



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

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

Date: Tuesday 4th December 2018
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 4.45-7.17pm

Present: Ms W Middlemas (Chair)
Cllr D Clapham
Ms D Taaffe
Ms J Gray (Principal)
Mr N Webster
Mr A Burr
Ms C Coyne
Rev S Haskett
Mr R Hill
Mr M Hellewell
Ms A Hall
Mr C Simkins OBE

Together with: Ms G Yeadon (Deputy Principal)
Ms T Cooper (Assistant Principal: Vocational)
Ms S Benson (Assistant Principal: Academic)
Mrs S Hawitt (Governance Administrator-FCAT)
Mr T Craven (Head of Sport, Tourism and Public Services)

Apologies: Mr J Boyle OBE and Ms V Blakeman

42.2018 Directors CPD-Safeguarding-delivered by Tim Craven

Tim Craven delivered a presentation on safeguarding refresher training to Directors. He agreed to share the slides to avoid note taking. TC/Clerk

Questions from Directors

Asked about the difference between 'MyConcern' and 'Spotlight' it was noted that Spotlight is a level below MyConcern in terms of reporting incidents.

In response to a question about the information students receive, it was noted that students have access to Spotlight information but not MyConcern, asked about the issues surrounding General Data Protection Regulations (GDPR) and Freedom of Information (FOA) it was noted that safeguarding will always take priority over GDPR and FOA

Directors asked how much time the team (of 8) spends on safeguarding issues on a day to day basis, it was noted that, the work load is unpredictable and cannot be measured in advance of issues occurring, however, the team work with each other to support their day to day college work.

The Chair thanked Tim and he left the meeting.

43.2018 Preliminaries

The new Chair welcomed everyone to the meeting, especially Matt Hellewell the new Lower 6 Student Director, everyone introduced themselves.

Apologies were noted

44.2018 Area of focus for the meeting

The area of focus for this meeting was attendance

45.2018 Declarations of Interest

There were no declarations of interest

46.2018 Consideration of any items of urgent business.

There were no items of urgent business to discuss

47.2018 Confirmation of Quoracy

It was noted the meeting was quorate

48.2018 Minutes of the meeting held on 3rd July 2018

The minutes of the meeting were approved

49.2018 Matters arising from the minutes not covered elsewhere on the agenda

- a) **Directors Annual Conference** - item 39.2018 from the previous minutes) confirmation The Villa can accommodate Dinner, Bed and Breakfast and a half day conference at a cost of £135.00pp +VAT per person, it was noted that this was the same price as last year, the Clerk agreed to negotiate the price further with The Villa. Clerk

50.2018 College Action Plan

The Deputy Principal presented the College Action Plan (paper 8.1) she noted that it is very early in the academic year therefore no significant updates to report, however progress is being made which SLT are happy with, she invited questions.

There were no questions to answer

51.2018 Attendance and Retention

The Assistant Principal: Vocational presented the report (paper 9.1) and provided responses to the following questions.

Asked if there had been any analysis carried out on the reason for poor attendance for persistently absent students, it was noted that there are many varied reasons, including mental health issues and anxiety presenting a significant proportion, this is well monitored and supported. It was noted that Route 3 is a particular area of concern with 89.5% attendance against a college target of 92% it was also noted that a significant amount of students have 100% attendance, unfortunately no cohort is above the college target for attendance.

Directors were informed that there is a lot of work being carried out to ensure lessons in BTEC courses are unmissable to encourage students to attend. It was also noted that timetabling can sometimes be an issue with some students expected to attend only one lesson in a day, which sometimes results in some students not attending.

In response to a question about the variation between the data for different lessons it was noted that maths and English include GCSE resits which some students do not regularly attend. Asked if data had been scrutinised by trends, such as holiday times it was noted that this is something that college are looking into. SLT

It was noted that prior to holidays curriculum heads discuss all the exciting things happening in college for the next half term to encourage students to come back after the break, it was noted that Christmas is a particularly difficult time for some students.

A discussion followed about interventions, it was noted that some students find it hard to identify why they have signed up to college which can have a huge impact on poor attendance. It was noted that finding out reasons, such as career intentions early enough can have a positive impact on attendance, with that in mind further work with the Route 3 programme will involve talking to students about future course.

Discussion took place about rewarding students publicly for good attendance, it was noted that curriculum departments, Route 3 and pastoral departments are working really hard to deliver the same message to students.

Further discussion took place about inviting employers into college to talk to students about attendance in the workplace and the consequences of non-attendance.

Asked how Blackpool Sixth (B6) compares with other colleges, it was noted that the college compares favourably, however B6 measure themselves against a school target of 96%

Directors asked if there can be further work carried out to find out if there is any correlation between low attendance and feeder schools, it was noted that the Head of each school shares soft intelligence with the college about attendance, it was also noted that if the data is filtered by secondary school there does not appear to be a theme.

Asked if attendance targets are realistic enough, it was noted the college want to have aspirational targets for attendance, it was noted that the reward scheme Target 96 will be used to drive attendance forward

It was noted that retention figures are above the college target in all groups. Directors were informed that retention is measured from the 42 day target.

Asked about the retention target in the College Action Plan 1:3 and what have we learned from students who have left, it was noted that some students who have left have returned stating the pastoral care and warm caring environment at B6 are drivers for retaining students

Asked if research had been carried out to find out the optimum time for students learning and if lessons can be delivered at different times of the day, for example using the university model,

it was noted that SLT had discussed moving the day ahead to a later time.

It was noted that Extended Project Qualification (EPQ) students do not always have good attendance, however apart from the time spent with their supervisor the students should be studying independently, therefore students feel there is no reason to attend the lesson. It was noted that this is something SLT are looking into.

Asked why the target is 96 and not 100 it was noted that there are times when students genuinely cannot attend college, for example GP appointments and the like. Asked about data shared with students and the possibility of day to day progress being RAG rated to avoid consistent reds and encouraging improvement, it was noted that this does happen in pastoral meetings but is something that could be improved upon.

Directors praised staff at B6 for their aspirational targets and noted they are a shining beacon in Blackpool giving students the best possible chance. However Directors were informed that poor attendance will not be tolerated and low attenders do receive letters stating their place at college could be in jeopardy.

52.2018 Safeguarding

Directors considered the safeguarding report 2018-19 (paper 10.1) presented by the Deputy Principal. She highlighted the significant increase in referrals in comparison to previous years and noted the introduction of 'MyConcern' and additional awareness training for staff has led to more low level concerns being reported to the safeguarding team.

Directors received the minutes of the FCAT Safeguarding Board meeting (paper 10.2) held on 9th October 2018

Questions from Directors

Asked about the 30 referrals - 22 for advice and 8 resulting in formal referral (section 3:10) of the report and how it compares to previous years, it was noted that MyConcern is the baseline measurement, therefore there is no comparable data from previous years.

Directors noted that the safeguarding support is exceptional within the college and features prominently in the tutorial programme (Life Links) delivered to all students by pastoral mentors.

52.2018 D1: Resolved: to receive the Annual Safeguarding Report 2018-19

52.2018 D2:Resolved: to receive the minutes of the FCAT Safeguarding Board held on 9th October 2018

53.2018 College Self-Assessment Report (SAR)

Directors considered the college SAR 2018-19 (paper 11.1). The Deputy Principal drew attention to the grading on page 3 and informed Directors that there was considerably debate about grade 1 for each category in light of the dip in A Level outcomes for VA, however SLT scrutinised the Ofsted criteria for grade 1 and agreed college are still outstanding in all areas with some improvements identified for 2019-20

53.2018 D1:Resolved: Directors validated the SAR

SLT left the meeting

54.2018 Professional Support

The Principal gave a verbal update on professional support, it was noted that there would be nothing to report on this academic year due to maternity leave. Once both members of staff return to work and data reflects their performance a report will be generated.

55.2018 Principal's Report

Directors considered the Principal's Report December 2018 (paper 13.1) the Principal asked Directors for their support in a national campaign called 'Raise the Rate' a campaign to raise the national funding rate for 16 to 18 year olds. In response to a question the Principal informed Directors that local MPs were involved in the campaign.

56.2018 Clerking Service

It was noted that the Clerking Service provided by FCAT should be routinely reviewed at the Autumn meeting of the Corporation in order to fulfil the requirements of the Standing Orders and the college Financial Regulations. Further enquiries to be made

Principal/FCAT

57.2018 Report on Chair's actions since the last meeting

The Chair informed Directors that she attended a debate linking social media and mental health issues which she found to be very informative, she also spoke at the recent employer network event and will attend the student council in the new year.

She proposed to introduce a 'record of achievement' for Directors to ensure their training, attendance and other Director work is celebrated and in a useful format to be of use in the future.

Chair

58.2018 Directors Annual Conference

Directors considered the content for the Annual Conference and agreed that an additional stakeholder meeting with parents would be beneficial.

Committee meetings

59.2018 Standards Board meeting held on 24th September 2018

The Chair of the Standards Board presenting the minutes of the meeting for approval

59.2018 D1:Resolved: to receive the minutes of the meeting held on 24th September 2018

60.2018 Remuneration meeting held on 1st October 2018

The Principal left the meeting whilst the Chair gave a verbal update on the recent remuneration meeting, of which the content is recorded in confidential minutes.

The Principal returned to the meeting

61.2018 Administration and Finance Meeting held on 13th November

2018

Due to the absence of the Chair, the Chair of the Audit committee presented the various reports for approval

61.2018:Resolved: to receive the minutes from the A&F meeting held on 13th November 2018

61.2018 D2: Resolved: approve the management accounts for the period ending September 2018

61.2018 D3: Resolved: approve the committee's KPI for 2018-19

62.2018 Audit meeting held on 20th November 2018

The Chair of the Audit committee gave a summary of the meeting highlighting the changes to the approach to risk management and assurance and presented the following reports for approval

62.2018 D1: Resolved: to receive the draft minutes for the Audit committee meeting held on 20th November 2018

62.2018 D1: Resolved: Approve the annual accounts for the year ending 31st July 2018 (with amendment paragraph on page 49)

62.2018 D2: Resolved: Approve the Risk Management and Assurance Policy

63.2018 Search and Governance meeting held on 20th November 2018

The Chair of the Search and Governance committee gave a summary of the meeting highlighting various reports for approval;

63.2018 D1: Resolved: to receive the minutes from the meeting held on 20th November 2018

63.2018 D2: Resolved: to approve the appointment of Matt Hellewell, Lower Sixth Student Director

63.2018 D3: Resolved: approve the committee's KPI's for 2018-19

63.2018 D4: Resolved: approve the following appointments;

- Corporation – Vice Chair - Cllr D Clapham
- Satandards Board – Chair - Colin Simkins OBE
- Audit- Chair- Caroline Coyne
- Admin & Finance- Member- Debbie Taaffe
- Self-Assessment- Chair- Rev Steve Haskett

64.2018 Identification of any new or amended risks

New Committee Structure was identified as a possible risk
Financial risks

Date and Time of next meeting

Directors Annual Conference Friday 1st February and Saturday 2nd February 2019

Corporation meeting Monday 25th March 2019 at 5pm

Signed _____

Date_____