

Minutes of the Meeting of the Corporation held on Thursday 16th October 2014, 6.00pm, The Conference Room, Prior Pursglove College

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

In Attendance: Mrs E Grove (Clerk), Mr M Loftus (Assistant Principal, Finance – Interim), Ms A Shaffi (Assistant Principal, Curriculum and Skills), Mr P Williamson (Education and Funding Agency (EFA) Northern Territorial Director), Mr J Zoryk (Assistant Principal, Resources),

Meeting quorate

77% attendance

1) **Apologies for Absence**

Mrs C Craster, Dr M Simpson

2) **Minutes of the Meeting of Monday 8th September 2014**

The minutes were agreed and signed as a true record.

3) **Matters Arising**

Matters arising and outstanding action points from previous meetings were discussed. Dr Gavens gave a verbal update on the Sixth Form Colleges' Association (SFCA) Chair's workshop he had attended. The papers will be placed on the governors' portal. **Action Clerk.**

An explanation to the item re review of bullying policy for the benefit of this year's student governors was given. A discussion followed. It was noted that the college had a zero tolerance approach to bullying and there was minimal evidence of it taking place. It was suggested that students could be reminded in year about the support services available within college.

The invitation for Mr Hiscox, Quality Manager, to talk with governors again was discussed. It was agreed that he should do this when national benchmark data on results had been published. It was further agreed that Dr Dodds and Mr Zoryk should have input at the same time in follow up to the Accountability Measures seminar they had attended. **Action Clerk.**

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

4.1) Urgent Matters: There were no urgent matters to bring to the attention of governors.

4.2) Health and Safety Policy and Fire Risk Assessment: Mr Zoryk provided an outline of the internal college review process for each item. Miss Palin reported that some students were unclear about the process for checking whether buildings had been fully evacuated during the recent fire practice and there was some concern about students continuing to use the smoking area. Mr Zoryk provided an explanation of the process and informed the meeting that managers had spoken to students in the smoking area and they had stopped smoking.

The Health and Safety Policy and Fire Risk Assessment were approved for signature.

4.3) Appointment of Governors and Disclosure Checks: Mrs Grove advised that governors did not meet the 'regulated activity' criteria. However, in line with DfE Safeguarding guidance it was permissible to undertake an enhanced certificate check as part of the governor's appointment process. It was agreed that these checks should be undertaken and that governors should make an annual self-declaration as to whether they were barred or not from working with children and vulnerable adults.

5) **Principal's Report inc Post Inspection Action Plan (PIAP)**

Mrs Burton reported that a Finance Manager had been appointed on a shared basis with Stockton Sixth Form College.

5.1) PIAP progress update: Mrs Burton reported that the Senior Leadership Team (SLT) had reviewed the current PIAP. It was proposed to sign off the plan where actions had been completed and draw up a new plan for 2014-15 which reflected the challenges to be met in the year. The new plan would include incomplete items from the 2013-14 plan. A discussion followed and it was agreed that a summary should be recorded on the 2013-14 plan as to whether an outstanding item had been carried forward or a new approach was being undertaken in 2014 -15 **Action Principal**.

5.2) PIAP 2014-15 draft outline: The proposed model for the PIAP and data dashboard for the current year was discussed. Governors challenged SLT on the targets to be used and whether it would be better to set longer term targets rather than just for one year. A discussion followed. It was noted that three year targets had been set previously with interim targets but with impending changes to qualifications it was considered that one year targets should be set. Discussion moved on to whether targets should be aspirational or realistic. The updated target for 2014-15 was confirmed and it was agreed that SLT should set an aspirational target for 2015-16. **Action SLT**.

The need for a consistency target, for example, no subjects below 5 for ALPs was discussed. SLT was asked to consider this and report back to Governors. **Action SLT**. It was considered that targets needed to be challenging and should at least meet national benchmarks for sixth form colleges.

Discussion moved on to the expectations placed on students at the beginning of the year. The need to reinforce these expectations during the year was raised. A question was raised about student targets and university entrance. It was suggested that Miss Palin and Mr Richardson meet with Mrs Burton outside the meeting with the objective of helping more students to be aware of how to access advice and support. It was also suggested that the Student Union could help to reinforce expectations amongst the student body.

