

Minutes of the Meeting of the Corporation held on Thursday 15th October 2015, 6.00pm, The Conference Room, Prior Pursglove College

Present: Dr P Gavens (Chair), Ms K Avery, Mrs U Betterton, Mr B Bird, Mrs J Burton, Mrs N Crombie, Mr C Groves, Mr J Kay, Miss S Khabbass, Mr M Loftus, Mr A Smith

In Attendance: Mrs E Grove (Clerk), Ms A Shaffi (Vice Principal), Mr J Zoryk (Assistant Principal), Ms S Langstaff (Finance Manager)

Meeting quorate

79% attendance

1) **Apologies for Absence**

Mr S Dauncey, Dr D Dodds, Cllr P Spencer

2) **Vacancies and Size of Corporation**

Mr Groves spoke to the papers sent with the agenda. A discussion followed which focussed on governor skills, quorum levels and any potential benefit from actively recruiting new governors when the college was consulting on merger.

It was agreed that the size of the Corporation should be reduced to 15 with immediate effect by reducing the number of independent governors to five. It was further agreed that the second staff governor position should be retained although to date no one had come forward to fill the vacancy.

3) **Minutes of the Meeting of Thursday 10th September 2015**

The minutes were agreed and signed as a true record.

4) **Matters Arising**

Matters arising and outstanding action points from previous meetings were considered.

4.1) June 2015 Matters Arising: Governors were informed that a new marketing plan was being produced. They asked for it to be brought to a meeting as soon as it was available. **Action Principal**

4.2) July 2015 Staff Survey: Governors were informed that meetings with staff would be taking place in the two weeks after half term. It was agreed that the governor staff focus group meeting should be arranged for mid to late November. **Action Clerk**

4.3) July 2015 Strategic Plan: The amended plan attached to the papers was considered. A discussion took place on the introduction of the new A level specifications and transitional arrangements. Concern was expressed at the loss of the 'Understanding of Maths' qualification which had served the needs of students very well. The potential to reintroduce Statistics was noted.

5) **Health and Safety/Safeguarding**

5.1) Health and Safety Report Summer 2015: The report, action plan and accident statistics were discussed. Governors asked for the accident data to be reported against working hours for staff and numbers for students. Ways of issuing safety warnings to students after accidents or near misses were discussed and the views of the student governors sought. It was agreed that this could be done by promoting campus safety within the student bulletin. **Action Assistant Principal**

5.2) Safeguarding: Ms Shaffi gave a verbal report on student safeguarding matters and how they were being followed up. It was noted that the E-Safety week would take place earlier in the autumn term than last year. Ms Shaffi advised that a written report will be brought to the November Corporation meeting. Governors were reminded that a training session would take place at that meeting.

6) Principal's Report

6.1) 2014-15 Complaints' Analysis: The annual report was considered and accepted.

6.2) Data Dashboard and Post Inspection Action Plan (PIAP) 2015-16: Ms Shaffi took governors through the amendments previously requested by governors. A question was raised about targets for consistency across subjects. A discussion followed. It was noted that these would be addressed in the college self-assessment report and Key Assessment Grade (KAG) reports. Progress made on actions in the PIAP was noted.

6.3) Monthly Report to 30th September 2015: Ms Langstaff spoke to the report. It was noted that no changes had been made to forecasts. Attention was drawn to student numbers. A question was raised as to why pay costs as a % of income ratio rather than total cost was used as this gave a distorted figure last month. It was noted that this was used nationally.

6.4) Curriculum and Recruitment: The report was discussed. Governors considered the data and format to be very helpful and asked for it to be used in future reports. An amendment to the wording used in Table 1 to describe under or over achievement of targets was suggested and accepted. The loss of the 'Understanding of Maths' qualification was raised again. The increases in market share and conversion rate were noted.

6.5) New Inspection Framework: Ms Shaffi spoke to the item and gave a brief presentation setting out the key differences of the new framework. Governors were reminded of the link to the Ofsted data dashboard. The improvements made to the dashboard were welcomed but there was still concern that the reports in the separate School and College Performance Tables were based on students taking three A levels and did not reflect the achievements of students taking a mixed course. In response to a question raised it was confirmed that the data was taken from the college's ILR returns and closely matched the data within the college's own data dashboard. Governors asked for the presentation to be placed on the portal. **Action Clerk.**

Dr Gavens informed Governors that a number of webinars were available on the new framework and he encouraged everyone to access them.

In response to a question raised, it was confirmed that the college's 2014-15 self-assessment report grades would be scored against the old Ofsted framework.

7) Merger Consultation

7.1) Progress Report: Mrs Burton tabled a paper setting out the number of responses received to date and gave a verbal report on the nature of the comments made. It was noted that the majority were from Redcar and Cleveland ie Prior Pursglove College stakeholders. A discussion followed.

