

Minutes of the Meeting of the Corporation held on Monday 16th December 2013, 6.25pm, The Conference Room, Prior Pursglove College

The meeting was preceded by a one and a half hour development session on Lesson Observations and a demonstration of the student tracking system.

Present: Dr P Gavens (Chair), Mr M Bell, Miss R Bramley, Mrs J Burton, Mrs C Craster, Mrs N Crombie, Dr D Dodds, Mr C Groves, Mr J Kay, Dr G Lofthouse, Mr K Mitchell, Mr J Parkins, Dr M Simpson, Cllr P Spencer, Mrs L White

In Attendance: Mrs E Grove (Clerk), Mr R Grierson (Vice Principal), Mr T Stephenson (Assistant Principal, Finance), Mrs P Miller (Assistant Principal, Curriculum and Guidance), Ms A Shaffi (Assistant Principal, Curriculum and Skills)

Meeting quorate

94% attendance

Dr Gavens welcomed Mrs Crombie and Dr Dodds to their first meeting of the full Corporation.

1) **Apologies for Absence**

Apologies had been received from Mr G Downs. It was reported that Mr Harvey had resigned from the Corporation and nominations for a new parent governor were being sought.

2) **Minutes of the Meeting of Monday 21st October 2013**

The minutes were agreed and signed as a true record.

3) **Matters Arising**

3.1) **Progress on Action Points:** Action points were discussed.

The Student Union (SU) input in relation to A level reform was discussed. It had become clear to the SU that the reform will happen and they were now focussing on the implications. Governors asked for a report on this to be given at the March meeting.

Action

A paper showing BTEC destinations data, success rates and high grades was tabled. A discussion followed. Student G scores and profile of students coming to the college were discussed. Governors asked for a detailed report on the student body profile to be taken the Standards and Strategy Committee. **Action**

A paper setting out actions to improve results, high grades and value added was tabled and Mr Grierson took governors through it. A discussion followed. Dr Gavens and Mrs Miller agreed to have further discussion on the Maths value added outside the meeting. **Action**

The revised bank mandate with Lloyds Bank was discussed and accepted.

4) **Principal's Report**

4.1) **Principal's Report:** Mrs Burton reported that initial information had been received on the funding methodology for 2014-15. There will be a reduction in funding for third year/18 year old students. Mr Stephenson was already modelling the effect of this and a report will be made to the Finance Committee. **Action**

4.2) **Ofsted Update:** Governors were briefed on actions taken in follow up to the inspection.

4.3) **Post Inspection Action Plan (PIAP):** A paper setting out the draft findings and priority actions was tabled. A discussion followed. Governors questioned whether some actions were too broad to be classed as priority actions. Explanations were given. Governors discussed their own impact on the outcomes.

The Student Governors were asked about the support in place to help students succeed and what students needed to do for themselves. The impact of mock exam results on students and the dangers of complacency were discussed.

Governors queried progress with performance management issues and where these fitted in with the priority action plan.

Governors stressed the need to improve outcomes and that the pace of improvement needed to increase. Dr Gavens strongly encouraged all governors to come into college, meet with staff and go into lessons. Governors were invited to join the Senior Leadership Team (SLT) during learning walks scheduled for late January and early February 2014. **Action**

It was considered that the college had some very experienced and knowledgeable teachers. There was a need to ensure that staff were not being overtaxed and that there was adequate resource in place. Ways of imparting the experience of A2 students to AS students was needed.

Dr Gavens thanked the student governors for their very helpful input to the discussion. Further discussion of the draft PIAP took place. A full plan will be sent out once the final Ofsted report has been received. **Action**

5) **Student Union Report**

Miss Bramley and Mr Parkins spoke to the report. Progress with the X Factor competition and the involvement of subject areas within it were outlined.

Feedback from the Student Forum on the review system was discussed. As was the college's new entry criteria. It was stressed that this should not be a barrier to students enrolling at the college. It was agreed that the Student Governors and the APs Curriculum should have further discussion outside the meeting about some individual students' concerns.

Miss Bramley reported back on the recent Regional Post 16 Anti Bullying Network Meeting. Following discussion with students it was clear that Prior did not have a bullying problem although its policy was probably outdated. Miss Bramley said she felt proud to be a member of Prior. A discussion followed and it was considered that there could still be some lessons to be learnt and the policy should be reviewed to ensure we follow best practice.

6) **Reports from Chairs/Committees**

6.1) **Standards and Strategy, Monday 25th November 2013**

6.6.1) Draft Self-Assessment Report (SAR) 2012-13: The report was provided for information. The need to revisit the report and gradings was discussed. It was considered that the PIAP would supersede the SAR. The report was noted.

Miss Bramley and Mr Parkins left the meeting at 7.55 pm.

6.6.2) Strategic Plan and Headline Targets: Dr Simpson outlined the monitoring undertaken by the committee. The inclusion of a headline target for Observation of Teaching and Learning was discussed and approved.

It was noted that future headline target reports will include a column for 2016.

The need to revisit the targets and make them more aspirational was discussed and agreed.

The committee had asked SLT to analyse full time and part time teacher attendance at training activities to see if there was any correlation with results. **Action**

6.6.3) Strategic Planning Conference 2014: The proposal to invite Mr Kewin, Deputy CEO of the Sixth Form Colleges' Association was supported although Governors wanted the main focus to be consideration of internal college matters.

6.6.4) Risk Management Action Plan 2013-14: Dr Simpson advised that a protocol with the local authority for student data exchange had still not been finalised.

6.2) Finance, Monday 25th November 2013

The Monthly Report to 31st October was taken as read.

