

## **Minutes of the Meeting of the Corporation held on Monday 16<sup>th</sup> June 2014, The Conference Room, Prior Pursglove College**

The meeting was preceded by a presentation from Mr Grierson on the college's performance management system.

**Present:** Dr P Gavens (Chair), Mrs J Burton, Mrs C Craster, Mrs N Crombie, Dr D Dodds, Mr C Groves, Mr J Kay, Dr G Lofthouse, Cllr P Spencer

**In Attendance:** Mr R Grierson (Vice Principal), Mrs E Grove (Clerk), Mr M Loftus (Assistant Principal, Finance – Interim), Mrs P Miller (Assistant Principal, Curriculum and Guidance), Ms A Shaffi (Assistant Principal (Curriculum and Skills), Mr P Williamson (Education and Funding Agency (EFA) Northern Territorial Director), Mr J Zoryk (Assistant Principal, Resources)

*Meeting quorate*

*57% attendance*

### 1) **Apologies for Absence**

Mr Downs, Mr Laverick, Miss Palin, Mr Richardson, Dr Simpson

### 2) **Minutes of the Meeting of Thursday 15<sup>th</sup> May 2014**

The minutes were agreed and signed as a true record.

### 3) **Matters Arising**

Matters arising and progress on action points were discussed.

Dr Dodds reported on his first meeting with Mr Grierson in his role as Quality Link Governor and it had been positive.

The legislation relating to disclosure checks for governors was noted. A risk assessment will be carried out and updates to the appointment process and documentation will be made as a result of that. **Action (EG)**

The content of the STEM training day was noted. Governors were invited to the Year 9 event.

### 4) **Post Inspection Action Plan/Principal's Report**

4.1) **College Data Dashboard:** Progress against targets was discussed. The very positive outcomes for KAG E were being treated with caution and the reasons for this explained. A check of estimated grades will be made against actual exam results and areas of concern discussed with individual teachers.

Progress of AS targets was highlighted. The number of students attending exams was very positive. The change to study leave arrangements was outlined. Governors noted that the KAG E outcomes were probably too optimistic but were pleased to see the progress being made against targets. The need to have contingency plans in place if the exam results are disappointing was discussed.

4.2) **A2 and AS Pass Rates (KAG E) report:** Mr Grierson explained the grades and the report was discussed. An analysis of data showed that compared to sixth form colleges' benchmarks the college had a higher number of low end and fewer high end students. A discussion followed and governors suggested other ways of analysing the data.

Mrs Burton and Mr Grierson were asked to reflect on how the benchmark data was being used and to look at analysis of the data in other ways, for example by subject and course. It was suggested that this would be a good focus for discussion at faculty link meetings. **Action (JAB/RAG).** Mr Grierson informed the meeting that an ALPs report had been requested which stripped out the BTECs.

4.3) Progress on PIAP: Mrs Burton highlighted progress to date. The need to achieve greater consistency was stressed.

Dr Gavens drew attention to the governors section and progress with the Education Funding Agency (EFA) Commissioner's recommendations. He gave a report on his first meeting with the Chair of Blackpool Sixth Form College who was acting as his mentor. The use of the LSIS Effective College Board framework for governor self-assessment had been confirmed as a positive move at that meeting. The use of one to one reviews for governors had also been suggested. The Search and Governance committee members suggested that this should be introduced next year. Instead some questions would be included within this year's questionnaire. If any governor wished to raise any issues they could talk with Dr Gavens, Mr Groves or Mrs Grove.

4.4) Ofsted Data Dashboard: Mr Grierson gave an overview of the contents of the dashboard. A discussion followed. It was confirmed that where students take a mixed programme of A levels and BTECs, that no credit is given for the BTEC achievement and they are recorded as failing to achieve the new 3 A level measure.

Governors expressed concern that this gave a misleading impression of the exam successes of Prior Pursglove students in comparison to colleges and schools that only offer A levels. Mrs Burton informed members that this was seen as a national issue and was being pursued by the Sixth Form Colleges' Association. It was confirmed that the link to the dashboard had been placed on the governors' portal.

4.5) EFA Case Conference: Mr Williamson was asked to provide some feedback from the afternoon's case conference. From the EFA perspective the college was carrying out a very large amount of work to make improvements and the EFA was happy with progress to date.

