



MINUTES OF THE CORPORATION MEETING HELD ON

Date: Tuesday 9th December 2014
Venue: Sixth Form College
Room: Committee Room
Time: 5.30pm

Present: Mr J Boyle (Chair)
Mrs C Bellamy
Mr S Brennand
Cllr D Clapham
Mr G Curry
Mr A Goodinson
Ms F Greeves
Ms K Talboys
Ms J Trembles
Mr N Webster
Mr P Welsh
Mr N Wilson

Together with: Ms S Benson
Mr A Lloyd
Ms A Pickup
Ms G Yeadon
Mrs K Buddle

Apologies: Apologies were received from Ms E Bradley, Mr J Corry, Ms W Middlemas, The Rev Dr R Murphy, Mr S Sheard and Mrs K Clowes.

		Action
77.2014	Preliminaries Governors welcomed Ms Ellie Bradley as the new Student Governor. Apologies from Governors were noted.	
78.2014	Declarations of interest The Chair declared an interest under Item 11.5 - the extension of his term of office as Chair.	
79.2014	Consideration of any items of urgent business None.	
80.2014	Appointment of members of the Corporation Ash Goodinson agreed to be a mentor for Ellie Bradley, the new Student Governor.	

81.2014 Minutes of the Corporation meeting held on 23rd September 2014
The minutes of the meeting were approved.

82.2014 Matters arising from the minutes not covered elsewhere on the agenda

- a) **Departmental mission statements** (Item 60.2014) – The Deputy Principal reported that all Departmental mission statements would be reviewed by the Senior Leadership Team (SLT) at their meeting on 15th December 2014 to ensure that they reflect the College’s overarching mission statement.
- b) **Disadvantaged Funding Strategy: progress on closing the gaps in terms of achievement** (Item 68.2014) – The Deputy Principal reported that gaps in achievement had reduced from 2.9% to 2.3% from the same time last year. However, attendance gaps had widened from 0.2% - 0.7% which was a concern. Attainment of higher grades was more or less the same for both groups of students. Results from the mock examinations in January 2015 would provide a more up to date picture. The Board asked for a formal report on action and outcomes to be brought to the next meeting of the Corporation.
- c) **Register of business interests** (Item 73.2014) – The Clerk agreed to expedite the few returns still outstanding.

GY
KB

83.2014 Chair’s Report
The Chair explained the process that had been required to approve the re-tender decision in respect of Phase 5 of the new Accommodation Strategy. Governors had been asked to make their decision via email in order to meet the required timescales. In response to a question from the Chair, governors confirmed that they had received adequate information to make their decisions.

84.2014 Principal’s Report and Key Performance Indicators
Governors considered the Principal’s Report (Paper 8). The Director of Finance and HR highlighted the fact that the current enrolment number was five students less than places allocated. This would mean that the College would receive £23k less in funding next year.

Attention was drawn to the new partnership between Blackpool and The Fylde College and Lytham St Anne’s High School which had resulted in the development of a new facility called a sixth form college based on the old Ansdell campus. The Principal explained that this was not a true sixth form college as such and the partnership had been established in an attempt to encourage students from South Fylde to continue their studies in the area. It was acknowledged that the partnership would be unlikely to provide the mix of qualifications that the Sixth Form College currently makes available. However, the importance of increasing the College’s marketing activities to appeal to as many students as possible was also recognised. Governors were asked to feed back any comments or marketing they received on the new partnership.

All

Governors noted the increase in the percentage of students securing a place in higher education following successful examination results at the College (86% in 2014 compared to 81% in 2013).

The Principal highlighted the challenges she had received from parents in respect of the College's policy not to allow student absences to take holidays during term time. The policy had been developed to ensure that students do not lose valuable weeks of learning and so that teaching staff are not distracted. Governors reaffirmed their support of the policy and acknowledged its benefit in support of teaching and learning.

Challenge

In response to a question on Performance Management, the Principal confirmed that this was being administered in accordance with the Pay Policy and managed robustly by the SLT.

The Chair thanked the Principal for her report.

85.2014 Improving the Quality of Teaching and Learning

a) Self-Assessment Review (SAR)

Governors considered the College's SAR (Paper 9.1) which had identified the following grades for the College:

- Outcomes for students - Grade 2
- Quality of teaching, learning and assessment – Grade 1
- Effectiveness of leadership and management – Grade 1
- Overall effectiveness – Grade 1

Challenge

Asked about the criteria that determined the decisions for grading, the Deputy Principal explained that the SAR Team considered each element of the SAR in detail and looked at the strategies and actions in place, and progress on these to make the decisions. ALPs (A Level, AS Level and BTEC Level 3 value added reports) were also used to inform assessments. It was noted that although progress in Maths had improved, the College was currently without a Head of Science which had impacted on the assessment. It had been agreed for the Director of Learning to take over the role temporarily.

b) Outcomes from lesson observations and performance of new teachers.

