



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

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

**Date:** Monday 12<sup>th</sup> March 2018  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.00- 6.05pm

**Present:** Mr J Boyle (Chair)  
Ms J Gray (Principal)  
Cllr D Clapham  
Mr M Waterhouse  
Ms W Middlemas  
Ms D Taaffe  
Mr N Webster  
Ms V Blakeman  
Ms C Coyne  
Ms A Hall  
Mr C Simkins

**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 S Haskett and Mr R Hill

		Action
<b>01.2018</b>	<b>Preliminaries</b> The Chair welcomed everyone to the meeting, Directors introduced themselves to Colin Simkins (new Director) Apologies were noted	
<b>02.2018</b>	<b>Declarations of Interest</b> JB and DC declared an interest in item 14.3	
<b>03.2018</b>	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
<b>04.2018</b>	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
<b>05.2018</b>	<b>Minutes of the meeting held on 5<sup>th</sup> December 2017</b> The minutes of the meeting held on 5 <sup>th</sup> December 2017 were approved	
<b>06.2018</b>	<b>Matters arising from the minutes not covered elsewhere on the agenda</b>	

- a) **Corporation Membership**-(item 46.2017 from the previous minutes) Directors were reminded by the Chair of Search and Governance Committee meeting that there is a vacancy on the Governing Body for a Chartered Accountant or Chartered Certified Accountant to chair the Admin and Finance Committee the Chair of the Corporation highlighted the situation even further
- b) **Safeguarding**-(Item 49.2017 from the previous minutes) confirmation Directors DBS clearance has been recorded in the safeguarding report

**07.2018 College Action Plan**

Directors reviewed the College Action Plan (paper 7.1) presented by the Deputy Principal, who invited Directors to ask questions

**Questions from Directors**

In response to a question about attendance, it was noted that after 4 weeks of non-attendance students will be classed as leavers. Directors were assured that conversations with such students take place before the 4-week period to try to improve attendance, it was also noted that it is not always the case that poor attendance leads to a student leaving the college.

Asked about support for students to develop independent learning strategies and resilience it was noted that college and secondary schools are working together to improve this. It was noted that there is a skills gap amongst some students moving to college but it is hoped this will be addressed through the transition project.

In response to a question about individual learning and progression plans (ILLP) and how many had taken place to date, Directors were informed that even though the data does not show it clearly enough it is a shade away from target.

The principal noted that the data records formal reviews, however students have the opportunity for many informal reviews over time, it was noted that students during the stakeholder conversation at the Directors Conference rate these conversations as the most important.

Asked about the red rating for objective 6.1 increase student numbers, Directors were informed that at present there are 65 less students than this time last year, it was noted that Year 11 students is the worst year in the demographic decline, however the 'keeping warm' strategies worked well last year and the focus is on increasing the use/scope of these.

Asked about objective 4.1 plan for long-term financial health, it was noted that at the moment it does not look like the college will need to draw on the reserves approved previously by Directors. In response to a question about 6.3 further develop health and well-being strategies for staff and students and how the college can ensure high attendance, it was noted that some of these events are whole college events making it hard to capture number of attendees, however every student has the opportunity to attend at least one event throughout the year. The planned site security system will help to provide better data for attendance at whole college events in the future.

- 08.2018 Attention and Retention Report**  
 The Assistant Principal: Vocational presented the report (paper 8.1) and provided responses to the following questions:  
 In response to a question about how students are motivated to attend some lessons, it was noted that timetabling is challenging and gaps in the college day cannot be avoided, it was noted that the important factor is the quality of teaching, learning and assessment is the best it can be in order to attract students to lessons.  
 The Principal explained to Directors that the college are using strategies such as the VESPA model (A Level mind set) to encourage students to use their Directed Study Time (DST) for independent learning, it was noted that every hour of study has a real impact on outcomes  
 Asked about the decline in attendance Directors were informed that departments are working hard on retaining students using lots of different strategies and ideas, It was noted that persistent absence is better than this time last year.
- 09.2018 Safeguarding**  
 Directors received the minutes of the FCAT Safeguarding Board Meeting (paper 9.1) held on 22<sup>nd</sup> November 2017  
**09.2018 D1 Resolved: to receive the minutes of the Safeguarding Board meeting held on 22<sup>nd</sup> November 2017**  
*SLT left the meeting*
- 10.2018 Professional Support**  
 Directors were informed that two members of staff currently receiving professional support with action plans in place are currently on maternity leave
- 11.2018 Principal's Report**  
 Directors considered the Principal's Report (paper 11.1) the Principal highlighted the following from the report  
**Recruitment**  
 It was noted that recruitment is positive with an increase of 100 applications in comparison to the same time last year. The Principal highlighted a concern in the decline in market share at South Shore (down 7.5pp to 37.6%) possibly due to the loss of the link person for recruitment, the Head at SS assures the Principal that from September a member of SLT will be allocated responsibility for recruitment.  
 Asked about recruitment from other schools in the area it was noted that there is still further work to be carried out, however it has been noted that head teachers value the collaborative relationships and the help and support provided by the college to the students  
**Finance Update**  
 Directors were informed that the college are trying hard to secure additional funding and had been successful in securing funding of £100k from the Education and Skills Funding Agency (ESFA) Capacity Delivery Fund to facilitate the build-up of capacity and capability to deliver substantive work placements in 2018-19