Dr Gavens advised governors that discussions had been taking place between the Department for Education (Dfe) and the colleges' advisers Eversheds on the formal notice that had been placed in the press. The original concern that only one notice had been published had been resolved and was considered acceptable.

A teleconference had taken place today and the DfE had advised that the notice was not strictly compliant. The area in which the notice was considered deficient was the lack of student numbers by full time and part time mode of attendance for both colleges and the proposed new college although these were contained in the consultation document. As a result, an amended notice needed to be placed in the press and the consultation extended for a further month.

DfE had also advised that due to parliamentary process the proposed dates for creation of a new college and dissolution of the two colleges needed to be revised. These revised dates were 1st April 2016 and 1st May 2016 respectively. During the teleconference it had been confirmed that the consultation document did not need to be re-issued.

Mr Taylor, Education Funding Agency (EFA) had stated that notwithstanding these procedural issues, the EFA was still very supportive of the merger consultation. A discussion followed and governors expressed their disappointment with advice received. It was noted that the DfE, EFA and Eversheds will keep in close contact from now on to ensure that DfE requirements are met.

It was noted that by extending the consultation period there was now the opportunity to hold a further public meeting. The need to have an interim Principal from January was raised and it was confirmed that this will be an agenda item at the November Corporation meeting. **Action Clerk**

7.2) Financial and Legal Due Diligence Reports: Governors were advised that the final financial due diligence reports were expected within the next few days. Governors asked for these to be sent out to them as soon as they arrived. **Action Finance Manager.**

In response to a question raised, Ms Langstaff informed governors that she had spoken with the Teesside Pension Fund and, as both colleges were in the same pool, there would be no revaluation or repayments required. An actuarial report would be required based on the date of dissolution.

The legal due diligence report for Stockton Sixth Form College on Prior Pursglove College was tabled. The key issues in the executive summary were briefly discussed. In response to questions raised, Ms Langstaff informed governors that she had been in contact with the bank and they were unable to advise at this stage whether they were able to novate the loan or not. Mrs Grove informed governors that she was in contact with the Clerk to the Foundation about matters relating to the Trust.

Governors asked for the due diligence reports to be placed on the November meeting agenda for full consideration. **Action Clerk**

The need to address transition issues in a timely manner should agreement be made to merge was raised. It was agreed that a timeline needed to be drawn up for consideration. **Action Clerk/SLT**

8) **Area Reviews**

Mrs Burton and Dr Gavens briefed governors on activities to date, the cycle of Area Review (AR) meetings and the site visits taking place on 19th and 20th October. In response to a question raised, Mrs Burton and Dr Gavens informed governors that they were aware that meetings were taking place between colleges outside the formal AR process.

Dr Gavens asked governors to give thought as to how they would like to be involved in the AR process as he considered it needed broader involvement and briefing of all governors. A working group could be set up if this was considered appropriate.

Governors were asked to submit their thoughts as soon as possible. **Action All Governors.**

9) **Governors' Self-assessment Report 2014-15**

Mr Groves spoke to the papers sent with the agenda. Key strengths and areas for improvement were highlighted. Governors were thanked for the efforts they had made to attend the increased number of meetings and other activities. The importance of achieving at least the 75% attendance target at such a crucial time for the college was stressed.

In response to a couple of responses made in the governor questionnaire, Mrs Burton informed the meeting that at a school where she was a governor, the governing body occasionally met for a brief period immediately before a meeting without the presence of management. This was noted.

The draft action and training plans were accepted.

10) **Any Other Business**

Governors were reminded that the date of the Subject Sector self-assessment validations was Monday 2nd November. The date of the final validation day had had to

be moved to Friday 23rd November. It was confirmed that a timetable for each day would be circulated early next week.

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

This was confirmed as Wednesday 11th November 2015. The start time of the meeting was raised as a development session on Prevent and Safeguarding was planned. It was agreed to continue with a 6.00pm start unless governors were able to start at an earlier time. **Action Clerk**

12) **Publication of Documents**

It was agreed to publish documents in line with the recommendations made on each report.

13) **Confidential Minutes 10th September 2015**

Dr Gavens advised that following a request from staff to publish the confidential minutes relating to merger consultation, an attempt had been made to achieve this through a decision by written resolution. To date not enough responses had been received. It was therefore proposed that the written resolution process be halted and a decision be made at this meeting.

It was agreed to terminate the written resolution process. It was further agreed that the confidential minutes as circulated to governors be published.

Mrs Burton, Miss Khabbass, Mr Smith and Mrs Grove left the meeting at 8.07pm prior to discussion of the following item.

Part B Confidential Agenda

14) **Principal's and Clerk's Appraisals and Remuneration**

The outcome of appraisals and remuneration were discussed. Decisions were made regarding salaries with effect from 1st September.

The meeting closed at 8.43 pm.