Governors considered the Subject Support Plan and its impact (Paper 9.2). Six-weekly monitoring of those subjects causing concern have been put in place and reports on progress are provided at every SLT meeting. Biology, Chemistry, Psychology, French, Geography and AS Maths were priority areas. Overall, actions were delivering improvements and SLT were confident that issues would be addressed.

Governors were made aware of the importance of checking that students were reacting to feedback from teaching staff and reassured that this was happening.

Governors congratulated staff on the increase in overall grades for the SAR over the last three years but noted the priority areas for improvement and, in particular, progress in Science and Maths, outcomes for more able students and success rates for specific groups of students including those with dyslexia. Further progress on these areas would be brought to future meetings.

Challenges

In response to a question about the acronyms in the report, the Director of Learning explained that these were 'what went well' (WWW) and 'direct independent reflection time' (DIRT).

Asked about when further progress would be measured, the Deputy Principal confirmed that results from the mock examinations in January 2015 would provide more evidence of the direction of travel in terms of performance.

The Chair thanked the Deputy Principal and the Director of Learning for the report and asked for a further report for the next meeting that demonstrated the difference in performance prior to and following the intervention actions.

86.2014 Audit Committee meeting 18th November 2014

The Vice Chair of the Committee provided a synopsis of the meeting held on 18th November 2014. Governors were informed that the Internal Audit Report had been RAG (Red, Amber Green) rated Green in terms of governance, risk management and control processes. This is the highest level of opinion and the same level as the previous year.

A mock funding review of the 16 – 18 study programmes had been carried out in response to a request from the College. A few minor issues had been raised by the auditors but no overall opinion had been provided.

Auditors were satisfied with the Annual Accounts 2013/2014.

The Audit Completion Report had recommended three minor actions, all of which the College were being worked on already.

A review of progress against the Committee's Key Performance Indicators (KPIs) had been carried out. These had been developed to meet the requirements of the Committee's Terms of Reference. Similar KPIs had been agreed for 2014/2015.

The Risk Management Champion had provided the latest Risk Management Report and Risk Register. The need to train governors on the requirements of the Bribery Act had been identified and this would take place over the Residential weekend in February 2015.

GY/SB

86.2014 D1 Resolved: to receive the minutes of the Audit Committee meeting held on 18th November 2014.

86.2014 D2 Resolved: to approve the Internal Audit Annual Report 2013/2014.

86.2014 D3 Resolved: to approve the Annual Report and Statement of Accounts 2013/2014

86.2014 D4 Resolved: to approve the Audit Completion Report from the External Auditors.

86.2014 D5 Resolved: to approve the Annual Report of the Audit Committee 2013/2014.

86.2014 D6 Resolved: to approve the Risk Management Report and Risk Register for November 2014.

87.2014 Search and Governance Committee meeting 29th September 2014

The Vice Chair of the Corporation took over as Chair of the meeting for this item.

The Chair of the Search and Governance Committee provided a summary of the meeting held on 29th September and highlighted the following points:

- The negative impact of the change in the equivalency system in terms of A Level and BTEC qualifications and the impact of this on the College's performance on the Ofsted Data Dashboard.
- The imminent ends to the terms of office for some governors.
- The proposal to move the Vice Chair of the Audit Committee to the Administration and Finance Committee in order to strengthen that Committee in light of recent resignations by key governors, and to reduce the membership of the Administration and Finance Committee from 4 to 3.
- The annual review of governor attendance at meetings which had been disappointing.

The Chair of the Committee put forward a proposal to extend the term of office for the current Chair of the Corporation until July 2015. This was in order to support the new Principal in her first months in post and to ensure continuity of governance during this period. Governors approved the recommendation.

Governors considered a proposal to adopt the term of 'Non-Executive Board Director' (called 'Director' at meetings) rather than 'Governor' for members of the Corporation. Following a discussion, it was agreed that this term better described the current corporate role of Board members and the proposal was approved.

87.2014 D1 Resolved: to receive the minutes of the Search and Governance Committee meeting held on 29th September 2014.

87.2014 D2 Resolved: to approve the annual governor attendance record for 2013/2014.

87.2014 D3 Resolved: to reduce the membership of the Audit Committee from 4 to 3.

87.2014 D4 Resolved: to approve the recommendation for the term 'Non-Executive Director' to be applied to all members of the Corporation.

87.2014 D5 Resolved: to approve the extension of John Boyle's term of office as Chair of the Corporation until June 2015.

The Chair of the Corporation resumed his position for the rest of the meeting.

88.2014 Administration and Finance Committee meeting 27th November 2014

The Chair of the Committee reported back on the key points raised in the meeting held on 27th November 2014. Governors were informed that the contract for Phase 5 of the Property Strategy had been finalised and work had begun.

