

Minutes of the Meeting of the Corporation held on Monday 10th November 2014, 6.00pm, The Conference Room, Prior Pursglove College

Present: Mr C Groves (Vice Chair), Mrs J Burton, Mrs C Craster, Mrs N Crombie, Dr D Dodds, Mr G Downs, Mr J Kay, Mr R Laverick, Miss H Palin, Mr M Richardson, Cllr P Spencer

In Attendance: Mrs E Grove (Clerk), Ms K Avery (Prospective Foundation Governor), Mr A Hiscox (Quality Manager), Mrs P Miller (Assistant Principal, Curriculum and Guidance), Miss A Shaffi (Assistant Principal, Curriculum and Skills), Mr J Zoryk (Assistant Principal, Resources)

Meeting quorate

79% attendance

Miss Avery, prospective Foundation Governor was welcomed to the meeting as an observer.

1) **Apologies for Absence**

Dr Gavens (Chair), Dr Simpson, Mrs Betterton

2) **Sixth Dimensions Report**

Mr Hiscox gave a presentation on the College's sixth dimension report. Governors were taken through six key indicators for AS and A2 exam results. The data for the college was discussed. Governors considered it to be a powerful report and asked for the 2013 data to be placed on the Governors' portal to provide a comparator. Mr Hiscox was thanked for his presentation. He left the meeting at 6.30pm.

3) **Minutes of the Meeting of Thursday 16th October 2014**

The minutes were agreed and signed as a true record.

4) **Matters Arising**

Matters arising and progress on actions from previous meetings were discussed. Mrs Burton confirmed that students had been reminded about the support available for them in general and specifically on UCAS applications. Miss Palin informed the meeting that Student Support was on the next Student Forum agenda and ways of accessing help will be reinforced. Mrs Burton reported that the Skills Funding Agency was unable to remove the bar on recruiting for traineeships due to the Ofsted outcome. Mr Groves informed the meeting that the guidelines on reviewing senior post-holder remuneration had been amended and will be taken under Part B (confidential section) of the agenda.

5) **Health and Safety/Safeguarding** (Standing Item)

There were no urgent matters to report.

6) **Principal's Report including the Post Inspection Action Plan (PIAP)**

6.1) College Self-assessment update from validation day: Ms Shaffi gave a presentation on the College's self-assessment. This covered the process, key findings including strengths and weaknesses together with subject sector grades and provisional cross college grades. Governors were informed that the draft report had been discussed with Ms J Nowacki, Ofsted and, following advice received, will be redrafted. A discussion followed. It was agreed that caution needed to be used in setting grades and sound evidence had to be provided. Governors stressed that they needed to be completely satisfied that good progress was being made in ensuring continuous improvement in student outcomes.

6.2) Education Funding Agency (EFA) October Case Conference: Mrs Burton gave a verbal report on the case conference held on 24th October and the Ofsted monitoring visit which had taken place on 4th and 5th November. Mrs Burton informed Governors that Mr Mucklow, the Sixth Form College's Commissioner, had attended the case conference.

The 2014-15 draft PIAP had been discussed together with the college's financial plans. It was considered that governors had made significant progress in ensuring the college was in a strong position and robust plans were in place to manage the downturn in funding. The EFA had advised that it was withdrawing, with immediate effect, the requirement for an observer to attend Corporation meetings. A further case conference will be held on 15th December.

6.3) 2014-15 Data Dashboard and PIAP progress including KAG1 assessment outcomes: Mrs Burton tabled a paper setting out the actions identified to prevent financial challenges having a negative impact on the quality of teaching, learning and assessment. The draft PIAP including targets were discussed. Governors questioned whether the targets were sufficiently ambitious. They were reminded that Sixth Form Colleges (SFC) were the highest performing sector and targets had been set to at least achieve SFC benchmarks. Discussion continued, focussing on whether more actions should be included which focussed on student learning rather than teaching. The rationale for changing the focus of Equality and Diversity, English, Numeracy and Oracy skills was considered and accepted. Discussion moved on to the Leadership and Management section. The focus on teachers rather than looking across the college was raised. It was suggested that this section could be broadened and should include what governors and the senior leadership team could do to make further improvements including improving communication with staff.

Discussion moved onto the KAG1 outcomes. Following a request from Mr Kay, a paper was tabled setting out the academic profile of the new student intake. It was confirmed that data on average BKSB scores in literacy and numeracy tests and the average AS scores of those progressing on to year 2 courses will be provided at the December corporation' meeting. **Action.** The very slight decline in the prior attainment level was noted but not considered to be significant. The difference in AS and A2 outcomes were discussed and the need to address any transition issues noted. Governors queried whether the later KAGs will match those used in 2013-14. A brief discussion followed and it was noted that there may be some change but governors will be notified if this happens.

6.4) Student Progression: The paper on progression was considered. The basis of the calculation used was queried and an explanation provided. Governors questioned SLT on strategies being adopted to address A1 to A2 progression and these were outlined.

6.5) Quality Processes Calendar: The calendar which is a work in progress was explained. The inclusion of governor activities including stakeholder sessions, link visits and meetings was noted. Governors were advised that the window for observing teaching and learning was being extended into the spring term. Governors were reminded that if they wished to observe a learning walk they would be most welcome.

7) Stakeholder Feedback

7.1) Faculty Learner Focus Groups: The summary feedback from the focus groups was considered. Actions being taken to address student concerns were noted. Governors asked for reports to be provided following future focus group sessions.

