



MINUTES OF THE MEETING OF THE CORPORATION OF BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 4th July 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-8.20pm

Mission Statement: *"Inspiring Learning, Developing Mind and Character, Building Your Future"*

Present: Mr J Boyle (Chair)
Dr P Anderton (Vice-Chair)
Cllr D Clapham
Mr M Cobandag
Mr G Curry
Ms J Gray (Principal)
Mr M Waterhouse
Ms W Middlemas
Ms D Taaffe
Ms J Trembles
Mr N Webster
Mr J Corry
Ms M Wakefield

Together with: Ms G Yeadon (Deputy Principal)
Ms T Cooper (Assistant Principal: Vocational)
Ms E Bellamy (Assistant Principal: Academic)
Mr A Lloyd (Vice Principal: Information Systems and Resources)
Mrs S Hawitt (Governance Administrator: Fylde Coast Academy Trust)

Apologies: No apologies

		Action
102.2016	Preliminaries The Chair welcomed everyone to the meeting and explained that there would be a confidential item discussed at the end of the meeting. There were no apologies	
103.2016	Declarations of Interest Cllr D Clapham declared an interest in item 18.3 on the agenda-the extension to his term of office.	
104.2016	Consideration of any items of urgent business. No urgent business for consideration	

105.2016 Confirmation of Quoracy

It was noted the meeting was quorate

106.2016 Minutes of the meeting held on 15th March 2016

The minutes of the meeting held on the 15th March were approved

106.2016 D1 Resolved: to approve the minutes of the meeting held on the 15th March 2016

107.2016 Directors CPD- Disaster Management Plan – delivered by Alan Lloyd

The Vice Principal: Information Systems and Resources delivered a presentation on the Disaster Management Plan. It included a brief overview of how the college staff will manage disasters, including the new lockdown procedure.

It was noted that although there is no chronological order for disaster control the general procedure would include:

- Evacuation
- Reduce damage
- First Aid
- Cordoning areas
- Dispersal (code: red, amber, green) this being an internal code to disperse staff and students appropriately
- Dealing with emergency services
- Communication with staff, students, parents and press
- Salvage
- Business continuity
- Learning continuity

Directors were informed of two instances, lockdown and lockout.

Lockdown procedure involves moving staff and students out of public areas into more secure areas, speakers have been installed in every classroom and corridor. Communication will be managed by Head of Estates using CCTV and radio contact to mitigate disaster.

Directors were informed that all communication would be through the communications team and in relation to out of hours would be through local radio, website and the media.

Directors were informed of the structure of the Disaster Management Teams and their roles within that team. All teams have a lead person and a deputy.

The Leadership Team have received training using different scenarios and there will be further training for all staff in August. A drill is planned for September before the students start and from this the procedures will be evaluated and reviewed.

Jodie Trembles joined the meeting

Questions from Directors

It was noted that the briefing for Directors on the Disaster Management Plan is a result of a request from the Directors' Conference in February.

In response to a question about out of hours, Directors were informed that the Initial Response Team would be the first contact unless, Emergency Services had taken control.

In response to a question regarding a table top exercise for the Leadership Team Directors were informed that they had received scenario based training.

108.2016 Matters arising from the minutes not covered elsewhere on the agenda

a) Financial Reporting Standards FRS 102-(item 87.2016 from the previous minutes) confirmation that the college remain with the accruals model, reflecting the changes to the balance sheet in terms of where and how the reserve is accounted for.

Confirmation all decisions in relation to FRS 102 are made by the Admin and Finance committee and approved by the Audit committee.

b) Meeting Evaluation Form – (item 90.2016 from the previous minutes) confirmation the Meeting Evaluation Form has been considered by Search and Governance committee and is being circulated for completion at every meeting.

109.2016 Report on Chair's actions since the last meeting

The Chair had nothing to report since the last meeting

110.2016 Principal's report July 2016

Directors received the Principal's report (paper 9.1) the Principal highlighted the following from the report.

Recruitment

It was noted that the overall market share is significantly lower than last year, however SLT are working really hard by working more closely with those schools where there has been a decline in applications to try to reverse this trend in the future.

It was noted that this may be an opportunity to change perception and aspirations of children attending some schools.

Directors were informed of the launch of 'The Excellence Programme' a new initiative that is specifically supporting the most able learners.

Michael Waterhouse has been appointed as Leader for Gifted and Talented and is tasked with building upon the 6Advance offer.

It was noted that SLT have made a decision to slightly reduce the entry requirements for 2017-18 to encourage more students to apply to the college

Student Directors acknowledged that the annual university open day visits was invaluable in helping to make decisions for the future.

Ofsted

The Principal updated Directors on the recent Ofsted survey visit looking at Study Programme provision. It was noted that the visit was very successful and positive feedback from the HMI included the recently highly acclaimed STEM assurance status and the commitment and knowledge of directors.

