



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

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

**Date:** 5<sup>th</sup> December 2017  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.30- 7pm

**Present:** Mr J Boyle (Chair)  
 Cllr D Clapham  
 Ms J Gray (Principal)  
 Ms W Middlemas  
 Mr M Waterhouse  
 Ms D Taaffe  
 Ms J Trembles  
 Ms C Coyne  
 Reverend S Haskett  
 Ms A Hall  
 Mr R Hill

**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:** Mr N Webster and Ms Victoria Blakeman

- |                |   | Action       |
|----------------|---|--------------|
| <b>41.2017</b> | <b>Preliminaries</b>  |              |
| •              | The Chair welcomed everyone to the meeting, especially Alison Hall at her first meeting as a Director of the Blackpool Sixth Form College. Alison gave Directors a brief summary of her background and experiences. |              |
| •              | Apologies were noted  |              |
| •              | Following a proposal Directors agreed to change the start time for the Standards Board and Corporation meetings from 5.30pm to 5pm, changes to be made and distributed by the Clerk                                 | <b>Clerk</b> |
| <b>42.2017</b> | <b>Declarations of Interest</b><br>There were no declarations of interest   |              |
| <b>43.2017</b> | <b>Consideration of any items of urgent business.</b><br>There were no items of urgent business to discuss  |              |
| <b>44.2017</b> | <b>Confirmation of Quoracy</b><br>It was noted the meeting was quorate  |              |
| <b>45.2017</b> | <b>Minutes of the meeting held on 4<sup>th</sup> July 2017</b><br>The minutes of the meeting held on 4 <sup>th</sup> July 2017 were approved  |              |

- 46.2017** | **Matters arising from the minutes not covered elsewhere on the agenda**
- a) **Committee Matters-**(item 32.2017 from the previous minutes) confirmation a list of employers already known to the college had been distributed to all Directors.
  - b) **Risk Register-**(item 39.2017 from the previous minutes) confirmation the risk for Directors succession planning had been down- graded from red to amber

The Chair of the Search and Governance committee reminded Directors to refer any suitable potential directors to the chair for consideration as there are still vacancies on the board, especially for a Chartered Accountant or Chartered Certified Accountant.

**Directors**

**47.2017** | **College Action Plan**

The Deputy Principal presented the College Action Plan (paper 7.1) she explained the red, amber, green (RAG) rate outcomes as they stand at the moment. She highlighted page one of the report and proposed that the college target for value added (one grade higher) be reduced to 65% from 75% for English and maths. She explained the reason for change is due to the significant number of students in Upper 6 resitting GCSE English and maths, the new more rigorous GCSE's for the first time. Directors were informed that staff had been working hard to deliver the new specifications and that 75% target could be demotivating. 65% is a much more realistic target which can be achieved without being over whelming whilst still being aspirational.

**47.2017 D1 Resolved: Directors approved the adjustment to the Value Added target**

**Questions from Directors**

Asked about the benchmark across the sector as a whole it was noted that this is much lower at 30%

Asked about priority 5 and the low figure for recruitment of 15.2% from Unity, it was noted they had set a later deadline date for applications as it coincided with an Ofsted visit, Directors were informed that the figure is much higher to date.

The report was received by Directors and the improvement in the Personal Development Reviews (PDR's) was noted.

**48.2017** | **Attendance and Retention**

The Assistant Principal: Vocational presented the report (paper 8.1) and provided responses to the following questions.

**Questions from Directors**

In response to a question about attendance figures it was noted that all groups are currently below college target however, overall attendance has improved in comparison to last year. College wide strategies are implemented to further improve attendance and retention. Directors were informed of the Target 96 programme which is an incentive programme with rewards for 96% and above attendance. It was noted that attendance and retention is closely monitored and reported to the Senior Leadership Team (SLT) on a fortnightly basis.

In response to a question about using modern technology, such as webinars to increase attendance with certain cohorts of students, it was noted that despite every lesson being available online this is not a substitute for actual attendance.

Asked about the formal definition of attention and retention linked to funding, it was noted that retention data collection is fixed at the 42 day cut off, it was noted that long term sickness can still be classed as on roll.

