



Mission Statement: *Inspiring learning, developing character, building futures*

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

Date: Tuesday 6th December 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-7.30pm

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

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

Apologies: Mr J Boyle (Chair)
Mr N Webster
Ms M Wakefield
Ms T Choudhury

- | | | Action |
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| 126.2016 | Preliminaries
In the absence of John Boyle, Phil Anderton (Vice-Chair) took the Chair, he welcomed Tim Craven and asked that Directors CPD be the first item discussed. | |
| 127.2016 | Directors CPD-Safeguarding-Cybercrime delivered by Tim Craven (Head of Sport, Tourism and Public Services)
Tim Craven delivered a presentation about online safety and the risks this can cause to young people highlighting the challenge and responsibility adults have. Directors were asked to carry out an exercise and discuss, content, contact and conduct regarding online safety, feedback about the risks involved were discussed. He informed Directors reporting online safety within college has risen dramatically over the last three years; this does not include cyber bullying which is reported separately. | |

Incidents could include:

- Indecent images
- Grooming online
- Unwanted messages
- Sexting

Directors were informed about how the college are dealing with online safety which includes, protecting, educating, identifying and intervening. The college have a filtering system which is set to a high standard, however it was acknowledged that this is not to hinder students and that some students can access certain websites needed for their studies with permissions from staff.

It was also noted that blocking is not the best way forward for young people, educating students about the risks and appropriate use will produce much better outcomes.

Education for students include: tutorial activities, induction and acceptable use policy.

Training for staff includes: induction, safe/acceptable use of computers, safeguarding, reporting processes, policies and support for parents.

Support for parents includes: information via the college website, online safety, parents' information evening on how to keep your son/daughter safe.

Questions from Directors

Asked about sexting it was noted that this could include images as well as messages and that both parties could be putting themselves at risk. It was noted that it is an illegal activity when it involves children under 18 and that it does breach criminal legislation, however it is known that police generally take the view that college can deal with the issue internally.

Asked about social media sites it was noted that young people are at risk across all social media sites and most young people (90%) have full time access to the internet.

It was noted that the use of phones within the Fylde Coast Academy Trust (FCAT) schools have a blanket ban, it was noted that this would not be appropriate for college students and teaching safe and appropriate use would be more effective.

In response to a question about inappropriate use of the internet, it was noted that suspicious behaviour is investigated and followed up.

It was noted that the presentation had raised Directors awareness of online safety which is a forever changing and developing issue.

The Vice-Chair thanked Tim Craven for his presentation and Tim left the meeting.

128.2016 Apologies were noted, the Vice-Chair asked a member of SLT to contact both students who were absent from the meeting in regards to their well-being, which resulted in both students sending their apologies.

129.2016 **Declarations of Interest**
No declaration of interest were declared

130.2016	<p>Consideration of any items of urgent business. Role of FCAT safeguarding representative to be discussed later in the meeting</p>
131.2016	<p>Confirmation of Quoracy It was noted the meeting was quorate</p>
132.2016	<p>Minutes of the meeting held on 4th July 2016 The minutes of the meeting held 4th July 2016 were approved</p>
133.2016	<p>Matters arising from the minutes not covered elsewhere on the agenda There were no matters arising from the minutes not covered elsewhere on the agenda</p>
134.2016	<p>Membership Matters</p> <ul style="list-style-type: none"> a) Student Director-The appointment of Tara Choudhury (Student Director) was approved b) Declaration of Interest-Directors considered the Annual Register of Interest for Directors, it was agreed to update all declaration of interest at the Directors' Annual Conference c) Succession Planning-the Vice-Chair made a plea to Directors and SLT to recruit new members for the Corporation. It was noted that this is a critical issue in light of long-term Directors' terms of office coming to an end.
135.2016	<p>Report on Chair's Actions since the last meeting In the absence of the Chair the Principal gave an update on the Area Based Review (ABR). She informed Directors that steering group three was complete; this was a chance for the college to present their proposal. JG explained that for Blackpool Sixth this was to remain a stand alone SFC and to explain to the ABR panel that they were not interested in academisation at this time. The next stage will include the Head of Finance producing a financial plan to determine the sustainability of the college This will be presented to steering group four in January and the Principal is hopeful of a positive outcome for the college. The Vice-Chair acknowledged the success of the ABR was largely due to the strategic planning of the Chair and the Principal in taking this forward.</p>
136.2016	<p>Principal's Report-December 2016 The Directors considered the Principal's Report (paper 10.1) the Principal highlighted the following from the report.</p>
	<p>Recruitment</p>

It was noted that applications for entry to the college have increased in comparison to the same time last year (1st November) by 59, an increase of 13.5%. It was also noted that Lytham St Annes 6th Form college is under consultation to close in 2018 and parents have already contacted Blackpool Sixth. In light of the potential closure it was noted that strategically the right decision would be to encourage students to attend Blackpool Sixth.

Staff Development & Staff Continuous Professional Development

Directors were informed of the second 'best practice marketplace' which took place, it involved all curriculum and support departments and received great feedback; it also captured the interest of FE Week which featured an article and presented an opportunity to raise the profile of the college.

The Principal reported that staff had been involved in a 'lockdown' procedure which was a success. Staff took it really seriously and the information gleaned from the event will be used to modify the 'lockdown' procedure. The next stage will be to involve the students in the process and then carry out an unplanned exercise for students and staff. The Vice-Chair volunteered to be a representative from the governing body.

Achievements

It was noted that the recent STEM assured launch with a fascinating presentation by Lord Robert Winston was a huge success. There has also been a staff Christmas party, a Christmas craft fair and the exciting launch of 'A Christmas Miracle', a song written and produced by staff at Blackpool Sixth.

Directors were also informed of a permanent appointment for Head of Maths.

Questions from Directors

Asked about the application process for Sept 2017 the Deputy Principal outlined the process which includes, applying online at any time, attending open days and taster days. Keep warm events are offered to potential students, including email and postcards. From February students are then interviewed in groups by the School Liaison Team. Students with additional needs will be catered for by offering additional transition visits.

In response to a question about information, advice and guidance (IAG) it was agreed to share the college glossary with Directors. The Clerk agreed to distribute.

Clerk

136.2016 D1 Resolved: to receive the Principal's Report for December 2016

137.2016 College Self-Assessment Report (SAR)

Directors considered the College SAR 2015-16 (paper 11.1). The Deputy Principal drew attention to the context on page 3 of the report highlighting the reflections for 2015-16 and the key priorities for 2016-17. She asked Directors if they agreed with the grades awarded.

She also noted that SLT will endeavour to produce smarter more succinct reports in the future reducing the amount of repetition between departments.

Questions from Directors

Asked about grade one for effectiveness of leadership and management and grade 2 for outcomes for children and learners it was noted that SLT considered this at length and were confident with the leadership and management grading due to the continuous significant progress made over the last two years.

In response to a question about quality assurance, it was noted that the report had been QA by SLT and was noted on page 74 of the report.

The Vice-Chair noted the excellent reflections in the report and that although more succinct reports would be welcome the quality of the report should remain.

Directors noted that the report is evidenced based and provides an aide memoire highlighting the impact of what has been achieved and is something to be very proud of.

Asked if all targets have to be met to achieve a grade one for outcomes for children and learners the Deputy Principal explained that all targets do not need to be met to move to grade one, however some subjects are stuck and are not moving as effectively as others.

137.2016 D1 Resolved: to approve the Self-Assessment Review and Quality Improvement Plan for 2015-16

138.2016 PMR and Performance

The Principal informed Directors that the paperwork for Performance Management Review is changing and will be reported on at a later date. It was noted that too much emphasis is on data and not enough on developing staff.

139.2016 Special Measures

Directors were informed that two staff are receiving professional support and are making good progress with targets. A further update will be provided at the Standards Board meeting on 27th February 2017 after the mock exams in January. There are no curriculum subjects in special measures.

140.2016 College Action Plan 2016-17

Directors considered the College Action Plan (paper 14.1). The Deputy Principal explained that each objective had been RAG rated against success criteria, she welcomed any questions about the report.

There were no questions to answer, however the Vice-Chair wanted to reflect the effort that has gone into the report.

140.2016 D1 Resolved: to approve the College Action Plan 2016-17

141.2016 Fylde Coast Teaching School (FCTS) and Fylde Coast Academy Trust (FCAT) Matters

Directors considered matters relating to FCTS and FCAT (paper 15.1), the Principal highlighted the following from the report, Felicity Greeves is retiring in December as CEO of FCAT and Tony Nicholson has been appointed to replace her from January 2017. It has been agreed that Blackpool Sixth and Hodgson Academy will each create a post on their respective leadership teams with part of the role having a strong focus on FCAT; this demonstrates the sponsorship commitment from each organisation.

She also highlighted the growing number of members and partners joining FCAT which amounts to almost 40 organisations across the Fylde Coast. With the partner and member school combined the Teaching School now works with 39 schools and 18,899 pupils. Directors discussed the potential advantages and outcomes for children in Blackpool attending the FCAT schools in particular the new free school which will have an age range of birth-18 making for much better transition for pupils. It was noted that the Initial Teacher Training provision continues to develop well.

Directors were invited to ask any questions, there were no questions to answer.

