

# **New College Corporation**

**Tuesday 9 March 2010**

## **Minutes**

**Present:** Dr R Hargreaves (Chairman)  
Dr S Ali  
Miss J Almond  
Mrs S Bass  
Miss G Bleasby  
Mr G Clark (Part)  
Mr M Crowson  
Mr J Dean  
Mr J Dwane  
Cllr I Fletcher  
Mr D Hopkins  
Mrs J Millington  
Mr A Pickerin  
Mr J Shaw  
Mr S Walton

**In attendance:** Mrs B Tyley (Part)  
Mr P Taylor  
Ms A Rosser (Part)

### **1 Apologies**

None.

The Chairman informed the Corporation that this was to be Mrs Millington's final meeting, her term of office expiring shortly. He thanked Mrs Millington for her services as a parent member of the Corporation.

### **2 Confirmation of Minutes**

2.1 The minutes of the Corporation meeting held on 15 December 2009 were confirmed.

- 2.2 The minutes of the Corporation meeting held on 9 February 2010 were confirmed.

### **3 Declarations of Interest**

None. The Chairman referred to the non pecuniary interest declared on the matter of College accommodation by Miss Almond and Cllr Fletcher as Director of Children's Services and Councillor respectively of the local authority.

### **4 Appointments to Corporation Committees**

- 4.1 Mrs Bass was appointed as member of the Corporation Audit Committee.
- 4.2 Miss Almond was appointed as member of the Discipline and Suspension Committee.

### **5 Principal's Report**

Mr Clark introduced the report (copy in minute book) for the Corporation, explaining that it summarised the many dramatic changes facing the College, and the considerable external pressures experienced in the College, and included a brief review of student progress and achievement. He informed the Corporation that he would conclude the report with a presentation and oral account of the emerging findings of an internal review conducted by senior managers.

In Part One of the report he reviewed the dramatic **changes** affecting education and outlined the major impact of: the dissolution of the LSC; the new arrangements put in place; the move towards commissioning for 2010/11; and the increase in provider diversity. He also referred to the new designation of sixth form colleges.

Turning to Part Two of the report he referred to the many **pressures** experienced in the College, and summarised the external assessments of the College in the period October to December 2009 and the effect of the severe weather and flu pandemic in the same period.

Ms Rosser reviewed some of the major issues in the area of College student support. She reported on the successful Health Fair held 1 February 2010 which was supported by over 20 health related agencies. She described some of the complex student related issues experienced in the College and paid tribute to the mature

manner in which the student body had handled them. She described some of the cases involving individual students where the College is involved in complex multi agency working and has an important role in assessing risk and safeguarding all students and staff. Ms Rosser and Mr Clark recounted an example of where local community tensions were brought into the College and how the matter was effectively managed by the College working with TCAT and local agencies including the police. Mrs Millington referred to a recent case where the College had provided effective support in response to a student being involved in a serious car accident.

Ms Rosser also referred to the progress being made in the College in the area of safeguarding and equalities and diversity. These areas were again identified as priority areas for governor training. The Clerk undertook to progress matters with the Vice Principal.

On **student progress and achievement**, Mr Clark summarised the information set out in the report. He drew members' particular attention to the wide diversity of the student body and the challenge faced by the College of meeting the individual learning needs of each student. In debate and in response to a question from Dr Hargreaves on the motivation of some students, Mr Clark described some of the work undertaken to ensure that students are retained in College and continue to make progress.

Turning to his **presentation** on the emerging findings of the internal review, Mr Clark reviewed some of the major changes in the College since incorporation in 1993. He particularly noted the curricular changes with a significant growth in the number and type of courses offered. He also reviewed the changes in many other areas including: student support; personal tutorial; information advice and guidance; induction; and entry guidance.

He described the current College Management structure, noting the recent expansion of the Senior Management Team to encompass other posts and become the College Management Team. He set out the particular areas of responsibility held by the Principal and Vice Principal and referred to the new responsibility of the Vice Principal for the Capital Project (Refectory Project). He noted also the fact that an Assistant Principal (Teaching and Learning) was taken out of the structure following the postholder's retirement in 2009. Mr Clark referred to the weight of duties borne by himself as Principal and by the Vice Principal as inhibiting the ability of the College to develop fully the important role of liaison with the community and organisations beyond the College. He noted that his preliminary conclusion was that the College Management Structure should be strengthened by the conversion of the current Vice Principal's post to that of Deputy Principal, and the appointment of an additional Vice Principal. He commented that he anticipated further structural changes in management would be needed to ensure that the College is best positioned to develop in the context of the dramatic changes described earlier in his

report. Mr Clark went on to describe the work undertaken in the development of new curriculum routes including the new Diplomas and the International Baccalaureate. Mrs Tyley reported that working relationships with TCAT were developing in a very positive manner.

