



MINUTES OF THE CORPORATION MEETING HELD ON 17th DECEMBER 2013

Date: Tuesday 17th December 2013
Venue: Sixth Form College
Room: Committee Room
Time: 1715hrs - 1915hrs

Present: Mr J Boyle (Chair)
Mrs C Bellamy
Cllr. D Clapham
Mrs Kathy Clowes
Mr J Corry
Mr G Curry
Mr A Goodinson
Ms F Greeves OBE
Mr S Sheard
Ms J Trembles (late arrival)
Mr N Webster
Mr P Welsh
Mr N Wilson

Together with: Ms S Benson (for the opening presentation)
Mr S Davies (for item 60.2013)
Mr A Lloyd (Vice-Principal Information Systems & Resources)
Mrs A Pickup (Director of Finance & Personnel)
Ms G Yeadon (Deputy Principal)
Dr J Burgess (Clerk to the Corporation)
Mrs J A Trainor (Assistant to the Clerk to the Corporation)

- | | | Action |
|----------------|--|--------|
| 47.2013 | Preliminaries and apologies for absence
The Chair welcomed members to the meeting and formally introduced Mrs Kathy Clowes and Mr Nathan Wilson to their first meeting.

Apologies had been received from Mr S Brennand, Mr H Heath, Ms K Talboys, Dr D Sanders and Mr R Weaver.
Rev Dr R Murphy did not attend. | |
| 48.2013 | Declaration of Interest
Mr Boyle advised that as result of his role as a National Leader of Governance he was now receiving paid assignments from the National College for Teaching and Leadership.

In addition, Principal, Deputy Principal and Clerk noted their interests in item 23 on the agenda. | |
| 49.2013 | Consideration of any items of urgent business.
None. | |

50. 2013 Presentation: “Elements of an Outstanding Lesson”

The Chair welcomed Ms Benson, Director of Learning, and emphasized the current imperative that Governors are well informed about teaching learning and assessment. This presentation, offered earlier in the term, was planned to enable all Governors to become conversant with the College’s approach to developing outstanding teaching and learning.

Ms Benson provided Governors with an informative overview of the College’s approach to grading lesson observations and specifically the five key elements that collectively make up an ‘outstanding lesson’. The College observers critically assess teaching sessions on five areas, with the benefit of detailed performance criteria for each aspect:

- Progress
- Relationships
- Assessment
- Planning & Delivery
- Resources.

Governors were particularly interested to understand the strategies used by teachers to personalize and differentiate learning. Ms Benson stressed the importance of this and gave a number of illustrations of how this might be achieved. Ms Benson also demystified ‘Kagan Structures’ by giving examples of collaborative, activity based, student led exercises.

Governors thanked Ms Benson for a fascinating insight into the subject and wished her well in her new role.

Ms Benson left the meeting.

51.2013 Appointment of new Governors

Following the recommendations of the Search Committee on the 14th October 2013 (40.2013 D2) and on the 2nd December 2013 (51.2013 D1) it was proposed that Mr Nathan Wilson and Mrs Kathy Clowes be elected to the Corporation with immediate effect. Both new members would join the Strategic Planning & Standards Committee and Mrs Clowes would also join the Administration & Finance Committee. Mr Corry kindly offered to act as a mentor to Mrs Clowes.

Mr Corry
To action

51.2013 D1 Resolved: that Mr Nathan Wilson be appointed as a Student Governor until the conclusion of his studies in July 2015.

51.2013 D2 Resolved: that subject to DBS clearance, Mrs Kathy Clowes be appointed as Governor for a four-year term until 17th December 2017.

52.2013 Minutes of the last meeting of the Corporation held on the 9th July 2013

(Paper A)

52.2013 D1 Resolved: that the Minutes be approved.

53.2013 Matters arising from the Minutes of the Meeting held on the 9th July 2013

All matters had been actioned.

54.2013 Report on Chair's Action

The Chair advised that he had not taken any formal actions since the last meeting. However, he had attended both the Association of Colleges' National Conference and the Sixth Form College Association's Annual Conference. Whilst these were important events, with Government Ministers in attendance, there were no significant new issues to share with colleagues as the College is well positioned at the forefront of developments.

Ms J Trembles joined the meeting

55.2013 National Governors' Association.

The Chair advised that, as the College had become members of this organization, it was important and beneficial for all Governors to secure access to these resources by allowing the College to share email and home addresses with the NGA. Governors confirmed they were happy for this to happen.

