



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

**Date: Tuesday 12<sup>th</sup> March 2013**  
**Venue: Sixth Form College**  
**Room: Committee Room**  
**Time: 1715hrs - 1905hrs**

**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  
Mr N Webster

Ms G Yeadon (Deputy Principal)  
Mr S Ormson (Head of Student Services for item 7)  
Mr S Stott (Head of Maths for the presentation)  
Mrs JA Trainor (Assistant Clerk to the Corporation)  
Dr J Burgess (Clerk to the Corporation)

		Action
<b>1.2013</b>	<b>Preliminaries and apologies for absence</b> The Chair welcomed Rev Dr Murphy and Mr Webster to their first meeting of the Committee. He introduced Mr Simon Stott and Mr Stuart Ormson and noted the apologies of Mr S Brennand and Mr J Boyle.	
<b>2.2013</b>	<b>Declaration of Interest</b> The Principal drew attention to her role as Chair of Governors at Collegiate High School and a Director of the Teaching School.	
<b>3.2013</b>	<b>Consideration of any items of urgent business</b> None.	
<b>4.2013</b>	<b>Curriculum Area Presentation – Maths by Simon Stott, Head of Department</b> Mr Stott provided Governors with an informative overview of the Maths Department including staffing, courses and detailed performance data over the last three years. The overall aim of supporting all students to leave the College with a minimum equivalent of a GCSE Maths Grade C was important and on going. The successful launch of the Statistics courses was noted.	

There were a number of concerns following the January 2013 Modules results. A total of 15 scripts were being critically reviewed to verify the veracity of the marking and to look for improvements in teaching and learning. A range of support mechanisms via Learning Mentors, additional support tutorials and booster workshops during the Easter break had been planned.

The importance of recruiting talented Maths staff was critical and the Principal assured Governors that the College was looking at ways of engaging with newly qualified teachers, extolling the advantages of working at the Sixth Form and projecting the positive image of the Fylde Coast as a place to live and work.

The Vice-Chair observed that the cultural change in the Department under the new academic leadership was a very positive indicator for the future. Governors warmly thanked Mr Stott for his presentation and wished him and the Department well in the future.

*Mr Stott left the meeting.*

**5.2013 Minutes of the meeting held on 27<sup>th</sup> November 2012.**

*(Paper A)*

**5.2013 D1 Resolved:** that the Minutes be approved.

**6.2013 Matters arising from the Minutes of the Meeting held on the 27<sup>th</sup> November 2012**

The actions on underperforming courses would be revisited in June 2013. All other matters had been addressed.

Deputy  
Principal  
**To action**

**7.2013 Update Report on Safeguarding**

*(Paper B)*

The update report on Safeguarding to 25<sup>th</sup> February 2013 provided information on the latest trends in the number and nature of referrals. The decrease in numbers was noted, and Managers (supported by the Student Governor) confirmed continuing high levels of awareness of reporting channels amongst students. Governors questioned Mr Ormson on the specific details and his view of the overall situation given the increasing austerity pressure on local families.

**7.2013 D1 Resolved:** that the Update Report on Safeguarding be received.

**8.2013 Addendum to the Safeguarding Policy**

*(Paper C)*

The Deputy Principal thanked Governors for their input and advice since the last meeting, which had now been incorporated into the latest draft. Governors wondered if the words “where appropriate” might be added to the end of point 1 and if there was an opportunity to remove the overlap in 3.3 and 3.5 by wording that indicated “follow-up by written communication normally within 1 day”.

Deputy  
Principal  
**To action**

- 8.2013 D1 Resolved: that the Addendum to the Safeguarding Policy be approved.**
- 9.2013 E-Safety Policy**  
(Paper D)  
Mr Ormson confirmed that this document was developed from the JISC Template and adapted to suit the Sixth Form College.
- 9.2013 D1 Resolved: that the E-Safety Policy be approved.**
- 10.2013 Draft Terms of Reference for the Safeguarding Board**  
(Paper E)  
Governors agreed to the draft Terms of Reference and proposed that the first meeting of the core members of the new Board is held on Tuesday 21<sup>st</sup> May 2013 @ 1715hrs. The Search Committee will advise the two other Governor positions on the Board. In response to Governor questions, it was agreed that the minutes of the Safeguarding Board would be routinely received at each Corporation Meeting in addition to the Board's Annual Report each summer.
- 10.2013 D1 Resolved: that the Draft Terms of Reference for the Safeguarding Board be approved.**
- 10.2013 D2 Resolved: that the first meeting of the Safeguarding Board be held on 21<sup>st</sup> May 2013.**
- Mr Ormson left the meeting.*
- 11.2013 Early Leavers Report 2013**  
(Paper F)  
The Deputy Principal noted the increased numbers of borderline students this year and the high number (13) of withdrawn Upper Sixth places. Unpicking the statement "found it difficult to settle" could mask a raft of real issues. Efforts would be made next year to better identify the underlying problems. Governors noted the high September exodus, but the Principal felt the College's two day dedicated Lower Sixth Induction programme was sound and creatively delivered, although inevitably involving some new lesser-experienced teachers.
- 11.2013 D1 Resolved: that the Early Leavers Report 2013 be received.**
- 12.2013 Review of Examination Results**  
(Paper G)  
**GCSE English – November 2012**  
The Principal observed that the numbers of English re-sit students had doubled this year. Overall the results were disappointing, and the detailed action plan had been drawn up and agreed to improve student attendance, teaching and learning. Currently colleagues are looking to increase the number of sessions per week to four to raise the profile of the subject and provide additional support time.

Clerk  
To action

	<p><b>January Modules 2013 (Tabled)</b>  The Principal drew attention to the improved results in A2 Maths with Mechanics, Biology and Business Studies. In contrast there was disappointment with Computing and a dip in Psychology at both A2 &amp; AS, in part associated with maternity cover.</p> <p>Governors were assured that close monitoring and support was in place for those subjects that had declined against the previous year.</p> <p><b>12.2013 D1 Resolved:</b> that the <b>Review of Examination Results GCSE November 2012 and January 2013 Modules be received.</b></p>	<p>Action</p> <p>Deputy Principal <i>To action</i></p>
13.2013	<p><b>Draft Strategic Plan 2013 - 2018</b>  <i>(Paper H)</i>  The Principal confirmed that the revised draft Pan, particularly the Vision, Statement of Public Value and Strategic Priorities had incorporated the ideas and direction of travel emerging from the discussions at the Governors Conference in February 2013. Governors wondered if “optimize its partnerships” and “strengthen economic development” might be incorporated into the draft.</p> <p><b>13.2013 D1 Resolved:</b> that the <b>Draft Strategic Plan 2013 - 2018 be approved and recommended to the Corporation.</b></p>	<p>Principal <i>To action</i></p> <p>Clerk <i>To action</i></p>
14.2013	<p><b>Stakeholder Feedback – Mid year Complaints and Compliments</b>  <i>(Paper I)</i>  The Deputy Principal reported a decline in the number of complaints received and a rise in the number of compliments. A suggestion was made that an additional section termed “concerns’ might generate potential avenues to improve. The Chair concluded that the complaints system appeared robust and effective.</p> <p><b>14.2013 D1 Resolved:</b> that the <b>Mid year Complaints and Compliments Report be received.</b></p>	
15.2013	<p><b>Lesson Observations Grades</b>  <i>(Paper J)</i>  Governors were pleased to note the overall rise in good or outstanding sessions from 71% last year to 76.5% this year, in spite of the increasingly tough observational regime employed by the College. The impact of the one to one coaching approach promised significant improvements. Managers were urged to focus on undertaking rigorous observations that yielded tangible improvements in current practice rather than be overly concerned about the College target of 85%.</p> <p><b>15.2013 D1 Resolved:</b> that the <b>Report on Lesson Observations Grades be received.</b></p>	<p>Deputy Principal <i>To action</i></p>

- 16.2013 Holidays in Term Time Report**  
(Paper K)  
The Deputy Principal reported a reduction in the number of holidays taken in term time from 61 last year to 52 this year. Governors endorsed the Senior Management's view that a strict approach must be maintained to avoid serious impact on students' grades, students' subsequent progression opportunities and the unnecessary pressure of extra work on hard-pressed teaching staff. The Student Governor confirmed the importance of regular attendance in order to keep focused and on schedule within a study programme.
- 16.2013 D1 Resolved:** that the **Holidays in Term Time Report be received.**
- 16.2013 D2 Resolved:** that the **full attendance policy in term time is maintained and endorsed.**
- 17.2013 Report on the Teaching School – March 2013**  
(Paper L)  
The Principal detailed the progress made by the Teaching School. A detailed presentation to update all Governors was planned for the March Corporation meeting.
- The on-going local developments of the Multi Academy Trust were described and contrasted with some emerging tensions at national level regarding the sponsorship of academies. A formal Ministerial decision regarding a local primary school was expected very shortly.
- 17.2013 D1 Resolved:** that the **Report on the Teaching School – March 2013 be received.**
- 18.2013 Enhancing Employer Engagement**  
(Paper M)  
Governors were pleased to receive a detailed plan for developing employer engagement activity in the College. The Deputy Principal explained that a Forum of 14 employers had been established and would oversee the 12 broad areas of development identified in the plan. Governors drew attention to the increasing importance of third sector employers. In response to concerns, they were re-assured that there was sufficient capacity within the management team to successfully take forward such an ambitious plan.
- 18.2013 D1 Resolved:** that the **Report on Enhancing Employer Engagement be received.**
- 19.2013 Student Governor Conference Report**  
(Paper N)  
The Student Governor briefly outlined the outcomes and usefulness of the LSIS/NUS Student Governor Conference in London in January 2013.

He concluded that the event had been particularly beneficial to him as a newly appointed Student Governor and regretted that the forthcoming closure of LSIS might deny future students the benefit of such a supportive event.

**19.2013 D1 Resolved: that the Student Governor Conference Report be received.**

**20.2013 Informal review of the meeting**

Governors briefly reflected on the process, outcomes and impact of the meeting. They felt the meeting had focused on important dimensions within the curriculum, student achievements and the broad strategic direction of the institution. Moving a large agenda of items from rhetoric to reality had been accomplished with a good level participation of all Governors. This was in a large part due to the excellent chairing of the meeting.

**21.2013 Estimation of new risks**

Governors considered that student achievements in Maths could be at further risk given the increasing difficulties in recruiting the right calibre of new teaching staff. There was also a financial risk in resourcing the fourth session for GCSE English re-sits.

**22.2013 Date of next meeting**

The next meeting of the Committee was confirmed as **Tuesday 11<sup>th</sup> June 2013 @1715hrs.**

Members  
Note

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

Signed:.....

Name:.....

Date:.....