It was reported that re-modelling of the financial forecasts was being undertaken and will be considered by the committee in the spring term.

Governors asked for an update on student attendance and retention. It was reported that retention on AS courses was 99.4% an increase of 2.4% at the same time last year. Attendance rates had improved during November. Governors were advised that subject retention will be included in future monthly reports. **Action**

6.3) Audit, Thursday 14th November 2013

6.3.1) 2012-13 Financial Statements and Regularity Auditors Engagement Letter:

Mr Loftus advised that the letter was in standard format and was being recommended for acceptance and signature by the Chair. Governors agreed to the recommendation.

6.3.2) Audit Committee's Annual Report to the Corporation 2012-13: Mr Loftus explained the purpose of the letter. The committee considered that the controls in place were adequate. The report was accepted.

6.3.3) Financial Statements and Regularity Auditors Management Letter: The letter and management responses to the two minor recommendations contained within the report had been discussed by the committee. The report was accepted.

6.3.4) Appointment of Financial Statements and Regularity Auditors: The recommendation to re-appoint Anderson Barrowcliff for a further two years was considered and accepted.

Mr Kay briefed Governors on a recent training event he had attended entitled 'The Evolving Financial and Audit Environment'. The change in role of the audit committee and the impact on the Governing Body was outlined and noted.

6.4) Safeguarding, Monday 25th November 2013

6.4.1) Safeguarding Policy: Cllr Spencer spoke to the report. The proposed amendments to the Safeguarding Policy were considered and accepted.

6.4.2) Health and Safety Policy: The proposed amendment was considered and accepted.

Cllr Spencer suggested the committee review the anti-bullying policy, discussed above, at its next meeting and this was accepted. **Action**

6.5) Personnel and Remuneration, Monday 4th November 2013: Mr Groves spoke to the report and advised that agreement had been reached nationally on a 1% pay award for teaching and support staff. This was supported.

7) Annual Report and Financial Statements to 31st July 2013

7.1) Annual Report: It was noted that the Audit Committee had reviewed the controls side of the report and the governance statement and the Finance committee the figures. It was confirmed that the amendments to the text requested by the Finance Committee had been made. The report was approved.

7.2) Letter of Representations: The letter was considered and accepted.

8) Capital Projects

Dr Lofthouse gave an update on the Student Services project which had come in within budget. The acoustic doors in Student Central had still to be fitted.

An announcement on the next round of BCIF grants was expected shortly and work was being undertaken on putting a bid together for the Coverdale building.

9) Governor Matters

9.1) Appointment of Vice Chair: Dr Gavens explained that Dr Lofthouse was stepping down from the role for personal reasons. He will remain Chair of the Buildings and

Estates Committee. He was thanked for his very loyal and great service over many years as Vice Chair.

A nomination had been received to appoint Mr Groves Vice Chair to the end of the academic year. This was accepted.

9.2) Governor Appointments: The recommendation to appoint Mr Laverick to the Corporation as an independent governor for a period of four years was considered and accepted.

9.3) Committee Appointments: Dr Dodds' appointment to the Standards and Strategy committee was confirmed.

9.4) Liaison Events and Training: It was reported that feed-back from the visit to the AD and KS Faculties was very positive both from Governors and Faculty Managers' perspective.

The visit to the RM and VM Faculties had been re-scheduled for Friday 10th January. Mrs Grove was asked to email the date and time to Governors.

Dr Gavens gave a brief report on the conference attended by him and Dr Simpson entitled 'The role of the governing body in teaching and learning'. The need to look at the effectiveness of the governing body and whether the current structure was fit for purpose was raised. The Search and Governance Committee was asked to look at this.

Action

Discussion moved on to spring term events. It was agreed that Governor' visits should be scheduled in the second week after half term following completion of KAG3s and trial exams. Governors were asked to let Mrs Grove whether they wished to link with a Faculty, with the Quality function or a particular theme, for example, Equality and Diversity. **Action**. Mrs Grove was asked to circulate a programme of events. **Action**

Discussion returned to the draft PIAP and focussed on the view point of staff as to what improvements could be made as well the need to ensure that everyone was working together. Governors agreed that the final PIAP should take account of staff input. This should follow after the Ofsted report had been received. **Action**.

Governors supported the Principal's view that there were actions in the draft plan which should be progressed in advance of the final Ofsted report. It was considered that staff were looking for clear direction from the SLT and that SLT will drive the process.

Governors stressed the need for them to know that there was a common approach across the college and that all staff and governors were 'signed up' and performing.

Mrs Burton informed Governors that she will be writing to all staff and it was agreed that Dr Gavens would also send out a letter.

Discussion moved on to post inspection monitoring activities and timescales.

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

The date of the next meeting was confirmed as Monday 31st March 2014, 6.00pm with development session at 5.00pm; the focus of the latter to be preparation for the Strategic Planning Conference.

11) **Any Other Business**

There was no other business

12) **Publication of Documents**

It was agreed to publish all documents except those in draft and the Monthly Report (this will be published at the end of the financial year)

Mrs Burton, Mr Mitchell, Mr Bell, Mr Grierson, Mrs Grove, Mr Stephenson, Mrs Miller and Ms Shaffi left the meeting at 9.00pm prior to discussion of the following item.

Mr Groves acted as Clerk.

13) **Senior Post-holder Remuneration**

Mr Groves outlined the draft guidelines document and asked for the Corporation's endorsement. The document will be amended after consideration of any feedback received from Governors and resubmitted for recommendation at the next meeting.

Action

A proposal in on remuneration was agreed in respect of Senior Post-holders and the Clerk.

The meeting closed at 9.15 pm.