



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

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

Date: 3rd July 2018
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00-6.45pm

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

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

Apologies: Ms A Hall

19.2018 Preliminaries

The Principal presented the Chair with a cake to celebrate his last Corporation meeting as Chair. It was noted that the first item on the next Standards Board agenda would be to pass over the position to the new Chair

The Chair welcomed everyone to the meeting and introduced Alistair Burr the newly elected Teaching Staff Director, who gave Directors a brief summary of his teaching background
Apologies were noted

20.2018 Declarations of Interest

There were no declarations of interest

21.2018 Consideration of any items of urgent business.

There were no items of urgent business to discuss

22.2018 Confirmation of Quoracy

It was noted the meeting was quorate

23.2018 Minutes of the meeting held on 12th March 2018

The minutes of the meeting held on 12th March 2018 were approved

Matters arising from the minutes not covered elsewhere on the agenda

- a) **Directors Meeting Dates-**(item 16.2018 from the previous minutes) confirmation the February Standards Board meeting had been removed from the Directors calendar.

24.2018 College Action Plan

The Deputy Principal presented the College Action Plan (paper 7.1) and highlighted the progress made against the Value Added target, she also noted the improvement in attendance and noted that retention despite improvement is below the college target but will be a significant priority in the next academic year.

Questions from Directors

Asked about benchmarking attendance in school and other colleges, it was noted that there is no national data to compare at present, however college had recently shared information with other colleges on how to improve attendance and retention, it was noted that retention figures fair really well. The Deputy Principal agreed to share these figure with Directors.

GY

Asked about the difference between the target/actual figures of students attending work placement it was noted that although these figures fall short of the target there was an improvement made on last year. Directors were informed that part way through 2016/17 the parameters changed around work placements which means not all students will require a work placement only those who need it. It was noted that Directors had formed a working party to improve employer links, it was also noted that Blackpool Council had put a clause into their contracts with businesses 'to work with schools and colleges to improve work placements'

Directors acknowledged the support work carried out by the college in collaboration with FCAT schools and asked that this work be logged more formally in order to share the impact

SLT

It was noted that further work is being carried out with the sponsors of FCAT – BSFC and Hodgson Academy to ensure all parties are clear about the sponsor role within the Academy Trust.

In response to a question about how well Individual Learning and Progression Plans (ILPP) are going, feedback suggests that both students and Pastoral Mentors (PM's) believe it is one of the most important things they do. Education Endowment Foundation (EEF) National Research suggests that feedback is the most important thing to improve progress. Further work is being carried out to improve the quality of ILLP even further. It was noted that college had received some funding to develop the concept of 'growth mind-set'. The Senior Leadership Team (SLT) had agreed that ~~group~~ Route3 and L6 will receive a minimum of 3 meetings per year and U6 2 meeting per year.

25.2018 Learning and Development

Directors received the Learning and Development (L&D) report 2018 (paper 8.1) presented by the Assistant Principal: Academic, it was noted that the report included an end of year summary of some of the

learning and development that had taken place, this did not include all evaluations. Further exploration will take place for evaluating the effectiveness of L&D that is possibly less time consuming.

26.2018 Teaching, Learning and Assessment

Directors received the progress report to Minimum Target Grade (MTG) June 2018 (paper 9.1) presented by Assistant Principal: Academic and were invited to ask questions

Questions from Directors

Asked about a drop in grades for A Level Year 1 in comparison to the previous year it was noted that the variation is within 2 percentage points, therefore not causing any significant concerns, it was noted that the grade is still above the college target of 75%

The AP: Academic explained to Directors that teachers had been asked to use their professional judgement to award a predicted grade at 4 data entry points across the year

In response to a question about subjects awarding different grades to students, it was noted that there are different national grade boundaries per subject so what constitute an A grade in one subject might not be in another.

Assistant Principal's Academic and Vocational left the meeting

27.2018 Policy Tracker

The Deputy Principal explained the Statutory Policies for Schools and Colleges document, it was agreed that the Governing Body would delegate responsibility for maintaining and updating college policies to the SLT.

Questions from Directors

In response to a question about which policies are published on the college website, it was noted that only those which are statutory are published.

Governors approved the plan that all policies which could be delegated would be so delegated to the Principal.

The Deputy Principal left the meeting

28.2018 Strategic Development Plan

The Principal presented the Five-Year Strategic Development Plan including the Public Value Statement and highlighted the following slight amendments to the document;

Priority 1: Retention and attendance have been separated into 1.3 and 1.4

Priority 6: Refocus on college community

A discussion took place about the risk to increasing university offers, it was noted that more universities are offering unconditional places much earlier and some students relax their studies and do not strive for the best results, as a consequence this could impact on the college reputation. It was noted the Sixth Form College Association (SFCA) are following this up with universities.

28.2018 D1 Resolved: Directors approved the Strategic Development Plan

29.2018 Professional Support

There was nothing to report since the last update

30.2018 Principal's Report

The principal presented her report, highlighting the following; **Recruitment**, Directors were informed that the recent new student day was a success with a record number of new students attending (70+) the highest in the college history. She praised the staff and said they had been exceptional in welcoming new students to the college. It was noted that the focus now is on 'keeping warm' and driving conversion between application and enrolment

Key College Achievements and Activities

Directors were informed that the college had recently achieved a national award from the Council for Learning Resources in Colleges (CoLRIC) in recognition of the outstanding learning resource provision, stating it was the best practice they had seen.