142.2016 Safeguarding

Directors received the minutes of the Fylde Coast Academy Trust (FCAT) Safeguarding Board (SB) meeting on the 13th October 2016 (paper 16.1)

Directors were invited to ask any questions, there were no questions to answer.

142.2016 D1 Resolved: to receive the minutes of the FCAT SB meeting on 13th October 2016

Committee Meetings

143.2016 Standards Board Meeting held on 27th September 2016

The minutes of the meeting were received.

143.2016 D1 Resolved: to receive the minutes of the meeting held 27th September 2016

144.2016 Standards Board Meeting held on 23rd November 2016

The minutes of the meeting were received

144.2016 D1 Resolved: to receive the minutes of the meeting held 23rd November 2016

145.2016 Administration and Finance Meeting held on 11th October 2016

The Chair of the Admin and Finance meeting provided a summary of the meetings held on the 11th October 2016 and 10th November 2016 highlighting various documents for approval. Directors were invited to ask questions. There were no questions to answer.

145.2016 D1 Resolved: to receive the minutes of the meeting held 11th October 2016.

145.2016 D2 Resolved: to approve the Management Accounts for the period ending 31st July 2016

145.2016 D3 Resolved: to approve the Reserve Policy

146.2016 Administration and Finance meeting held on 10th November 2016

The minutes of the meeting were received

146.2016 D1 Resolved: to receive the minutes of the meeting held 10th November 2016

147.2016 D2 Resolved: to approve the Management Accounts for the period ending 30th September 2016

147.2016 D3 Resolved: to approve the Annual Accounts for 2015-2016

147.2016 Self-Assessment meeting held on the 14th November 2016

The Chair provided a summary of the Self-Assessment meeting held 14th November 2016 the minutes were received.

147.2016 D1 Resolved: to receive the minutes of the meeting held 14th November 2016

148.2016 Audit Committee Meeting held on 22nd November 2016

The Chair provided a summary of the meeting held 22nd November 2016 highlighting various documents for approval, drawing particular attention to the broad set of comparisons used against other types of colleges which provides a positive picture for Blackpool Sixth.

The minutes of the meeting were received

148.2016 D1 Resolved: to receive the minutes of the meeting held 22nd November 2016

148.2016 D2 Resolved: to approve the Annual Internal Audit Report 2015-2016

148.2016 D3 Resolved: to approve the Benchmarking Report 2015-2016

148.2016 D4 Resolved: to approve the Management Report on the Audit of the Financial Statement 31st July 2016

149.2016 Search and Governance Meeting held on 22nd November 2016

The Chair of the Search and Governance Committee provided a summary of the meeting held 22nd November 2016 highlighting various documents for approval drawing particular attention to Director membership and succession planning and Director's attendance levels which have improved since last year. It was noted the Audit Committee in particular is low in numbers.

Asked about the agreement to send letters to various organisations, including Health and the Local Constabulary, the Clerk agreed to follow this up with the Chair. It was noted that there is a designated website for retired Senior Police Officers who wish to volunteer their services which is being followed up by the Chair of Audit. The Vice-Chair agreed to follow a lead in regards a retired police officer. It was noted that Internal Audit being carried out on the 12th December 2016 will include Director succession planning.

SH/JB

Chair of Audit
Vice-Chair

149.2016 D1 Resolved: to receive the minutes of the meeting held 22nd November 2016

149.2016 D2 Resolved: to approve the appointment of Lower 6 Student Director Tara Choudhury

149.2016 D3 Resolved: to approve the Director's Attendance Report

149.2016 D4 Resolved: to approve the revised KPI's for 2016-2017

149.2016 D5 Resolved: to recommend Debbie Taaffe move from Administration and Finance to Audit Committee

150.2016 Identification of any new risks

There were no identification of new risks

151.2016 Consideration of any items of urgent business

It was noted that the Chair of the Corporation will be stepping down from the role after the next Corporation meeting in March 2017. As the Vice-Chair will take over as Chair he will be unable to carry out the role of FCAT Safeguarding representative. Directors were asked to consider the role.

152.2016 Remuneration Meeting held on 6th December 2016

This item was deemed confidential and minutes as such. It was noted that it has been an outstanding year for the college, especially with vast improvement in mathematics and the Area Based Review process. The Vice-Chair highlighted the high standards in Leadership skills and thanked SLT on behalf of all Directors. *All members of staff and staff Directors and the Clerk were asked to withdraw for the item.*

153.2016 Date and Time of future meetings

- Residential Conference-Friday/Saturday 3rd/4th February 2017, The Villa Wrea Green
- Corporation Meeting-Tuesday 14th March 2017 17.30hrs Committee Room

Signed _____

Date _____