110.2016 D1 Resolved: to receive the Principal's report for July 2016

111.2016 College Action Plan

Directors received the College Action Plan (paper 10.1) for 2015-2016. The Deputy Principal gave Directors a summary of the progress made against the 2015-16 College Action Plan. She explained to Directors further information will be provided in the final version of the report which will be presented in the Autumn term, however the outcomes are looking very positive and on track to achieve at least the same as last year. She went on to say that while targets are very ambitious significant improvements have been made through the hard work of all at the college.

Questions from Directors

Asked about the attendance target the Deputy Principal explained that while SLT agreed to rate some programmes red attendance overall has improved for the college.

Asked about the actual targets it was noted that this relates to attendance in the classroom as oppose to being on a field trip or visit. It was noted that the very ambitious target set for value added is to raise expectations and focus staff on the importance of this.

Draft College Action Plan 2016-17

Directors received the Draft College Action Plan for 2016-17 (paper 10.2)

It was noted that some of the value added scores recorded in blue are from 2015 these will be replaced with 2016 scores when results are received which will be presented at the Standards Board in September.

Questions from Directors

In response to concerns relating to recruitment Directors considered spending more money on marketing. It was noted that the marketing budget was increased last year but still more needs to be done to improve recruitment.

Asked about links with other schools, particularly on GCSE day the Principal said that there are 10 staff who attend strategically chosen schools, however some schools (those with sixth forms) will not allow members of BSFC staff present on results day.

Asked about the decreasing demographics it was noted that The Excellent Programme, BTEC and value added are all important factors in helping to achieve better recruitment. Changing perceptions about BTEC and lowering the entry requirements as well as Information, Advice and Guidance (IAG) offered much earlier in schools will also help towards better recruitment.

Asked if we can learn any lessons from other colleges, it was noted that, on occasion we need to recognise things we are not good at. SLT have recently reviewed the college marketing strategy asking questions such as 'How are we attracting new students?' 'Are we doing the right things with the right group of people?' and plans have consequently been drawn up to address this.

Directors acknowledged the great ideas and work being carried out so far, however suggested injecting new money into marketing in order to reach out to students, parents and other stakeholders in order to change perceptions and raise aspirations. Directors were informed of Radio Wave events in conjunction with BSFC.

111.2016 D1 Resolved: to approve the College Action Plan 2016-2017

112.2016 Strategic Development Plan

Directors received the Strategic Development Plan 2015-2020 (paper 11.1)

The Principal gave an outline of the Strategic Plan and highlighted the one year plan 2016-17 and section B Mission Statement and Core Values. It was noted that despite students, staff and directors participating in a review of the mission statement and core values they will remain the same apart from the reduction of words (mission) and the addition of 'rule of law' (core values)

112.2016 D1 Resolved: to approve the Five-year Development Plan

113.2016 Student Director Report

Student Director gave Directors a summary of his report and emphasised his positive experience at the college and as a member on the Board of Directors.

The Chair presented Murat with a leaving gift and thanked him for his contribution to the Corporation.

114.2016 Science, Technology, Engineering and Maths (STEM) Report

Directors received and considered the STEM report presented by the Assistant Principal: Vocational She highlighted the fact that there were a lot of recommendations/suggestions from the visit, however these were in contrast to the glowing feedback received. She informed Directors that there will be a review visit in 12 months and that SLT will be visiting another STEM assured college in the meantime.

The Principal stated that the outcome was particularly pleasing in relation to ShOW and 6Advance Programme since these are two new projects within the college.

The Chair congratulated the staff on behalf of the Governing Body

115.2016 Safeguarding

Directors considered the Safeguarding Report to date (paper 14.1)

Directors received the minutes of the Fylde Coast Academy Trust (FCAT) Safeguarding Board (SB) meeting on the 25th April 2016 (paper 14.2)

Directors received the minutes of the FCAT SB meeting on the 9th June 2016 (paper 14.3)

115.2016 D1 Resolved: to receive the Annual Safeguarding Report June 2016

115.2016 D2 Resolved: to receive the minutes of the FCAT SB meeting on the 25th April 2016

115.2016 D3 Resolved: to receive the minutes of the FCAT SB meeting on the 9th June 2016

Committee Meetings

116.2016 Administration and Finance Committee meeting held on 14th March 2016

The Chair of the Admin and Finance Committee provided a summary of the meeting held on the 14th March 2016 highlighting various reports for approval.

116.2016 D1 Resolved: to receive the minutes of the Admin and Finance meeting held on 14th March 2016

116.2016 D2 Resolved: to approve the management accounts and the reforecast budget for the period 31st January 2016

116.2016 D3 Resolved: to approve the £200K brought forward amount from reserves to spend at the discretion of SLT

116.2016 D4 Resolved: to receive an update on staff performance management and approve pay awards

117.2016 Administration and Finance Committee meeting held on 23rd June 2016

The Chair of the Admin and Finance Committee provided a summary of the meeting held on 23rd June 2016 highlighting various reports for approval.