49.2017

### **Safeguarding**

Directors considered the safeguarding report 2016-2017 (paper 9.1) presented by the Deputy Principal she highlighted the reduction in bullying and the same % of incidents reported to the safeguarding team in comparison to last year. Also noted was the introduction of a more rigorous system for monitoring students and staff internet use. Directors received the minutes of the FCAT Safeguarding Board Meeting (paper 9.2) held on 12<sup>th</sup> October 2017

#### **Questions from Directors**

In response to a question about section 1.6 of the report not including Directors disclosure and barring checks it was agreed the Deputy Principal would include this information

In response to a question about the identity of internet users it was noted that the system can identify staff and students and also which device is being used.

Asked if there is a clear procedure should an inappropriate situation occur between it becoming law/pastoral issue it was noted that it would depend on the severity of the situation, it was also noted that it is not for college to determine the decision about criminalisation, college have a very good working relationship with the police force who offer advice and guidance as required when dealing with such matters. Directors recognised the increase in extremism/radicalisation referrals in comparison to last year it was noted that more training had been available in recent years raising the profile of such an issue.

Asked about the 29 staff receiving Applied Suicidal Intervention Skills Training (ASIST) being a low percentage of overall staff it was noted that the training is specific and is offered to high level staff who need it.

**49.2017 D1 Resolved: to receive the Annual Safeguarding Report 2016-2017**

**49.2017 D2 Resolved: to receive the minutes of the FCAT Safeguarding Board meeting held on 12<sup>th</sup> October 2017**

50.2017

### **College Self-Assessment Report (SAR)**

Directors considered the College SAR 2016-2017 (paper 10.1) the Deputy Principal drew attention to the content on page 3 of the report highlighting the judgement summary as Outstanding overall the first time in 3 years. She explained the process for new Directors.

#### **Questions from Directors**

Asked about the student view of the Electronic Markbook and Registration Information System (EMRIS) it was noted that staff and students see a slightly different version. The Assistant Principal: Academic explained to Directors how the system works.

Directors noted the consistently high outcomes in the standards of teaching and learning and complimented staff

The Principal highlighted the overall improvement by department 72% at grade 1 which is an excellent improvement. She also highlighted that the SAR had been validated by an external consultant who is an ex College Principal and Ofsted Inspector.

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Directors asked about the last inspection and if there would be one imminently, it was noted that OFSTED determines when inspections are carried out based on a on risk assessment. Whilst college indicators suggest that we would not be identified as high risk, there is always a chance that an inspection could take place.

Asked about the impact of attendance and retention, it was noted that attendance is good in comparison to other colleges and retention is higher in comparison to the same time last year.

The Deputy Principal informed Directors that the Outstanding judgement sits comfortably and any weaknesses and areas for improvement are identified and actioned appropriately.

**50.2017 D1 Resolved: Directors validated the College SAR**

*SLT left the meeting*

**51.2017 Principal's Report**

Directors considered the Principal's Report December 2017 (paper 11.1) the Principal highlighted the following from the report

**Recruitment**

It was noted that recruitment had increased in comparison to the same time last year (20.2% of the market share in comparison to 17.0%) with the vast majority of the schools showing an increase in applications to the college.

**Principal's Activities**

The Principal shared information from a visit to Loreto Sixth Form College in Manchester with Directors and said there were lessons to be learnt regarding recruitment which she will discuss further with SLT She also informed Directors of the recent SFCA Leadership Development Programme hosted at the college and the Blackpool Education Awards where she presented the award for Outstanding Secondary Pupil` of the Year

**Questions from Directors**

Asked about how much more of the market share could the college deal with it was noted that 10% extra students would give the college opportunity to grow and finish building work. At present the building can house 2200 students. It was noted the market share is linked to the outcomes in schools and the programme on offer at the college

**52.2017 Special Measures**

Directors were informed that two staff are currently receiving professional support both of which are shortly due to go on maternity leave. A focus on hotspot courses will ensure students are not disadvantaged.

