

Minutes of the Meeting of the Corporation held on Thursday 11th February 2016, 6.00pm, The Conference Room, Prior Pursglove College

Present: Dr P Gavens (Chair), Mr J Bailey, Mr B Bird, Mrs N Crombie, Dr D Dodds, Mr C Groves, Mr J Kay, Ms S Khabbass, Mr M Loftus

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

Meeting quorate

60% attendance

Dr Gavens opened the meeting and referred to the recent death of Cllr Peter Spencer. Speaking on behalf of all, Dr Gavens reflected that the College and the Corporation was very appreciative of his service over many years as both a College and Foundation Governor and he would be sadly missed. It was confirmed that a card of condolences had been sent to the family and that Mrs Grove, Ms Bailey and Ms Shaffi had attended a service in celebration of his life.

1) **Apologies for Absence**

Ms K Avery, Mrs U Betterton, Mr S Dauncey, Mr A Smith

2) **Minutes of Meetings**

2.1) Monday 14th December 2015: The minutes were agreed and signed as a true record.

2.2) Wednesday 6th January 2016: The minutes were agreed and signed as a true record.

3) **Matters Arising and Progress on Outstanding Action Points**

3.1) Student Union: Training had taken place with the SU and further activities were planned prior to contact being made with Teesside University SU.

3.2) Student Settling in Survey: An update was provided on the actions taken to further promote support available to students. Ms Khabbass advised that more information was available but lack of digital screens in study areas meant it was not promoted there although posters were displayed.

3.3) Staff Survey follow up: Ms Bailey advised that Union Reps had suggested that meetings between staff and governors on the area review should take place at lunchtimes. Governors advised that the Staff Focus Group did not see this as providing sufficient time. It was suggested that the Monday evening staff briefing sessions should be used. The Senior Leadership Team (SLT) was asked to put arrangements in place and ensure governors were advised of dates and times. **Action SLT**

3.4) Area Reviews: Ms Bailey advised Governors that the Department for Education were supportive of providing a briefing on academisation. This will be followed up with a view to input at the 2nd March governor meeting. **Action Principal**

In response to a question raised, Governors were informed that there had been no formal responses received to the 'outcome of consultation' report although there had been some press coverage.

Mrs Crombie arrived at 6.17pm.

4) **Health and Safety/Safeguarding**

Ms Shaffi advised that the Safeguarding/H&S link governors had met with her immediately before the meeting. A review of current policies and training would be needed following recent legislative changes. Proposals would be taken to the Safeguarding Link Governors before being brought to the Corporation. **Action Vice**

Principal. In response to a question asked, it was confirmed that safeguarding cases were progressing and support was in place.

5) **Principal's Report**

5.1) **Data Dashboard and Post Inspection Action Plan (PIAP):** Student progress following key assessment grade 4 (KAG4) was discussed. Discussion focussed on the red rated targets, why they had been missed and the actions being taken to address areas of concern.

Discussion moved to the PIAP with particular reference to reviewing college performance against outstanding colleges. Governors were reminded that the ALPs reports were reflected within the final College Self-Assessment Report. Ms Shaffi was asked to bring a briefing paper to the next meeting on the performance of outstanding and good colleges to provide a comparison. She was also asked to check that the latest Six Dimensions Report had been posted on the Governors' portal. **Action Vice Principal**

5.2) **Quality Audit Report:**

5.2.1) **KAG 4 Report:** The report was discussed. It was confirmed that the current second year students were the first to go through the full KAG process. Actions and support in place for specific subjects was queried and outlined.

5.2.2) **Work Scrutiny Report:** The report was discussed. Governors noted that progress was being made in some subjects but others continued to give cause for concern. Governors asked for an explanation and how confident SLT was that improvements could be made. An explanation was provided and assurance was given that there should be an improvement in student results.

5.2.3) **Observation of Teaching and Learning Report:** The report was discussed and it was noted that a further report would be made later in the year.

5.3) **Monthly Report to 31st December 2015:** Ms Langstaff drew attention to the updated forecast. In response to a question asked an explanation of 'supported internships' was provided. The drop in 16-18 apprenticeships was queried and an explanation provided.

5.4) **Marketing and Growth Strategy:** Governors were informed that the number of applications was very good and exceeded the number received by this time in each of the last four years. The need to ensure conversion to enrolments was stressed. An outline of liaison work was provided. Dr Dodds reported back from the parent evening discussions and advised that the 'taster sessions' had been a key element in student decisions.

6) **Area Reviews**

6.1) **Verbal Update:** Ms Bailey and Mr Groves provided updates on meetings attended. It was noted that Chairs would be meeting again on 17th February.

Discussion moved on to the various options coming out of the area review and the opportunities and risks. Concern was expressed that the area review was setting tight deadlines for decisions but they may not be achievable. It was noted that the process was slowing down in other areas of the country.

Governors were reminded that the options were being costed and these will be the focus of discussion at the additional meeting scheduled for 2nd March.

6.2) **Sixth Form College Academisation:** A discussion took place about academy status and the stance of the Regional Schools Commissioner.

Ms Khabbass left the meeting at 7.30pm.

7) **Merger Progress Report**

7.1) **Report from the Shadow Board:** Mr Kay spoke to the report and advised that a second meeting was scheduled for 15th February. The EFA had made a supportive submission to the DfE although the colleges had been informed they were not able to see the submission.

7.2) **Progress on Merger Action Plans:** It was confirmed that plans would be monitored by the shadow board. Ms Bailey advised that the TUPE consultation had started. There would be some harmonisation of terms and conditions of service. Prior Pursglove College staff would not be disadvantaged.

It was noted that the Freebrough Academy sponsorship would need to be transferred to the new college in the same way as Stockton Sixth Form Colleges' sponsorship of Thornaby Academy.

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

These were confirmed as:

- Wednesday 2nd March 2016, 4.00pm – 8.00pm – Area Review Options
- Thursday 17th March 2016, 6.00pm – 8.00pm standard business meeting.

9) **Any Other Business**

Ms Bailey reported on a visit made by the Askham Bryan College Principal and members of her leadership team. A discussion followed. It was confirmed that the current service level agreement would be novated across to the new college.

10) **Publication of Documents**

It was agreed to publish the signed minutes. The monthly report to 31st December will be published alongside the audited accounts.

Mrs Langstaff, Ms Shaffi and Mr Zoryk left the meeting at 8.12pm

Part B Confidential Agenda

11) **Confidential Minutes Wednesday 6th January 2016**

The minutes were agreed and signed as a true record.

12) **Staffing Needs**

Ms Bailey reminded Governors of the financial impact of under recruitment and the need for savings to be made by the college. She outlined advice received and proposed actions to address the shortfall in funding. After discussion, governors gave their support.

The meeting closed at 8.33pm.