The Chair of the Corporation drew particular attention to the projected budget for 2016-17 pointing out that the EFA require all governors to consciously look at financial accounts.

The Principal highlighted the reduction in funding is not only down to recruitment but also the new pay structure, NI and pension contributions and the loss of Transitional Formula Protection.

Questions

In response to a question about how tightly drawn is the forecast budget it was noted that the college have assumed the worst, Directors challenged that the worst cannot be assumed in all areas of the budget.

In response to a question about the departure of the Director of Finance and HR the Principal explained that the new structure includes a Head of Finance, a Head of HR with the Principal as the line manager for both. This has been a cost saving to the college without having an impact on the quality of the service and also demonstrating to staff that cost savings are across SLT.

Directors were assured that the new Head of Finance has sufficient skills for the role and a consultant is working with the college during the transition period.

It was noted that the date of the next Admin and Finance meeting needs to be changed due to ABR visit.

117.2016 D1 Resolved: to receive the minutes of the Admin and Finance meeting held on the 23rd June 2016

117.2016 D2 Resolved: to approve the management accounts for the period ending 30th April 2016

117.2016 D3 Resolved: to approve the budget for 2016-17

118.2016 Audit Committee held on 14th June 2016

The Chair of the Audit committee provided a summary of the meeting held on 14th June 2016 highlighting various reports for approval drawing particular attention to 17.2 IT Security Report. He credited the Principal and SLT with their swift action to rectify any actions.

118.2016 D1 Resolved: to receive the minutes of the Audit meeting held on the 14th June 2016

118.2016 D2 Resolved: to approve the Internal Audit Progress reports 2015-16.

a) Operational Planning report

b) Student Support-Pastoral Model

c) IT Security report

d) Follow Up report of previous Internal Audit Management Actions

118.2016 D3 Resolved: to approve the Internal Audit Strategy

118.2016 D4 Resolved: to approve the Financial Audit Plan year ending 31st July 2016

118.2016 D5 Resolved: to approve the Risk Management report, Risk register and Management Action Plans

118.2016 D6 Resolved: to approve the decision to write off the debt incurred by the iPad scheme and consequently close the case

119.2016 Search and Governance Committee held on 18th April 2016

The Chair of the Search and Governance Committee provided a summary of the meeting held on 18th April 2016 highlighting various documents for approval, drawing particular attention to his discussion with HMI during the Ofsted visit relating to the recruitment of Directors, it was noted that Directors are recruited on their skill set which has a positive impact on the governing body as a whole.

The Chair of the Corporation explained to Directors the reason for the extension to the term of office of the Chair of the Search and Governance Committee.

119.2016 D1 Resolved: to receive the minutes of the meeting held on 18th April 2016

119.2016 D2 Resolved: not to approve the appointment of Mr Roger Stevens to the Corporation

119.2016 D3 Resolved: to approve the extension to Cllr Don Clapham's term of office until at least the end of the academic year

119.2016 D4 Resolved: to approve Governance documents

- a) Guide to the Governing Body
- b) Securing New Members
- c) College Code of Conduct for Corporation Members
- d) Standing Orders
- e) Governance Charter

119.2016 D5 Resolved: to approve the Key Performance Indicators for 2015-16

120.2016 Standards Board meeting held on 13th June 2016

The Chair of the Corporation provided a summary of the meeting held on the 13th June 2016

120.2016 D1 Resolved: to receive the minutes of the Standards Board meeting held on 13th June 2016

121.2016 Governance Self-Assessment Committee held on 11th April 2016

The Chair of the Self-Assessment committee gave a summary of the meeting held on 11th April 2016

121.2016 D1 Resolved: to receive the minutes of the meeting held on 11th April 2016

121.2016 D2 Resolved: to approve the Directors Self-Assessment Report (SAR)

121.2016 D3 Resolved: to approve the Terms of Reference for the SA committee

122.2016 Governance Self-Assessment Committee held on 23rd May 2016

A member of the Self-Assessment Committee gave a summary of the meeting held on 23rd May 2016

122.2016 D1 Resolved: to receive the minutes of the meeting held on 23rd May 2016

123.2016 Review of Risks

Reduced student recruitment was identified as a risk but it was noted that this is already entered in the risk register.

124.2016 Future Dates:

Employer Engagement Evening 26th September 2016

Date and Time of next meetings

Please note: Additional Corporation meeting after the Standards Board Meeting Tuesday 27th September 2016 at 5.30pm

Corporation meeting: Tuesday 6th December 2016 at 5.30pm

125.2016 Confidential Item

The Chair of the Corporation presented a confidential paper to Directors for consideration relating to ABR. This item was not minuted and will be discussed at a special Corporation meeting on Tuesday 27th September 2016

Signed _____

Date _____