



**MINUTES OF THE STRATEGIC PLANNING AND STANDARDS COMMITTEE OF  
THE CORPORATION OF BLACKPOOL SIXTH FORM COLLEGE**

**Date: Tuesday 11<sup>th</sup> June 2013**  
**Venue: Sixth Form College**  
**Room: Committee Room**  
**Time: 1715hrs - 1930hrs**

**Present:** Mr R Weaver (Chair)  
Mr G Curry  
Ms F Greeves  
Mr H Heath  
Rev Dr R Murphy  
Dr D Sanders (Vice-Chair)  
Mr S Sheard  
Ms K Talboys – late arrival  
Mr N Webster

Mr J Boyle (Observer) – late arrival  
Ms G Yeadon (Deputy Principal)  
Ms Lucinda Doyle (Head of Performing Arts, Music and Media for the presentation)  
Mrs JA Trainor (Assistant Clerk to the Corporation)  
Dr J Burgess (Clerk to the Corporation)

		Action
<b>23.2013</b>	<b>Welcome and apologies for absence</b> The Chair extended a warm welcome to members and noted the apologies from Mr S Brennand.	
<b>24.2013</b>	<b>Declaration of Interest</b> The Principal drew attention to her role as a Governor at Collegiate High School and Mr Boyle's role as Chair of the Collegiate Trust Board.	
<b>25.2013</b>	<b>Consideration of any items of urgent business</b> None.	
<b>26.2013</b>	<b>Curriculum Area Presentation: Performing Arts, Music and Media.</b> Ms Lucinda Doyle, Head of Department along with three staff and two students provided Governors with a lively, energetic and informative presentation of the work of the Department. They shared their passion for their subject area and the 25 courses offered, their 13 teaching colleagues & 2 support members and the efforts of the Department's 592 students.	

	<p style="text-align: center;"><i>Ms Talboys arrived</i></p> <p>The increase in success rates and value added scores along with the profile of teaching observations were indicative of good teaching, learning and assessment. However, the team were determined to enhance teaching &amp; learning to secure more high-grade student achievements as well as to move all courses into the grade 4 ALPs band.</p> <p style="text-align: center;"><i>Mr Boyle arrived</i></p> <p>On a wider community level, the Department was very active in forging stronger collaboration with feeder schools and establishing industry links. Governors were interested in the Department's role as the outward face of the College and heard examples of activities with Fleetwood Town Football Club, Rock FM and the new media company Blackpool TV. The Governors explored the diverse strands of the next New York trip and the motivational aspects it has in raising aspirations.</p> <p>The Chair congratulated and thanked Ms Doyle, staff and students for a fascinating and impressive presentation.</p> <p style="text-align: center;"><i>Ms Doyle left the meeting</i></p>	Action
27.2013	<p><b>Minutes of the meeting held on 12<sup>th</sup> March 2013.</b> (Paper A) <b>27.2013 D1 Resolved:</b> that the Minutes be <b>approved.</b></p>	
28.2013	<p><b>Matters arising from the Minutes of the Meeting held on the 12<sup>th</sup> March 2013</b> <i>18.2013 Enhancing Employer Engagement.</i> Mr Boyle drew attention to the excellent business-networking event "Wyred-Up" being held at the College on the 12<sup>th</sup> June. The details had been forwarded by email, and it was important if Governors had the time to drop into the meeting to further the engagement strategy launched at the Residential Conference in February.</p> <p><i>20.2013 Review of the Committee's work and meeting</i> From his perspective of a National Leader in Governance, Mr Boyle urged colleagues to continue to maintain their robust approach of constructive challenge of management. The ultimate responsibility for raising standards and challenging poor performance rests with the Governors of the College, as they are accountable for the quality of what is delivered.</p>	Members Note
29.2013	<p><b>Update on Under-performing courses</b> (Paper B) Governors were briefed on the College's actions and questioned the Principal on the staffing approach to these subjects. Whilst some HE institutions do not accept these subjects, Governors believed they should be considered important for subsequent employability skills. They noted the general broad spectrum of student ability but commented about overall low literary skills.</p>	Members Note

