

**MINUTES OF THE PART I MEETING OF COULSDON COLLEGE
CORPORATION HELD ON 16 SEPTEMBER 2014**

Present: Mr R Hails (Chair)
Mr M Jones
Mrs J Tindle
Mr C Wright
Mr D Attah
Mr P Brightly-Jones
Ms Y White
Mr S Oxlade
Mr P Ofori

In Attendance: Mr J Allen (Clerk)
Mr B Freeman (Principal)
Mr R Beales (Assistant Principal)
Mr D Wilkinson (Finance Manager)

APOLOGIES, QUORACY & WELCOMES

1. Apologies were received from Mr M Coleman and Mrs K Shaw. It was confirmed the meeting was quorate. Welcomes were made to the student governor, Pius Ofori, and to the Finance Manager, Duncan Wilkinson.

DECLARATION OF INTERESTS

2. The interests of Michael Jones, Robert Hails, Jennifer Tindle, and Steve Oxlade were declared given their membership of the Corporation of Reigate College.

MINUTES

3. It was **RESOLVED** to approve the minutes of the Part I meeting held 07 July 2014 as an accurate record of the meetings and to authorise the Chair to sign.

MATTERS ARISING & CHAIRS' ACTION

4. It was confirmed the Data Dashboard for monitoring College performance against agreed KPIs is to be a fixed agenda item commencing from the December 2014 Corporation meeting. It was agreed for the current draft of the Data Dashboard to be emailed to Members for their review.

5. After receipt of email responses from Members, it was reported that Chairs' Action was taken to award a 1% pay award with effect from 01 September 2014, but on a non-consolidated but pensionable basis at a cost of some £43k, i.e. at an overall extra cost of £7k.

DRAFT INCOME & EXPENDITURE ACCOUNT (UNAUDITED) 2013/14

6. The draft, unaudited, Income & Expenditure Account 2013/14 was received and introduced by the Finance Manager. Against each variance listed in appendix 1, a detailed commentary was made available explaining the details and reasons for the variance.

7. It was noted, and welcomed, that the forecast year-end outturn is still for a small operating surplus to be achieved. The final audited accounts will be presented to the December Corporation meeting for approval.

8. Members placed on record their appreciation on the presentation of the Management Accounts, and in particular, the linking of the notes on Appendix 1 to the commentary.

9. It was **RESOLVED** to note the draft, unaudited, Income & Expenditure Account 2013/14.

(Mr D Wilkinson left the meeting at this point)

EXAMINATION RESULTS

10. The College report on yearend results was received and introduced by the Assistant Principal.

11. The following key points were noted from the report:

- The College's overall retention, achievement and success rates all improved and take the College to above the national average.
- The College's overall success rate improved from 77% in 2012/13 to 90.7% for 2013/14, an improvement of 13.7%. This significant in year improvement placed the college 5% above the national average for success (85% national average for 2013).
- BTEC: This pattern of improvement to above national average is repeated for Level 2 and Level 3 BTEC programmes where high grades also showed a significant improvement
- A2: This year also saw a strong improvement in A2 retention, achievement and high grades although the latter is still below the national average. Value added for A2 and individual subjects improved
- AS: there were small increases to retention and achievement rates but these did not close the gap to the national averages and the gap remains significant. Value added made little improvement and is statistically significantly negative
- GCSE A*-C achievement saw improvements for Maths but a fall for English.
- Where Departments have courses below national average their Reviews are being completed as a matter of urgency and the agreed actions in the QIP will be monitored every three weeks.

12. Governors placed on record their congratulations to all the staff and students for achieving such amazing results in such a short timescale, and the learner outcomes justified the grade of 'Good' awarded to the College by Ofsted.

13. It was agreed for an email of thanks to be sent to all staff on behalf of the Corporation from the Chair.

14. It was **RESOLVED** to note the report.

ENROLMENT UPDATE

15. The Principal reported that on the advice received from the Education Funding Agency, the Service Level Agreement with the Football League Trust Education & Futsal Programme that was agreed at the July Corporation meeting has been cancelled.

16. The Principal made available an update on current enrolment numbers against targets, and these were as follows:

- Intermediate enrolment of 108, 12 below the target of 120
- Lower Sixth enrolment of 453, 31 above the target of 422
- Upper Sixth enrolment of 257, 1 below the target of 256

17. Overall, enrolment stands at 818 against the target of 800. The Principal confirmed that all efforts are being made to ensure that the College has enrolled and retained 800 students at the census date in October.

18. The good recruitment for lower sixth should enable the College to achieve its enrolment target for 2015/16.

19. It was confirmed that the full impact of current enrolment numbers on the budgets for both this year and 2015/16 will be discussed in detail at the next meeting of the Finance & General Purposes Committee.

GOVERNORS' HANDBOOK 2014/15

20. The Clerk confirmed that an electronic copy of the Governors' Handbook 2014/15 has been issued to all governors with a copy also placed on the College website.

ANY OTHER BUSINESS

21. The Chair raised for discussion the need to add to the existing skills set of the Corporation governors with appropriate personnel, education and financial/audit expertise. However, there is only one vacancy and to increase the membership would change the current model where there is an equal number of Reigate and Coulsdon governors, with the Chair (from Reigate) having the casting vote.

22. The Clerk confirmed that the existing Instrument & Articles for both Colleges confirms that Reigate Corporation is the appointing body for all governors at Coulsdon College.

23. The Chair proposed, and it was agreed, that he author, with the assistance from the Clerk, a paper on this mater for consideration by the Reigate Search Committee that meets on 30 September.

24. The staff governor read out a note placed today in her pigeon hole that came from an unnamed member of staff. Governors were disappointed that the member of staff felt unable to put their name to the letter. As the issues raised in the letter covered operational matters, it was agreed that this was not a matter for the Corporation to consider and referred the issue to the Senior Management Team.

DATE OF NEXT MEETING

25. Monday 08 December 2014 @ 1800.

Signed: _____ Date: _____
(Chair)