



Mission Statement: *Inspiring learning, developing character, building futures*

MINUTES OF THE MEETING OF THE CORPORATION OF BLACKPOOL SIXTH FORM COLLEGE

Date: Tuesday 4th July 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-7pm

Present: Mr J Boyle (Chair)
Cllr D Clapham
Mr J Corry
Mr G Curry
Ms J Gray (Principal)
Mr M Waterhouse
Ms W Middlemas
Ms D Taaffe
Ms J Trembles
Mr N Webster
Ms M Wakefield
Ms V Blakeman
Ms H Fogg

Together with: Ms E Bellamy (Assistant Principal: FCAT)
Ms T Cooper (Assistant Principal: Vocational)
Ms G Yeadon (Deputy Principal)
Ms S Hawitt (Governance Administrator: FCAT)

Apologies: Ms C Coyne, Reverend S Haskett

		Action
18.2017	Preliminaries The Chair welcomed everyone to the meeting, especially Helen Fogg at her first meeting as a Director. Apologies were noted.	
19.2017	The Chair of the Search and Governance committee recommended Helen Fogg and Steve Haskett as Directors to the Corporation for approval 19.2017 D1 Resolved: Helen Fogg and Steve Haskett were appointed as Directors to the Corporation Directors introduced themselves and Helen gave Directors and Senior Leadership Team (SLT) an insight into her background and experiences. The Chair noted the retirement of the following three Directors: Mia Wakefield-Student Director Jim Corry-Chair of Audit committee Graham Curry-Vice-Chair Search and Governance	

The Chair thanked Mia for the positive contribution she has made to the Corporation and gave her a gift. Mia thanked Directors for the opportunity of serving as a Student Director for the last two years which she found a positive and valuable experience.

The chair thanked Jim Corry for his contribution to the Corporation, his advice to the Chair on occasions and the contribution he had made to managing the college's financial situation through the Audit Committee and gave him a gift. Jim responded by telling Directors it had been his pleasure to work with truly inspirational people, particularly the Chair who is a huge example to Governors nationally.

Jodie Trembles joined the meeting

The Chair thanked Graham for his contribution and personal support to the Chair and his meticulous attention to detail and ability to ask further questions and gave him a gift. Graham had been a long serving member of the board working with four Principals. He told Directors and SLT he was leaving the college in fantastic hands and the Leadership Team have excelled.

Estelle Bellamy left the meeting

20.2017 Declarations of Interest

No declarations of interest were declared

21.2017 Consideration of any items of urgent business.

There were no items of urgent business to consider

22.2017 Confirmation of Quoracy

It was noted the meeting was quorate

23.2017 Minutes of the meeting held on 14th March 2017

The minutes of the meeting held on 14th March 2017 were approved

24.2017 Matters arising from the minutes not covered elsewhere on the agenda

a) College Glossary-(item 136.2016 from previous minutes) confirmation SLT have updated the document and it has been recirculated

b) Attendance and Retention Report-(paper 07.2017 from the previous minutes) confirmation retention data will be analysed further by department and validation of figures as well as the quality assurance from SLT be added to future reports. Further confirmation that specific targets linked to colour bands will be noted in future reports

The Principal asked Directors to inform the Clerk if there are any acronyms they notice that are not included in the College Glossary

25.2017 College Action Plan

The Deputy Principal presented the College Action Plan (paper 7.1) highlighting page one of the report. It was noted that the progress update is currently based on predictions, the final progress review will not take place until September after examination results.

Questions from Directors

Asked about red rating of priority 4.1 of the report (maximum recruitment to ensure funding targets are met) it was noted that there was -129 shortfall against the enrolment target of 2164. The Deputy Principal informed Directors that despite the real challenge of recruitment staff and students are doing everything they can to promote the college. It was noted that the students were incredible and very helpful at the recent New Student Day, however numbers of new students were fewer than expected.

Michael Waterhouse arrived at the meeting

Directors were informed that there are lots of 'keep warm' activities planned over the summer to keep potential students interested and further analysis will take place especially in terms of the conversion stage.

In response to a question about bench marking summer activities it was noted that this had not been done before but is worth exploring further. Asked if students are asked about what engaged them in the first place, it was noted that every student, even the ones who do not attend, are contacted for feedback.

In response to a question about the salary savings of £174k against the target of £155k it was noted that the difference would go into next year's budget towards the £786k to be saved. The Principal informed Directors there were no compulsory redundancies and some staff had volunteered to reduce working hours.

Asked about how the college may react to students not doing as well as expected in GCSE results due to a reduction in pass rate, it was noted that there will be a member of college staff, who had been carefully selected, in every high school on results day to offer more pre-course guidance and advice. There is a quality team in place to support students in making the right choice for them.

It was noted that the huge threat of last year's Area Based Review (ABR) was handled well by the Chair and Principal, also noted was the amount of effort put in as the college is moving into a new phase collaborating with other colleges as a stand-alone college.