7.2) Student Settling in Survey: Governors were advised that the deadline for students to complete the survey had been extended and a report will be provided at the December meeting. **Action.** Strategies being used to encourage students to complete the survey were discussed.

7.3) Student Forum: Miss Palin and Mr Richardson reported back from the Student Forum. Topics raised by students included why were KAG assessments needed, supervised study sessions, healthy eating options in the cafeteria and the progress of

some subjects against course planners. It was noted that the request for more flexibility as to when a student's supervised study was timetabled was being discussed and that progress of subjects against course planners will be taken up by SLT as appropriate. The provision of healthy eating options was considered and it was agreed that a meeting be set up with Knights caterers and students. **Action.**

7.4) Student/Governor Focus Group: Dr Dodds and Mr Kay had met with four students although more had been invited. The session had been very useful and topics raised reflected the Student Forum items discussed above (7.3). Other matters raised were a request for more non sport extracurricular activities and the purpose of skills builder tests. The students had been probed about bullying within the college and the response was that there was not a problem. Discussion had then moved on to how students would handle bullying if it happened. A brief discussion followed and it was agreed that the focus groups should continue and more students should be encouraged to take part.

7.5) Parent/Governor Focus Group: Mr Kay, Mr Groves, Miss Palin and Dr Dodds had met with four parents. The session had been very helpful in identifying areas of concern for parents and the support received from the college. Governors would have preferred it if a random group of parents had been selected. A number of actions had been identified to improve communication with parents including more information on the website for parents and/or a parents section; inclusion of the KAG timetable within the parents' handbook, in year refresher of information contained within the handbook and who parents should contact if they had any issues to raise. It was agreed that more parent focus groups should be held.

Miss Avery left the meeting at 8.15pm.

7.6) Staff Survey: It was confirmed that the results of the survey had been discussed by the Resources Committee and was due to report to the Corporation in December. Governors asked what had been done to improve communication and Mrs Burton provided an outline. Governors were also informed that a teaching, learning and assessment group was being set up led by staff. Governors stressed the need to improve two-way communication. They considered that the survey results should have been discussed in July. The proposal to set up a staff focus group was discussed. Link Governors were reminded that they had been invited to attend Faculty briefings and attendance at these could be built into the next round of link visits.

8) **Proposal for future use of The Pursglove Centre**

Mr Zoryk informed Governors that a proposal had been received from a company in respect of hiring the Centre for regular use outside college normal hours. A discussion followed and it was agreed that the Resources Committee should discuss the proposal in detail including the risks to the college. It was considered that a due diligence exercise should be carried out including taking up of references. The need to ensure safeguarding, health and safety, equality and diversity issues were covered in any agreement was stressed. The Committee was given the authority to accept the proposal, if the risks to the college were considered to be very low or to return it to the December Corporation meeting for a final decision.

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

This was confirmed as Monday 15th December 2014 starting at 6.00pm. Mr Downs gave his apologies.

10) **Publication of Documents**

It was agreed to publish the Minutes of 16th October, Matters arising and Learner Focus Group papers.

11) **Any Other Business**

It was agreed to add any other business at this point.

11.1) **Staff and Parent Governor Nominations**: Mrs Grove reported that both a staff governor and a parent governor nomination had been received by the closing date. An outline of each person's background was provided. The appointment of Mr S Dauncey as a staff governor and Mr W Bird as a parent governor for a period of four years each was agreed.

Governors expressed concern that the second staff governor vacancy remained unfilled and would they stated that they would like to see a member of the teaching staff come forward as their input to the corporation was considered to be of great value. It was suggested that link governors should raise this with staff they met during their next visits.

Miss Palin, Mr Richardson, Mrs Miller, Ms Shaffi and Mr Zoryk left the meeting at 8.40pm prior to discussion of Part B Confidential agenda.

Draft Minutes of Part B of the Meeting of the Corporation held on Monday, 10th November 2014, 6.00pm, The Conference Room, Prior Purslove College

Present: Mr C Groves (Vice Chair), Mrs J Burton, Mrs C Craster, Mrs N Crombie, Dr D Dodds, Mr G Downs, Mr J Kay, Mr R Laverick, Cllr P Spencer

In Attendance: Mrs E Grove (Clerk)

Meeting quorate

64% attendance

12) Confidential Minutes, Monday 8th September 2014

The minutes were agreed and signed as a true record.

13) Staffing Needs 2015-16

Mrs Burton provided each governor with a copy of her paper to staff setting out the impact of cost savings on staff. Governors were taken through the key aspects of the paper and were advised that affected staff had been informed and a staff meeting had been held. The college was entering into a 30 day consultation on staffing reductions. A discussion followed. It was confirmed that the curriculum offer for 2015-16 was under review and early curriculum audit being undertaken. Governors asked for early indications of the impact on the subject offer to be brought to the December meeting to enable a strategic discussion to take place. **Action**

Governors also identified the need for an impact assessment to be undertaken on the effect of under recruitment. **Action**

14) Matter Arising – Senior Post-holder Remuneration Review Guidelines

The revised draft guidelines were tabled. Mr Groves spoke to the paper and informed Governors that reference to the outcomes of Ofsted inspections and any subsequent monitoring visits had been added to the criteria. The guidelines were agreed.

The meeting closed at 9.05pm.