



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

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

Date: Monday 26th March 2019
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00- 6.30pm

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

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)

Apologies: Ms C Coyne and Mr N Oldham

01.2019 Preliminaries

The Chair welcomed everyone to the meeting and apologies were noted.

Thank you and farewell to Mr J Boyle

As this was Mr J Boyle's last meeting, the chair thanked him for his time on the Corporation as Chair and the work carried out during his tenure. It was noted he had led the college through some difficult times and changes with success. The Chair described the college as a beacon of good practice in Blackpool.

Gifts were presented on behalf of the Corporation and Mr J Boyle thanked everyone for their good wishes.

02.2019 Declarations of Interest

There were no declarations of interest

03.2019 Consideration of any items of urgent business.

There were no items of urgent business to discuss

04.2019 Confirmation of Quoracy

It was noted the meeting was quorate

05.2019 Minutes of the meeting held on 4th December 2019

The minutes of the meeting held on 4th December 2019 were approved

06.2019 Matters arising from the minutes not covered elsewhere on the agenda
a) Directors CPD-(item 42.2018 from the previous minutes) confirmation the slides from the Safeguarding refresher training had been shared with Directors.

Google Drive>Corporation Shared Files>Director Training and Residentials>Safeguarding 2018

b) Clerking Service-(item 49.2019 from the previous minutes) Confirmation the Principal and Head of Finance had carried out a price comparison with other Clerking services and it was deemed the service provided by FCAT very good value for money and proposed the agreement with FCAT continue. The agreement will be reviewed annually in the Autumn Term Corporation meeting.

07.2019 College Action Plan

Directors received the College Action Plan (paper 7.1) presented by the Deputy Principal (DP) and were invited to comments and ask questions

Questions from Directors

In response to a question about the use of symbols in the report, the DP GY agreed to keep them the same throughout the document.

Asked how ungraded lesson observations are being received by teaching staff, it was noted that staff are comfortable with the new ungraded system, it gives more opportunities for professional dialogue where the teacher can take the lead.

Asked if enough data will be gathered to form a judgement using the ungraded system, it was noted that SLT are confident there will be enough data gathered to make a judgement on the quality of teaching, learning and assessment using this method, some staff will be given the opportunity to be re-observed.

Directors were reassured that the process provides teachers with a supportive holistic approach which then encourages them to grow. Feedback from teachers had been positive.

Asked if there is a reason why upper 6 attendance target is below lower 6 it was noted that the targets had been set in comparison to the previous year, and were challenging but achievable. The ambition for the college is to have higher attendance targets however, if this is unrealistic this could potentially demotivate staff if the target was unachievable.

Asked if a common pattern is occurring and if there is any data to confirm specific issues, it was noted that U6 typically have more free time than L6 resulting in gaps in the timetable and students are more independent and make more decisions for themselves, The college is keen to change the mind-set of the students

A discussion took place about parental engagement and how this can help with attendance, it was noted that parents are informed about poor attendance.

The Chair drew attention to 5.2 of the report and commended the support across FCAT schools by the college.

08.2019 College Quality Improvement Plan (QIP)

Directors received the college QIP (paper 8.1) and noted the progress made.

Questions from Directors

Asked for clarification about the numbers on page 1 of the report and what they represent it was noted that the figures relate to the Alps scores for each subject. The principal explained the Alps grading system to Directors

Asked about comparative data for Alps it was noted that at present the college use their own internal calculator to make predictions, however this will change when college move to Alps Connect, a new online service generating easier instant internal analysis.

In response to a question about a possible link between the decline in value SB

added In A level physics and (issue 4 in the report) and insufficient value added for the most able students (issue 8 in the report) directors were reassured that every teacher has a high grade strategy embedded within the curriculum and interventions for the less able students are not at the expense of the most able students. The AP: Academic agreed to look further into the interventions in place for physics

09.2019 Attendance and Retention

Directors received and considered the Attendance and Retention report (paper 9.1) presented by the Assistant Principals: Academic and Vocational. It was noted that attendance remains a hotspot area for the college. Unfortunately no cohort is above the college target for attendance.

Directors were invited to ask questions.

Questions from Directors

In response to a question about what is classed as an authorised absence, it was noted that this is anything that is typically given to a student (you).i.e hospital appointment, university interview etc, it was also noted that evidence from the student is required to ensure the absence is authorised.

Asked about the decline in attendance figures for A2 (IFS) it was noted that the number of students this relates to is relatively small. Directors asked if it would be useful to note the number of students these figures relate to in the report. Asked if the A level Yr 2 figure of 94.9% (above target) included IFS students, it was noted that these students had been removed from the overall figure because they are not on the two year linear course, Directors asked if the total figure would be less if all students were included.

Further information about the data hub will be demonstrated by the Deputy Principal at the next meeting.

Directors asked if they could have attendance figures for the previous year in future reports. Directors highlighted the significance of finding trends linked to attendance and that it would be helpful to have more detailed data. Directors were informed of a capacity issue within the Management Information Systems (MIS) team in that college are struggling to recruit appropriate personnel despite investing in recruitment. However, some focused work had been carried out to try to find out reasons for non- attendance.