Cllr Spencer left the meeting at 7.08pm.

Discussion returned to targets and the attendance target was questioned. SLT was asked to reflect on this target.

It was noted that the proposed model for the PIAP will be taken to the next EFA case conference for discussion and key performance indicators will then be established.

It was noted that the governors' PIAP will also be updated for 2014-15.

Dr Gavens reminded governors that the materials used at the training sessions in September and October will be placed on the portal and he urged everyone to familiarise themselves with the content. He also provided a brief report back on a teleconference held with Calderdale College on stakeholder involvement.

5.3) Ofsted Monitoring Visit Draft Report: The positive outcomes contained within the report were noted. Governors were advised that the next monitoring visit will take place in the first week of November.

5.4) 2013-14 Complaints' Analysis: The report was considered.

5.5) Other Updates: Ms Shaffi reported on the initial findings of the recent funding audit. It was a challenging audit and some small errors had been identified. A management letter will be sent to the college which will go to the Audit Committee for discussion.

Action Audit Committee

6) **Self-Assessment**

6.1) Governors self-assessment analysis and training plan: Mr Kay tabled a position statement and took governors through it. The draft report and improvement plan were considered. The need for increased feedback from stakeholders and the proposal to set up parent and student focus groups was discussed. Support was given in principle and it was agreed that meetings should be set up within the first two weeks of November. Governors were reminded that Faculty Link Governors had been invited to attend Faculty

meetings/briefings in the context of improving feedback from staff. Arrangements will be made for this to happen. **Action Clerk.**

Miss Palin invited governors to attend a student forum and this was welcomed. The interface with employers was discussed and it was agreed that information on employer links within the VM and AD Faculties should be brought to a spring term meeting. **Action Clerk/AP Curriculum and Skills**

It was further agreed that these action points should be added to the governors' improvement plan.

6.2) College Self-assessment progress report: Governors were advised that Faculty SAR validation meetings had taken place and link governors had been involved with each one. A paper containing moderated grades for each subject, that had been emailed out in advance of the meeting was tabled. It was noted that subject SARs were complete and the college SAR was being drafted. It was confirmed that the initial draft will be sent out to governors in advance of the SAR validation day on 22nd October. It will also be placed on the governors' portal together with data graphs and the six dimensions report. All governors were encouraged to look at the reports and data. The final SAR will come to the December meeting of the Corporation for final approval. Mrs Burton advised that all staff will be briefed on the SAR on 3rd November.

6.3) Headline Targets: Taking into account the discussions under agenda item 5.2, governors approved the approach and also asked for targets to be included on student recruitment and destinations for 2014-15. **Action Principal.** It was agreed that further discussion should take place in the year about the future approach to target setting.

7) **Search and Governance**

7.1) Governor Appointments: The proposal to appoint Mrs Betterton as a Parent Governor for a period of four years was accepted. The proposal to appoint Dr Simpson as an independent governor for a period of one year was accepted. It was further agreed that Cllr Spencer's appointment as a Foundation governor for a period of four years which had been considered and accepted at the December meeting should be formally recorded.

7.2) Remuneration Committee Terms of Reference: The proposed terms of reference were approved.

7.3) Committee Appointments: Mrs Craster and Mr Downs were formally appointed as Chair and Vice Chair of the Resources Committee respectively.

The need for more members on committees was stressed and governors were asked to give consideration to the matter. **Action Governors.**

8) **Review of Instrument and Articles**

The proposed amendments which were made on the basis of retaining as much flexibility as possible within the I&A were considered and approved for recommendation to the Foundation Governors. **Action Clerk**

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

These were confirmed as SAR validation day – 22nd October; Monday 10th November 2014 6.00pm Full Corporation; Monday 15th December 2014 6.00pm Full Corporation

10) **Publication of Documents**

It was agreed to publish all documents except those in draft.

Miss Palin, Mr Richardson, Mr Downs, Mr Shaffi and Mr Zoryk left the meeting at 8.25pm.

The meeting was drawn to a close due to lack of a quorum.