

Minutes of the Meeting of the Corporation held on Thursday 5th February 2015, 6.00pm
The Conference Room, Prior Pursglove College

Present: Dr P Gavens (Chair), Ms K Avery, Mr B Bird, Mrs J Burton, Mrs C Craster, Mrs N Crombie, Mr S Dauncey, Mr R Laverick, Mr M Richardson, Dr M Simpson.

In Attendance: Mrs E Grove (Clerk), Mrs P Miller (Assistant Principal C&G), Ms A Shaffi (Assistant Principal C&S), Mr J Zoryk (Assistant Principal, Resources)

Meeting quorate

59% attendance

Ms Avery was welcomed to her first meeting as a governor.

1) **Apologies for Absence**

Mrs U Betterton, Dr D Dodds, Mr G Downs, Mr C Groves, Mr J Kay, Cllr P Spencer

2) **Minutes of the Meeting of Monday 15th December 2014**

The minutes were agreed and signed as a true record.

3) **Matters Arising**

Progress on outstanding actions was reviewed. Mrs Crombie was appointed to the Search and Governance Committee and Mr Kay to the Remuneration Committee. Other governors were reminded that they could join a committee.

4) **Health and Safety/Safeguarding**

There were no matters to bring to the attention of governors.

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

5.1) **2013-14 PIAP final sign off:** The use of the Ofsted grade as an impact measure was queried. After discussion it was agreed that continuing actions should be carried forward into the 2014-15 plan and the 2013-14 plan could be signed off.

5.2) **Data Dashboard progress against targets including Key Assessment Grade (KAG) 3 Report:** Governors were informed that a discussion had taken place at the Resources Committee in respect of the attendance targets. The original targets had been set based on cumulative figures and were therefore unachievable. Revised targets had been put forward and these were now included in the Dashboard. The situation was discussed. Governors agreed the revised targets on the understanding that this was an exceptional change. They stressed the need for targets to be realistic and achievable. Discussion moved on to KAG reports. An updated Dashboard and a report on KAG4 outcomes were tabled. Discussion focussed on the achievement and success rates for AS and A2. Governors questioned the Senior Leadership Team (SLT) on the outcomes and how this compared to the previous year. Governors were reminded that higher targets had been set for the current year. They were assured that action plans were in place and working for those subjects and students who were underperforming. Discussion moved on to the setting of the targets. It was recognised that the KAG system was still evolving. There had been good correlation between KAG outcomes and final results in 2013-14. It was noted that high grades and ALPs scores had improved. SLT were questioned about those subjects where there were still issues. Governors were advised that more monitoring was taking place. A discussion followed. It was agreed that link governors should ask to see tracking plans when they made their next visits. Dr Gavens reported that he had taken part in a learning walk with Ms Kohling, Faculty Manager, and he could see signs of improvement.

Mr Richardson, Student Governor, informed the meeting that students appreciated the additional support in place as it focussed them on areas where assistance was needed.

Discussion moved to the student and parent focus groups. Parents had expressed a lack of understanding of the KAG system. Mrs Burton advised that the KAGs had been sent to parents and been discussed at parents' evenings. Ms Avery offered to join the student focus group. Dr Gavens advised that a staff focus group was being arranged and he would attend that. Other governors were encouraged to take part.

5.3) 2014-15 PIAP Progress Report and confirmation of Governors' Leadership and Management Action Points: The report was discussed. It was noted that comments made by individual governors in advance of the meeting had been incorporated into the plan. The plan and action points were confirmed.

5.4) December Ofsted Monitoring Visit Report: The outcome of the visit was considered to be very positive. All three areas of focus, improving students' outcomes, improving the quality of teaching and learning, ensuring rigorous self-assessment, had been graded as significant improvement for students. New governors were encouraged to make themselves familiar with the Ofsted Report and subsequent monitoring visit reports.

5.5) Areas for Improvement Progress Report

5.5.1) Summary Data 2013-14 and 2014-15: Governors thanked SLT for bringing together the key data into one paper. A discussion followed.

5.5.2) Lesson Observation Report: SLT was questioned about the rigour of observations. They were advised that further training had taken place and was now more in line with the Ofsted approach. Governors questioned what was happening to address staff with grade 3 or 4 lessons. They were advised that re-observations were made and the majority have improved grades. Support for newly qualified teachers (NQTs) was in place. Governors questioned whether there was an issue for part-time staff and if this was skewing the data. Governors asked for a follow up report on actions being taken to support part-time staff. **Action AP C&G**

5.5.3) Work Scrutiny Report: The key findings and actions taking place were noted.

5.5.4) QSR Report Summary 2013-14: Governors were informed that the report had just been published and was based on the December 2014 Individual Learner Record (ILR) return. Attention was drawn to the fact that the college had not claimed the achievement element for non-accredited programmes which it should have done. The impact of this on Level 2 scores was discussed. It was noted that at Level 3 the college was above national averages.

5.5.5) Learning Walks Update including Equality and Diversity: Key strengths and areas for improvement following recent learning walks was considered. Progress with embedding equality and diversity was considered.

5.5.6) Position Statements: The statements, which covered a wide range of topics, were noted. The college's Prevent Strategy was discussed and agreed.

5.5.7) Equality and Diversity Action Plan and Single Equality Scheme 2015-18: The E&D plan and proposed SES 2015-18 were discussed. Mrs Miller thanked Mrs Crombie for her assistance in this area. Governors asked that specific reference be made to 'protected characteristics' in the position statement. **Action AP C&G**. The E&D action plan and revised SES were approved.

5.5.8) Cost Savings 2014-15 progress report: Mrs Burton informed Governors that Phase 1 had been concluded and two compulsory redundancies had been made. The need to appoint a governors panel to hear appeals was raised. Five governors volunteered. A final decision on the panel would be made when dates for hearings had been confirmed. Governors were informed that Phase 2 had just started. They asked about staff morale and what was being done to minimise any potential impact on student outcomes.

5.5.9) December Monthly Report and indicative student numbers 2015-16: The report was discussed. Governors were advised that further work was being undertaken on year end forecasts and this will be included in January and subsequent reports. Governors asked for Finance and progress with the three year forecasts to be on the March agenda and for the Finance Manager to attend the meeting. **Action Principal**

- 6) **Strategic Plan 2013-16**
Progress towards targets was noted.
- 7) **Governor Appointment**
The position with regard to the appointment of Mr M Loftus was discussed in the context of the Charity Commission guidance on Conflicts of Interest and advice received from the Education Funding Agency (EFA) National Risk Analysis Team and the College's Regularity Auditors. It was agreed to defer a decision until the March meeting and efforts should continue to find a second person with the necessary finance/audit skills. Ms Avery offered to follow up links she had through the Career Academy and other networks.
- 8) **Staff Code of Conduct**
The recommendation from the Resources Committee to approve the revisions to the Staff Code of Conduct was supported.
- 9) **Date and Time of Next Meeting**
This was confirmed as Monday 23rd March 2015 starting at 6.00pm.
- 10) **Any Other Business**
There was no other business.
- 11) **Publication of Documents**
It was agreed to publish the Minutes and Progress on Outstanding Action Points. The December Monthly Report will be published automatically with the audited accounts.

The meeting closed at 8.15pm.