A discussion followed about students receiving unconditional offers from university. Directors asked if there is any evidence to suggest this is having an impact on attendance, it was noted that it depends on the course and the student, it was also noted that there is a lot of work being carried out nationally to try to reduce unconditional offers.

Asked if attendance is discussed as part of performance management it was noted that SLT meet all staff and Heads of Departments (HoD's) after every data drop and have targets to improve attendance across their curriculum subject, department and college as a whole.

In response to a question about the process for absence, the deputy principal explained the correct procedure for students to follow should they be absent from college which includes two different routes; a supportive pathway and a disciplinary pathway which could result in the student losing their college place.

Directors were also informed that Pastoral Mentors currently visit classrooms to identify students who are missing from session one of the day this appears to be working reasonably well.

The chair thanked SLT for their reports and they left the meeting

10.2019	<p>Professional Support</p> <p>Directors were provided with an update on professional support presented by the Principal. It was noted that one member of staff had returned to work from maternity leave, however the subject in question is no longer on the curriculum and therefore the support is not required unless the subject is reintroduced in the future.</p> <p>One member of staff has requested professional support due to results not being where they expected them to be.</p>
11.2019	<p>Principal's Report</p> <p>The Principal gave a summary of her report highlighting a potential boost in recruitment for 2019-20 due to the recent announcement of the closure of Blackpool and Fylde College's sixth form centre in Lytham.</p> <p>She also highlighted the case for growth funding from the ESFA had been declined due to the criteria not being met, however £33k additionally bursary funding had been allocated in recognition of the growth.</p> <p>The Principal reminded Directors of the campaign to 'raise the rate' and noted that a letter to every parent had been sent asking for their support. Letters have also been sent to the local MPs.</p> <p>Directors were informed that the college had been shortlisted for three awards;</p> <p>BTEC College of the Year BTEC Teacher of the Year Radio Wave Best Education Provider</p> <p>Questions from Directors</p> <p>Asked about the reduction of applications, it was noted that college are working closely with schools to build students confidence and self-esteem with a view to converting more applications to enrolment.</p>
12.2019	<p>Safeguarding</p> <p>Directors received the minutes of the FCAT Safeguarding Board meeting February 2019</p>
13.2019	<p>Directors Training</p> <p>Feed-back from Directors Conference 2019-Directors noted the feedback from the Residential Conference February 2019 (paper 14.1)</p> <p>It was noted that the college venue was excellent and Directors suggested using the college for future conferences. It was agreed to discuss venue and detail at the next Search and Governance meeting.</p> <p>Governance Training Webinars-the Chair reminded Directors of the training webinars, asked if the material can be printed JB agreed to find out</p> <p>Directors Personal Record (DPR)-the Chair gave an update on the DPR, it was noted that training will be rolled out at the next Standards Board meeting.</p> <p>Directors 1-1 review-the Chair reminded Directors that a 1-1 meeting to discuss their role as a Director is available to them</p>
14.2019	<p style="text-align: center;">Committee meetings</p> <p>Governance Self-Assessment Meeting held on 12th December 2018 and 11th February 2019</p> <p>The Chair of the Governance Self-Assessment Committee presented the minutes of the meetings for approval</p> <p>14.2019 D1 Resolved: to approve the minutes of the meeting held on 12th December 2018</p> <p>14.2019 D2 Resolved: to approve the minutes of the meeting held on 11th February 2019</p>

**S&G
Agenda**

JB

Agenda

- 15.2019 Standards Board meeting held on 12th December 2018 and 11th March 2019**
 The Chair of the standards Board presented the minutes of the meetings for approval
15.2019 D1 Resolved: to approve the minutes of the meeting held on 12th December 2018 and 11th March 2019
15.2019 D2 Resolved: to approve the clerking service provided by FCAT
- 16.2019 Audit Committee meeting held on 29th January 2019**
 Directors received the minutes of the meeting and various reports for approval
16.2019 D1 Resolved: to approve the minutes of the meeting held on 29th January 2019
16.2019 D2 Resolved: to approve the Risk Management Report and Risk Register
- 17.2019 Search and Governance meeting held on 29th January 2019**
 The Chair of the Search and Governance Committee gave a summary of the meeting held on 29th January 2019 and highlighted various committee issues for approval
17.2019 D1 Resolved: to approve the minutes of the meeting held on 29th January 2019
17.2019 D2 Resolved: to approve the appointment of Neill Oldham to the Board of Directors
17.2019 D3 Resolved: to approve the appointment of Steve Rimell to the Board of Directors and the Administration and Finance Committee.
- 18.2019 Administration and Finance meeting held on 4th March 2019**
 The Chair of the A&F committee presented the minutes of the meeting for approval. He highlighted that the college will be operating with a planned deficit budget for the first time, it was noted that the financial situation across the sector is very tight, however Blackpool Sixth scrutinise every subject and staff deployment. The principal praised the members of staff at the college for their exceptional hard work.
18.2019 D1 Resolved: to approve the minutes of the A&F meeting held on 4th March 2019
- 19.2019 Identification of any new or amended risks**
 No new risks were identified or amended
- Date and Time of next meeting**
 Tuesday 2nd July 2019 at 5pm

Signed _____

Date _____