**53.2017 Membership Matters**

The following appointments were approved by Directors

- Ryan Hill Lower 6 Student Director
- Alison Hall Non –Executive Director

Directors noted the resignation of Helen Fogg, a letter had been sent to Helen thanking her for her work with the college.

Directors noted the withdrawal of interest from Elizabeth Fecitt.

**53.2017 D1 Resolved: approve the appointment of Ryan Hill – Lower 6 Student and Alison Hall-Non-Executive Director**

- 54.2017 Report on Chairs actions since the last meeting**  
The Chair had nothing to report since the last meeting
- Committee Meetings**
- 55.2017 Standards Board held on 25<sup>th</sup> September 2017**  
Directors received the minutes of the Standards Board meeting held on 25<sup>th</sup> September 2017  
**55.2017 D1 Resolved: to receive the minutes of the meeting held on 25<sup>th</sup> September 2017**
- 56.2017 Governance Self-Assessment meeting held on 13<sup>th</sup> November 2017**  
Directors received the minutes of the Self-Assessment meeting held on 13<sup>th</sup> November 2017 the chair gave a summary of the progress made against the Directors Quality Improvement Plan
- 57.2017 Administration and Finance Committee meeting held on 15<sup>th</sup> November 2017**  
The Chair of the Administration and Finance committee gave a summary of the meeting held on 15<sup>th</sup> November 2017 highlighting various reports for approval  
**57.2017 D1 Resolved: to receive the minutes of the meeting held on 15<sup>th</sup> November 2017**  
**57.2017 D2 Resolved: to approve the Management Accounts for the period ending September 2017**  
**57.2017 D3 Resolved: to approve the Annual Accounts for the year ending 31<sup>st</sup> July 2017**  
**57.2017 D4 Resolved: to approve the committee KPI's for 2017-2018**  
**57.2017 D5 Resolved: to receive the Financial Indicator Dashboard from the Education and Skills Funding Agency**  
The Chair of the Corporation drew attention to the Financial Indicator Dashboard highlighting the financial health grading for the college as Outstanding
- 58.2017 Audit Committee meeting held 21<sup>st</sup> November 2017**  
The Chair of the Audit committee gave a summary of the meeting held on 21<sup>st</sup> November 2017 highlighting various reports for approval  
**58.2017 D1 Resolved: to receive the minutes of the meeting held on 21<sup>st</sup> November 2017**  
**58.2017 D2 Resolved: to approve the Annual Internal Audit Report 2016-2017**  
**58.2017 D3 Resolved: to approve the Management Report on the Audit of the Financial Statement 31<sup>st</sup> July 2017**  
**58.2017 D4 Resolved: to approve the Annual Report of the Audit Committee year end 31<sup>st</sup> July 2017**  
**58.2017 D5 Resolved: to approve the committee KPI's for 2017-2018**
- 59.2017 Search and Governance Committee held on 21<sup>st</sup> November 2017**

The Chair of the Search and Governance committee gave a summary of the meeting held on 21<sup>st</sup> November 2017 highlighting the following for approval

**59.2017 D1 Resolved: to receive the minutes of the meeting held on 21<sup>st</sup> November 2017**

**59.2017 D2 Resolved: to approve with amends the Directors attendance record 2016-2017**

**59.2017 D3 Resolved: to approve the committee KPI's for 2017-2018**

**60.2017 Directors Annual Residential Conference**

A discussion followed about the programme for the Directors Annual Conference, it was agreed to set some time aside in the evening for some informal conviviality as opposed to having a guest speaker.

**61.2017 Identification of any new risks**

No new risks were identified

**62.2017 Presentation**

The Chair noted the retirement of Jodie Trembles-Chair of the Finance and Administration committee, and thanked her for the contribution made to the Corporation during her time as Non-Executive Director and gave her a gift.

**63.2017 Events**

Directors were reminded of up and coming events at the college, including the;

- Christmas Show case
- Carol Concert

**Date and Time of next meeting**

Monday 12<sup>th</sup> March 2018 at 5pm

Signed \_\_\_\_\_

Date \_\_\_\_\_