

## STRATFORD-UPON-AVON COLLEGE CORPORATION

### MINUTES OF CORPORATION MEETING HELD ON THURSDAY 15 DECEMBER 2011

|                 |                 |                  |
|-----------------|-----------------|------------------|
| <b>PRESENT:</b> | Jeremy Moore    | Chair            |
|                 | Lyn Anslow      | Governor         |
|                 | Mike Atkins     | Governor         |
|                 | Satnam Bhogal   | Governor         |
|                 | Tony Jefferson  | Governor         |
|                 | David Kent      | Governor         |
|                 | Julia Morris    | Governor         |
|                 | Gillian Roache  | Governor         |
|                 | Elaine Rowlands | Governor         |
|                 | Geoff Thompson  | Governor         |
|                 | Kevin Dimmelow  | Governor         |
|                 | Trevor Harvey   | Governor         |
|                 | Royston Hollyer | Staff Governor   |
|                 | Andy Tyers      | Staff Governor   |
|                 | Imogen Cork     | Student Observer |

|                       |                   |                                   |
|-----------------------|-------------------|-----------------------------------|
| <b>IN ATTENDANCE:</b> | David Jackson     | Clerk to the Corporation          |
|                       | Charles Anderson  | Deputy Principal                  |
|                       | Norman MacDonald  | Vice Principal Finance            |
|                       | Hazel Skwirzynska | Vice Principal Corporate Services |
|                       | Yvonne Rose       | Observer                          |
|                       | Dawn Clarke       | PA to Clerk to the Corporation    |

#### **NEW INSPECTION FRAMEWORK**

The Deputy Principal distributed a pamphlet on the New Inspection Framework entitled 'Our Route to Inspection' and proceeded to work through it with Governors highlighting the main changes from 2012. He responded to many questions from members during the course of the presentation particularly around lesson observations and success rates.

#### **1. APOLOGIES**

Apologies have been received from Martin Penny, Sinead Ouillon, Alice Cooper and Kayleigh Pitts. The Corporation expressed their condolences to the Principal.

#### **2. DECLARATIONS OF INTEREST**

Members were invited to declare any interest in the business of the meeting. Following which Julia Morris and Gillian Roach reminded the meeting they were Head of Kington High and a District Councillor respectively.

#### **3. MINUTES OF LAST MEETING**

It was resolved **THAT:**

The minutes of the Corporation meeting held on 13 October 2011 be regarded as correct and signed by the Chair of the Corporation.

#### **4. MATTERS ARISING**

There were no matters arising.

#### **5. COMMITTEE REPORTS**

##### **5.1 Search Committee**

David Kent introduced the minutes of the Search committee held on 7 November 2011 which was held primarily to interview prospective Governors and outlined the recommendations to the Corporation. After which

It was resolved **THAT:**

The minutes of the Search Committee meeting held on 7 November be received and the actions endorsed, in particular;

- a) Alice Broadfield and Kevin Dimmelow be appointed Corporation members until 14 December 2015 and they serve on the Audit and Finance Committees respectively;
- b) Gavin Griffiths be invited to attend Corporation meetings and the General Purposes Committee meetings as a non voting co-optee and that his position be reviewed in 12 months.

## **5.2 Standards and Performance Monitoring Committee**

As Chair of the Standards Committee the Chair outlined the deliberations of the two meetings of the Committee held earlier in the term. He drew particular attention to the summary of the key facts from the Self Assessment Report for 2010/11 which were summarised in a leaflet which was circulated to members. Attention was drawn to the overall effectiveness in particular the key strengths and the areas for improvement He went onto talk about the importance of Learner Conferences and how well Governors had responded to invitations to attend the last Conference and the fact that numbers attending were increasing. It was resolved THAT:

The minutes of the Standards and Performance Monitoring Committees held on 7 and 21 November 2011 be received by the Corporation and the actions endorsed in particular that the Self Assessment Report for 2010/11 be agreed.

## **5.3 General Purposes Committee**

Presenting the Minutes of the General Purposes committee held on 15 November 2011 Elaine Rowlands, the Committee Chair, drew attention to the Single Equality Scheme and The Equality and Diversity Report and outlined briefly the discussions that had taken place. She went onto talk about the Health and Safety Annual Report and the progress towards the achievement of the 2010/11 targets and those set for the current year.

