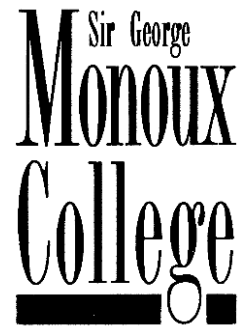


THE CORPORATION

CONFIRMED MINUTES OF THE MEETING
HELD ON WEDNESDAY, 9 DECEMBER 2009



Present:

Ms S Annan	Student member	Present
Mr F Ahmed	Business member	Present
Ms M-A Chong	Independent Member	Apologies
Ms K L Clifford	Principal	Present
Ms A Dixon	Teaching staff member	Present
Ms B Graham	Co-opted member	Present
Mr T Grainger	Independent member	Present
Mr J Hedges (Vice-Chair)	Co-opted member	Present
Mr N A Hudson	Co-opted member	Present
Mr D Johnston	Independent member	Present
Mr P L Leighton (Chair)	Business member	Apologies
Ms S Medd	Support staff member	Present
Ms M Mensah	Student member	Present
Vacancy	Parent Member	
Vacancy	Independent member	

Clerk to the Corporation:

Mr C Bond

Also Present:

Mr D Ball	Vice Principal: Corporate Services	Present
Mr P Ramella	Vice Principal: Curriculum & 14-19	Present

In the absence of Peter Leighton Chair of the Corporation, the meeting was chaired by James Hedges, Vice Chair of the Corporation.

Minute DC/61/09 (7.01pm)

Declarations of Interest

There were none

Minute DC/62/09 (7.02pm)

Apologies for Absence

Apologies were received from Peter Leighton and My-Anh Chong

Minute DC/81/09 (7.03pm)

Appointment of Chair and Vice Chair of The Corporation to serve from 1 January 2010

(Document DC/28/09)

The Clerk chaired this item.

James Hedges was elected to serve as Chair of the Corporation from 1 January 2010 until the first meeting of the Corporation in the Autumn Term 2010.

Beverley Graham was elected to serve as Vice-Chair of the Corporation from 1 January 2010 until the first meeting of the Corporation in the Autumn Term 2010.

Appointments to the posts of Chair and Vice Chair for the academic year 2010-11 would be made at the meeting to be held on 2 July 2010.

Minute DC/63/09 (7.06pm)

Ofsted Inspection: Preliminary Report

The Principal presented a report on the Ofsted Inspection which had taken place between 1st and 4th December 2009. She tabled a paper detailing the grades awarded to the college in each category of their report. She asked members to note that this was an interim report which would have to be moderated and as such was confidential and not for publication at this time. It was expected that the final report would be published in six weeks. It was very unlikely that the grades would change.

The grades were:

Grades: 1 : Outstanding 2 : Good 3 : Satisfactory 4 : Inadequate

	GRADE
Overall effectiveness of provision	3
Capacity to Improve	3
Outcome for learners	3
Quality of provision	3
Leadership and management	3
• Safeguarding	3
• Equality and diversity	3
Subject areas	
• Science and mathematics	4
• English	2
• Creative and performing arts	3
• Business, accounting and law	4

The Principal explained that the inspection had taken place under a different framework from that of the last inspection in 2005. She explained that the new Inspection framework used three year trend analysis and that the report had been therefore been compiled using the disappointing data from 2009. The report had not used the 2007 data. In the view of the Principal, the methodology used for the compiling and analysis of data had resulted in a report which did not accurately present the “distance travelled” since the time of the last inspection report.

The Principal then discussed the very significant problems caused by the poor success rates at AS level and in GCSE Mathematics. These were considerably below national benchmarks. The Principal then considered the grades in each curriculum area and asked members to note the following:

English had performed well in classroom observations and the quality of the teaching had been reflected in the success rates with only English Language and Literature performing below benchmarks

Creative and Performing Arts had experienced a rigorous inspection but their final grade was very much as described in their SAR.

