

BARTON PEVERIL COLLEGE CORPORATION

Minutes of the Meeting of the Corporation held on Monday, 2 November 2009 at 6.00 pm at the College

Present:

Mr A Renwick	Chair	
Ms C Bedford		
Mr P Broderick		from 6.32 pm
Prof R Brown		
Miss S Campbell		
Mrs N Carcone		
Cllr K House		
Mrs T Lomax		
Mrs C McNulty		from 7.23 pm
Mr M Mossadaq		
Mr J Prest		
Mr D Quinney	Vice Chair	
Dr D Ridley		
Mr C Tapp		
Mr S Vincent-Marshall		
Mrs S Weavind		
Mr G Woollan		

In attendance:

Mrs P Mullins	Vice Principal	to 6.44 pm
Mr N Groves	Vice Principal (Planning and Resources)	
Mr M Chart	Assistant Principal (Quality)	
Mr M Henderson	Assistant Principal (Students)	
Miss M Wood	Assistant Principal (Curriculum)	
Mr J Miles	Director of Finance	
Mrs S Anderson	Additional Committee Member	
Mr S Gardiner	Additional Committee Member	
Mrs R Medd	Clerk to the Corporation	
Mrs J Dean	PA to the VPPR and Assistant to the Clerk	

Apologies:

Miss N Dowland	
Mrs S Guy	
Mr N Tustian	
Miss S Moghaddum	Senate Student Observer

Absent:

None

889 Preliminaries

The Chair welcomed Mr Henderson (Assistant Principal (Students)) to his first Corporation meeting.

Action

890 Declaration of Interests

Mr Gardiner declared an interest in items 3.2 and 3.3, Ms Bedford in item 3.3 and Mr Quinney in item 3.1.

891 Minutes

891.1 The minutes of the meeting held on Tuesday, 7 July 2009 were confirmed as a true record and duly signed by the Chair. The Chair confirmed that the minutes could be placed on the Intranet and website.

891.2 Matters Arising

Matters Arising had been actioned, were ongoing or on the agenda for this meeting. The completed Action Points record was retained for the files.

892 Corporation Matters**892.1 Chair Recruitment Process**

Prof Brown and Mr Quinney each presented their manifesto.

The Clerk reminded members of the next steps in the process ie

- 892.2**
- the issue of the voting slips on 17 December
 - completed voting slips to be returned by 4.00 pm on 2 December 2009
 - members would be notified by the end of the day on 2 December

892.3 *Mr Gardiner left the meeting for two minutes whilst members considered agenda item 3.2.*

892.4 Corporation Membership Agreed Actions

- **Members unanimously APPOINTED Mr Simon Gardiner to membership of the Corporation for a period of four years commencing 2 November 2009**

Mr Gardiner returned to the meeting at this point.

- **Members unanimously APPOINTED Mr Nick Tustian to membership of the Corporation for a period of four years commencing 6 December 2009**
- **Members unanimously APPOINTED Miss Shokraneh Moghaddam to be Senate Student Observer for a period of one year commencing 8 October 2009 or until she leaves the College, whichever is sooner**

892.5 Committee Membership

The Chair of the Search and Governance Committee stated that members' requests had been taken into account together with the strengths within committees when reviewing committee membership. All appointments were to take effect immediately except the move of Mr Renwick from the Finance Monitoring Group to the Audit Committee which would take effect when he was no longer Chair of the Corporation

Agreed Action

Members unanimously APPROVED the following appointments:

- **Ms BEDFORD to join the Finance Monitoring Group as an Additional Committee Member**
- **Mr MOSSADAQ to move from the Remuneration and Employment Committee to the Standards Committee**

- Miss CAMPELL to move from the Search and Governance Committee to the Remuneration and Employment Committee
- Mr GARDINER to join the Finance Monitoring Group and the Building Support Group
- Mrs MCNULTY to move from the Audit Committee to the Building Support Group
- Mr RENWICK to move from the Finance Monitoring Group to the Audit Committee when he is no longer Chair of the Corporation

892.6 Self-Assessment: Summary responses from Committees and Part C for Corporation completion

Members had been asked to bring their completed form Cs to the meeting and they were asked to leave them with the Chair at the end of the meeting. The Principal tabled a draft answer for question C2 and members took a few minutes to read the document. The Principal reminded members that the completed document was for Ofsted and that in his draft he had drawn attention to the skills in all the committees.

Agreed Action

Members agreed that a small number of people should complete Form C along the lines of the Principal's document ie the Clerk, the Principal, the Chair and the Vice Chair of Corporation and that the resulting document would be circulated to members

**Clerk/
Principal/
Chair/Vice
Chair**

892.7 *Mrs Mullins left the meeting at this point.*

892.8 Training: Annual Activity Report and Report from Mr Simon Gardiner

Members noted the content of the reports. The Clerk offered members copies of the Learning and Skills Improvement Service Leadership Skills for Governance programme.

892.9 Schedule of Business

The Clerk drew members' attention to the reduction in the number of Papers coming from the Standards Committee as a result of the introduction of Quality Performance Indicators.

892.10 Governor Visiting Scheme

The Chair of the Search and Governance Committee explained the proposed changes as being an attempt to make the visits more valuable and purposeful and to include an opportunity at the end of each visit to discuss the visit with a member of the Senior Leadership Team.

Agreed Action

- **Members unanimously ACCEPTED and ADOPTED the Governor Visiting Scheme (V2) in replacement of the Link Governor Scheme**
- **Request forms for visits would be issued with the minutes of the meeting**

**Asst to the
Clerk**

892.11 Amendment to the Criminal Record Bureau Policy

Agreed Action

Members unanimously ACCEPTED the amendments to the Corporation's Criminal record Bureau Checks and Disclosures Policy and Procedure

893 Principal's Report

The contents of the Principal's Report were noted.

894 Formal Debate on Sixth Form Status

The Chair advised members that a letter should be received shortly from the Minister of State for Education asking how the Corporation would like the College to be designated. Members discussed the matter in some depth including:

- a recent Briefing meeting held by the Sixth Form Colleges' Forum
- the continued existence of a number of uncertainties and complexities with a large number of organisations in the same position
- a need to be proactive
- a need to self-check against the protocols
- the relationship with the Local Authority
- funding
- the College's Mission, character and relationships with Eastleigh College and the local community
- associated risks
- the options for future reclassification
- the need to lobby Politicians regarding the future

Agreed Action

Members unanimously AGREED that the College should be designated under the new Act as a Sixth Form College and AUTHORISED the Chair to confirm this decision to the Department for Children, Schools and Families on its behalf

Chair

895 Operating Statement: Review of 2008-2009

The Principal indicated how the Operating Statement was compiled and highlighted the fact that the strategic objectives for 2008-2009 had been substantially achieved and that he was happy with the progress. Members noted the content of the Information Paper.

896 From the Standards Committee**896.1 Achievement Report**

Achievement was noted. The Principal confirmed that the Governors' congratulations had been passed on to staff and students.

896.2 *Mrs McNulty arrived at this point.***896.3 Review of the Quality Improvement Plan outcomes 2008-2009**

The content of the Paper was noted.

896.4 Student Evaluations

The summary of Leavers' Evaluation was noted.

896.5 Annual Report on Complaints

The Report was noted and a lengthy discussion ensued on:

- the view that the correspondence regarding the dropping of Italian should have

been included in the Report

- what exactly was deemed to be a complaint
- whether there should be a log of Complaints to Governors

Agreed Actions

- **The Complaints Procedure would be revisited to ensure clarity**
- **Consideration to be given as to whether the Report on Complaints should be reviewed by the Search and Governance Committee or the Standards Committee and it was decided to refer the matter to the Search and Governance Committee**

VPPR

Clerk/Chair
of S&G

896.6 Enrolment

The Assistant Principal (Students) stressed the success of the enrolment process. Members discussed:

- enrolment of pupils from Partner Schools
- marketing
- the need for a debate on the strategy

896.7 Targets: Review 2008-2009

The content of the Paper was noted.

896.8 Targets: Approve 2009-2010

The Assistant Principal (Quality) explained the difference between Achievement and Success and highlighted the proposed changes to the targets for 2009-2010.

Agreed Action

Members unanimously ADOPTED the changes to the target setting process and AGREED the targets for 2009-2010

897 From the Audit Committee

897.1 Annual Health and Safety Report

Members accepted the Annual Report which had been circulated with the agenda. The Chair of Search and Governance pointed out that the current Health and Safety Governor, Mrs McNulty, was moving from the Audit Committee to the Building Support Group (BSG) and hoped to relinquish the role. Members were asked to consider volunteering to take on the role. The Health and Safety Governor would continue to report through the Audit Committee but did not need to be a member of that committee.

Agreed Action

The term 'Link Governor' should be revised to 'Health and Safety Governor' in the Annual Health and Safety Report

VPPR

897.2 Health and Safety Policy

The Vice Principal (Planning and Resources) (VPPR) advised members that there were no significant changes to the revised Health and Safety Policy.

Agreed Action

Members unanimously APPROVED and ADOPTED the Health and Safety Policy v3

897.3 Internal Audit Annual Report

The VPPR indicated that this was a very positive report.

Agreed Action

Members unanimously AGREED the Annual Internal Audit Report 2008-2009

898 From the Building Support Group**Condition Survey: Outcomes and Proposals**

The VPPR stated that there was still work to be done on the proposals for the future. The BSG was meeting on 19 November at 4.00 pm and the Chair recommended any Governors not on the BSG to attend as an observer if they were available.

899 From the Finance Monitoring Group**899.1 Financial Outturn Figures 2008-2009 and Performance against Indicators**

Members noted the content of the Paper which comprised historic figures audited by the External Auditors.

899.2 Staff Pay Award

Members were advised that negotiations were continuing between the Sixth Form College Forum and the Unions.

Agreed Action

Members AGREED (voting of 16 FOR; 0 Against; 1 Abstention) the following:

- **to approve in advance the recommendations for an annual pay award 2009-2010 resulting from negotiations between the Sixth Form College Forum and teaching and support staff unions, provided that the overall cost of their proposals fell within the 2.3% budgeted for in the 2009-2010 budget (which was approved by Corporation at the July 2009 meeting)**
- **to give authority to the Principal to pay this award as soon as agreement between the Sixth Form College Forum and unions had been reached provided it met the conditions above**

900 Committee Reports

Building Support Group (25/08/09)

Search and Governance Committee (21/09/09)

Finance Monitoring Group (28/09/09)

Audit Committee (07/10/09)

Standards Committee (12/10/09)

There was nothing to add to the information in the minutes for the above meetings.

901 Standing Items**901.1 Health and Safety**

There was nothing to add to the Health and Safety Report considered earlier in the meeting.

901.2 Equality and Diversity

Members considered whether Equality and Diversity had been taken into account during the course of the meeting.

901.3 Training

The training report was an agenda item earlier in the meeting.

902 Information Exchange**902.1 Strategic Planning Awayday: Proposals for change**

The suggestion for a postponement to June had followed on from a discussion at the Search and Governance Committee at which the consensus was that the new Chair should be pivotal in the planning of the next Strategic Planning Awayday. Members were asked to contact the Chair of the Search and Governance Committee with their thoughts on the proposal.

Members

- 902.2**
- The Clerk tabled a diagrammatic representation of the College's Decision Making and Meetings Structure for information
 - Prof Brown and Cllr House both commended the new College Prospectus
 - Mr Gardiner stated that the Principal's speech at the Open Evening he had attended was excellent and that the student helpers were very good
 - Mr Quinney advised members that he had attended the Holders of Senior Posts' (HoSP) Appraisals and that he was delighted to report that each time he had observed his presence had been willingly accepted and he had learned a lot

- 902.3** Those that were not involved with the Confidential Item withdrew from the meeting and this part of the meeting closed at 8.30 pm.

903 Confidential Section

Mr Renwick briefly outlined the background and content of the Confidential Decision Paper 560. Members enquired whether this took account of any national agreements but were advised that whilst overall HoSP remuneration was indeed linked to national levels and data, performance related awards as such were not.

Agreed Action

Members APPROVED (Voting of 13 FOR, 0 Abstentions, 0 Against) the delegation to the Remuneration & Employment Committee the decision to make performance related awards to Holders of Senior Posts for 2008-09 in accordance with R&E procedures and within the total budget amount previously agreed. This delegated authority to continue in future years and subject to Corporation review in 3 years time.

- 904** *Date of next meeting: Wednesday, 9 December 2009 at 6.00 pm in the Akehurst Room*