Governors considered a report on the re-tender process carried out following the decision by Globe MSL to cease trading in August 2014. Due to the tight timescales and the delay in receipt of the report from AECOM, the agency managing the tender process, it had not been possible to convene a quorate meeting of the Accommodation Working Party (AWP) to approve the successful contractor.

In lieu of this, an email from the Vice Principal had been circulated to members of the AWP with the AECOM report on Thursday 6th November 2014. A quorate number of governors (8 of the 16 that were entitled to vote) had approved the recommendation by email on 7th November 2014 that the contract be awarded to Harry Fairclough Ltd in the sum of £1.926m.

Challenges

Following a question from governors, the Director of Finance and HR confirmed that the new build would not impact on the College's cash flow. The 'pinch points' shown on the balance sheets were due to the fact that payments were made by the College at irregular intervals throughout the year and February and March were the months when there was least money in the bank.

Asked about accommodation for Fylde Coast Academy Trust (FCAT) employees, the Chair of the Corporation confirmed that the team had been allocated rooms in the new build. It would move to Montgomery High School in the interim.

88.2014 D1 Resolved: to receive the minutes of the Administration and Finance meeting held on 27th November 2014.

88.2014 D2 Resolved: to approve the retender process for Phase 5 of the Property Strategy.

88.2014 D3 Resolved: to approve the award of the tender for Phase 5 to Harry Fairclough Ltd in the sum of £1.926m.

89.2014 Fylde Coast Academy (FCAT) Safeguarding Board

Governors received the minutes of the FCAT Safeguarding Board meeting held on 22nd October 2014.

Challenges

Asked about how the FCAT Safeguarding Board was working, the Safeguarding Governor explained that there was a commitment from all College and Academy representatives to improving safeguarding and developing joint processes and training. A task and finish group was developing an FCAT Safeguarding Policy that could be tailored to meet the needs of each institution. There was recognition of the fact that Blackpool Council and Lancashire County Council had different safeguarding procedures and that these both needed to be taken into consideration when developing policies.

In response to a question, the Safeguarding Governor explained that, although there seemed to be a large number of people on the Safeguarding Board, there was a significant amount of work to address in the first instance, particularly in terms of developing consistency. Representatives from across all partner institutions attended the meetings and it was expected that numbers would be reduced longer term.

Following concern raised about the fact that the current Sixth Form College Safeguarding Governor would be leaving the Corporation after this meeting, the Chair of the Corporation agreed to meet with the Chair of the Search and Governance Committee to discuss this further.

JB/DC

89.2014 D1 Resolved: to receive the minutes of the FCAT Safeguarding Board meeting held on 22nd October 2014.

90.2014 Governance Self-Assessment Committee
The Chair of the Corporation provided an update on the Governance Self-Assessment Committee meeting that had been held on 1st December 2014. The Committee had identified training for governors on ALPs, Level 3 and study programmes as priorities for the Corporation. These would be discussed with the new Principal and training sessions provided within the next two terms.

The Chair asked that the Corporation delay approval of the minutes until he had made amendments. These would be brought back to the next meeting.

JB/KB
(Agenda)

91.2014 Equality and Diversity Report/SAR 2013
Governors considered the Equality and Diversity SAR for 2013 (Paper 14.1).

Challenges

In response to a question about how the College would be addressing incidents of homophobic bullying, the Deputy Principal explained that discussions with the Head of Student Services would be scheduled in the new year to identify the best actions to implement regarding this. Governors asked for an update at the next meeting.

GY

Asked about the actions highlighted in red on the report, the Director of Learning explained that these had not yet been completed and impacts were still unclear.

The Chair thanked the Deputy Principal and the Director of Learning for their report.

92.2014 Any other business
The Chair reported the resignations of the following three governors:

- Steve Sheard
- Kathryn Talboys
- Kathy Clowes.

Governors passed on their thanks for their involvement, and in particular their support in the recruitment of the new Principal, work on the governance self-assessment and safeguarding expertise.

Ms Talboys was presented with a gift.

The Chair reported that Mr Sheard had been presented with a gift at the Governance Self-Assessment Committee meeting. Mrs Clowes would receive a presentation at a future date.

It was noted that a parent governor now needed to be elected.

It was also noted that this was the Principal's last meeting. Governors thanked her for her significant achievements for the College and wished her well in her role as Chief Executive of FCAT and FCTS Ltd.

93.2014 | **Estimation of new risks**
• The development of the Lytham St Annes Sixth Form College and impact on student recruitment.

94.2014 | **Remuneration Committee**
This item was deemed confidential and minuted as such.

All members of staff and staff and student governors were asked to withdraw for the item.

95.2014 | **Date and time of next meeting**
Tuesday 24th March 2015 at 5.15pm.
Committee Room.

Signed:

Chair:

Date:
