



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

**Date:** Tuesday 27<sup>th</sup> November 2012

**Venue:** Sixth Form College

**Room:** Committee Room

**Time:** 1715hrs - 1915hrs

**Present:** Mr R Weaver (Chair)  
Mr G Curry  
Mr A Goodinson  
Ms F Greeves  
Mr H Heath  
Dr D Sanders (Vice-Chair) – Delayed arrival  
Mr S Sheard  
Ms K Talboys

Mr J Hallmark (Head of Science for the presentation)  
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
<b>58.2012</b>	<b>Preliminaries and apologies for absence</b> The Chair welcomed members to the meeting, introduced Mr James Hallmark and noted the apologies of Mr S Brennand.	
<b>59.2012</b>	<b>Declaration of Interest</b> Mr Boyle drew attention to his role as Chair of the Collegiate Trust Board and Ms Greeves noted her role as Chair of Governors at Collegiate High School.	
<b>60.2012</b>	<b>Consideration of any items of urgent business</b> Mr Boyle advised that the critical imperative emerging from the Association of Colleges National Conference last week was the re-emergence of the central importance of Teaching and Learning. Ofsted expected Governors to successfully lead on this issue and be prepared, during inspections, to articulate their role in raising standards. He believed that the College's Strategic Planning and Standards Committee was pivotal in this endeavour and thanked Committee members for their energies and focus in improving standards.	

**61.2012 Curriculum area presentation – Science**

Mr James Hallmark provided Governors with an informative overview of the College's Science provision. Last year 957 students were engaged in studying Science and the Department achieved an overall 90% success rate, 96% retention and 93% achievement. High grades had progressively moved from 35%, 37% to 47% over the last three years. In terms of progression 92% of students in science tutors groups had commenced a university degree course last year.

The Department was actively engaged in raising the "high grades %" at A2, student attendance and improving the recruitment of students to the subject area through a range of targeted strategies and educational links. Securing enhancements to Value Added and the results in A2 Biology and Chemistry were also paramount concerns. A number of staffing changes and continuous professional development initiatives were now in place and supporting the improvements.

An important and exciting new initiative was the launch of the BTEC Engineering qualification, offered as a double or triple qualification, which had been developed in partnership with Lancaster University and was forging collaboration with local employers, national organisations, professional bodies and other universities.

An ambitious objective for the current year was to secure STEM (Science, Technology, Engineering & Maths) Assured accreditation for the College. Governors warmly thanked Mr Hallmark for his presentation and wished him and the Department well in the future.

*Mr Hallmark left the meeting*

**62.2012 Minutes of the meeting held on 9<sup>th</sup> October 2012.**

*(Paper A)*

**62.2012 D1 Resolved:** that the Minutes be approved.

**63.2012 Matters arising from the Minutes of the Meeting held on the 9<sup>th</sup> October 2012**

None and all action points had been completed.

**64.2012 The Safeguarding Update Report 2 2012 - 2013**

*(Paper B)*

The Deputy Principal drew attention to the reduction in both the reported incidents 25 from 32, and safeguarding referrals 17 from 21, for the period 31<sup>st</sup> August – 14<sup>th</sup> November 2012, in comparison to the same period last year. However, there has been a significant rise in the number of serious cases of mental ill health, prompting a specific action plan to support students and staff. Governors judged the Update very useful, and appreciated that a complex mix of different issues and pressures were impacting upon families at this present time.

	<p><b>64.2012 D1 Resolved:</b> that the <b>Safeguarding Update Report 2 2012 - 2013</b> be received.</p>	Action
	<p><i>Dr Sanders arrived</i></p>	
65.2012	<p><b>Addendum to the Safeguarding Policy</b> (Paper B1) Governors expressed some concerns about the legal terminology proposed in the Addendum and offered assistance to the Management Team to clarify and improve the document. The Deputy Principal thanked Governors and would liaise with them individually to secure their advice.</p>	Deputy Principal To action
66.2012	<p><b>E Safety Policy</b> (Paper B2) The aim of this Policy was to secure the educational benefits from on-line digital technologies whilst at the same time provide safety and security to both students and staff. Governors welcomed the initiative in determining the boundaries, but wondered if there was a standard policy document that could be customised for College use. They also identified safeguarding issues, suggested that additional work was necessary and proposed a number of drafting improvements. It was agreed to undertake further consultation before finalising the document.</p>	Deputy Principal To action
67.2012	<p><b>Safeguarding Board</b> Further to discussion at the last meeting and at the Governors' Residential Conference in February 2012, Governors explored the added benefits of having an additional dedicated process established which could examine in greater detail, involving wider expertise, the range of current and forecasted safeguarding issues at the College. Given the volume of business discussed by the Strategic Planning &amp; Standards Committee, the size of the College, the increasing links through the Multi Academy Trust and forecasted additional economic strains on hard pressed local families it was agreed to recommend to the Corporation that a Safeguarding Board be established.</p>	Principal & Dr Sanders To explore further
	<p><b>67.2012 D1 Resolved:</b> that the Corporation be recommended to establish a Safeguarding Board from 2013.</p>	Clerk To action
68.2012	<p><b>Review of Enrolment and Market Share Analysis 2012</b> (Paper C) The Principal believed it had been a positive year, given the reduction of 307 potential students or 9.8%, because of the shrinking year 11 local cohort. The stated increase of 25 students compared to 2011, is in reality now about the same as last year but with an increased market share.</p> <p>Governors discussed the College's marketing strategy in relation to the specific changes in recruitment from identified local schools. The dynamics of the market were explored in some depth in an endeavour to gain a better understanding of the rationale for the changes. The opportunities for greater collaboration through year 10 visits, Teaching School ventures and joint teaching were explored.</p>	

