have now been elected. The election of the remaining Committee Chairs was due to take place at the end of this week. The College Student Party will be taking place next Wednesday evening.	161/09
Noted	The Principal reported that it had been a very good term for the outgoing College Council, including a very good 'International week', a successful party held in October, a lot of Charity work had been done including for 'Children in Need' and 'Pink' Day. The Environment Committee had also been very active and had carried out conservation work.	162/09
Noted	At this stage the Chair welcomed Lief Keay-Chaplin and Ben Belcher as Student Governors and also welcomed Sue Hollinrake on her appointment as the Parent Governor and John Stenhouse on his appointment as a Community Governor.	163/09

*Sue Hollinrake left the meeting*

### **63.6 Personnel Matters**

For information	a) The unapproved minutes of the meeting of the Personnel Committee number 55 held on Thursday 12 <sup>th</sup> November 2009 were received.	164/09
Noted	b) <i>Matters arising:</i> - The Chair drew attention to item 55.6 Equality and Diversity and the increasing importance of these matters in relation to the new grading applying to Colleges.	165/09
Noted	- The national pay award for 2009/10 had been finalised for Support Staff but a final settlement for Teaching Staff had still not been agreed and was awaiting the outcome of an NAS consultation. The Committee agreed that the College would accept the outcome of the national negotiations when they have concluded.	166/09
Noted	- <i>Amended Committee Terms of Reference:</i> Changes to the Terms of Reference were outlined at the meeting.	167/09
<b>Noted Ratified</b>	<b>The Amended Personnel Committee Terms of Reference were duly ratified</b>	168/09

### **63.7 Finance and Premises Matters**

For information	a) The unapproved minutes of the meeting of the Finance & Premises Committee number 24 held on Monday 16th November 2009 were received.	169/09
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	b) <i>Matters arising:</i>	170/09
Noted	- ECC Colchester Transport subsidised Trial referred under agenda 63.4(e) above.	
Noted	- The uncertainty of future funding, dealt with under item 63.7(b)(v) below.	171/09
Noted	(i) <i>Amended Committee Terms of Reference:</i>	172/09
	Changes to the Terms of Reference were outlined at the meeting.	
<b>Ratified</b>	<b>The Amended Committee Terms of Reference were duly ratified.</b>	173/09
Noted	(ii) <i>Health and Safety Policy</i>	
	This item had been presented by the Health and Safety Manager. The Health and Safety Policy has been reviewed and only minor changes were required to the appendices. It is a legal requirement that the Chair of the Governing Body signs the Policy annually, which was agreed at the meeting.	
<b>Ratified</b>	<b>The Health and Safety Policy was duly ratified</b>	174/09
	(iii) <i>Financial Statements for the year to 31<sup>st</sup> July 2009:</i>	175/09
Noted	The Finance Manager (AT) presented a summary paper in relation to the Consolidated Financial Statements for the year ended 31 July 2009, which had gone through a rigorous internal process, been presented to the Audit Committee and had input from the external auditors.	
<b>Ratified</b>	<b>The Financial Statements for the year to 31<sup>st</sup> July 2009 were then ratified by the meeting, and signed by the Chair and the Principal.</b>	176/09
Noted	The Chair, Graeme Clissold thanked the Finance Manager and his team for all their hard work in putting the Financial Statements together.	177/09
Noted	(iv) <i>Cost Centre Review and financial reports for October 2009:</i>	178/09
	The Finance Manager (AT) presented a summary paper for this item. A clearer picture of the Forecast Outturn will not be available until the 6 months stage in the year and apart from the insurance and Depreciation lines, no changes have been made to the original budget figure. The Forecast Outturn for 2009-10 is unchanged. The College has retained its LSC Financial Health status of 'Good' – second category out of 4, which is the top level possible in the context of the College having a 'mortgage' to finance the mid-site building project.	
Noted	(v) <i>Property Strategy Update</i>	179/09
	The Chair, Graeme Clissold referred to the update circulated with the meeting papers and spoke about the future challenge faced by the College due to the building programme no longer taking place. He advised that a 10 year PMP plan was currently being put together, and he hoped that a report would be available around Easter. The hard work of the Sustainability Co-ordinator was noted, which will help towards achieving the 10/10 initiative that the College had signed up to.	
<b>63.8</b>	<b><u>Audit Matters</u></b>	
For information	a) The unapproved minutes of the meeting of the Audit Committee number 42 held on Monday 23 <sup>rd</sup> November 2009 were received.	180/09
Noted	b) <i>Matters arising:</i>	181/09
	- A Chair and Vice-Chair of Committee was appointed	
	- It was agreed that all Governors should receive monthly accounts as a matter of course in advance of each Governing Body meeting but (other than members of the Finance & Premises Committee), others would be offered the choice of receiving/not receiving monthly accounts.	
	- The College 'Review of Confidential Papers' Policy was currently being reviewed by Assistant Principal FG. This will be presented to the next meeting of the Audit Committee for recommending to the Governing Body for approval.	
Noted	- <i>Amended Committee Terms of Reference:</i>	182/09
	Changes to the Terms of Reference were outlined at the meeting.	
<b>Ratified</b>	<b>The Amended Committee Terms of Reference were duly ratified</b>	183/09
Noted	c) The Chair, Gerry Callen outlined the information contained within the Audit Committee's Annual Report for 2008/09, which sets out the work of the Internal/External Auditors and the Committee.	184/09
<b>Approved</b>	<b>The Audit Committee's Annual report was approved.</b>	185/09
Noted	The Chair congratulated the Audit Committee, Finance Manager and his staff for all their hard work.	186/09