It was resolved THAT:

The minutes of the General Purposes Committee held on 15 November be received and the actions taken endorsed.

## **5.4 Audit Committee**

The Chair of the Audit Committee Geoff Thompson talked through the deliberations of the Committee that met on 29 November 2011. In particular he outlined the main findings of the Internal Audit Annual Report which had been distributed to members and the External Audit Findings report none of which gave rise to issues. He mentioned the Auditors positive comments in relation to the college Managements attitude and management of its cash flow. After highlighting the main changes to the risk register he concluded by presenting the Annual Report of the Committee.

It was resolved THAT:

The minutes of the Audit Committee held on 29 November be received and the actions endorsed in particular:

- a) The Audit Findings report be accepted from an audit perspective
- b) The letters of representation be signed from an audit perspective
- c) The Annual Report of the Audit Committee, incorporating the risk report be received
- d) The Risk Register be agreed as updated
- e) The Internal Audit Report be received and forwarded to the SFA.

## **5.5 Finance Committee**

Mike Atkins reported as Chair of the Finance Committee on 6 December the deliberations of the meeting. He commented particularly on issues around pension provision and the potential for a sector problem in the future which could impact on the College. Overall the annual financial accounts were to be commended to the Corporation but stressed the importance of keeping the finances of the College under close scrutiny. He also talked about the shortage of funding for capital projects and the gearing ratios which were higher than the private sector.

It was resolved THAT:

The minutes of the Finance Committee held on 6 December 2011 be received and the actions endorsed in particular:

- a) The Report and Financial Statements for 2010/2011 be approved by the Corporation, signed and forwarded to the Skills Funding Agency.
- b) Baker Tillys Audit Findings Report be approved by the Corporation for release to the Skills Funding Agency together with the signed Letters of Representation.
- c) The Management Accounts for October 2011 be approved by the Corporation.

## **6. FEEDBACK FROM AOC CONFERENCE**

The Chair reported on the recent AOC Conference attended by both himself and the Principal which he felt was interesting for what was not said as much as what was said. Nevertheless the presentations from Vince Cable and Geoff Russell were noteworthy particularly the Governments intention to continue support for apprenticeships up to level 4/5. He also highlighted proposals to change the Instrument and Articles of Government and would give additional freedoms to Colleges this matter would go to the Search Committee for consideration as more details become known. He concluded by reporting on a conversation with a leading Indian Industrialist which may give rise to opportunities for the College.

## **7. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Corporation meet again on:

**THURSDAY 29 MARCH 2012, MONDAY 2 JULY 2012 AND MONDAY 15 OCTOBER 2012**

**Attention was also drawn to the Learner Conference on 25 January at 4.30pm at Stratford and 5 March at 10.00am at Rugby.**

## **8. ANY OTHER BUSINESS**

There was no other business.

## **PART TWO – STRATEGIC ISSUES**

### **9.1 STRATCAST PRESENTATION**

Andy Tyers outlined proposals to establish a social enterprise partnership to benefit both students and the local community. The aim was to provide students with something in addition to the core curriculum that would be of benefit to them in the workplace. At the conclusion of the presentation Governors asked a variety of questions and established the likely costs.

It was resolved THAT:

The Corporation endorse the further development of the project

### **9.2 STUDIO SCHOOL**

The Deputy Principal introduced a paper which progressed the discussion at the last meeting in relation to the establishment of a Studio School on the campus. There then followed a long and varied discussion on various aspects of the proposal including Governance, funding, its effect on local schools, demand, perceived benefits to the community and benefits to the College. Julia Morris abstained from the voting on this issue in view of the conflict of interest.

It was resolved THAT:

The Corporation support the development of a bid to open a Studio School at Stratford College from September 2013 and give delegated authority to the Strategic Planning Group to authorise the submission of the bid.

### **9.3 PRINCIPAL'S UP-DATE**

On behalf of the Principal the Deputy Principal presented the principals update for this term on a range of key items of interest covering both staff and students and initiatives. At the conclusion of the presentation the Chair thanked the Deputy Principal.