Mrs Burton reported that Ofsted could see the college was making improvements and doing a lot to turn results round but until those results were known it could not be determined how successful the actions had been. Ofsted had published the monitoring visit report which was positive in its findings. Governors again stressed the need to have contingency plans in place to support staff if the results were disappointing.

## 5) Coverdale Project

The paper setting out the actions taken since the last meeting was considered. It was confirmed that the Corporation and the College were satisfied that the process followed, including ascertaining the views of the EFA and the college's regularity auditors, and the decisions made, to waive the college's financial regulations in respect of the requirement to obtain at least three tenders for building works of £50k or more, and for contracting with Wharton Construction as a preferred supplier on a design and build, fixed price contract basis provides good value for money and follows good procurement practices in the particular circumstances of this project for the following reasons:

- the benefit to the students of the new study area;
- that completion of works during the summer break which avoid disruption to student studies;
- the consequent cost savings (estimated £20k) through not needing to provide temporary facilities;
- a design and build contract rather than two separate contracts which provide a further saving estimated at £15k
- Readman Associates have checked the figures and consider them to provide good value for money.
- It is a fixed price for the works that will be specified in the contract.

Dr Lofthouse informed governors that a pre-start meeting was scheduled for later in the week.

6) **2014-15 Strategies for Improvement**

6.1) Achieving and sustaining improvements: Progress with implementing strategies was discussed. Governors questioned SLT members on the timescales for having everything in place for September. An overview of the timetable of activities was given and governors were assured that expectations for students would be set from the very beginning of their enrolment. Discussion moved on to the role of the H2H team in supporting students and how their hours and work had been refocused on lower grade students. The change in emphasis of personal tutors to progression tutors was outlined and discussed.

Governors questioned progress with IT and the move to Moodle. It was confirmed that all teachers will be trained in its use before the end of the summer term. The need to share good practice was emphasised and it was intended to work with other colleges that are strong in the use of IT.

Governors asked for a further update on progress to be given at the July meeting

**Action (JAB)**

6.2) Addressing High Grades: Governors were reminded of the actions outlined to them and discussed at previous meetings. SLT was placing a strong emphasis on the need to have stretch and challenge in place from the very start of the term.

7) **College Self-Assessment**

Dr Gavens reminded members that it had been planned to set up a working group to look at ways of improving the role of governors in the process. The need for the group was discussed in the context of actions taken since the May meeting and future planned activities. It was agreed that a working group was not needed provided training was in place early in the autumn term. Governors asked if it would be possible to compare data with that of an outstanding college. The feasibility of obtaining such data was discussed.

**Action RAG**. Training should also cover the Ofsted grade weightings, sixth-form college and national benchmarks.

The SAR schedule was noted. It was agreed that a small group of governors should meet before 9<sup>th</sup> October without management to review data and formulate questions.

**Action (EG)**

8) **Governor Liaison Visits**

8.1) Reports from Governors: Dr Dodds reported on his quality link meeting with Mr Grierson. He had been impressed by the high expectations of ownership placed on teachers for student progress.

Dr Gavens reported on his and Mr Downs meeting with the KS Faculty Managers. Their discussions reflected the earlier discussions in respect of KAG E data.

Dr Lofthouse informed members that his annual health and safety visit will take place on 2<sup>nd</sup> July and he will be checking on progress with putting risk assessments on line.

8.2) Principal's Questions and Answers: There were no additional questions for the Principal.

9) **Date and Time of Next Meeting**

The date and time of the next meeting was confirmed as Monday 14<sup>th</sup> July 2014, 5.00pm development session on Value Added/ALPs and formal meeting at 6.00pm.

10) **Any Other Business**

There was no additional business.

11) **Publication of Documents**

It was agreed to publish all documents except for item 7 which will be released on completion of the Coverdale project.

Mr Grierson, Mr Loftus, Mrs Miller, Ms Shaffi and Mr Zoryk left the meeting at 7.37pm.

## **Confidential Agenda**

### 12) **Senior Post-holder Matter**

Mrs Burton provided an update on the continuing absence of the Assistant Principal, Finance.

The meeting closed at 8.05pm.