Questions from Directors

In response to a question about the disappointing number of staff (14) accessing online training, it was noted that HR had sourced a number of online courses for support staff, the aim was to address the feedback that L&D was not always department specific, in total 22 online courses were sourced and offered. It was noted that these courses are not a requirement.

Directors were informed that 63 schools are engaged in the teaching school programme of which 2000 teachers access training courses provided.

Asked about an error in the report on page 8 'the grade for effectiveness in Leadership and Management reduced from Grade 3 to Grade 2' the Principal agreed to make the necessary changes to the report JG

Directors complimented the work carried out by the Assistant Principal (FCAT) to improve English in school across Blackpool, It was noted the feedback is extremely positive.

31.2018 Membership Matters

Directors noted the changes to the Chair and Vice-Chair roles from September 2018, it was confirmed that there will be an official handover at the next Standards Board meeting in September.

Directors noted the resignation of the Teaching Staff Director due to him taking a new post at another establishment and the Chair of the Search and Governance Committee gave thanks for all his hard work to the board and wished him well for the future.

Directors approved the appointment of Alistair Burr (Teaching Staff Director) from September 2018

31.2018 D1 Resolved: approve the appointment of Alistair Burr (Teaching Staff) Director to the Corporation

32.2018 Report on Chair's actions since the last meeting

The Chair had no college actions to report other than a meeting with the Regional Schools Commissioner to discuss the college's sponsorship of FCAT

33.2018 Safeguarding

Directors received the minutes of the FCAT Safeguarding Board meeting (paper 15.1) held on 26th April 2018

Committee Meetings

34.2018 Governance Self-Assessment Meeting held on 22nd May 2018

Directors received the minutes of the Governance Self-Assessment Committee meeting held on 22nd May 2018 (paper 16.1)

The Chair of the Committee provided a summary of the meeting highlighting the work being carried out to improve links between employers and the college. Directors were asked to bring a colleague to a breakfast meeting on 2nd October 2018. Directors asked who had been invited. It was agreed the Clerk would send a reminder email asking Directors who they will be bringing to the event

Clerk

35.2018 Standards Board meeting held on 11th June 2018

Directors received the minutes of the Standards Board meeting held on 11th June 2018 (paper 17.1)

36.2018 Audit Committee meeting held on 18th June 2018

Directors received the minutes of the Audit Committee meeting held on 18th June 2018 (paper 18.1) the Chair gave as summary of the meeting, highlighting various reports for approval.

36.2018 D1 Resolved: to approve the Student Bursaries and Free Meals Audit Report 2017-18

36.2018 D2 Resolved: to approve the approach to Internal Audits for 2018-19

37.2018 Search and Governance Committee meeting held on 18th June 2018

Directors received the minutes of the Search and Governance Committee meeting held on 18th June 2018 (paper 19.1) The Chair gave a summary of the meeting highlighting the various documents for approval.

37.2018 D1 Resolved: to approve the following governance documents;

- **Standing Orders**
- **Guide to the Governing Body**
- **Securing new members to the Corporation**
- **Code of Conduct**
- **Governance Charter**

38.2018 Administration and Finance meeting held on 2nd July 2018

The Chair gave a summary of the Administration and Finance meeting held on 2nd July 2018 highlighting the following reports for approval. Directors also noted the Financial Dashboard from the Education and Skills Funding Agency (ESFA)

38.2018 D1 Resolved: to approve the Directors Financial report for the period ending 31st May 2018

38.2018 D2 Resolved: to approve the budget 2018-19 and Five Year Plan

38.2018 D3 Resolved: to approve the Loan Covenant Letter from Lloyds Bank, the following resolutions were passed;

- (i) £2,300,000 arranged with Lloyds Bank PLC in a letter dated 2nd November 2011, and
- (ii) £5,500,000 dated 21st August 2007 as amended by our letters dated 25th October 2010

Be further amended in the manner proposed in a letter from the Bank dated 9th April 2018

It was further resolved that Mr J Boyle and Ms J Gray be authorised to make the necessary arrangements with the Bank and to sign on behalf of the college the Amendment Letter (paper 20.3) which was produced to the meeting and its terms and conditions approved.

38.2018 D3 Resolved: to approve the Property Strategy 2018-2022

38.2018 D4 Resolved: to approve the procurement and appoint architectural support for drafting up full as-built drawings and developing Estates Strategy feasibility study (RIBA Stage1)

38.2018 D5 Resolved: to approve the option to draft up a detailed property plan to put the college in a state of readiness should grant funding become available

Questions from Directors

In response to a question about Directors personal liabilities it was noted that there was no personal liability as long as Directors are acting in good faith and all financial procedures are fully audited.

39.2018 Directors' Annual Conference

Directors considered the venue for the Directors' Annual Conference in February 2019. It was noted that the college would be a good venue for stakeholder groups, one it would avoid travel costs for staff and students and two it would be an opportunity to showcase the college facilities/departments to employers. Directors felt that a key part of the conference was the evening meal and overnight stay, the Chair suggested that the National Leader of Governance (NLG) funding could part fund the conference.

SH

It was agreed to hold the conference at two split sites, Friday at the college with dinner, overnight stay and Saturday (half day) at The Villa, the Clerk agreed to contact the venue for some prices.

40.2018 Farewell

The Chair thanked Michael Waterhouse for his contribution to the governing body and presented him with a card.

41.2018 Identification of any new or amended risks

No new risks were identified

Date and Time of next meeting

Tuesday 4th December 2018

Signed _____

Date _____