	<p>Governors discussed the subjects designated as “amber” and “green” and the strategies deployed to improve the results. Governors questioned the coding of <i>BN 17/5/13</i> throughout the document and were advised that this was the quality mark of the Director of Learning. They were further assured that the Senior Management Team critically reviews all reports to Governors before being forwarded to members. It was proposed that the College should state this on every report, along with any other additional quality assurance processes used.</p> <p>The Chair concluded that there was evidence of improvements over time and he was pleased with the general direction of travel. See also confidential minute.</p> <p><b>29.2013 D1 Resolved:</b> that the <b>Update on Under-performing courses be received.</b></p> <p><b>29.2013 D2 Resolved:</b> that <b>all reports to the governing body should feature a “Quality Assured by” kite mark.</b></p> <p><b>30.2013 Mid year Review of Staff Development 2012 - 13</b> <i>(Paper C - tabled)</i></p> <p>The Principal apologised for the tabling of this paper, which was due to the difficulty of drawing information together and the subsequent review by the SMT yesterday. She advised that all teachers complete 5 days of professional development per annum and this year it includes three generic areas Assessment for Learning, Literacy and Collaborative Learning. In addition, Pastoral Training and Departmental Training were undertaken. Support Staff complete one long course and normally three bite-sized options.</p> <p>Governors were interested in the general Coaching Programme available to all staff and the early results. In addition, they reviewed the activities undertaken by 41 staff who have benefitted from a range of activities and courses associated with the Teaching School Alliance. Concern was raised about the large number of non-attendees at some of the Twilight Courses organised by the Teaching School. Governors also wondered how the College ensures that the Staff Development programme is effective and provides value for money. It was hoped to present further information on the impact on teaching observations grades and student performance in the final year-end Report.</p> <p><b>30.2013 D1 Resolved:</b> that the <b>Mid year Review of Staff Development 2012 – 13 be received.</b></p> <p><b>31.2013 3-month Report on Student Attendance 2012</b> <i>(Paper D)</i></p> <p>The Deputy Principal drew attention to the slight improvement in the May 2013 figure of 92.6% in comparison to 2012. The challenges in securing further improvements were discussed. Governors questioned the use of the word “extrapolated”.</p>	<p>Action</p> <p>Principal <i>(To action)</i></p> <p>Director of the Teaching School <i>(To action)</i></p> <p>Deputy Principal <i>(To action)</i></p>
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	<p><b>31.2013 D1 Resolved:</b> that the <b>3-month Report on Student Attendance 2013</b> be received.</p>	Action
<b>32.2013</b>	<p><b>Mid-year Review of the Strategic Development Plan 2012 / 2013</b> (Paper E)</p> <p>The Deputy Principal introduced the annotated Mid-Year Review indicating the progress made in achieving the 30 set objectives. She noted an improving picture in respect of UCAS applications since the Report had been completed and explained the pilot on the unified mark book.</p> <p>Governors sought clarification on a number of issues specifically relating to Lower Sixth success rates, collaborative learning and attendance, where they considered the percentage figures used were somewhat confusing and did not accurately report current progress against the success indicator.</p> <p>Overall, Governors were pleased with the achievements reported and congratulated the College on the progress being made.</p> <p><b>32.2013 D1 Resolved:</b> that the <b>Mid-year Review of the Strategic Development Plan 2012 / 2013</b> be received.</p>	Deputy Principal (To action)
<b>33.2013</b>	<p><b>Draft Strategic Development Plan 2013 - 2014</b> (Paper F)</p> <p>The Principal explained that she had proposed a number of changes to the five-year Strategic Plan. The draft 1 year Plan with 31 key targets for the forthcoming year had been prepared in alignment with the 6 Priority areas in the revised five year plan. Governors sought clarification on a number of areas and urged that student number targets be adopted and the word "costs" be added to 4.4 and were content to give outline approval to the document at this stage and recommend its adoption by the Corporation in July 2013.</p> <p><b>33.2012 D1 Resolved:</b> that <b>Draft Strategic Development Plan 2013 – 2014</b> be approved in principle and recommended to the Corporation in July 2013.</p>	Principal (To action)
<b>34.2013</b>	<p><b>New Curriculum Offerings for 2013 - 2014</b></p> <p>The Deputy Principal provided a detailed presentation on the introduction of a new Level 2 qualification, "2 Plus", being launched in August 2013 to lead to starting a level 3 award in the next academic year. The course incorporated work placement and up to 10 taster sessions at level 3. She also outlined a new BTEC Level 3 Certificate in Applied Law. Governors welcomed both initiatives and wished the College well in their implementation.</p>	Clerk (To action)

