



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

Date: Tuesday 15th March 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-7.10pm

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
Mr M Hodgkinson
Ms W Middlemas
Ms D Taaffe
Ms J Trembles
Mr N Webster

Together with: Ms S Benson (Assistant Principal: Academic)
Ms T Cooper (Assistant Principal: Vocational)
Mr A Lloyd (Vice Principal: Information Systems and Resources)
Ms A Pickup (Director of Finance and HR)
Ms G Yeadon (Deputy Principal)
Mr G Hitchmough (Audit and Assurance Partner-Mazars)
Mrs S Hawitt (Governance Administrator: Fylde Coast Academy Trust)

Apologies: Mr J Corry
Ms M Wakefield

		Action
83.2016	Preliminaries The Chair welcomed everyone to the meeting. Apologies were received from Mr J Corry and Ms M Wakefield	
84.2016	Declarations of Interest No declarations of interest were declared	
85.2016	Consideration of any items of urgent business. No urgent business for consideration	
86.2016	Committee Matters The appointment of Ms D Taaffe to the Admin and Finance Committee was approved	

J Trembles joined the meeting

87.2016

CPD for Directors-Training FRS102 delivered by Gareth Hitchmough, Mazars

The Audit and Assurance Partner from Mazars delivered a presentation on the Financial Reporting Standards FRS 102 and the new Statement of Recommended Practice (SORP) (accounting for further and higher education 2015) He gave Directors an overview of the framework and the time frame for the conversion. It was noted that, SORP 2015 is applicable to colleges with effect from the college financial year 1st August 2015 to 31st July 2016.

Directors were informed of the significant changes including:
Key Financial Performing Impacts and decisions to be made:

- Tangible Fixed Assets – under FRS 102 there is an option to re-evaluate on transition
- Measurement Basis- Deciding between the Accruals model and Performance model.

Accruals model- continuation of existing practice, this model moves the 'deferred capital grant reserve' from where it is currently to the upper part of the balance sheet. This will reduce the net asset value of the college, however the impact has been assessed on the financial health grade and there would be no effect on the grade.

Performance model-Income is recognised when performance condition is met, for example the year in which a capital asset is purchased.

Directors considered (Paper 5.1) and the recommendations made.

Director of Finance and HR recommended not revaluing as the college had not done this on a regular basis before and the estate is quite new.

Recommendation for the college to remain with the accruals model, reflecting the changes to the balance sheet in terms of where and how the reserve is accounted for.

All
Directors
A&F

Directors agreed to remain with the accruals model and any further decisions to be made at the next Admin and Finance Committee meeting in May and to be approved by the Audit Committee.

AP

Papers relating to final details to be considered by Admin and Finance subject to it going through SLT. The Corporation agreed for the A&F committee to proceed accordingly.

Questions from Directors

In response to a question regarding the accounts from 2014-2015 it was noted that they will be adjusted and appear as the comparatives in the 2015-16 accounts. There will be a note to the accounts detailing the adjustments made.

In response to a question about model accounts (commonly known as 'Casterbridge'), however the changes will increase the choice for how certain items are presented within them.

87.2016 D1 Resolved: Directors agreed to remain with the accruals model and delegate further decision making to Admin and Finance Committee

88.2016 Minutes of the meeting held on Tuesday 8th December 2015

The minutes of the meeting held on the 8th December 2015 were approved

89.2016 Matters arising from the minutes not covered elsewhere on the agenda

- a) Amendments to the Standards Board report-**(item 6.2015 from the previous minutes) confirmation that changes have been made to the ALPS scores in respect of the achievement for gifted and talented students.
- b) Compliments, concerns and complaints report-**(item 69.2015 from the previous minutes) confirmation amendments to tables at item 2.2 and 4.2 have been made to the report
- c) Quality Improvement Plan (QIP)-**(item 71.2015 from the previous minutes)
Directors considered the QIP (paper 7.1) following Mock exams and BTEC assignments.

The Deputy Principal highlighted a concern in the A level value added scores in some subjects, in particular: mathematics, science, French and geography. Urgent actions are in place and are currently being addressed.