**68.2012 D1 Resolved:** that the **Review of Enrolment and Market Share 2012** be received.

**69.2012 Annual Review of the Strategic Development Plan 2011 - 2012**

*(Paper D)*

The Principal reviewed the achievements and progress against the specific targets set. Governors sought clarification and explanation of those targets highlighted in red & amber (not yet achieved). The problem of attendance, retention and persistent absenteeism were discussed, particularly in relation to the loss of the EMA. The Teaching Observation grades were now on track and additional staffing had been deployed to strengthen Continuous Staff Development. Overall, the Principal emphasised that the College had accomplished a significant amount. The Chair thanked the Management Team for providing the insights into why some targets were not fully achieved and concluded that he was very pleased with the achievements reported.

**69.2012 D1 Resolved:** that the **Annual Review of the Strategic Development Plan 2011 - 2012** be received.

**70.2012 Annual Review of Staff Development 2011 - 2012**

*(Paper E)*

The Deputy Principal reviewed the achievements and shortfalls in the staff development activities for teachers and support staff last year. Governors were particularly interested in the four strand focus to enhance staff performance this year and the plans to review and embed the skills developed to greater effect later in the academic year.

**70.2012 D1 Resolved:** that the **Annual Review of Staff Development 2011 - 2012** be received

**71.2012 Update Report on Teaching Schools**

*(Paper F)*

The Principal provided a succinct report detailing a range of national and local developments. The 20 School Direct places for 2012/13, in conjunction with the University of Cumbria, was pleasing and the experience gained will support the application to become a School Centre for Initial Teacher Training in 2014. The Alliance has been expanded with two new members. The establishment of the Multi-Academy Trust to sponsor new academies is proving to be complex and time consuming.

Governors welcomed the update and supported the Principal and the Chair in their endeavours.

**71.2012 D1 Resolved:** that **Update Report on Teaching Schools** be received.

**72.2012 Report on achievements with the Further Education Sports Co-ordinator 2011 - 2012**

*(Paper G)*

The Deputy Principal explained that the College had supported the Co-ordinator's role for one day per week on a myriad of sports leadership and volunteering opportunities for students. The details were substantial.

For the coming year the Co-ordinator will, in addition, take 4 sessions per week with upper sixth students.

**72.2012 D1 Resolved:** that the **Report on achievements with the Further Education Sports Co-ordinator Report 2011 – 2012 be received.**

**73.2012 Student Council Update 2012**

*(Paper H)*

Governors were particularly interested in the initiatives and developments regarding learner involvement in the management and operation of the College. The benefits from learner engagement, constructive feedback and the preparation for subsequent employability were considerable. The Management Team was commended for this development. The new Student Governor stated he planned to attend future Council meetings.

**73.2012 D1 Resolved:** that the **Student Council Update 2012 be received.**

**74.2012 Actions taken in relation to underperforming subjects**

*(Paper I)*

The Deputy Principal tabled a very detailed report on the rigorous management actions to secure improvements in seven underperforming curriculum areas of the College.

Governors closely questioned the management on the progress to date and particularly about the comment made by the Director of Teaching & Learning relating to the continuing over optimistic assessment of improvement in grade profiles. A critical assessment will be the results from the January 2013 Module Examinations. Governors thanked the Deputy Principal for a thorough, clear and candid report but requested that this be re-visited at the next meeting.

**74.2012 D1 Resolved:** that the **Actions taken in underperforming subjects be received but re-visited in March 2013**

**Deputy  
Principal**  
*To action*

**75.2012** **Governors' Assessment of College Performance**  
*(Tabled Paper)*

Mr Boyle reminded Governors of this new requirement by quoting from 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. The judgement would be initially published in the Corporation minutes, which are available on the College web site. To assist Governors a Balanced Scorecard Framework of 23 Performance indicators, including the previous year's performance, was tabled.

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

- The College's central driving passion to improve teaching and learning and the associated resources for the benefit of current and future students
- The improved learning outcomes emerging from the quality improvement strategy
- The strong financial performance of the College over the last financial year and the financial strength of its current position
- The achievement by the College of a substantial number of the Strategic Development Targets for 2011 – 2012
- Awareness by Governors of the Management's actions to secure achievement of a small number of challenging, but as yet, un-achieved targets from 2011 – 2012.

**75.2012 D1 Resolved: that a draft Governors' judgement be prepared based upon the above points, circulated to members prior to being recommended to the Corporation.**

Clerk  
To action

**76.2012** **Governors' Assessment of the Committee's Skill Balance**  
*(Paper J)*

Governors collectively reviewed the 34 skill areas and identified the top seven which they considered essential for the Strategic Planning & Standards Committee. The Search Committee, at a later meeting, would review these.

**77.2012** **Estimation of Risk**

Governors recalled that they had raised concerns about risks associated in four areas, namely Student Attendance, Safeguarding, continued population decline in the local year 11 cohort and the potential difficulties surrounding the sponsorship of an academy.

**78.2012** **Date of next meeting**

The next meeting of the Committee was confirmed as **Tuesday 12<sup>th</sup> March 2013 @1715hrs.**

Members  
Note

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

Signed:.....

Name:.....

Date:.....