<p><b>35.2013</b></p>	<p><b>Investors in People Report 2013</b> <i>(Paper H)</i> Governors were particularly delighted to receive the impressive Report from the Assessor following his April / May 2013 visits and warmly congratulated all the staff involved in achieving 178 out of the 196 evidence requirements. They reviewed the Continuous Improvement Plan, noted the “Champion Status” recommendation and urged the Management Team to secure maximum publicity from the achievement.</p> <p><b>35.2013 D1 Resolved:</b> that the <b>Investors in People Report 2013 be received.</b></p>	<p>Action</p> <p>Principal <i>(To action)</i></p>
<p><b>36.2013</b></p>	<p><b>Results of the 2013 Staff Survey</b> <i>(Paper I &amp; J)</i> The Principal was pleased to share the results from the independent survey provider which reported that overall staff satisfaction was very high and that in comparison to other Sixth Form College surveys, Blackpool Sixth was positively ahead in all 11 dimensions of the IIP Standard.</p> <p>Governors wondered why a third of staff did not participate in the survey and questioned the low scores of three Departments. They were pleased to see the proposed action plan to address cross college and Departmental improvements.</p> <p><b>36.2013 D1 Resolved:</b> that the <b>Results of the 2013 Staff Survey be received.</b></p>	
<p><b>37.2013</b></p>	<p><b>Student Survey Report 2013</b> <i>(Paper K)</i> Governors were particularly interested to review the very positive outcome of the Spring Term 2013 Student Survey. The improved participation rate from 77.7% last year to 79.5% in the current year, and the 2% increase to 94.4% satisfaction rate relating to quality of teaching and 3.4% increase to 92.4% students being proud to be a student at the College were impressive. Actions were in hand to address concerns expressed about catering services, technology and IT services.</p> <p><b>37.2013 D1 Resolved:</b> that the <b>Student Survey Report 2013 be received.</b></p>	
<p><b>38.2013</b></p>	<p><b>Draft Complaints, Compliments and Concerns Policy</b> <i>(Paper L)</i> The Deputy Principal introduced the revised Policy, which now incorporated a system for processing and recording minor concerns. Governors requested that the section on anonymous complaints be redrafted, the reference to the LSC be removed and a time limit on making an Appeal be specified. Mr Boyle reminded the Committee that there is no right of appeal to the Governors.</p>	<p>Deputy Principal <i>(To action)</i></p>

**38.2013 D1 Resolved:** that the **Draft Complaints, Compliments and Concerns Policy be redrafted.**

**39.2013 Accessibility Plan 2012/ 2013**

*(Paper M)*

The Deputy Principal explained the legal requirement for this statement and Governors were content to approve the Plan.

**39.2013 D1 Resolved:** that the **Accessibility Plan 2012/ 2013 be approved.**

**40.2013 Any other business**

**Informal review of the meeting: a reflection of the process, outcomes and impact**

The Chair apologised that the meeting had run over time. However, he believed that the meeting had critically scrutinised the academic performance of the College particularly in respect of any under-performing courses and had monitored the on-going achievement of the Development Plan and the emerging framework for next year's Plan. John Boyle's plea for Governors to challenge management had been a timely reminder to avoid polite consensus. There had been considerable questioning to the management team. Governors were particularly pleased and re-assured to meet members of the Performing Arts, Music and Media Department, receive the results of the staff and student surveys and the celebrate the IIP Gold Achievement.

**41.2013 Estimation of new Risks**

Governors considered that the known risks relating to under-performing courses and declining success rates were still very important, particularly in the context of a probable Ofsted Inspection in the medium term.

**42.2013 Date of next meeting**

The next meeting of the Committee was confirmed as **Tuesday 8<sup>th</sup> October 2013 @1715hrs.**

Members  
Note

The Chair thanked members for their support, attendance and contributions and closed the meeting.

Signed:.....

Name:.....

Date:.....