55.2013 D1 Resolved: that the College shares Governor email and home addresses with the NGA.

56.2013 Principal's Report & Key Performance Indicators – December 2013 (Paper B & C)

The Principal advised that the first part of her Report was now designed to provide further detail and explanation of the **13 Key performance Indicators**. She was very pleased to report that the College had substantially exceeded its enrolment targets and that student applications for next year were 250 more than the same time last year. Student attendance was also higher by 0.6% at 95.2%. Whilst the Colleges' current financial operating surplus was very healthy, a number of additional staff costs still needed to be processed. Average class sizes for the most part have exceeded both last year and national sixth form benchmarks. Student Retention is high at 99.6% and is on track to meet the end of year target. Student Achievement exceeded both the previous year's level and the national sixth form benchmark.

There had been a slippage of some 2.6% in overall success rates due to GCSE re-sits and the Extended Project Qualification. Strategies were in place to address these areas and to support the Value-Added statistics in A2. It was noted that despite the decline in the College's Success Rates, these were still in excess of sixth form college's national average and significantly in excess of all local school sixth forms. Governors wondered how this key marketing message could be best communicated. Senior Managers advised sensitivity in this matter and suggested that this is probably best done through word of mouth via Heads of Department to students and parents. A key point for the College is its focus on the development of the student as a 'whole person'.

Support Staff Holidays

The proposed changes to Support Staff holidays were closely scrutinized and questioned by Governors. The rationale and promised benefits were discussed and Governors supported the proposal.

Pay Policy & Curriculum Leadership

The Principal provided an update on the management offer to pay a greater national pay rise (an additional 0.5%) to teachers in return for the introduction performance related pay progression between the main scales 4,5 and 6.

The SMT are also actively considering strategies to enhance support to students through an increase in the number of Curriculum Leader positions within the College and an additional weekly teaching session for all A2 courses.

Curriculum change

To assist students to cope successfully with the loss of the January module examinations, a mock examination is planned for February 2014.

Improving Teaching and Learning through Self-Assessment

The Principal reviewed the outcome of the recent Curriculum Self-Assessment Validation Panels. Thanks were expressed to the Governors who had participated in the recent college wide self-assessment exercise. This had resulted in a full range of SAR grades with detailed improvement plans. The Principal provided an explanation of the rationale for the three negative changes.

Destinations Report

The 5% increase in students progressing to higher education is in sharp contrast to the 4% drop nationally. The high local unemployment rate compared to regional and national figures was noted. The continuing attraction of apprenticeships for completing students promoted a wide-ranging debate about the College's involvement with local employers. Governors and Senior Managers agreed that more could and should be done to make employers aware of the College.

Principal

56.2013 D1 Resolved: that the Principal's Report be received.

56.2013 D2 Resolved: that the KPI December 2013 Report be received.

57.2013 Ofsted Inspections

(Paper D)

Governors reviewed, as an exemplar, aspects of the recent 'Outstanding' inspection at the Blackpool and The Fylde College, the written reflections of that College's outgoing Chair of the Corporation and the tabled Executive Summary of the Ofsted Chief Inspectors' Report on Further Education and Skills December 2013.

Governors acknowledged the strengths highlighted in the exemplar Report and sought opportunities to benefit from their experience. For example, by regular briefings on Teaching & Learning, understanding the student experience, participating in role plays, becoming involved in the self-assessment validation process, undertaking discussions with local employers. The Principal agreed to reflect on this request and report back.

57.2013 D1 Resolved: that the Ofsted Inspection briefing papers be received.

58.2013 Minutes of the Audit Committee held on the 19th November 2013
(Paper E)

58.2013 D1 Resolved: that the Minutes be received

59.2013 Matters arising from the Minutes of the 19th November 2013

Mr Corry, the Chair of the Audit Committee, advised Governors of the change in the College's Internal Audit Provider, as a result of a takeover of RSM Tenon by Baker Tilly. He drew attention to the new Joint Audit Code of Practice Part 2 (Paper E1) and its specific references to membership of the Audit Committee and additional responsibilities of the Audit Committee. As a consequence a revised set of Terms of Reference for the Audit Committee had been prepared (Paper E2).

The Committee recommended the approval of the highly positive Annual Report of the Internal Auditors (Paper E3) This was considered and agreed. Similarly, the Internal Audit Strategy 2013/14 (Paper E4) was reviewed and approved.