### 63.9 Curriculum Matters

Noted Curriculum Developments for 2010/11 and beyond – update 187/09  
The Vice-Principal reported that the Government had decided to withdraw IT key skills qualifications at levels 1, 2 and 3. This will leave a significant gap, especially at Level 3, and options are currently being explored, as having a recognised IT qualification is very important. Some GCSE level 2 provision is being amended: the half GCSE in Citizenship is being moved to a full GCSE qualification; GCSE Business and Communication will no longer be offered and the College will move to Business and Economics GCSE; the College is also looking at the Extended Project Qualification (EPQ) at level 2. There will be one or two changes to AS levels including the introduction of Anthropology. A one year A level in Law will be offered to 2<sup>nd</sup> year students.

*Allan Tucker left the meeting*

### 63.10 Governance Matters

For information a) The unapproved minutes of the meeting of the Chairs and Search Committee number 31, Part 1 held on Thursday 23<sup>rd</sup> November 2009 were received. 188/09

Noted b) *Matters arising:* 189/09  
- *Governor Training Evening 4<sup>th</sup> February 2010*

The format of the evening would follow previous years i.e. meet at 6.00pm. Subjects for discussion previously agreed are: 'Machinery of Government Changes' and Colchester Secondary Education's arrangements 'Perspective of 11-18 years education', which Jonathan Tippett, Head Teacher of Stanway School and Executive Head Teacher of Thomas Lord Audley and Alderman Blaxill, had agreed to give. Governors agreed that the presentation on Machinery of Government Changes should take place first.

*Lief Keay-Chaplin and Ben Belcher left the meeting*

Noted - The Disciplinary Procedure for Senior Postholders was currently being reviewed ready for approval at the next Chairs and Search Committee meeting, for ratification at the Summer Governing Body meeting 190/09

Noted - *Amended Chairs and Search Committee Terms of Reference:* 191/09  
The changes to the Terms of Reference were outlined at the meeting

**Ratified** **The changes to the Committee and Terms of Reference were duly ratified.** 192/09  
Noted c) *Committee membership:* 193/09

A paper detailing current committee membership was presented for information. Governors were asked to contact the Clerk if they wished to make any changes.

**Action: Governors**

Noted e) *Departmental links:* 194/09  
A schedule had been circulated with the meeting papers giving details of the last agreed departmental links. Governors were asked to advise the Clerk if they wished to change their departmental link. **Action: Governors**

Noted e) *Governors' Performance Indicators:* 195/09  
The schedules of performance indicators for 2008/09 had been circulated with the meeting papers for information.

Noted f) *Declarations of Interest schedules:* 196/09  
The schedules as circulated showed Governors' information currently held on record.. Governors were asked to complete new declarations of interest forms in order that this information could be updated as required for audit purposes. **Action: Governors**

Noted g) *Reports from visiting Governors:* 197/09  
Reports were received from visiting Governors; Gerry Callen, John Owens, Claire Budgen and Andy Beatty. The Chair reminded Governors of the availability of a pro-forma although there was no requirement to use this.

Noted h) *To arrange for visiting Governors - Spring 2009:* 198/09  
David Morran would be visiting the College during the Spring term.

Noted i) Governor Training 199/09  
- An induction of the new Student Governors, Lief Keay-Chaplin and Ben Belcher, and new Parent Governor, Sue Hollinrake would be arranged by the Clerk in January. In the meantime, John Stenhouse agreed to be the Governor mentor for Sue Hollinrake and would make contact

**Action: Clerk/John Stenhouse**

- *Cenbase Governor Training 25<sup>th</sup> June Confirmed.* Training to focus on 'Limiting

Grades for Inspection' (Equality and Diversity and Every Child Matters) and also Finance/Efficiency Gains' handling the declining resources situation. The training will take place in the afternoon at the Robinson College in Cambridge. 5/6 Governors from each College are invited to attend in addition to Principals and Clerks.

