

Minutes of the Meeting of the Corporation held on Monday 15th December 2014, 6.00pm, The Conference Room, Prior Pursglove College

Present: Dr P Gavens (Chair), Mrs Betterton, Mr B Bird, Mrs J Burton, Mrs C Craster, Mrs N Crombie, Mr S Dauncey, Dr D Dodds, Mr C Groves, Mr J Kay, Miss H Palin, Mr M Richardson, Dr Simpson, Cllr P Spencer

In Attendance: Mrs E Grove (Clerk), Mr A Hiscox (Quality Manager), Mrs P Miller (Assistant Principal, Curriculum and Guidance), Miss A Shaffi (Assistant Principal, Curriculum and Skills), Ms J Nowacki (Ofsted Inspector)

Meeting quorate

82% attendance

1) **Apologies for Absence**

Ms K Avery, Mr G Downs, Mr R Laverick (Governors)
Mr M Loftus (Assistant Principal, Finance – Interim), Mr J Zoryk (Assistant Principal, Resources)

Mr Bird, Mrs Betterton and Mr Dauncey were welcomed to their first meeting. Ms Nowacki was also welcomed to the meeting.

Mr Hiscox, Quality Manager was asked to brief governors in advance of agenda item 8 – college self-assessment report (CSAR) and to provide an explanation of the Level 3 Value Added 5 year summary data provided in advance of the meeting. The data was discussed and it was noted that it will be published in January 2015.

Mr Hiscox left the meeting at 6.15pm.

2) **Governor Appointment**

It was agreed to appoint Ms K Avery to the Corporation as a Foundation Governor for a period of four years effective from the date of this meeting.

3) **Minutes of the Meeting of Monday 10th November 2014**

The minutes were agreed and signed as a true record.

4) **Matters Arising**

Matters arising and progress on outstanding action points were considered.

Dr Gavens encouraged governors to consider putting themselves forward for committee membership. Mrs Grove advised that Mr C G Vaux, formerly co-opted to the Personnel and Remuneration Committee, was willing to be co-opted to the new Remuneration Committee. This was supported.

The BKSB initial assessment scores requested by governors were discussed.

5) **Health and Safety/Safeguarding**

5.1) Health and Safety Report: The report was noted.

5.2) Safeguarding Report: Mrs Miller spoke to the report and drew attention to a further proposed minor rewording within the Bullying, Harassment and Violence Policy. Governors suggested that reference needed to be made in the policy to social media; protected characteristics rather than just sexual or racial harassment and that the RIDDOR notification requirements should be checked following recent changes to reporting requirements. It was suggested that a link to CEOPs should be included on the college website. Governors queried whether it was only serious incidents which were recorded or whether all incidents were recorded. They were assured that all reported incidents will be recorded centrally. Mrs Miller advised that an online record was being developed and a report on progress will be made in the spring term. **Action (APC&G)**

Governors were informed that an E-safety week had recently been held to raise awareness amongst students. Miss Palin and Mr Richardson confirmed that this had taken place and had been helpful.

6) **Principal's Report inc the Post Inspection Action Plan**

6.1) Data Dashboard, KAG2 outcomes and Post Inspection Action Plan (PIAP): It was noted that the KAG 1 and 2 outcomes were now RAG rated. Governors were assured that targets rated amber were being addressed. There were no red rated targets. Attendance and retention rates were queried. Concern was expressed that attendance rates were slightly below target. Interim value added measures were also raised. A discussion followed. Governors asked the Senior Leadership Team (SLT) to look at the VA measures as they needed to aim higher. **Action SLT**

The KAG 2 report was discussed with emphasis placed on the red rated subjects. Governors were assured that an action plan was in place for each student in each subject area and that issues were being addressed earlier this year. Weak subject areas will be reviewed to see how corrective measures are working. Governors asked what additional activities were taking place for students in those subjects which were above target.

Discussion moved on to the Leadership and Management section of the PIAP. An updated section, including impact, will be provided at the next meeting **Action Chair and Clerk**. Progress with stakeholder focus groups was considered. Governors asked for a staff focus group to be set up. **Action Clerk**. New governors were encouraged to become involved. An outline was provided of how the Education and Training Foundation (ETF) National Leaders and National Subject specialists could be used to further improve governance.

Progress of the PIAP was considered. Governors were assured that work was being undertaken to ensure that the equality and diversity targets will be addressed.

6.2) EFA Case Conference, 15th December 2014: Governors were informed that the conference had been cancelled by the EFA as it was not considered to be necessary.

6.3) Review of Curriculum Offer 2015: The paper sent with the agenda was discussed with a focus on progress with the curriculum audit. Governors asked for an update to be provided in the spring term together with information on group sizes and school application rates. **Action SLT**

6.4) Learning Walks Report: The report was discussed. The improvement in teaching and learning was noted. Governors questioned SLT about formal observations and how areas for improvement will be addressed. Correlation between learning walks and observations was discussed. Governors asked for future reports to specify what was happening and the impact so that they could track improvements. Cross referencing to the training plan was suggested as well as specific inclusion of equality and diversity. **Action SLT**.