It was noted that the staff have worked hard on the three Rs, 'Recruitment and Retention and as a result the Reward' has been a pay increase in line with Sixth Form Colleges Association (SFCA) for all staff from April 2018

### **Questions from Directors**

In response to a question about the new T Levels it was noted that these include substantial work experience which may not suit Sixth Form Colleges as much as FE colleges, Directors asked the Principal to provide a paper identifying the risks of removal of technical levels.

Principal/Corp  
agenda

**12.2018 Report on Chairs Action since the last meeting**

The Chair had nothing to report since the last meeting

### **Committee Meetings**

**14.2018 Audit Committee held on 30<sup>th</sup> January 2018**

The Chair of the Audit Committee gave a summary of the meeting held on 30<sup>th</sup> January 2018 highlighting various reports for approval.

**14.2018 D1 Resolved: to receive the minutes of the meeting held on 30<sup>th</sup> January 2018**

**14.2018 D2 Resolved: to approve the Health and Safety Framework Review**

**14.2018 D3 Resolved: to approve the Internal Audit Progress Report**

**14.2018 D4 Resolved: to approve the Risk Management Report**

**15.2018 Search and Governance Committee held on 30<sup>th</sup> January 2018**

The Chair of the Search and Governance Committee gave a summary of the meeting held on 30<sup>th</sup> January 2018 highlighting various committee issues for approval

**15.2018 D1 Resolved: to approve the minutes of the meeting held on 30<sup>th</sup> January 2018**

**15.2018 D2 Resolved: to approve the appointment of Mr Colin Simkins to the Board of Directors**

*JB and DC left the meeting for the following two items the Chair was taken by WM*

As a member of the S&G Committee the Principal proposed that the term of office for a further 4 years be extended for JB and DC. It was noted that the extension will provide experience to the board in a time of many changes to the members and a temporary Chair of the Admin and Finance committee until a Certified Chartered Accountant can be recruited to take on this role

Directors unanimously voted for the extension of both JB and DC for a further term of four years.

The Principal proposed a resolution to 1:6 of the Standing Orders to include the maximum tenure of a Non-Executive Directors' term of office

Directors agreed with the change of wording to 1:6 of the Standing Orders

*JB and DC returned back into the meeting*

**15.2018 D3 resolved: to approve the extension of the term of office for a further 4 years for Mr J Boyle**  
**15.2018 D4 Resolved: to approve the extension of the term of office for a further 4 years for Cllr D Clapham**  
**15.2018 D5 Resolved: to approve a resolution to 1:6 of the Standing Orders**

**16.2018 Standards Board held on 27<sup>th</sup> November 2017 and 26<sup>th</sup> February 2018**

The Chair of the Standards Board presented the minutes from the meetings for approval

It was noted that the February meeting was very short with only one report presented due to the short timescale between that and the Annual Conference, it was decided to remove the meeting from the Directors calendar and add the report onto the Corporation meeting

**16.2018 D1 Resolved: to approve the minutes of the meeting held on 27<sup>th</sup> November 2017**

**16.2018 D2 Resolved: to approve the minutes of the meeting held on 26<sup>th</sup> February 2018**

*The Principal left the meeting for the next item*

**17.2018 Remuneration Committee held on 12<sup>th</sup> March 2018**

The Chair gave a verbal update on the meeting held on 12<sup>th</sup> March which included the mid-year review for two senior post holders, the Principal and the Deputy Principal. This item was deemed confidential and minuted as such.

*Directors thanked both the Principal and Deputy Principal for their hard work*

*The Principal returned to the meeting*

**18.2018 Identification of any new risks**

No new risks were identified

**18.2018 Date and Time of next meeting**

Tuesday 3<sup>rd</sup> July 2018 at 5.00pm

**Clerk**

Signed \_\_\_\_\_

Date \_\_\_\_\_