



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

MINUTES OF THE MEETING OF THE STANDARDS BOARD OF BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 27th November 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.45pm

Present: Ms W Middlemas (Chair)
Mr J Boyle
Cllr D Clapham
Ms D Taaffe
Ms J Gray (Principal)
Ms M Waterhouse
Mr N Webster
Ms C Coyne
Mr S Haskett
Mr R Hill
Ms V Blakeman

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

Apologies: Ms J Trembles

		Action
41.2017	Preliminaries The Chair welcomed everyone to the meeting, especially the Lower 6 student to his first meeting and encouraged him to participate. Directors introduced themselves. Apologies were noted	
42.2017	Declarations of Interest There were no declarations of interest	
43.2017	Consideration of any items of urgent business. There were no items of urgent business to discuss	
44.2017	Confirmation of Quoracy It was noted the meeting was quorate	
45.2017	Membership Matters The following appointments were approved by the Board of Directors. <ul style="list-style-type: none">• Ryan Hill –Lower 6 Student Director• Alison Hall-Non Executive Director 45.2017 D1 Resolved: New Student Director approved 45.2017 D2 Resolved: Non-Executive Director approved	

46.2017 Directors CPD-Overview of College Finance

The Head of Finance provided a training session for Directors on an overview of college finance. Directors were informed of the following

- The role of the finance department
- The financial calendar
- An overview of the financial statements
- Income and expenditure for 2016/17
- Changing picture
- Future focus

Questions from Directors

In response to a question about the 70% benchmark for staff ratio compared to income, the Head of Finance explained that the Senior Leadership Team (SLT) consistently review any staff changes and scrutinise individual posts

Asked about recruiting students to the college it was noted that the college are working with feeder schools as much as possible in terms of attracting more students

In response to a question about the number of students in relation to a decreasing number of staff, the Directors were informed that all staff are fully deployed and it remains a challenge to ensure the quality of the provision whilst working with larger class sizes. It was also noted that the college are working hard to ensure there is a balance between the most and least experience staff, especially when numbers of students may increase in the future following the demographic dip.

It was noted that the college are in a strong financial position in terms of reserves and that good results gives recruitment, retaining staff will help the college to deliver a quality product moving forward.

The Principal advised Directors of the college aim for the year - recruit, retain and reward.

Directors thanked the Head of Finance for the presentation and asked that the slides be sent to them which the Clerk agreed to do.

Head of Finance left the meeting

Clerk

47.2017 Minutes of the meeting held on 25th September 2017

The minutes of the meeting held on the 25th September 2017 were approved

48.2017 Matters arising from the minutes not covered elsewhere on the agenda

- a) Teaching, Learning and Assessment-**(item 33.2017 from the previous minutes) confirmation comparable AS data had been distributed to Directors
- b) GCSE English and Maths Report-**(item 33.2017 from the previous minutes) Confirmation the percentage between pass rate and high grades had been clarified in the report.

49.2017 Teaching, Learning and Assessment

Directors considered a report on progress to Minimum Target Grade (MTG) (paper 9.1) presented by Assistant Principal: Academic. She drew attention to page 5 of the report the analysis. Directors were informed that the percentage of students on target to meet or beat their MTG in A level courses, including AS, A2 and A level year 1 are all currently above college target, as is progress against MTG in BTEC years 1 and 2. Progress against MTG in level 2 BTEC currently 93.55% is the highest the college have seen.

Most worrying is the predictions of 1 grade progress for GCSE maths and English which are currently below target at 46.65%. Directors were informed that maths and English are both identified as an area for development on the college quality improvement plan (QIP) The Principal explained that it is a difficult year for some students in terms of time frame with the introduction of new qualifications.

Directors were pleased with the introduction of predicting grades at 4 data monitoring points across the year and praised staff on their good work.

Asked about how student effort is taken into account it was noted that staff monitor the data after each data drop.

