



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

Date: Tuesday 12th November 2013
Venue: Sixth Form College
Room: Committee Room
Time: 1715hrs - 1915hrs

Present: Mr S Sheard (Vice-Chair)
Mr S Brennand
Mr G Curry
Ms F Greeves OBE (Late Arrival)
Ms K Talboys
Mr N Webster
Mr N Wilson (Student Governor designate)

Mr S Ormson (Head of Student Services for the presentation)
Ms S Benson (Director of Learning)
Mr J Boyle (Observer)
Ms G Yeadon (Deputy Principal)
Mrs JA Trainor (Assistant Clerk to the Corporation)
Dr J Burgess (Clerk to the Corporation)

		Action
59.2013	Preliminaries and apologies for absence The Vice-Chair welcomed members to the meeting, introduced Mr S Ormson and noted the apologies of Rev Dr R Murphy and Dr D Sanders.	
60.2013	Declaration of Interest None.	
61.2013	Consideration of any items of urgent business None.	
62.2013	Presentation – The Purpose & Content of Outstanding Personal Tutorials Mr Ormson provided Governors with an informative and detailed insight into the College's approach to Personal Tutorials. These were critically important for new students to create a sense of belonging, ease the transition from school to the Sixth Form College and assist with the initial induction process. Thereafter, they were vital to monitor a student's punctuality and attendance, review progress and assist with personal target setting.	

Over the two years of a student's life at College, the tutorial programme would be the vehicle to develop a range of key life skills, including learning & employability skills, promote a healthy & positive life style and assist in career & progression planning.

The various types of Tutorial were explored along with their purposes. As tutorials were vital student learning opportunities, the College had in place a rigorous formal Observation Scheme, which reflected the key criteria, grading themes and methodologies of the curriculum based teaching observations. Governors were particularly interested in the criteria for 'Grade 1 Outstanding', the associated assessment grid and the approach adopted to benchmark the College's judgements against that of other institutions.

The Principal joined the meeting

This year over 70 members of staff were involved in delivering Personal Tutorials, and Managers were keen to identify and promote excellence in this area during the coming year.

Governors warmly thanked Mr Ormson for his presentation and wished him and his team well in the future.

Mr Ormson left the meeting

63.2013 Minutes of the meeting held on 8th October 2013.

(Paper A)

63.2013 D1 Resolved: that the Minutes be approved.

64.2013 Matters arising from the Minutes of the Meeting held on the 8th October 2013 not covered on the agenda

38.2013 Revised Complaints, Compliments and Concerns Policy

The Deputy Principal advised that a procedure leaflet was being actively considered and Governors would be advised of the outcome.

All other action points had been completed.

65.2013 Review of Enrolment and Market Share Analysis 2013

(Paper B)

The Principal confirmed that it had been a successful year for student enrolments. The College was full, and now sadly turning away potential students, with over 140 students above the funding target. The College increase of 7% (against last year) was remarkable in comparison to a national average increase of just 1.6%.

An increase in market share had been secured in 14 of the 18 state schools in the travel to learn area. Governors discussed the College's marketing strategy in relation to the specific changes in recruitment from identified local schools. The Vice-Chair observed the notable rise in enrolment from South Fylde areas. A significant growth in level 2 programmes was a key achievement. Governors questioned the 'pathways' strategy and were advised about the specific marketing pathway brochures available to potential applicants.

Deputy
Principal
To action

Governors reflected on the imperative of 'academic quality and student achievement' as being critical decision areas for applicants along with their parents / guardians. The Principal advised that, with one exception, the College's success rates were well above those in the state school sixth forms in the area.

65.2013 D1 Resolved: that the **Review of Enrolment and Market Share 2013 be received.**

66.2013 Annual Review of the Strategic Development Plan 2012 - 2013

(Paper C)

The Principal reviewed the achievements and progress against the specific targets set. A number of the achievements had been revisited following the SMT review and the year-end status changed. Governors sought clarification and explanation of those targets highlighted in red & amber (not yet achieved). The Vice-Chair wondered if the targets for the Teaching Observation grades had been set too high. The Management Team believed that the College has to press for high standards and year on year improvements in this area. Governors identified that the text in a number of the End of Year Evaluations needs to be updated and requested a stricter and more consistent approach in the use of percentages to aid clarification and transparency.

Overall, the Principal emphasized that the College had accomplished a significant amount over last year. The Vice-Chair thanked the Management Team for providing the insights into why some targets were not fully achieved and requested that the document be updated to reflect the discussions.