Noted	<p><i>j) Safeguarding</i> Assistant Principal (FG) advised that in addition to Equality and Diversity, Child Protection was also the focus of the new OFSTED Inspection Framework. This matter has been visited and revisited many times and was the subject of Governor Training two years ago. Governor's attention was drawn to their specific duty under Safeguarding legislation. Numerous questionnaires had been completed by the College and currently no gaps had been identified. Governors will be kept informed of any updates and were reminded that Mary Frank is the Safeguarding Governor. The current Policy is up to date and will be brought back to a future meeting.</p>	200/09
Noted	<p><i>k) General Governance Matters:</i> <i>(i) Committee Terms of Reference.</i> At the last Finance and Premises meeting, the issue of the way in which additional meetings are called was raised. It was agreed that this should not be down to the judgement of the Chair only and Governors were asked to consider a generic addition to the Terms of Reference for each Committee.</p>	201/09
Approved	<p><b>A generic addition to each of the Committee Terms of Reference was approved as follows: "The Chair of the Committee or a Committee Quorum i.e. 40% of the Committee Membership in consultation with the Clerk and other members of the Committee can call a further meeting(s) or reschedule a meeting if this becomes necessary".</b> <b>Action: Clerk</b></p>	202/09
Noted	<p>In accordance with guidance received from Eversheds the Governing Body was asked to give consideration and approval to change the word 'Unapproved' to 'Draft Unconfirmed' minutes relating to minutes approved by the Chair but not Committee.</p>	203/09
Approved	<p><b>The change of wording from 'unapproved' to 'draft unconfirmed' for unsigned minutes was agreed.</b> <b>Action: Clerk to update the Policy of the Governing Body for the distribution of Agendas and minutes accordingly.</b></p>	
Noted	<p>(iii) The Clerk is currently working on a document incorporating a 'Schedule of Business, Policies and Procedures for the Governing Body and its Committees'. This document will be presented to the Summer Chairs and Search Committee for approval, followed by ratification by the Summer Governing Body Meeting.</p>	204/09
Noted	<p><i>l) Forthcoming College events:</i> A schedule of College events to the end of term had been previously circulated: - The Performing Arts Showcase will be held over 3 days next week, Tues, Wed and Thurs beginning at 7.00pm. Governors were invited to attend on any night. - The College Carol Service is being held on Monday 14<sup>th</sup> December at St. Peter's Church beginning at 7.30pm. Any Governor wishing to give a reading should contact Assistant Principal (FG) <b>Action: Governors</b> - The Annual Reunion and Awards evening is being held on Thursday 17<sup>th</sup> December. Governors are invited to a drinks reception in the Jack Poole Lounge beginning at 6.15pm. The guest speaker is a former student of the College and it is hoped that this will be the case every 2-3 years.</p>	205/09
Noted	<p><i>m) College Association Matters</i> Andy Beatty advised that the College AGM had been very poorly attended. However, the Quiz Night held on 13<sup>th</sup> November was highly successful, 3 student teams had been involved and due to restrictions on space, 3 staff teams were turned away. The next quiz night is planned for 5<sup>th</sup> March. Mulled wine and a raffle has been organised following the Carol Service on 14<sup>th</sup> December. The Association currently has 728 members thanks to a new e-mail addresses system. A Summer Ball is planned for 25<sup>th</sup> June at Stoke by Nayland Golf Club, numbers are limited to 120 - details will be circulated to Governors and Parents, and tickets will be on sale in the New Year. A walking tour of Colchester incorporating a Treasure Hunt is also being arranged for September 2010. On behalf of the Governors the Chair gave his thanks to Andy Beatty, Susan Edwards and other members of the Committee for their continued hard work.</p>	206/09

### 63.11 Management Matters

Noted	<p><i>College Self Assessment Report for 2008/9</i> As mentioned under agenda item 63.4(a), the Vice-Principal reported that the cross College SAR for 2008/09 is currently in draft and will be reviewed by Cenbase</p>	207/09
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Colleagues on 15<sup>th</sup> December. The SAR will be available to Governors in January ready for approval at the March Governing Body Meeting.

**63.12**            **Any Other Business**

Noted            The Chair reported that the Chairs and Search Committee at their next meeting in May would be reviewing the content of all Committee minutes - level of detail and if they needed to be more succinct. It was agreed to look at other Cenbase College minutes when considering this matter. The outcome of these discussions will be reported back at the Summer Governing Body meeting. **Action: Principal/Clerk**            208/09

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

Noted            A revised schedule of meetings for 2009/10 had been circulated with the meeting papers. Future dates of Governing Body meetings for 2009/10 are as follows:            209/09

- 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**

**PART B**            **As agreed by the Governing Body, staff and student governors then withdrew for the second part of this meeting.**