In response to a question about A level year 2 being within 5pp of the college target, it was noted that preparation for internal exams could affect this.

In response to a question about external validation it was noted that 59% of A level and BTEC courses are validated by staff with examiner experience. In addition the North West Principals' Group for all colleges share data as good practice.

In response to a question about the reformed A levels being more challenging and the support and advice on offer to students it was noted that the schemes of work had been redesigned to reflect the changes which include more revision time. Links have been made with 'Minds Matter' an organisation that helps students manage stress and anxiety and advice and guidance about managing their own time. Staff have also received some continuous professional development (CPD) about the mind set based on learn to learn better.

Asked how the average point score was calculated now some GCSE grades were 1-9 rather than U-A* the Deputy Principal agreed to provide this information

GY

50.2017 Destinations Report

The Deputy Principal presented the Destinations Report (paper 10.1) which had been prepared by Stuart Ormson, Head of Student Support.

Questions from Directors

In response to a question about the figures not adding to 100% in the table on page 2 of the report the Deputy Principal agreed to clarify this with the Department for Education (DFE) Directors noted the rise in students accessing apprenticeships and a reduction in Upper Sixth completers progressing to higher education. In response to a question about the link between the reduction and application, it was noted that applications had in fact increased.

GY

It was noted that some students were successful in application and interview to universities but had fallen down at the interview stage. Additional earlier support is in place to support students through this process going forward.

In response to a question about applications to the university of Central London (UCL) in the last 3 years, it was noted that this could be down to funding arrangements, the Deputy Principal agreed to look into this further

GY

51.2017 Student Voice

Directors considered a report on feedback from students on college matters (paper 11.1) presented by the Deputy Principal

Questions from Directors

In response to a question about a small minority of students not feeling safe in the college (page 1 of the report) and if the response provided is adequate enough, it was noted that everyone at the college is mindful of the recent attack in Manchester and the articles in the weekly bulletin focus on 'keeping yourself safe'. Membership cards are allocated and worn by all staff, students and visitors.

Directors asked if outcomes of staff and student feeling safe can be reported back at a future date

Directors noted that the college staff listen and respond well to students and wanted to congratulate staff on the quality of the report.

In response to a question about an in-house medical practitioner it was noted that not only would funds not support such a post, staff are better trained in mental health issues and sign post students to other relevant services and encourage them to be resilient and access these services in their own right.

GY

52.2017 Equality and Diversity

Directors considered the Equality and Diversity results report 2017 (paper 12.1) presented by the Deputy Principal. It was noted that staff endeavour to ensure that students do not underperform their peers regardless of barriers they may face.

In response to a question about 'closing the gap' (CTG) and how this is measured the Deputy Principal explained that CTG students are those supported by disadvantage funding and are all students who fall within the deprivation index linked to postcode and all students who meet bursary criteria.

Directors thanked Senior Leadership Team for their reports and presentations and they left the meeting

53.2017 Directors Quality Improvement Plan (QIP)

Directors received the Quality Improvement Plan presented by the Chair, she highlighted the areas for further improvement which included Directors' succession planning and the identification of vice-chairs for each committee.

It was noted that in light of the Chair of the Administration and Finance committee term of office coming to an end the need for a chartered certified accountant is acute.

The Principal explained that despite new employers being invited to the employer network evening attendance was low, it was noted that the format for the evening will be reviewed in the future.

It was noted the QIP will be reviewed in more detail at the Directors' Annual Conference in February.

Questions from Directors

In response to a question about the vacancy for an Upper 6 student it was noted that due to work commitment and exams it was agreed to not recruit an Upper 6 student this academic year.
Asked about training in the 'lock down' procedure it was noted that previous training had been offered to Directors and that further training will be offered in the future, the current information from the home office is 'run, hide, tell'

54.2017 Identification of any new risks

No new risks were identified

Date and Time of next meeting

Monday 26th February 2018

Signed _____

Date _____