MINUTES OF MEETING OF

BIRKENHEAD SIXTH FORM COLLEGE CORPORATION

MONDAY 4 JULY 2016

PRESENT: S. Airey, M. Brown, P. Crosbie, L. Eaton (Chair), E. Jones, I. Jones, K. Podmore, J. Thorpe, P. Timmins (Vice Chair), S. Yearwood-Jackman.

IN ATTENDANCE: D. Barnes, Clerk to the Corporation
M. Kilbride, Deputy Principal
K. Wiggins, Director of Finance & Resources

		Action
	Meeting started at 6.00pm. The Chair welcomed members to this final meeting of the academic year and pointed out that this would be the last meeting for two governors: Breandán Fawcett and Ellie Jones. The Chair thanked both Student Governors for their contributions over the past year and wished them well for their futures. The Chair also thanked Assistant Principal Kate Rigby, who is retiring, and wished her well for the future.	
15/71	**Apologies for absence** Sara Byrne, Angela Cross, Breandán Fawcett, Steve Griffiths, Eileen Heaton-Brook, Sharon Kieran Kieran, Denise Roberts and Frances Street.	
15/72	**Declaration of interest**: None.	
	(A change in the order of the agenda was agreed to)	
15/73	**Corporation meeting held on 14 March 2016** **1. Open minutes** These were accepted and signed as a true record.	
	2. Matters arising See Matters Arising summary sheet. **The Corporation NOTED the matters arising.**	
15/74	**Special Corporation meeting held on 4 May 2016** **1. Open minutes** These were accepted and signed as a true record.	
	2. **Matters arising:** None. **The Corporation NOTED there were no matters arising.**	
15/75	**Special Corporation meeting held on 30 June 2016** **1. Open minutes** These were accepted and signed as a true record.	
	2. **Matters arising:** None. **The Corporation NOTED there were no matters arising.**	

	3. Confidential extracts These were accepted and signed as a true record. 4. **Matters arising:** None. **The Corporation NOTED there were no matters arising.**	
15/80	**Student Report July 2016** Ellie Jones presented the report prepared by Assistant Principal Kate Rigby. Student Ambassador activities were detailed and it was noted that the new Head Student team of Louis Earley and Emily Wagstaff is now in place. Ellie Jones closed by thanking the members for their support during her term of office and stated that being a governor had benefitted her in many ways. The Chair and members thanked Ellie for her support and wished her well for the future. **The Corporation thanked the Student Governor and Assistant Principal and NOTED the Student Report.**	
15/76	**Principal's Report July 2015 (Confidential until 31 July 2018)**	
15/77	**Area Based Review Update (Confidential until 31 January 2017)**	
15/78	**Wirral Academy Trust (WAT) Report (Verbal) (Confidential until 31 July 2017)** (Ellie Jones left the meeting at 7.00pm)	
15/79	**Draft Strategic Planning Document 2016/17** The Principal reported that following a review and feedback from Governors, it was decided to maintain the mission, the values and the strategic objectives for 2016/17. A summary of the strategic objectives was included in the report. **The Corporation APPROVED the draft mission, values and strategic objectives for 2016/17.**	
15/81	**Reports from Committees (including receipt of minutes and confidential extracts; resolutions for approval by Corporation):** **1. Special Finance & Resources Committee 23 March 2016** **1. Open minutes** The Chair invited Matthew Brown as Vice Chair of this Committee to present the minutes. **The Corporation NOTED the minutes.** (Members of staff were asked to leave the meeting and did so.) **2. Confidential extracts** The Chair invited Matthew Brown to present the confidential extracts. **The Corporation NOTED the confidential extracts.**	
15/73 Cont'd	**Corporation meeting held on 14 March 2016**	

	3. Confidential extracts These were accepted and signed as a true record. **4. Matters arising: <u>None.</u>** **The Corporation NOTED there were no matters arising.**	
15/74 Cont'd	**Special Corporation meeting held on 4 May 2016** **3. Confidential extracts** These were accepted and signed as a true record. **4. Matters arising** See Matters Arising summary sheet. **The Corporation NOTED the matters arising.** (Members of staff were invited to return to the meeting and did so.)	
15/81 Cont'd	**2. Standards & Quality Committee 6 June 2016** **1. Open minutes** The Chair invited Pete Timmins as member of this Committee to present the minutes. **The Corporation NOTED the minutes.** **2. Confidential extracts** The Chair invited Pete Timmins to present the confidential extracts. **The Corporation NOTED the confidential extracts.** **3. Reports / Resolutions specifically for attention of Corporation:** **1. Key College Performance Data (Confidential *sine die*)**	
15/81	**3. Audit Committee 7 June 2016** **1. Open minutes** The Chair invited Paula Crosbie as Vice Chair of this Committee to present the open minutes. **The Corporation NOTED the open minutes.** **2. Confidential extracts** The Chair invited Paula Crosbie to present the confidential extracts. **The Corporation NOTED the confidential extracts.** **3. Reports / Resolutions specifically for attention of Corporation:** **1. Internal Audit Needs** The Chair invited Paula Crosbie to present this item. **The Corporation APPROVED the Internal Audit Needs Assessment including the Audit Plan for 2016/17** **2. Governors' responsibilities in context of 2015/16 external audit** The Chair invited Paula Crosbie to present this item. **Governors NOTED their responsibilities as Members of the Corporation regarding the year-end Financial Statements.**	

15/81	**4. Employment Committee 14 June 2016** **1. Open minutes** The Chair invited Sam Airey as Chair of this Committee to present the minutes. **The Corporation NOTED the open minutes.** **2. Confidential extracts** The Chair invited Sam Airey to present the minutes. **The Corporation NOTED the confidential extracts.**	
15/81	**5. Finance & Resources Committee 21 June 2016** **1. Open minutes** The Chair invited Matthew Brown as Vice Chair of this Committee to present the minutes. **The Corporation NOTED the minutes.** **2. Confidential extracts** The Chair invited Matthew Brown to present the confidential extracts. **The Corporation NOTED the confidential extracts.** **Reports / Resolution(s) specifically for attention of Corporation:** **1. Management Accounts for May 2016 (Confidential 31 July 2016):** **2. Budget 2016/17 (Confidential 31 July 2016):** **3. Financial Plan 2015/18 (Confidential 31 July 2016):** **4. To consider and approve awarding of tenders for MFDs (Confidential until 31 October 2016):** **5. To approve the Financial Regulations** Matthew Brown presented this item. **The Corporation APPROVED the Financial Regulations.**	
15/81	**Search & Governance Committee 27 July 2016** **1. Open minutes** Pete Timmins as a member of this Committee presented the minutes. **The Corporation NOTED the minutes.** **2. Confidential extracts:** None. **3. Reports / Resolutions specifically for attention of Corporation** **1. To Confirm New Student Governors** The Corporation was asked to confirm the appointment of Mr Louis Earley and Ms Emily Wagstaff as Student Governors for academic year 2016/17. **The Corporation CONFIRMED both appointments as above.** **2. To note the Status of Governors 2015/16 including Nominations for / Re-elections of External Governors** Pete Timmins presented this item. **The Corporation RE-ELECTED Sara Byrne, Eileen Heaton-Brook and Pete Timmins as External Governors each for a term of office of up to four years.**	

	The Clerk was asked to write to each governor.	**Clerk**
	3. Structure and Membership of Committees 2015/16 The Corporation was requested to seek five volunteers from the list of six governors who have attended the recent Area Based Review meetings to become members of the Strategy & Governance Committee for 2016/17. (1. Paula Crosbie, 2. Steve Griffiths, 3. Eileen Heaton-Brook, 4. Ian Jones, 5. Pete Timmins, 6.Shirley Yearwood-Jackman.) **The Corporation APPOINTED Paula Crosbie; Shirley Yearwood-Jackman; Pete Timmins, and Ian Jones as members of Strategy & Governance Committee for 2016/17.**	
	The Clerk was asked to approach Steve Griffiths and Eileen Heaton-Brook to see if one would volunteer to join the Strategy & Governance Committee.	**Clerk**
	The Corporation was requested to seek two volunteers (External/Parent Governors) to become members of Remuneration Committee for 2016/17. **The Corporation APPOINTED Ian Jones and Matthew Brown as members of the Remuneration Committee for 2016/17.** **The Corporation APPROVED the current membership of Audit; Employment; Finance & Resources, and Standards & Quality Committees for 2016/17.**	
	4. Schedule of Meetings of Corporation and Committees and other governor events 2016/17 The Clerk presented the proposed schedules. **The Corporation APPROVED the Schedules of Meetings for 2016/17.**	
15/82	**Election of two Vice Chairs of Corporation** Having written to governors on 24 May 2016 seeking nominations, only two nominations were received by the cut-off date of 27 June 2016. 1. Dr Pete Timmins, proposed by Mrs Lyn Eaton and seconded by Mrs Paula Crosbie. 2. Mr John Stephen Griffiths, proposed by Mrs Eileen Heaton-Brook and seconded by Mrs Lyn Eaton. **The Corporation:** **1. RE-ELECTED Pete Timmins to serve as Vice Chair of Corporation for a term of office of two years from 7 July 2016 to 6 July 2018.** **2. ELECTED Steve Griffiths to serve as Vice Chair of Corporation for a term of office of two years from 4 July 2016 to 3 July 2018.**	
	The Clerk will write to both Vice Chairs.	**Clerk**
15/83	**National Leaders of Governance (Verbal)** The Chair reported that she wished to apply to become a National Leader of Governance (NLG) once the next round of applications is invited. To be eligible to apply, applicants must have a minimum of two years' experience as chair and the support of their governing body. It was noted that any expenses incurred in such a role would be paid for by the NLG organisation and that the Corporation or College would not be disadvantaged in any	

	way. **The Corporation SUPPORTS the Chair of Corporation's application to become a National Leader of Governance.**	
15/84	**Committees' terms of reference and annual business cycles** The Clerk reported that all committees have now reviewed their own terms of reference and annual business cycles and an overview of the types of amendments made was reported. The Clerk also reported that all recommended amendments have been made to the documents. **The Corporation NOTED that terms of reference and annual business cycle for each committee have been reviewed and amended where required.**	
15/85	**Review of confidential minutes 2015/16** **1. The Corporation** These were considered and accepted by the Corporation as they stand. **2. The Committees** The recommendations made by each committee regarding its confidential extracts for the year were accepted by the Corporation.	
15/86	**Risk Management Considerations** The following were identified as having to be noted on the risk register: 15/76 Principal's Report: Risks related to financial projections 15/77 Area Based Review Update: Conversion to Academy Status. 15/79 Draft Strategic Planning Documents: Failure to achieve strategic objectives.	**KW**
15/87	**Identification of Confidential items** 15/76 Principal's Report July 2015 (Confidential until 31 July 2018) 15/77 Area Based Review Update (Confidential until 31 January 2017) 15/78 WAT Report (Confidential until 31 July 2017) 15/81.11.2.3.1. Key College Performance Data (Confidential *sine die*) 15/81.11.5 3.1. Management Accounts May 2016 (Confidential until 31 July 2016) 3.2. Budget 2016/17 (Confidential until 31 July 2016) 3.3. Financial Plan 2015/18 (Confidential until 31 July 2016) 3.4 Awarding of tenders for MFDs (Confidential 31 October 2016)	
15/88	**Date and time of next meeting:** Monday 19 September 2016 at 6.00pm.	
15/89	**Any other Business (Notified in accordance with Standing Orders)** None. The Chair wished to address the meeting about academic year 2015/16. The year has been very busy, challenging and successful and started with the best ever results received in respect of the previous year. The bar in respect of outcomes and performance has now been set very high. The Corporation has faced changes and challenges and was faced with a key choice in respect of academisation which may bring more challenges and some risks; however, governors should be confident in this choice. The Chair thanked all staff who attend the governor meetings and particularly the	

	senior staff who have completed significant additional work (for WAT, TBPS, ABR and academisation) on top of existing workloads. Not all colleges are as fortunate as BSFC in respect of its senior staff. The Chair concluded by thanking all governors for their generous commitment of time and valued contributions throughout the year and the Clerk for the high standard of clerking. **Meeting closed at:** 7:45pm **Signature (Chair of the Corporation):** **Date:**	