Mr Corry recommended approval of the Report and Financial Statement for the year ending 31st July 2013. (Paper E5)

Governors also reviewed the Audit Completion Report from the Financial Auditors Mazars (Paper E6)

The Annual Report of the Audit Committee 2012 - 2013 (Paper E7) was considered and agreed. Mr Corry thanked the Financial Director and Audit Committee members for their respective contributions.

59.2013 D1 Resolved: that the Joint Audit Code of Practice Part 2 be received.

59.2013 D2 Resolved: that the Revised Terms of Reference for the Audit Committee be approved.

59.2013 D3 Resolved: that the Internal Audit Annual Report 2012/2013 be approved.

59.2013 D4 Resolved: that the Internal Audit Strategy 2013/14 be approved.

59.2013 D5 Resolved: that the Report and Financial Statement for the year ending 31st July 2013 be approved.

59.2013 D6 Resolved: that the Audit Completion Report from the Financial Auditor Mazars be received.

59.2013 D7 Resolved: that the Annual Report of the Audit Committee 2012/2013 be approved.

Mr S Davies arrived

60.2013 Farewell to the retiring Parent Governor

The Chair warmly thanked Mr Davies for his commitment and contribution to the work of the Corporation over the last four years and presented him with a small memento. Mr Davies reflected that he had enjoyed as well as benefitted from the experience, as had both his sons who had successfully progressed through the College.

61.2013 Minutes of the Strategic Planning and Standards Committee held on the 8th October 2013

(Paper F)

61.2013. D1 Resolved: to receive the minutes

62.2013 Matters arising from the minutes of the 8th October 2013

Mr Sheard, Vice-Chair of the Committee, commented that a number of the items discussed by the Committee had been covered earlier in the meeting through the Presentation and in the Principal's Report & Key Performance indicators. He commended the Management team on rigorous approach to grading lesson observations.

63.2013 Minutes of the Strategic Planning and Standards Committee held on the 12th November 2013

(Paper G)

63.2013. D1 Resolved: to receive the minutes

64.2013 Matters arising from the minutes of the 8th November 2013

Mr Sheard, Vice-Chair of the Committee, highlighted the Committee's detailed scrutiny of the Annual Review of the Strategic Development Plan for 2012/13 and welcomed the proposed routine reporting on the use and impact of the Disadvantaged Funding Strategy.

Governors supported the draft document "Overall Assessment of College Performance 2013" but recommended a minor addition to aid understanding

64.2013. D2 Resolved: that, subject to a minor addition, the "Overall Assessment of College Performance 2013" be approved.

Clerk
To Action

65.2013 Minutes of the Search Committee held on 14th October 2013

(Paper H)

65.2013. D1 Resolved: that the Minutes be received.

- 66.2013 Matters arising from the minutes of the 14th October 2013**
 Cllr Clapham, Chair of the Search Committee, briefly reviewed the matters considered and the actions taken. Issues such as improving the linkage with employers, the new Parent Governor and the new Student Governor had already been discussed. The Committee had considered and now recommended a reduction in the overall Corporation membership from 20 to 19 on the basis that there were no immediate skill shortages. After a short discussion, Governors agreed to this proposal.
- He drew attention to the improved picture on Governor Attendance via the Attendance Report for 2012 – 2013 (*Paper H1*) and concluded that there were no major issues.
- 66.2013. D1 Resolved: that the overall numbers of Governors on the Corporation be reduced from 20 to 19 through a reduction in the external members.**
- 66.2013. D2 Resolved: that the Attendance Record for 2012 / 13 be received.**
- 67.2013 Minutes of the Search Committee held on 2nd December 2013**
 (*Paper I*)
- 67.2013. D1 Resolved: that the Minutes be received.**
- 68.2013 Matters arising from the minutes of the 3rd December 2013**
 Governors were supportive of the proposal introducing an additional Corporation meeting in the early part of the Autumn Term in order to consider examination results and enrolments. The proposed reduction in the number of Committee meetings prompted the Director of Finance to recommend that the first draft of the Annual Accounts be considered at that meeting.
- The move to paperless meetings had progressed with the issue of ipads to those Governors requesting one. The Vice-Principal offered to organise a series of training sessions in January 2014 in order to bring all Governors up to a level of competence ahead of the Annual Residential Conference. It was agreed that the Conference should be paperless.
- The draft programme for the 2014 Residential Conference (*Paper I1*) was discussed. Mr Martin Doel, Chief Executive of the Association of Colleges had agreed to open the event with a keynote address. There were some minor amendments to the outcomes of a couple of sessions to process.
- 68.2013 D1 Resolved: that an additional Corporation meeting is scheduled in the Autumn Term in place of the opening meetings of the Administration & Finance Committee and Strategic Planning & Standards Committee.**