The Chairman thanked the Principal for his report and presentation, and the Corporation resolved to receive the report.

## **6 Accommodation Matters**

The Vice Principal gave an oral report of progress. Mrs Tyley noted that further details are set out in the Finance and General Purposes Committee Matters report later in the agenda. She reported that progress was satisfactory, but that the timetable had been put back by a week or so, to allow the completion of appropriate proposals. In response to a question from Dr Hargreaves, Mrs Tyley confirmed that Mr Doyle from View Architects was the main point of contact with the local authority on the matter of the planning application. She reported on a further positive meeting with the LSC's Regional Property Adviser.

## **7 Finance and General Purposes Committee Matters**

Mr Hopkins, Chairman of the Finance and General Purposes Committee, introduced the report (copy in the minute book) for the Corporation noting that it included an overview of College planning and development, finance papers relating to the management reports for the first six months of the year, and the mid year update 2009/2010.

Mr Hopkins referred members to the Management Reports attached at Appendix 1 to the report. He noted that the reports identified a historic cost surplus of £140,000 compared to a profiled budget surplus of £42,000. He summarised the major variations against profile, and noted that most key performance indicators remained healthy and within the target ranges set by the Corporation. He also reported that the Committee were to review College banking and investment facilities.

The Corporation resolved to receive the management reports for the period to 31 January 2010.

Turning to the mid year update 2009/10, Mr Hopkins drew members' attention to Appendix 2 to the report, and reported that the Finance and General Purposes Committee had explored the reasons for the main variations from the original budget approved in October 2009. He noted that the forecast historic cost surplus before pensions adjustments had increased from £48,000 to £89,000. He drew the

Corporation's attention to the fact that notwithstanding the improvement in historic cost figures, the possible impact of year end actuarial adjustments to pensions (shown as FRS17 adjustments) remains unknown. He reported that the Committee was pleased to report that the costs of supporting additional students had been accommodated within existing budgets, and that budgets had been set aside to improve existing buildings and to cover professional fees associated with the development of the refectory project. Following satisfactory responses from Mrs Tyley to questions of detail from members, the Corporation resolved to approve the mid year update 2009/2010.

On the matter of the accommodation update, Mr Hopkins noted that the major developments considered by the Committee at its recent meeting were set out in the report and referred chiefly to ongoing consultations. He paid fulsome tribute to the hard work of the hard work of the Principal and Vice Principal in developing the refectory project.

Mrs Tyley reported that further meetings with Mr Doyle of View Architects had been held and further consideration was being given to the detail of kitchen and related facilities.

Mrs Tyley reported further that it had become clear that the proposal would be considered by the local authority with the YPLA and not by the LSC. Mrs Tyley reported that meetings are to be held with the Local Authority to discuss the project. Both Miss Almond and Cllr Fletcher commented that they were pleased that discussions with the Local Authority were to take place.

The Corporation resolved to receive the report.

## **8 Student Achievement and Standards Committee Matters**

Mr Pickerin, Chairman of the Student Achievement and Standards Committee, introduced the report (copy in minute book) for the Corporation explaining that it provided an overview of matters considered at the recent meeting of the Committee including the Annual Quality Report and the recent Ofsted Report.

Mr Pickerin referred firstly to the Annual Quality Report (2009) included as Appendix 1 to the report and summarised its purpose and highlighted the major conclusions set out in the report. He noted: the growth in student recruitment 2008/09; the 1% drop in Success Rates; the growth in student recruitment 2008/09; the growth in value added measures in many areas; the positive student feedback; and the positive outcomes from the use of 'Framework for Excellence' measures. He commended the report to the Corporation and complimented staff involved in its production.

Mr Pickerin summarised briefly the Self Assessment Report 2009 and drew the Corporation's attention to the report on progress since the last Self Assessment Report and its conclusions on overall strengths and weaknesses in the College.

