



## MINUTES OF THE CORPORATION MEETING HELD ON

**Date:** Wednesday 1<sup>st</sup> July 2015  
**Venue:** Sixth Form College  
**Room:** Committee Room  
**Time:** 1715hrs

**Present:** Mr J Boyle (Chair)  
Dr P Anderton  
Mr D Berry  
Cllr D Clapham  
Mr J Corry  
Mr G Curry  
Ms T Fish  
Mr A Goodinson  
Ms J Gray  
Ms W Middlemas  
Ms J Trembles  
Mr N Webster  
Mr P Welsh  
Mr N Wilson

**Together with:** Ms S Benson (Assistant Principal: Academic)  
Mr A Lloyd (Vice Principal: Information Systems and Resources)  
Ms A Pickup (Director of Finance and Human Resources)  
Ms G Yeadon (Deputy Principal)  
Mrs K Buddle (Governance Administrator – FCAT)  
Mr N Lund (North West Regional Prevent Co-ordinator – for the first part of the meeting)

**Apologies:** Apologies were received from Mr M Cobandag, Rev Dr R Murphy and Mr M Hodgkinson (Observer)

**34.2015 Training presentation on the Prevent Strategy**  
Mr Nigel Lund, North West Regional Prevent Co-ordinator delivered a presentation on the Prevent Strategy and the duty on further education colleges in respect of the Counter Terrorism and Security Act 2015.

It was reported that the current threat level for international terrorism in the UK is assessed to be 'severe', meaning an attack is highly likely. Since the London bombings in 2005, 40 plots resulting in loss of life have been uncovered and it was estimated that between 500 and 1,000 people had fought, or were currently fighting, abroad. The Prevent Strategy aims to challenge ideologies and protect individuals from danger, rather than criminalise people.

Under the new legislation, schools and colleges have a duty of care to students who might be vulnerable to radicalisation, and, as in cases of child sexual exploitation, some students may be a risk of this through on line grooming.

Action

Non compliance with the legislation could result in loss of funding for colleges as the issue is regarded as a considerable safeguarding matter. The Deputy Principal reported that key College staff had already taken part in training on the duty and that more sessions were planned. Asked about the potential for Directors to also take part in the training, the Deputy Head agreed to provide the Clerk with dates for future sessions in order that these could be circulated. Mr Lund also recommended an e-learning programme that might be useful for Directors to complete, and the clerk agreed to circulate the link.

GY/KB

Mr Lund explained some of the key triggers that institutions had missed in the past, for example, instances where students had gone on to join radical groups after being rejected from courses and following poor performance in exams.

Mr Lund also advised the importance of reviewing College IT systems in order to ensure that they were robust enough to filter out access to radical sites. He recommended that, as a deterrent, the College require all students, staff and visitors to sign up to an agreement in respect of access to inappropriate sites while in College, including use of the College's WIFI facilities.

In response to a question about whether his team was working with any local groups to eradicate extremism, Mr Lund confirmed that links with some in the Blackburn area had been made. Directors were informed however, that the Prevent Strategy looked to address all forms of extremism, including far right ideologies, and that some of the groups promoting these were based in the Fylde Coast area.

*The Chair thanked Mr Lund for his informative and important presentation and he left the meeting.*

### **35.2015 Preliminaries**

The Chair formally welcomed everyone to the meeting.

The Chair of the Search and Governance Committee recommended the appointment of Mr Dan Berry as a new Director to the Corporation in place of Simon Brennand, whose term of office had come to an end in April 2015. This was seconded and approved by Directors. Mr Berry provided a brief summary of his background as Headteacher at St George's School in Blackpool and introductions were made.

It was noted that terms of office for Mr Ash Goodinson (Staff Director) and Mr Nathan Wilson (Student Director) were due to come to an end. The Chair thanked them both for their time and commitment to the Corporation and presented them with awards on behalf of Directors. Directors expressed their thanks and good wishes to both for the future.

*Mr Goodinson thanked Directors and left the meeting.*

Apologies for the meeting were noted.