She also highlighted a gap in the number of students accessing work experience or volunteering as part of a study programme. It was noted that SLT are doing everything they can to meet this very challenging target.

Questions from Directors

In response to a question about timescales for actions set the Principal explained that the QIP is an annual plan to be completed by July 2016. It was noted that urgent actions need to be time bound.

Asked about previous actions for mathematics and the continuous need to improve this subject, it was noted that SLT are fully aware of the situation and changes have been put in place to challenge this. For example, new Head of Mathematics and changes to the structure of courses.

Asked about the offers of work placements from employers at the Directors' Residential Conference it was noted that all feedback is with SLT for follow up.

When asked about the target of 55% of student application to universities being met when actual performance criteria suggests 54% the Deputy Principal explained that since the report the current actual figure has increased to 64%

D1 Resolved: to receive the Quality Improvement Plan 2015-2016

90.2016 Meeting Evaluation Form

After consideration it was agreed the Self-Assessment committee tailor some of the questions to focus on individual member's contribution to the Corporation and be considered by the Search and Governance Committee. It was noted that it would be useful to map information to the Self- Assessment Report and feedback at the Annual Conference.

Self-
Assess
Search
&Gov

91.2016 Report on Chair's action since the last meeting

The Chair had nothing to report since the last meeting

92.2016 Principals Report March 2016

Directors received the Principal's Report (paper 10.1)

The Principal highlighted the following areas from the report

Student retention:

The Principal reported that retention for the college was 97%. Retention in L6 was 98.2% (+2.26% on last year) and 99.8% in U6 On level 2 courses has seen a decline compared to last year. This may be explained by the college's exceptional recruitment of a small number of students who had achieved lower than expected GSCE results. Some of these students have since left the college suggesting that the exceptional strategy had not worked. This approach has been reviewed for August enrolment 2016.

Student attendance:

The Principal reported attendance had improved by 0.5% points on last year to 95%. She also highlighted that unauthorised holidays is having an impact on attendance and retention. The policy states that the college does not authorise students to take holidays in term time, as a result of this students can lose their college place. Each case is reviewed on an individual basis with SLT members.

It is difficult for college to coincide their holiday dates with other schools, colleges and academies as these can all be different.

Staffing update:

The Principal informed Directors that the Head of Finance and HR will be leaving the college in May 2016 and preparations are under way to cover this role.

Arrangements have been made to cover the maternity leave of Assistant Principal: Academic.

Recruitment:

The report also highlighted the fact that there is a reduction in applications to the college. Based on feedback from schools, increased interest in apprenticeships or fully vocational courses appear to be factors behind the falling applications.

Questions from Directors

In response to a question about enforcing a fine for taking holidays in term time it was noted that this would create a lot of administration work and in fact the students are not of statutory school age and so legislation applicable to schools is not available to the College.

Asked about outcomes for students who do not attend it was noted that evidence suggests a minority of students can still do well with a low attendance record.

Asked if the rule can be relaxed or one strike and then dismissal from college at the discretion of SLT, it was noted that the process needs to be consistent and further work involving parents to avoid holidays in term time needs to be carried out. A meeting of the SLT is arranged to discuss this after the Easter break.

Asked if we need to review entry requirements it was noted that if the entry requirements are reduced there is a risk the students may not do as well with their studies.

Asked if some students are coming through with the numbered system rather than a grade it was noted that in 2016 the college will accept a 4(C equivalent) but this is likely to rise to a 5 (high C) from 2017.

92.2016 D1 Resolved: to receive the Principals report for March 2016**93.2016 Attendance and Retention Report**

The Assistant Principal: Academic provided responses to questions from Directors on the report (paper 11.1)

Questions from Directors

In response to a question about whether the report has been quality assured the, Deputy Principal assured Directors that the report has been quality assured by SLT and MIS. It was agreed to add a footer to the document to show the QA correspondence on every page to make it clearer for Directors.

Asked how closely data is linked to results within each department, it was noted that student progress against attendance and retention is monitored in each subject via a series of progress review meetings across the year. Any student regarded as 'at risk' of leaving college is supported for individual and specific needs as appropriate.

In response to a question about persistent absence, it was reported that as at 4 February persistence absence of students with attendance under 90% was at 15% compared to 19% at the same point last year; this is an improvement of 4 percentage points. The persistent absence of students with attendance under 85% was at 6.8% compared to 7.9% at the same point last year; this is an improvement of 1.1 percentage points. This positive achievement is the result of a relentless focus of the pastoral mentor team to reduce persistence absence in the college.

In response to a question about 'target 96' it was noted that every student with an attendance rate of 96%+ will be entered into a prize draw to win a variety of prizes. It was explained to Directors that the impact of 'target 96' has proved to be successful in improving attendance across the college.

94.2016 **College Action Plan**

The Deputy Principal highlighted the following areas from the College Action Plan (Paper 12.1)

It was noted that the College Action Plan is a detailed account of the objectives and the progress the college are working towards this academic year. The Deputy Principal explained to Directors that against each objective is detailed progress against the actions set. These are RAG rated and even though there are several rated green which is good the college are working hard to improve the red ratings.

Reduce attainment gaps- She also explained the significant difference between reporting on a 2 percentage point gap (only 33% of the 24 E&D measures are not significant in terms of attainment gap, at January mocks 2016 compared to 44% at the same point in 2015 and a 3 percentage point gap (58% are not significant January 2016 compared to 62% January 2015) College are still reporting on a 2% gap whilst some other colleges are reporting on a 3-5% gap.

Increase the number of good and outstanding lesson observation grades- it was noted that a summary report showing actions taken and impact to date following ShOW will be shared with directors next term.

Added Value-it was noted that one of the reasons for setting an ambitious target for 'no negative value added' was to focus the staff minds on VA. VA predictions based upon February data entry vary between departments. Currently, 33% of students are under target, 32% are on target and 35% above target.

Dr P Anderton left the meeting, the meeting was still quorate

95.2016 Safeguarding

Directors received the minutes of the FCAT Safeguarding Board meeting held on the 11th February 2016 (Paper 13.1)

Committee Meetings

96.2016 Audit committee meeting held on the 9th February 2016

A member of the Audit Committee provided a summary of the meeting held on the 9th February 2016. Highlighting the various reports for approval.

In response to a question about the significant actions on the Risk Register it was noted that the significant risks have been highlighted as red and are being addressed.

96.2016 D1 Resolved: to approve the Internal Audit Progress Report 2015-2016.

96.2016 D2 Resolved: to approve the Enrolment and Marketing Effectiveness Review 2015.

96.2016 D3 Resolved: to approve the Benchmarking Report 2014-2015

96.2016 D4 Resolved: to approve the Risk Management Report February 2016

96.2016 D5 Resolved: to approve the Risk Register 2015-2016

96.2016 D6 Resolved: to approve the Risk Management Policy 2016-2018

97.2016 Search and Governance Committee held on Monday 25th January 2016

The Chair of the Search and Governance Committee provided a summary of the meeting held on Monday 25th January 2016. Highlighting the various documents and appointments for approval.

97.2016 D1 Resolved: to approve the revised KPI's for 2015-2016

97.2016 D2 Resolved: to approve the position of Chair to the Standards Board

97.2016 D3 Resolved: to approve the appointment of Debbie Taaffe to the Corporation
97.2016 D5 Resolved: to approve the Terms of Reference for the Standards Board
97.2016 D6 Resolved: to approve the Directors meeting dates for 2016-2017

98.2016 Standards Board meeting held on Monday 22nd February 2016

Directors received the minutes of the Standards Board meeting held on 22nd February 2016.

99.2016 Review of risks

The loss of the Director of Finance and HR from the college staff was noted as a new risk.
As this was the last Corporation meeting before Amanda's leaving date the Chair thanked her for her time of the Corporation and wished her well for the future.

100.2016 Future Dates

Directors confirmed they had received invitations for future college events.
Directors were informed that Academisation training will take place on Thursday 5th May at 5pm

101.2016 Remuneration Committee held on 8th December 2016

This item was deemed confidential and minuted as such.
All members of staff and staff and student Directors were asked to withdraw for the item

Date and Time of next meeting
Tuesday 5th July 2016 at 5.30pm

Signed _____

Date _____