Mr Pickerin referred to the generally positive report from the Quality Assurance Agency for Higher Education on their review of the HND/C in Music Production and noted that a summary of the report's main recommendations was included. He drew the Corporation's attention to the full Ofsted Report of the College inspection undertaken in December 2009 and included as Appendix 2 to the report. He referred to the Report's conclusion on overall effectiveness (judged to be satisfactory) and its conclusions on other areas. He drew the Corporation's particular attention to the identification of training for governors in safeguarding and equality and diversity as an issue the College needs to address.

In debate on the report, in response to a question from Miss Almond on how Management deals with identified areas of concern, Mr Clark provided an account of the use of interventions and action planning to secure improvement. On the matter of responding to the Ofsted report in response to questions from Miss Almond and others, Mr Clark and Mrs Tyley described the task of examining the report exhaustively to ensure that all its conclusions are recognised and reflected in a revised College Improvement Plan. Mr Clark commented that while he would not question the inspector's overall conclusions, the manner in which the report was written did not allow easy access to the evidence for all the judgements on some areas. Mr Hopkins commented that he was generally disappointed with the manner in which the report was written, and felt that it would have benefited from enhanced editorial control to eliminate grammatical and other shortcomings.

On the Annual Quality Report Mr Hopkins commended its authors and spoke highly of its usefulness as a summary of College progress and achievement. Mr Clark paid tribute to the contribution made by Mrs Vingoe in compiling the report.

The Corporation resolved:

- 1 To receive the Annual Quality Report 2009
- 2 To receive the Ofsted Report
- 3 To receive the Committee's Report

## **9 Dates of Next Meetings**

The Clerk reviewed the dates, previously agreed, for Corporation meetings in the remaining part of 2010. He noted that a difficulty had arisen over the meeting scheduled for 22 June 2010. Governors' availability in June 2010 makes the holding of a Corporation meeting, and a Finance and General Purposes Committee meeting (which of necessity precedes the Corporation meeting) problematic. An alternative date of Wednesday 14 July 2010 was agreed for the Corporation meeting, although prior commitments would prevent Cllr Fletcher, Mr Pickerin and Mr Boulter attending on that date.

*[Clerk's note: at this point in proceedings Mr Clark, Mrs Tyley and Ms Rosser left the meeting].*

## **10 Senior Staff Salaries**

*[Clerk's note: in accordance with the Corporation's policy on confidentiality and the requirements of the Instruments and Articles of Government, this item was dealt with in confidential session and a separate record of proceedings made].*

**New College Telford**

**Corporation**

**Tuesday 9 March 2010**

**Minutes of that part of the meeting held in closed session**

**10 Senior Staff Salaries**

Mr Crowson, Chairman of the Remuneration Committee, introduced the report (copy in confidential minute book) for the Corporation. He summarised the factors set out in the report (principally in the draft unconfirmed minutes of the Remuneration Committee meeting of 23 February 2010) considered by the Committee in determining its advice to be given to the Corporation. He referred to the Committee's consideration of awards made to other staff at the College, the appraisal reports on the Principal and Vice Principal, and the information on sector pay to senior staff. He noted that the Committee had established what it considered to be an effective procedure for determining its advice and had employed it again this year.

In respect of the Principal's salary Mr Crowson reported that the Committee had agreed to recommend that an award comprising 2.3% (representing the general award made to all staff from 1 April 2010), 1.95% (representing half the upper range of the two year teacher/manager performance payment made to those eligible) plus £12 (as a rounding to the nearest £100) would be appropriate. This would produce a salary of £95,400 (an increase of 4.26%).

In respect of the Vice Principal's salary, Mr Crowson reported that the Committee had agreed to recommend that an award comprising 2.3% (representing the general award made to all staff from 1 April 2010), 1.95% (representing half the upper range of the two year teacher/manager performance payment made to those eligible) less £11 (as a rounding to the nearest £100) would be appropriate. This would produce a salary of £71,400 (an increase of 4.32%).

In debate Mr Crowson confirmed that the Committee was aware that decreasing numbers of teacher/managers were eligible for performance payments. Mr Hopkins commented that the Committee had noted that significant numbers of senior staff in other institutions received additional benefits such as a car or private health cover, and that no such benefits had been contemplated by the Committee for recommendation.

The Corporation resolved:

- 1 That from 1 August 2009 the Principal's salary should be £95,400; and
- 2 That from 1 August 2009 the Vice Principal's salary should be £71,400.