- 36.2015**    **Declarations of Interest**  
The Chair declared that he provided some non-governance related duties for Fylde Coast Teaching School and that he received some remuneration for these.
- Mr G Curry declared his position as a Fylde Coast Teaching School Director.
- 37.2015**    **Consideration of any items of urgent business.**  
None.
- 38.2015**    **Minutes of the meeting held on 5<sup>th</sup> May 2015**  
The minutes of the meeting were approved.
- 38.2015 D1 Resolved: to approve the minutes of the meeting held on 5<sup>th</sup> May 2015.**
- 39.2015**    **Matters arising from the minutes not covered elsewhere on the agenda**
- a) Report on Ofsted style inspection of Leadership and Management June 2015** (Item 23.2015 from the previous minutes)
- The Principal highlighted the key points from Kathy Passant's report on Leadership and Management following the inspection she had carried out over the previous month (Paper 6.1a). The majority of points reflected concerns already raised by the Senior Leadership Team (SLT). From a governance perspective, it was felt that Directors were not always being given enough information to make sound challenges during meetings and that the minutes of meetings could be improved to better show the extent of challenge by Directors. The Principal and the Chair had already met with the Clerk to decide on how improvements to the minutes might be made.
- The report also highlighted the need for the College to improve its self-assessment and quality assurance processes and work on these had already begun. Further work over the summer to strengthen teaching and learning would also be carried out.
- In response to one of the recommendations in the report, the Principal had developed a schedule of additional Corporation meetings to focus purely on strategic and curriculum issues that general meetings did not allow time for (Paper 10.4). The meetings would be called 'Standards Board' meetings and would be for all Directors to attend. The additional meetings would also provide a forum for reporting on the progress of special measures monitoring. Pre meetings with the Chair and the Clerk to agree agendas for the Standards Boards meetings had also been arranged.
- The College had scored 'outstanding' in respect of its safeguarding practices which was reassuring.

## Challenges

Asked if there might be a danger that the new Standards Board meetings would generate an overload of work for Directors, and whether it would be more beneficial for these matters to be overseen by a committee, the Chair reminded everyone of the conversation held at the residential conference in February where it had been agreed that all Directors needed to be aware of, and respond to, strategic developments. Ofsted would expect this and to see appropriate challenge reflected in the minutes of meetings. It was acknowledged that there might be an opportunity to reassess the position after a full year of meetings.

Asked about the potential for Directors to participate in 'learning walks' around the College as a way of gaining information to support their need to provide a stronger challenge, the Chair and the Principal both agreed that this might be possible as long as Directors respected the boundaries between governance and management. The Clerk was asked to provide the matter as an agenda item for a future meeting of the Corporation.

KB  
(agenda)

One of the Directors raised a concern about the College's Mission Statement. The Principal explained that revising the Statement was not a priority issue for the College at the moment. The Director challenged this as, when asked during the inspection, he had not been able to answer questions on the Statement. The Principal confirmed that the Statement was posted in all classrooms and around the College. Following a brief discussion, the Chair advised that a review of the Statement go ahead, as planned, in February 2016.

Asked about the decline in overall good and outstanding self-assessment grades to 71% from 86%, the Deputy Principal confirmed that this had a lot to do with the fact that the College was continually raising the standard for its self-assessments and incorporating more rigour. Although the number of 'outstanding' lesson observations had increased, the number of 'good' had decreased.

Asked if the closing the gaps figures were based on like for like data, the Deputy Principal confirmed that this was the case. The College was performing well in this area with just a very small gap in respect of achievement at the higher grades.

Directors approved the findings in the report and the adoption of additional Standards Board meetings from September 2015. With an extra meeting of the Corporation scheduled to provide further Ofsted training on 8<sup>th</sup> September 2015, this would require Directors to commit to attending eight full meetings over the 2015 -16 academic year.

b) **Amends to the Statement of Public Value** (Item 29.2015 from the previous minutes)

Some minor amends to the Statement had been made and the revised document would be circulated with the minutes of the meeting.

KB

c) **List of College links with employment agencies** (Item 32.2015 from the previous minutes)

Directors noted the list of partner agencies (Paper 6.4) showing links to over 80 companies. Asked whether or not students were aware of the list, SLT members acknowledged that this was unlikely and agreed to circulate it wider during the coming academic year.

SLT

**39.2015 D1 Resolved: to agree a schedule of additional Standards Board meetings from September 2015 for all Directors to attend.**

**40.2015 Report on Chair's Action since the last meeting**

None

**41.2015 Principal's Report July 2015**

The Principal summarised the key points from her Report (Paper 8.1) and drew Directors' attention to the fact that the College had been unable to appoint to the Head of Maths position. The Vice Principal had agreed to take up the role on a temporary basis until further recruitment could begin next year.

43 members of staff were due to leave later in the week. Trend data on leavers would be provided to Directors at future meetings.

The Principal formally thanked Mr P Welsh for coming into the College earlier in the term to speak with SLT about media matters.

**Challenges**

Asked about how the additional duties as Head of Maths would impact on the Vice Principal's substantive role, the Principal explained that most of the building work, for which the Vice Principal had been responsible, had now been completed, and, with the addition of another member, there was enough capacity within SLT to allow him to take on the role temporarily. The College had considered asking the Head of Science to take on the role, but rejected this option in order to maintain the focus required on Science. One of the Directors suggested that, before advertising again for the position, the College consider revising the title of the post and incorporate mention of an opportunity for future growth within the role as a way of attracting a wider field of potential candidates.

In response to a question about the student survey (7.1 of the Report), the Principal acknowledged the lack of trend data to provide progress comparisons and confirmed that the survey and the student voice strategy would be reviewed and developed to allow for more regular reporting of matters raised. When asked about whether feedback was provided to student suggestions, the Deputy Principal explained that this was always made available, along with the reasons for rejecting those that could not be taken on board. Following a request, the Deputy Principal agreed to copy Directors into any future feedback for their information.

GY

Asked about those members of staff that had not yet achieved a grading of 'good' or 'outstanding' in their lesson observations (Item 6.2 in the Report), the Deputy Principal confirmed that four (half) of them would not be staying at the College. Support plans for the rest were already in place.

The Chair drew Directors' attention to the Budget for 2015-16 (Item 9.1) and emphasised the fact that this was the smallest surplus carry forward that he had memory of in his time on the Corporation. Due to other financial pressures on the College, including the potential decline in admissions and changes to the national funding formula, he felt that there was a significant financial risk to the College that Directors needed to be mindful of. The Director of Finance and HR explained that increased actions had been added to the Risk Register in light of the situation, but that the College would need to be aware of any future austerity measures that might also impact on the budget longer term.

In response to a question from a Director about monitoring of the Risk Register, the Chair confirmed that this was carried out on a regular basis through the Audit Committee.

**41.2015 D1 Resolved: to receive the Principal's Report for July 2015.**

**42.2015 Progress against the Key Performance Indicators**

Directors noted progress against the College's Key Performance Indicators (Paper 8.2). Asked by the Principal if they wanted to continue to receive the information in this format, bearing in mind it changed very little between meetings, Directors confirmed that they did. They felt that the graphs would make any significant changes instantly noticeable. Asked whether the KPIs reflected information that might be requested by Ofsted, the Principal reminded Directors that the graphs had been developed to meet Directors' own requests. The Standards Boards meetings would provide information to support the majority of Ofsted requirements.

It was agreed that the information in the final graph on the paper (showing AS, A2 and BTEC ALPs value added) might be more effectively reported within the narrative of the Principal's Report in the future.

**43.2015 Safeguarding**

Directors received and noted the minutes of the meeting of the Fylde Coast Academy Trust Safeguarding Board held on 6<sup>th</sup> May 2015 (Paper 9.1).

#### 44.2015 Strategic Planning Matters

##### a) Review of Strategic Development Plan for 2014 - 15

Directors considered progress against the current year's Strategic Development Plan. All actions had been completed or part completed. The Principal explained that the College was working hard to try to increase A2 value added to ALPS band 2 (Objective 1.1), but this was proving difficult to achieve, and might have been an unrealistic target given the ALPS grading for A Level provision in 2014 (low ALPS 3). Currently, the value added for the College was at ALPs band 3.

Asked if there were plans in place to achieve the outstanding actions, the Principal confirmed that this was the case and that it was expected that most would be completed by the end of August 2015. Any outstanding after then would be carried forward into the coming year if necessary.

In response to a question about Investors in People (IIP) status (part of Objective 6.3), the Deputy Principal confirmed that the College did already have the award but was due to be assessed again within the year, possibly using a new IIP assessment framework. Directors felt strongly that IIP principles should be well embedded by now and that future testing should demonstrate this.

Asked about the Teacher of the Year Award (Objective 6.3), the Deputy Principal confirmed that this was a national award provided by the Times Educational Supplement and a significant achievement by a Blackpool Sixth Form College employee. Directors felt that the College needed to communicate the accomplishment wider. The Deputy Principal agreed to update Directors on the outcome of a student award that was pending.

GY

##### b) Strategic Development Plan for 2015 – 16

Directors noted and approved the strategic priorities for 2015 – 16 (Paper 10.2).

##### c) Draft College Action Plan for 2015 – 16

The Principal outlined the key elements of the College Action Plan for the coming year (Paper 10.3) explaining that this incorporated the self-assessment review and would become the key planning document for the College.

In response to a request from the Principal for suggested improvements to the Plan, Directors recommended that measures be added against those actions where none were in place currently.

JG

#### Challenges

In response to a question about the College's links with Fylde Coast Academy Trust (FCAT), the Principal confirmed that she was committed to maintaining these for the moment, but would be assessing the impact on the College during the year.

Asked about whether the College intended to review its curriculum offer and mix of subjects available, the Principal confirmed that this would be carried out and was linked to Priority 1 in the Plan.

**44.2015 D1 Resolved: to approve the strategic priorities for 2015 – 2016**

**44.2015 D2 Resolved: to approve the College Action Plan for 2015 – 2016**

**45.2015 FCAT update**

This item was deemed confidential and minuted as such.

#### **Committee items**

**46.2015 Audit Committee**

The Chair of the Audit Committee provided a summary of the meeting held on 16<sup>th</sup> June 2015 highlighting the changes that would be coming into play with respect to financial reporting over the next two years. Directors would be provided with further information on this in the new academic year.

The Director of Finance and HR explained that a new category of assets would be introduced to cover larger pieces of equipment, e.g. boilers, and that these would be written off on a straight line basis as agreed by the Audit Committee.

Directors approved the matters arising from the meeting.

**46.2015 D1 Resolved: to receive the minutes of the Audit Committee meeting held on 16<sup>th</sup> June 2015.**

**46.2015 D2 Resolved: to approve the Risk Report for Summer 2015 and the Risk Register**

**46.2015 D3 Resolved: to approve the Internal Audit Progress Report June 2015**

**46.2015 D4 Resolved: to approve the Internal Audit Strategy for 2015 – 2016**

**46.2015 D5 Resolved: approve the Audit Strategy Memorandum for year ending 31<sup>st</sup> July 2015**

*JC gave apologies and left the meeting.*

## **46.2015 Administration and Finance Committee**

The Chair of the Administration and Finance Committee highlighted the key issues arising from the meeting held on 23<sup>rd</sup> June 2015, including a confidential item (this was minuted as a confidential item).

### **Item was discussed at Search meeting 18<sup>th</sup> April 2016 and deemed fit for public domain, original confidential item notes added to minutes.**

The Chair of the Committee drew Directors' attention to problems being experienced with the finance collection part of the iPad scheme. The original provider for the service, Instar Digital, had gone into liquidation in April 2015 and approximately £76k was owed to the College. A legal opinion on whether or not the College could take action against the directors of the company was currently being sought. The Committee had discussed the matter in some detail and identified learning points for the future. The Chair reported that the matter had also been referred to the Audit Committee and a paper would be brought to the next meeting of the Audit Committee in order to ensure the matter was being addressed appropriately.

The Director of Finance and HR drew attention to an additional paper which had been circulated earlier in the day (Paper 11.2biii). This illustrated the final budget summary, including information on bursary and free school meal income as required by the Education Funding Agency (EFA).

### **46.2015 D1 Resolved: to receive the minutes of the Administration and Finance Committee meeting held on 23<sup>rd</sup> June 2015.**

### **46.2015 D2 Resolved: to approve the Management Accounts to 31<sup>st</sup> May 2015.**

### **46.2015 D3 Resolved: to approve the Budget for 2015 – 16.**

### **46.2015 D4 Resolved: to approve Health and Safety Reports No 2 and No 3.**

### **46.2015 D5 Resolved: to note the College's Key Financial Performance Indicators.**

The Chair of the Committee explained that he was stepping down as Chair after today's meeting and thanked the Vice Principal, the Director of Finance and HR and members of the Committee for their support over his time in office.

The Chair of the Corporation thanked the Chair of the Committee for his work in leading on the oversight of the organisation's finances and building projects over the last five years, and for his personal support.

*PW thanked Directors and left the meeting.*

**47.2015 Search and Governance Committee**

The Chair of the Search and Governance Committee reminded Directors of two matters outstanding from the meeting held on 27<sup>th</sup> April 2015.

Following a brief discussion, Directors approved the adoption of Association of Colleges Code of Good Governance for English Colleges.

In view of the fact that there had been no expressions of interest for the position of Chair of the Corporation, the Chair of the Committee had met with the current Chair and asked him to remain in post until a future post holder could be identified. Following a brief discussion, Directors approved the further extension of the current Chair’s term of office.

In response to a request from Directors, the Chair of the Corporation agreed to provide a summary on the role of the Chair at the September meeting of the Corporation.

JB  
KB  
(agenda)

**47.2015 D1 Resolved: to adopt the Association of Colleges Code of Good Governance for English Colleges**

**47.2015 D2 Resolved: to approve the extension of the term of office of the current Chair of the Corporation until a new Chair can be identified.**

**48.2015 Review of Risks**

Directors acknowledged the link between funding and the College’s ability to retain its ‘outstanding’ Ofsted grade. The Director of Finance and HR reported that the College had increased its marketing budget for the coming year in order to improve its online presence as a way of further attracting students.

**49.2015 Corporation meetings 2015 – 16**

Directors noted the calendar of meetings for the coming year.

In response to a comment about start times for committee meetings, the Chair confirmed that these had been arranged to suit the majority of people attending them. It was agreed to review them again in advance of the next cycle of meetings.

**Date and time of next meeting**

**Day:** Tuesday  
**Date:** 8<sup>th</sup> September 2015  
**Time:** 1715hrs  
**Venue:** Committee Room

**Signed:**

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**Chair:**

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**Date:**

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