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To note

- 68.2013. D2 Resolved: that the Programme for the Governor Residential Conference for 2014 is agreed.**
- 69.2013 Minutes of the Administration and Finance Committee held on 2nd October 2013.**
(Paper J)
69. 2013. D1 Resolved: that the Minutes be received.
- 70.2013 Matters arising from the minutes of the 2nd October 2013**
Mr Welsh, Chair of the Committee, drew attention to four Health & Safety breaches by the Phase 4 building contractor in early September 2013. He re-assured Governors that there had been no further subsequent problems.
- 71.2013 Minutes of the Administration and Finance Committee held on the 27th November 2013**
(Paper K)
71.2013. D1 Resolved: that the Minutes be received
- 72.2013 Matters arising from the Minutes of the 27th November 2013**
On another Health & Safety matter, Mr Welsh advised Governors that following the door hinge failure on the 10th October 2013, all similar doors in the College had been fitted with a fail-safe strap to prevent a repeat collapse. It had been decided to replace the College front doors with automated sliding doors to reduce the wind tunnel effect.
- 73.2013 Minutes of the Safeguarding Board held on 22nd October 2013**
(Paper L)
73.2013. D1 Resolved: that the Minutes be received
- 74.2013 Matters arising from the Minutes of the 22nd October 2013**
Ms Trembles, a member of the Board, highlighted a number of points discussed by the Board including the Audit of Safeguarding Training and the detailed review of a recent Case File.

The Annual Safeguarding Report 2012 – 2013 was considered and discussed. Governors were impressed with the effort being put into safeguarding and wondered if parents and students were aware of how importantly the College was taking this subject. The Principal felt sure that parents and students considered the College to be a safe and secure place through individual comments, as well as the results of Student Surveys and Parent Surveys. Safety is currently under a detailed review by the Vice-Principal. A recent initiative is the use of a form of “mystery shopper” to test Reception and general staff security awareness. The Principal agreed to explore with colleagues additional ways of promoting the College’s Safeguarding approach.
- 74.2013. D1 Resolved: that The Annual Safeguarding Report 2012 – 2013 is received.**

Principal
To action

- 75.2013 Minutes of the Self-Assessment Committee held on 11th November 2013**
(Paper M)
75.2013. D1 Resolved: that the Minutes be received.
- 76.2013 Matters arising from the Minutes of the 11th November 2013**
The Governors reviewed the draft Self-Assessment, the Strengths and Areas for Development and agreed the Grade 1 assessment and the proposed action plan for 2013/2014.
76.2013. D1 Resolved: that the Governance Self Assessment and proposed Action Plan 2013/ 2014 are approved.
- 77.2013 Equality and Diversity Self Assessment Report 2013**
(Paper N)
77.2013. D1 Resolved: that the Equality and Diversity Self Assessment Report 2013 be received.
- 78.2013 Fylde Coast Academy Trust – Summary Annual Accounts 2012/ 13**
(Paper Q)
Governors considered a tabled Summary of the Annual Report and Financial Statement for 2012 - 2013.

The Principal updated Governors on the progress with regard to the first sponsored academy, Unity Academy Blackpool, which became part of the Trust immediately after the year-end on the 1st September 2013.

The second academy, Aspire Academy, forged from the merger of Collegiate and Bispham High Schools will be established in April 2014.
78.2013. D1 Resolved: that the Fylde Coast Academy Trust – Summary Annual Accounts 2012 – 2013 be received.
- 79.2013 Fylde Coast Teaching School – Mid year Review 2013 - 2014**
(Paper R)
The Principal introduced the Report and highlighted a number of positive achievements within the context of a very successful six months. There were tangible and clear benefits to the Sixth Form College stemming from the collaboration with the 11 other members of the Alliance.
79.2013. D1 Resolved: that the Fylde Coast Teaching School – Mid year Report 2013 – 2014 be received.
- 80.2013 Estimation of New Risks**
No new risks had been identified during the course of the meeting.

The Principal, Deputy Principal, Deputy Clerk, staff and student members left the meeting prior to consideration of the confidential items.

Date of next meeting

The next meeting is **Tuesday 1st April 2014 at 1715hrs.**

Govs
To note

Signed:

Chair:

Date:
