

**Minutes of the Meeting of the Corporation held on Monday 8<sup>th</sup> September 2014, 6.00pm, The Conference Room, Prior Pursglove College**

**Present:** Dr P Gavens (Chair), Mrs J Burton, Mrs C Craster, Mrs N Crombie, Mr J Kay, Mr R Laverick, Mr K Mitchell, Miss H Palin, Mr M Richardson, Dr M Simpson, Cllr P Spencer

**In Attendance:** Mrs E Grove (Clerk), Mr M Loftus (Assistant Principal, Finance – Interim), Mrs P Miller (Assistant Principal, Curriculum and Guidance), Ms A Shaffi (Assistant Principal, Curriculum and Skills), Mr J Zoryk (Assistant Principal, Resources), Mr J Taylor, Senior Adviser, Education Funding Agency North East)

*Meeting quorate*

*55% attendance*

Dr Gavens welcomed Ms Palin and Mr Richardson (Student Governors) to their first meeting. Mr Taylor was also welcomed to the meeting.

1) **Apologies for Absence**

Dr D Dodds, Mr G Downs, Mr C Groves, Dr G Lofthouse. It was reported that Ms White, Parent Governor, had resigned from the Corporation.

2) **Minutes of the Meeting of Monday 14<sup>th</sup> July 2014**

The minutes were agreed and signed as a true record.

3) **Matters Arising**

Matters arising and progress on outstanding action points were reviewed.

Other ways of analysing AS and A2 pass rates will be considered during the college self-assessment process.

The Quality Manager will be invited to talk with governors at a later date.

The 157 group report will be brought back if issues arise during the self-assessment process.

A question was raised as to how the closure of Pursglove Leisure had been received by users. Governors were informed that there had been no issues and groups had been assisted in finding alternative venues.

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

There were no matters to bring to Governors' attention.

5) **Principal's Report/Examination Results Analysis**

Dr Gavens informed the meeting that a report on Senior Leadership Team responsibilities would be provided at the end of this agenda item.

5.1) **Examination Results and strategies for improvement:** The very significant improvement in results was welcomed. It was noted that they had exceeded college targets and at AS level were 4.5% above sixth form college benchmarks. It was noted that some results particularly for AD Faculty were still awaited. The data was discussed. The Senior Leadership Team (SLT) was questioned as to how quickly and with what certainty they could determine which aspects of additional support had been most successful. A discussion followed. Miss Palin and Mr Richardson were asked what they thought were the key issues for students. It was suggested that students that had just left could be surveyed.

Governors questioned SLT about areas which were still underperforming and what strategies would be used to make improvements. The need to improve high grades was stressed.

The overall ALPs score for the college was discussed in the context of the number of students taking mixed programmes.

Governors asked for their thanks and congratulations to be passed on to staff on the achievement of such good results.

Discussion moved on to the college self-assessment process. Governors were reminded about training activities taking place on 23<sup>rd</sup> September and 2<sup>nd</sup> October and were encouraged to attend. They were informed that a visit to Calderdale College was being arranged with a focus on stakeholder feedback. Further discussion followed. Governors stressed that the self-assessment needed to be rigorous. Key improvement areas to focus on this year were high grades, stretch and challenge, literacy and numeracy, equality and diversity.

5.2) Recruitment and Progression: Mrs Burton reported that there had been a significant increase in progression from year 1 to year 2 but year 1 enrolments were below target. Governors asked what impact this pattern of enrolment might have on resources. A discussion followed. Foundation learning recruitment was good and would continue through the year. The block on recruiting to traineeships was discussed in the context of the results. It was agreed that an approach should be made to the SFA to request this be removed. **Action Principal**

Governors questioned SLT about strategies to improve recruitment in future years and these were outlined. Governors asked for an analysis of where students had progressed to with reasons to be brought to the Corporation later in the term. They also asked for comparative data from other organisations to be provided on numbers, results and trends as soon as it is published. **Action Principal.**

5.3) Senior Leadership Team: Mrs Burton tabled an organisation chart setting out the new SLT structure and responsibilities. A discussion followed. Governors asked for consideration to be given to the reporting in process on Assistant Principals' appraisals. **Action Principal**

## 6) Post Inspection Action Plan (PIAP)

6.1) College Data Dashboard: Progress towards targets was discussed. The slight change in success rates from that previously reported to governors was questioned and explained. Governors were encouraged to see how the increased monitoring through the KAGs had flowed through to results.

6.2) Progress on Actions: It was noted that some actions with a September target date had been planned for completion during the month. An update will be provided at the next meeting. The lack of progress in producing a good practice guide for embedding equality and diversity at subject level was questioned. Governors were informed that staff had received training and the guide would be produced. Governors asked for a report on progress and actions being taken to embed equality and diversity and numeracy and literacy to be brought to the Corporation. **Action Assistant Principals Curriculum**

The format of the PIAP was discussed and it was agreed that the historical data should be retained within the document.

## 7) Capital Projects

Mr Zoryk spoke to this item and informed Governors that summer works in Coverdale had finished on schedule. Staff and students were positive in their comments. It was confirmed that the BCIF grant will be fully expended by 31<sup>st</sup> March 2015.

## 8) Monthly Report to 31<sup>st</sup> July 2014

Mr Loftus gave a verbal report on the year end position confirming that the college was in surplus. The report will go to the Resources Committee meeting on 17<sup>th</sup> September for detailed discussion.

## 9) Date and Time of Next Meeting

The following dates and times were confirmed:

Tuesday 23<sup>rd</sup> September 2014, 6.00pm – Effective Challenge J Nowacki (training)

Thursday 2<sup>nd</sup> October 2014, 6.00pm – Self Assessment J Boyle (training)  
Thursday 16<sup>th</sup> October 2014, 6.00pm – Corporation meeting

10) **Any Other Business**

There was no additional business.

11) **Publication of Documents**

It was agreed to publish all documents except the draft examination results analysis.

Mr Mitchell, Miss Palin, Mr Richardson, Mr Loftus, Mrs Miller, Ms Shaffi and Mr Zoryk left the meeting at 7.40pm.

**Part B Confidential Agenda**

12) **Confidential Minute, 14<sup>th</sup> July 2014**

The confidential minute was agreed and signed as a true record.

13) **Assistant Principal Finance**

The confidential report was discussed.

The meeting closed at 8.13pm.