Law had very poor AS results in 2009 and this along with the poor success rates in Business has resulted in the Grade 4 for Business and Law

Science and Mathematics had produced the most surprising result of the Inspection. The college had always acknowledged the relatively poor performance of the core science subjects. Likewise the poor success rates at GCSE were an issue which had been considered by the SMT and the Corporation. It was the view of the college however that there had been strong performances at A Level Mathematics and good performance in A Level Psychology. The college was most concerned that the Inspectors chose to invoke the rule of proportionality and to make a judgement as to the effectiveness of the subject areas by counting the total numbers of those failing at AS and in GCSE Mathematics, rather than making judgements based purely on percentage success rates for each course.

The Principal also noted that the Inspection had levelled criticism at the college's classroom observation procedures. This was considered to be rather limited in scope. It did not allow managers enough access to classrooms and was not effectively linked to the college's capability procedures and thus in the view of the inspectors to the final outcomes for students. The Principal asked members to note the particular difficulties that management had encountered in negotiations with professional bodies regarding this issue.

The Inspection report noted significant improvements to the way in which the college had developed systems to gather and respond views of the students and had also noted that college governance was effective and improving.

The outcome of the report would be that the areas graded inadequate would have to be re-inspected within eight months and that the date of the next full college inspection would be brought forward.

Members questioned the Principal in detail about the report and sought information and assurances about college management and performance. Members then considered the best way for the college to proceed. The Principal in consultation with senior post holders had already developed a post inspection action plan. Members resolved to fully support the Principal in the implantation of the plan. Should it be necessary for the Principal to take any action which would normally have required Corporation approval then members were willing to constitute the current strategic planning group as a committee with delegated authority. This would enable the Principal to take any necessary and urgent measures without undue delay. Members resolved to offer their full support to the Principal during this difficult period. The newly appointed Chair agreed to address the staff at the meeting scheduled for 4 January.

The Chair elect thanked the Principal for the report and asked her to convey the thanks of the Corporation members to the staff for all of their work during the inspection.

Minute DC/64/09 (8.22pm)

Sixth Form College Designation

(Document DC/25/09)

It was noted that the ASCL Act 2009 created a new designation (not previously formally recognised) of Sixth Form College. It was agreed that the college should formally seek designation in this category

Minute DC/65/09 (8.39pm)

Membership of the Corporation

The Clerk gave an oral report. It was noted that there was still a vacancy for an Independent member and that the college was now undertaking joint advertising for members with Waltham Forest College and Leyton Sixth Form College.

The Clerk noted the disappointing result of the mailing sent to parents. Only one nomination had been received and this had only been received after the deadline date. It was the wish of the Corporation that an appointment to the position of parent governor should be made as soon as possible.

The Principal and the Vice Chair of the Corporation asked members to note that Atif Khan had indicated that he would be interested in joining the Corporation after September 2010.

Minute DC/66/09 (8.42pm)

Unconfirmed Minutes of the meeting of the Corporation held on 21 October 2009

(Document DC/23/09)

The minutes were approved unanimously by the Corporation and signed by the Chair.

Minute DC/67/09 (8.43pm)

Matters arising from the confirmed minutes of the meeting of the Corporation held on 21 October 2009 which are not the subject of separate items on this agenda

There were none

Minute DC/68/09 (8.44pm)

Unconfirmed minutes of the Special Meeting of the Search and Governance Committee held on 21 October 2009

(Document DS/31/09)

The Corporation unanimously agreed to receive the minutes

Minute DC/69/09(8.45pm)

Unconfirmed Minutes of the meeting of the Personnel, Finance and General Purposes Committee held on Tuesday, 10 November 2009

(Document DPF&GP/19/09)

The Corporation unanimously agreed to receive the minutes.