6.5) Work Scrutiny Report: The report was discussed. Governors asked for historic data for mark accuracy to be included in future reports. **Action SLT**. Male performance in Physics, Computing and GCSE Science was queried.

6.6) Faculty Learner Focus Groups: The report was discussed. The correlation with other data was noted. The frequency of KAGs was considered and Governors were advised that taking account of student comments an assessment could be removed without having a negative impact.

6.7) Student Settling in Survey: The results of the survey were discussed. Governors were informed that following students' comments all students had been reminded about sources of support. The timetabling of supervised study sessions will be reviewed for next year.

6.8) Faculty Termly Activities Report: The report was taken as read.

6.9) Feedback from Link Governors: The involvement of link governors within the SAR process was noted.

7) **Student Union Report**

The report was considered.

8) **College Self Assessment Report**

Governors were reminded of the process which had been followed. A revised page 15 was tabled. Mr Kay and Dr Dodds reported on the involvement of the governors working group. They assured governors that the process, which had been bottom up, had been rigorous and considered that the group has achieved its remit. They considered that comparator data would still be useful but recognised that the SAR does not work in that way. The Ofsted Common Inspection Framework had been used. A wide ranging discussion followed. It was considered that the accuracy of the KAGs was robust evidence which could be used in the next Inspection. Discussion moved on to Value Added. The fit between outcomes and the Ofsted grading characteristics were reflected on. It was recognised that triangulation of feedback, link visits and data over the year had demonstrated consistency. It was considered that SLT was much more confident in the data and its presentation to governors was good. Governors confirmed they could support Grade 2 (good) for outcomes for learners, quality of teaching, learning and assessment, leadership and management and overall effectiveness. They also confirmed the subject sector gradings.

Ms Shaffi was thanked for the significant amount of work put into writing the report.

Ms Nowacki and Mrs Miller left the meeting at 8.10pm.

9) **Committee Chairs' Reports**

9.1) **Resources, Thursday 20th November 2014**

9.1.1) Monthly Reports – September and October 2014: The reports were taken as read. SLT was reminded that student numbers with previous school data should be included in the November report. **Action SLT**

9.1.2) Capital Project 2014-15 grant application: Progress with Coverdale Phase 1 was noted. The reasons for the committee's decision to support a capital funding bid for Phase 2 in advance of discussion by the Corporation were outlined. This action was supported on the basis that there will be no call on reserves or loan facilities. It was confirmed that further and more detailed discussion of the project will take place in the spring term.

9.1.3) Bank Mandates: It was agreed that the mandates for each of the college's banks should be amended to include Ms Langstaff, Finance Manager, as a signatory. Consideration moved to the outcome of the committee's decision to support the hiring of The Pursglove Centre by Leisure Ltd subject to scrutiny of the hiring agreement by legal advisers.

9.2) **Audit, Tuesday 25th November 2014**

9.2.1) Self Assessment of Compliance with Regularity and Propriety requirements; The report which required the signatures of the Corporation Chair and the Accounting Officer (Principal) was considered and approved.

9.2.2) Audit Committee's Annual Report to the Corporation 2013-14: The report was considered and accepted.

9.2.3) Financial Statements and Regularity Audit Management Letter 2013-14: The letter was considered and accepted.

9.2.4) SFA Learner Numbers Audit Report: The report was considered and accepted.

9.2.5) Internal Audit Reports: Mr Kay reported on the findings of the two audits which had focussed on Staff Utilisation and Quality Processes. The findings were accepted.

9.2.6) Re-appointment of Anderson Barrowcliff as Financial Statements and Regularity Auditors for the year ending 31st July 2015: It was agreed to appoint Anderson Barrowcliff for the year ending 31st July 2015.

10) **Annual Report and Financial Statements to 31st July 2014**

It was noted that the SFA final funding statement was still outstanding and the annual report could not be signed off by the auditors until it had been received. The recommendations from the Audit and Resources committees to approve the annual report and financial statements were considered. An amendment to P3 of the report was proposed and accepted. The report and statements were approved for signature subject to receipt and reconciliation of the SFA report.

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

This was confirmed as Thursday 5th February 2015 with a 6.00pm start. Dr Dodds gave his apologies.

12) **Any Other Business**

There was no other business.

13) **Publication of Documents**

13.1) Review of 2013-14 confidential papers: The proposals on publication as set out in the document sent with the agenda were accepted.

13.2) Publication of meeting documents: It was agreed to publish the minutes, data dashboard, student union report, and audit papers. The Annual Report and Financial Statements to 31st July 2015 will be published when signed off by the auditors. The monthly reports will automatically be published alongside the audited accounts.

The meeting closed at 8.25pm.