Deputy
Principal
To action

66.2013 D1 Resolved: that the **Annual Review of the Strategic Development Plan 2012 - 2013 be received.**

67.2013 Update on Literacy Strategy 2013

(Paper D)

The Deputy Principal tabled a summary document of the literacy test results and the actions in place to address the specific concerns identified by the testing. Governors were impressed with the range of actions scheduled and looked forward to an improvement in student achievements at the end of the year. The Principal commented that literacy testing of new staff appointments had been introduced.

67.2013 D1 Resolved: that the **Update on Literacy Strategy 2013 be received.**

68.2013 Disadvantaged Funding Strategy – closing the gap

(Paper E)

Up to 30% of the student body at the College is part of this identified cohort and the College receives over £660k to prevent this vulnerable group from under-performing. The College aim is for students supported by this funding stream to have at least equal, if not better, attendance, retention and achievement of all students nationally.

Governors noted that Ofsted are keen to identify from Governors the benefits secured from disadvantaged funding. They discussed and requested comprehensive reports on the outcomes of the strategies proposed.

68.2013 D1 Resolved: that the **Disadvantaged Funding Strategy – closing the gap 2013** be received.

68.2013 D2 Resolved: that a **termly Reporting Mechanism to Governors to evaluate the Disadvantaged Funding Strategy – closing the gap 2013** be developed.

69.2013 Update Report on the Teaching School

(Paper F)

The Principal provided a succinct overview of the key activities of the Teaching School against the main activity areas. Governors were very pleased with the progress reported.

69.2013 D1 Resolved: that **Update Report on Teaching Schools** be received.

70.2013 Update on Lesson Observations

(Paper G)

The Director of Learning explained that the College had completed 32 graded observations, of which 93.8% were judged good or outstanding (79.8% last year). However, those observed to date had been mainly Heads of Departments and other senior staff, which partly explained the very positive outcome.

Governors questioned the approach being adopted with Newly Qualified Teachers and endorsed the recommendations in the report.

70.2013 D1 Resolved: that the **Update on Lesson Observations** be received.

71.2013 Actions taken in relation to under-performing subjects

The Director of Learning and the Deputy Principal gave a verbal report on the rigorous management actions and support systems in place to secure improvements in seven underperforming curriculum areas of the College.

Governors closely questioned the management team on the progress to date and were pleased to hear the strategies and detailed actions being adopted to improve performance. They thanked them for a thorough, clear and candid report.

71.2013 D1 Resolved: that the **verbal report on actions taken in respect of underperforming subjects** be noted.

72.2013 First Draft of the Leadership & Management Self-Assessment Report 2012 / 2013

(Paper H)

Governors welcomed the early opportunity to comment on the first draft of the Leadership & Management Self-Assessment. They identified a number minor drafting errors and agreed with the Principal that the top four 'areas for improvement' were appropriate. The Vice-Chair questioned the College's preparedness for the introduction of Linear A Levels and was re-assured by the plans in place. It was noted that the Self-Assessment Report has a number of iterations to go through.

72.2013 D1 Resolved: that the **First Draft of the Leadership & Management Self-Assessment Report 2012 / 2013** be received.

73.2013 Draft Governors' Assessment of College Performance

(Paper I)

The Clerk advised Governors of the requirement to produce an 'Assessment of College Performance' in the English Colleges' Foundation Code of Governance. It was for the Committee to propose a judgement to the next meeting of the Corporation for their consideration. Thereafter, the judgement would be published on the College web site.

Governors agreed that the assessment should capture the successful achievement of a significant number of key performance indicators, and, in addition, encapsulate the following:

- The 2013 record enrolment indicates a very attractive curriculum offer to the Community.
- The College provides outstanding value for money.
- The strong financial management systems of the College had been examined and endorsed by the Internal Auditors.
- The achievement by the College of the Green Flag Award 2013.

73.2013 D1 Resolved: that a **draft Governors' judgement be amended to include the above points and be recommended to the Corporation.**

Clerk
To action

74.2013 Estimation of Risk

Governors considered that the risk of a failure on their behalf to monitor effectively the outcomes / impact of the Disadvantage Funding should be recorded.

75.2013 Date of next meeting

Governors considered moving the date of the next meeting but after discussion confirmed it as **Tuesday 18th March 2014 @1715hrs.**

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

Members
Note

Signed:.....

Name:.....

Date:.....