Minute DC/70/09 (8.45pm)

Unconfirmed minutes of the meeting of the Remuneration Committee held on 16 November 2009

(Document DA/08/09)

The Corporation approved the recommendation from the Remuneration Committee and resolved that:

- All senior post holders should have the same notice period
- the notice periods of current senior post holders should be reduced from six to four
- future senior post holders should be appointed on a four month notice period

Minute DC/71/09 (8.46pm)

Unconfirmed minutes of the meeting of the Audit Committee held on 24 November 2009
(Document DA/22/09)

The Corporation unanimously agreed to receive the minutes and took the following actions on the Committee's recommendation:

- a) **Minute MA/28/09**: received unanimously the post audit management letter for the financial statements audit (Document DA/23/09)
- b) **Minute MA/28/09**: received unanimously the post audit management letter for the regularity audit (Document DA/24/09)
- c) **Minute MA/31/09**: received unanimously the internal audit service annual report (Document DA/28/09)
- d) **Minute MA/30/09**: approved unanimously the internal audit plan 2009-10 (Document DA/27/09)
- e) **Minute MA/34/09**: noted unanimously the key risks to the College set out in the minute.
- f) **Minute MA/38/09**: noted that the Committee had requested that the Corporation consider amendments to the terms of reference of the Audit Committee and the Personnel Finance and General Purposes Committee and approved the requested changes

Minute DC/72/09 (8.47pm)

Financial Regulations
(Document DPF&GP/26/09)

The document had been considered in detail by both the Audit Committee and the Personnel, Finance and General Purposes Committee, the Corporation agreed unanimously to approve them

Minute DC/73/09 (8.48pm)

Report and Financial Statements
(Documents DA/25/09 & DA/26/09)

The documents had been considered in detail by both the Audit Committee and the Personnel, Finance and General Purposes Committee, the Corporation agreed unanimously to approve them

Minute DC/74/09(8.49pm)

Annual Report from the Audit Committee to the Corporation and the Principal for the Financial Year 1 August 2008- 31 July 09
(Document DA/30/09)

The Corporation agreed unanimously to receive the report.

Minute DC/75/09 (8.50pm)

Report on Risk Management from the Audit Committee to the Corporation for the year 2008-09
(Document DA/33/09)

The Corporation agreed unanimously to receive the report and noted its recommendation that the Corporation should make the full Turnbull disclosure in the financial statements.

Minute DC/76/09 (8.51pm)

Amendments to the Terms of Reference for the Audit Committee and the Personnel Finance and General Purposes Committee
(Document DC/26/09)

The Corporation agreed unanimously to amend the terms of reference to the two committees removing outsourced activities as a responsibility from the Audit Committee and making it the responsibility of the PF&GP committee

Minute DC/77/09 (8.52pm)

Unconfirmed minutes of the meeting of the Quality and Performance Monitoring Committee held on Wednesday, 25 November 2009

(Document DQ/33/09)

After agreeing to a suggestion from David Johnston that the minute relating to the discussion of the Science provision should be amended to reflect in greater detail the question put to the Principal by the committee, the corporation decided unanimously to receive the minute

Minute DC/78/09 (8.53pm)

College Self Assessment

(Document DQ/31/09)

The Principal informed members that that the report had been considered in detail by the Quality and Performance Monitoring Committee. The Principal proposed amendments to the report to take account of recommendations made by Ofsted. The Corporation agreed unanimously to accept the amendments and to approve the amended report.

Minute DC/79/09 (8.54pm)

Governance Self Assessment

(Document DQ/31^A/09)

The Clerk informed members that the report had been considered in detail by the Quality and Performance Monitoring Committee. The report had been amended to incorporate an evaluation of the peer work undertaken with Havering Sixth Form College. The Corporation agreed unanimously to approve the amended report.

Minute DC/80/09 (8.57pm)

Vice Principal Corporate Affairs Report 2009-10

(Document DC/27/09)

The Corporation agreed unanimously to receive the report.

Minute DC/82/09 (9.11pm)

Any Other Business

There was none

Minute DC/83/09(9.14pm)

Future Items

The Corporation requested that issues relating to the land owned by the college and the potential arrangements for placing such land in trust should be brought to the next meeting of the Corporation

Minute DC/85/09

Date and Time of Next Meeting

The next meeting of the Corporation is scheduled for Wednesday, 24 March 2010 at 7.00 pm

The meeting concluded at 9.16pm. No items were to be the subject of separate confidential minutes.