Asked about priority 6.4 of the report it was noted that permission had been granted for the car park and this is not reflected in the report and 6.4 upgrading staff laptops needs amending slightly which the Deputy Principal agreed to make.

It was noted that next year the report presented to Directors will be in bullet point format against success criteria.

Gail Yeadon and Tina Cooper left the meeting

Deputy
Principal

26.2017	<p>Strategic Development Plan</p> <p>Directors received the Five - Year Strategic Development Plan (paper 8.1), including Public Value Statement, presented by the Principal, she stated that there had been very few updates since the Directors Annual Conference. On page four two more actions were added to the Five Year Vision:</p> <p>11. To maximise our links, through FCAT, the Teaching School and School Improvement Board to raise the aspirations and outcomes of young people.</p> <p>12. To promote future Fylde Coast employment opportunities to support the local economy.</p> <p>The Principal informed Directors that priority one: Achievement, Progress and Standards retention has dropped and it is thought this could be due to the reformed linear A Levels. Therefore a further change to 1:2 had been made from 'further develop Pastoral Systems' to 'increase retention' which was felt to be more important by SLT.</p> <p>Questions from Directors</p> <p>Asked about retention during the year and from Yr 1-Yr 2 it was noted that since the introduction of linear 2 year A levels, if students leave a two year course at the end of the first year this is deemed as a loss, whereas in previous years if a student left after completing an AS level at the end of year one this was not counted as a loss. This has a detrimental impact on the 'retention' element of the college's funding. There are further discussions regarding this. The Principal informed Directors that it is essential the college retain every student. Directors thanked the Principal for a good and concise plan</p> <p>26.2017 D1: Resolved: Director approved the Five-year Strategic Development Plan</p>
27.2017	<p>Special Measures</p> <p>Directors were informed that two members of staff have made really good progress against their action plans, however the proof will show in the outcomes of results which will be reported on in September 2017.</p>
28.2017	<p>Principal's Report</p> <p>Directors received the Principal's Report for July 2017 (paper 10.1) The Principal informed Directors that she had visited Loreto College in Manchester, a similar college to BSFC, who are willing to share recruitment strategies.</p> <p>It was noted that it had been a difficult time for the college in terms of the financial situation, however the Principal reported that Stephen Jones from the Education and Skills Funding Agency (ESFA) was very impressed with the work carried out. The financial out-turn for 2016-17 is forecast to be Outstanding</p> <p>Questions from Directors</p> <p>Asked about clarification of 'Cake with the Council' it was noted that this is a focus group where students can discuss any issues with the Council.</p>

It was also noted following feed-back from staff that from September Continuous Professional Development (CPD) will be re-launched via an online platform and entitled 'Learning and Development' additionally the new Performance Management Review (PMR) process for 2017-18 will have a stronger focus on individual development and become Personal Development Review (PDR)

Asked about a meeting with the Principal from Blackpool and the Fylde College it was noted that it was a positive meeting and that both colleges have agreed to support schools collaboratively with Careers, Education, Information, Advice and Guidance (CEIAG) following the loss of their advisers.

Directors were informed that on Friday 7th July the college will be hosting the Ofsted Regional Conference for Inspectors. This event will bring together over 50 Her Majesty's Inspectors (HMI's) and Ofsted Inspectors (OI) which will provide the college a wonderful opportunity to showcase all that is good about Blackpool Sixth.

It was noted that work is to be carried out over the summer to improve parking facilities at the college. The work will be carried out in two phases one this summer and one next. The completed project will give an additional 15 car parking spaces.

28.2017 D1: Resolved To receive the Principal's Report for July 2017

29.2017 Student Director Report

The Student Director gave Directors a summary of her report (paper 11.1) and highlighted the opportunity bestowed on her which she thanked Directors and SLT for. She shared her interview experience at university with them stating that they asked about the role of Student Director and she felt it had given her a new set of skills which she will take forward. The Chair noted that she had earned her own place on the Board of Directors and the Principal asked her to update Directors on her future success.

The Chair thanked her for a very good report

30.2017 Report on Chair's Action since the last meeting

The Chair had nothing to report since the last meeting

31.2017 Safeguarding

Directors received the minutes of the Fylde Coast Academy Trust (FCAT) Safeguarding Board (SB) meeting held on 27th April 2017 (paper 13.1) and 20th June 2017 (paper 13.2) Director representative for Blackpool Sixth noted two items from the meeting, mental health issues among young people and the lack of response to Child and Adolescence Mental Health Service (CAHMS) and the issues with the road outside the college and Aspire Academy.

It was noted that Victoria Blakeman will replace Wendy Middlemas as Safeguarding Representative forthwith.

32.2017 Committee Matters

Six Directors introduced a new employer link to the college for follow up.

