



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

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

Date: Tuesday 14th March 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.45pm

Present: Mr J Boyle (Chair)
Cllr D Clapham
Mr J Corry
Mr G Curry
Ms J Gray (Principal)
Ms W Middlemas
Ms D Taaffe
Ms J Trembles
Mr N Webster
Ms M Wakefield
Ms V Blakeman
Ms C Coyne

Together with: Ms S Benson (Assistant Principal: Academic)
Ms T Cooper (Assistant Principal: Vocational)
Ms G Yeadon (Deputy Principal)
Ms S Hawitt (FCAT Governance Administrator)

Apologies: Mr M Waterhouse,

Not in attendance: Mr P Anderton and Ms T Choudhury

01.2017 Preliminaries

The Chair welcomed everyone to the meeting, especially Caroline Coyne new Parent Director and welcomed back Stephanie Benson from maternity leave.

Apologies, as recorded above, were noted

The Chair reminded Directors of the college event Miss Saigon taking place this week which Directors had been invited to.

Caroline Coyne gave Directors a brief summary of her background and experiences.

02.2017 Declarations of Interest

No declarations of interest were declared

08.2017 College Action Plan

The Deputy Principal presented the College Action Plan (paper 8.1) and highlighted the slightly different format which includes when and by which groups the plan was quality assured. She also made reference to the areas in blue which had been amended since the last time Directors received the plan.

Questions from Directors

Asked about the recording format of year dates in the progress column –priority 3, SLT agreed to use consistency in recording dates in future reports.

Asked about her view on the report, the Principal noted that the college are doing really well and are aware of the hotspots, such as recruitment which is rated red. She also made Directors aware that Ofsted guidance has changed in relation to Higher Education students not needing to complete work experience which will have a positive impact on the college.

A discussion followed about the detail and the reporting format Directors would like to see, it was noted that Directors rarely want to see an operational paper but more of a succinct summary of progress. Directors agreed the quality of the report was superb, interesting and formative and includes enough detail.

Directors noted that some of the acronyms in the report were not recognised and it was agreed to refrain from using these in the future. In response to a question about priority 1.4 and what Directors could do, it was noted that any further employer connections who offer higher level apprenticeships will help the staff to understand these better in order to market them to the students more appropriately.

Directors were reminded of an invitation sent to attend a talk at the college from British Aerospace Engineering (BAE) systems about their apprenticeships scheme to be held on 4th May 2017 and to give their RSVP to the Clerk.

Asked about the main reasons students choose BSFC it was noted that there was a number of reasons including the variety of courses and the influence from parents and teachers. A discussion about the ‘keep warm’ strategy took place, it was noted that in the past the conversion between number of enrolments and applications is around 65%, the Principal explained that it is difficult to increase the number of applications so it is vital to encourage as many applicants as possible to enrol through a number of activities such as, taster sessions and regular information sharing.

In response to a question the Parent Director explained the reasons for her daughter choosing BSFC was accessibility and the successful study day.

SLT left the meeting

09.2017 Committee Matters

Parent Director-The appointment of Parent Director Caroline Coyne was approved by a parent election

Meeting Dates 2017-18- meeting dates were approved with possible changes to the first Standards Board meeting. A decision still to be made by SLT

SLT

SLT

FCAT Safeguarding Representative

The appointment of Wendy Middlemas to the FCAT Safeguarding Board representative for BSFC was approved

Support Staff Director- Following an unopposed election, The appointment of Support Staff Director Neil Webster was approved

10.2017

Principal's Report

Directors received the Principal's Report (paper 10.1) the Principal highlighted the following, risk rating remains high due to the speculation of further reductions in funding combined with the declining number of school leavers. Taster sessions have gone well with a 24% increase in attendance, the work being carried out as part of the 'keep warm' strategy appears to be working and feedback from students is good.

Funding-The Principal drew Directors attention to the reduction of funding allocation for 2016-17 from the Education Funding Agency (EFA) The reduction is due to Funding Formula Protection which has been reduced by £378K, a fall in student numbers in the previous year has reduced it by £151K and a reduction in high needs funding of £72k.

FCAT/FCTS-The Chair pointed out that there has been some confusion between the similar branding of Fylde Coast Academy Trust (FCAT) and Fylde Coast Teaching School (FCTS). A proposal is being looked at to completely rebrand FCTS so there is no misunderstanding of the two, however ownership and structure will remain the same.

Directors were reminded of an invitation to attend the FCAT Annual Away Day on 31st March 2017

Principal's Activities-The Principal had a meeting with the Principal of Lytham St Anne's Sixth Form College which will officially close from September 2018. Blackpool Sixth will be marketing heavily in that area to attract students.

Directors were informed that GCSE maths had been showcased by Ofsted and that a number of colleges want to share best practice with BSFC.

Questions from Directors

Asked about teaching and learning observation grades and if the number of staff have reduced by one the Principal agreed to check the numbers in the report

Asked about receiving Key Performance Indicator information in graph form the Principal stated that FCAT have developed some data which is colour coded and easy to read which the Principal will propose to Directors at a future meeting. The Chair suggested that both types of reports are presented to Directors at a future meeting for them to decide on the information they require.

Principal

SLT

11.2017

Special Measures

Directors were informed that there are no concerns at present in relation to staff capabilities. Two members of staff who are being closely monitored and are supported through sharing of best practice are making good progress.

12.2017 Safeguarding

Directors received the minutes of the FCAT Safeguarding Board meeting held on 29th November 2016 (paper 13.1)

Directors received the minutes of the FCAT Safeguarding Board meeting held on 9th February 2017 (paper 13.2)

Committee Meetings

13.2017 Audit Committee meeting held on Tuesday 31st January 2017

The Chair of the Audit Committee provided a summary of the meeting held on 31st January 2017, highlighting various reports for approval. It was noted that a telephone conversation with the Internal Auditor with regard to Director succession planning shaped a very honest report.

13.2017 D1 Resolved: to approve the Internal Audit Report No:1 Succession Planning

13.2017 D2 Resolved: to approve the Progress Report

13.2017 D3 Resolved: to approve the Risk Management Report January 2017

13.2017 D4 Resolved: to approve the Risk Register

13.2017 D5 Resolved: to approve Management Action Plans

14.2017 Search and Governance Committee meeting held on 31st January 2017

The Chair of the Search and Governance Committee provided a summary of the meeting held on 31st January 2017 highlighting the work being carried out in relation to Directors Succession planning.

15.2017 Standards Board meeting held on Monday 27th February 2017

Directors received the minutes of the Standards Board meeting held on 27th February 2017

15.2017 D1 Resolved: to approve the Directors Succession Planning document

15.2017 D2 Resolved: to approve the Directors Succession Planning Database

16.2017 Identification of any new risks

It was noted that Succession Planning is rated as 12 on the risk register

Date and Time of next meeting

Tuesday 4th July 2017

Student and Staff Directors were asked to leave the meeting for the next item

17.2016 Confidential item
This item was minuted as confidential

Signed _____

Date _____