CORPORATION OF WYGGE STON AND QUEEN ELIZABETH I COLLEGE, LEICESTER

Minutes of a Business Meeting of the Corporation
held at the College
26 May 2016
Commencing at 5.30pm

Governors Present:
David Asch, Chair
Saqib Anwar, Seth Davies, Stuart Dawkins, Sandra Hamilton-Fox, Alistair Hill, Geraldine Hulley, Naz Khalique, Keith Nangreave, Philip Parkinson & Carol Shaw

In attendance:
Sue Ashwin (Vice-Principal – Student & College Services), Peter Butcher (Clerk to the Corporation), Tim Cullinan (Vice Principal Curriculum & Guidance), Carolyn Davies (Director of Finance & Resources), Andrew Jackson (Assistant Principal Curriculum & Guidance) & Geoff Smith (Chemistry Curriculum Area Leader)

Apologies for absence
Byron Dixon, Andrew Knight, Zak Long, Vimme Rathour & Amrik Singh

1. Declarations of Interest
None.

2. Equality Duty
Noted.

3. Curriculum Area Leader for Chemistry
The Chair welcomed to the meeting Geoff Smith, the Curriculum Area Leader for Chemistry. This curriculum area was visited by Byron Dixon last year and Naz Khalique in February.

Geoff provided governors with a hand out which summarised the changes to the Curriculum Area over the last few years. He outlined the physical resources, staffing (which had remained stable since 2011), student numbers, courses offered, results (which were generally well above average) enrichment activities and how the Team approached teaching, learning and assessment.

Following a question and answer session, which touched on class sizes, ‘chem plus’ activities and enrichment participation levels the Chair thanked Geoff for attending and for giving up his time to provide an interesting insight into his curriculum area.

Geoff Smith left the meeting at this point

4. Minutes – Paper 001
The minutes of the Corporation strategic meeting held on 28 April, 2016 were approved as a correct record and signed by the Chair.

When reviewing the minutes there was a discussion about the implications of the next Ofsted inspection still requiring the College to improve. In response the Principal outlined her understanding of Ofsted’s procedures, emphasising that Ofsted would be looking for evidence demonstrating the College’s further improvement. There was also a discussion on the impact of linear exams.
5. **Matters Outstanding** – Paper 002
   The Corporation reviewed the list of matters outstanding.

6. **Training & Development Needs for Future Meetings**
   None identified beyond those already included in the Governor Training & Development Annual Plan.

   Governors noted that there had been insufficient time to develop the topic planned for this meeting due to time needed to be devoted to factors arising during the year, such as Ofsted and the Area Review.

7. **Principal’s Update**
   Progress on, and timescales for, implementing the branding review were outlined. There was also a presentation showing examples of internal and external signage.

8. **Area Review** - Paper 003
   This matter was considered to be confidential at this stage and the Minute is contained in a confidential annex at the end of this document.

   **Strategic Item**

9. **College Strategic Plan – Annual Review**
   Sandra Hamilton-Fox distributed a presentation updating governors on changes at the national, local and College level since last year. Governors were asked to consider what the key strategic priorities were for the College over the next three years in terms of:
   - The curriculum offer and student numbers.
   - Student outcomes and experiences.
   - Leadership and management.

   The meeting divided into three groups of governors and managers. Each group then identified and discussed the external and internal factors they considered would be likely to influence the Strategic Plan in the coming years. The exercise generated much debate within each of the groups. Once those deliberations were complete each group fed back its conclusions to Sandra Hamilton-Fox.

   Governors noted that each group’s conclusions would help to inform the shape of the Strategic Plan when it was submitted for its annual roll forward at the July meeting.

   **Oversight of Student Outcomes & Student Experiences**

10. **Policy on Financial Support for Students** – Paper 005
    It was agreed to defer consideration of this item to the next meeting.

    **Oversight of Finance, Resources & Assets**

11. **Audit Committee Recommendations** – Paper 006
    The Corporation considered the recommendations of the Audit Committee set out in the Committee’s minutes of its 13 April meeting.

    Philip Parkinson, the Committee’s Chair, drew attention to the following recommendations:
The Corporation adopted the Committee’s recommendations without amendment.

**12. Monthly Management Accounts** – Paper 008
The Management Accounts for April 2016 were submitted and scrutinised by governors who noted that all targets continued to be met with capital expenditure and commitments remaining within the covenants given to the Bank.

**Efficient & Effective Governance**

**13. Corporation Meeting Day** – Paper 009
Following a survey of governors the Corporation reviewed whether to change its meeting day.

Based on the views expressed in the survey it was agreed that with effect from the start of the 2016-17 academic year Corporation meetings should be rotated between Tuesdays and Wednesdays.

**14. Any other business**
None.

**15. Confidentiality**
Minute 8 – Area Review.
Minute 11 – Procurement Report.

**16. Next Meeting**
5.00pm, 28 June 2016 – Corporation Meeting – business emphasis.

The Meeting closed at 7.25pm

Signed:.................................................................Chair  Date:................................................
8. Area Reviews – Paper 003
*Confidential – text removed*