It was noted that in the past staff have been asked to provide an employer link related to their own subject, however it was agreed to ask staff to nominate employer links from any organisation known to them. Directors asked if a list of employers already known to the college could be distributed which the Clerk agreed to do

SLT
Clerk

Committee Meetings

- 33.2017 Governance Self-Assessment Committee meeting held on 20th March and 22nd May 2017**
Directors received the minutes of the Self-Assessment meetings held on 20th March and 22nd May 2017 and the Directors Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) which was approved at the Standards Board meeting 12th June 2017
It was agreed Victoria Blakeman will join the Self-Assessment Committee
33.2017 D1 Resolved: to receive the minutes of the meeting held on 20th March 2017
33.2017 D2 Resolved: to receive the minutes of the meeting held on 22nd May 2017
- 34.2017 Remuneration Committee meeting held on 28th March 2017**
The Chair gave a verbal update on the mid-term review of Senior Post-holders.
- 35.2017 Standards Board Committee meeting held on 12th June 2017**
Directors received the minutes of the Standards Board meeting held on 12th June 2017
35.2017 D1 Resolved: to receive the minutes of the meeting held on 12th June 2017
- 36.2017 Administration and Finance Committee meeting held on 6th March 2017**
The Chair of the Administration and Finance Committee gave a summary of the meeting held on 6th March 2017 highlighting various reports for approval.
36.2017 D1 Resolved: to receive the minutes of the meeting held on 6th March 2017
36.2017 D2 Resolved: to approve the management accounts for the period ending 31st January 2017
36.2017 D3 Resolved: to approve the Mid-Year Reforecast 2016-17
- 37.2017 Administration and Finance Committee meeting held on 26th June 2017**
The Chair of the Administration and Finance Committee gave a summary of the discussions from the committee meeting held on 26th June 2017 including seeking the authorisation from the Governing Body for expenditure of up to £750K from reserves over the next 4 years to support the continuation of recruitment strategies through the period of demographic decline.

The Chair of the Corporation gave a further explanation of the Education and Skills Funding Agency (ESFA) award health grading in that, formal intervention is only carried out if there is an unsatisfactory finance rating. It was noted that the college has a continuous positive cash flow.

Directors were informed that recruitment data will be presented in October and all strategies will be reviewed regularly in order to make the biggest difference to recruitment.

The Chair of Administration and Finance recommended to the Corporation for approval the draft budget 2017-18 which included the expenditure of up to £750k from reserves.

37.2017 D1 Resolved: to receive the minutes of the meeting held on 26th June 2017

37.2017 D2 Resolved: to approve the management accounts for the period ending 30th April 2017

37.2017 D3 Resolved: to approve the draft budget for 2017-18 subject to the following conditions :

- This request is exceptional
- The college will quickly return to surplus in year budget
- Reserves will be restored in due course
- Cash flow will remain positive (excluding unexpected exceptional expenditure on fixed assets on which the Governing body will be consulted)
- The financial health grade will return to 'Outstanding' by 2020-21
- The college's normal operations will not be put at risk at any time
- The bank loan covenants will not be breached

38.2017 Audit Committee meeting held on 19th June 2017

The Chair of the Audit Committee gave a summary of the meeting held on 19th June 2017 highlighting various reports for approval

38.2017 D1 Resolved: to receive the draft minutes of the meeting held on 19th June 2017

38.2017 D2 Resolved: to approve the Internal Audit Progress Reports 2016-17

- a) Study Programmes
- b) Examinations Processes
- c) Academic Quality Framework

38.2017 D3 Resolved: to approve the Financial Audit Plan year ending 31st July 2017

39.2017 Search and Governance Committee meeting held on 19th June 2017

The Chair of the Search and Governance committee gave a summary of the meeting held on 19th June 2017 highlighting the following for approval.

39.2017 D1 Resolved: to receive the draft minutes of the meeting held on 19th June 2017

- 39.2017 D2 Resolved: to recommend to the Corporation the appointment of Steve Haskett and Helen Fogg**
39.2017 D3 Resolved: not to approve the appointment of Ian Hesketh
39.2017 D4 Resolved: to approve the agreed changes to the following documents:
- a) Guide to the Governing Body**
 - b) Securing New Members to the Corporation**
 - c) Standing Orders**
 - d) Governance Charter**
 - e) Public Value Statement**

It was noted that the Chair of the Administration and Finance meeting will retire after the next meeting on 9th November 2017 it was agreed that the Chair of the Corporation will hold that meeting until the new Vice-chair Helen Fogg is ready to take over

Directors noted that a lot of work had been carried out on Directors succession planning and felt that the grading should be moved from red to amber on the Risk Register

Principal

40.2017 Identification of any new, or amendments to existing risks
There were no new or amended risks identified

Date and Time of next meeting
Tuesday 5th December 2017 at 5.30pm

Signed _____

Date _____