

Minutes of the Meeting of the Corporation held on Thursday 10th September 2015, 6.00pm, The Conference Room, Prior Pursglove College

Present: Mr C Groves (Vice Chair), Mrs U Betterton, Mr B Bird, Mrs J Burton, Mrs N Crombie, Mr S Dauncey, Dr D Dodds. Mr J Kay, Miss S Khabbass, Mr M Loftus, Mr A Smith

In attendance: Mrs E Grove (Clerk), Ms A Shaffi (Vice Principal), Mr J Zoryk (Assistant Principal), Ms S Langstaff (Finance Manager)

Meeting quorate

79% attendance

Mr Groves chaired the meeting in the absence of Dr Gavens.

1) **Apologies for Absence**

Ms K Avery, Dr P Gavens, Cllr P Spencer.

2) **Minutes of the Meeting of Thursday 9th July 2015**

A question was raised in respect of the minute that stated governors were 'reminded' that this was Mrs Miller's last meeting. It was confirmed that governors had been advised of her retirement at an earlier meeting.

The minutes were agreed and signed as a true record.

3) **Matters Arising**

Matters arising and progress on outstanding action points were discussed.

Mr Kay and Mrs Crombie provided feedback on their visit to the Resolution Faculty.

Dr Dodds reported on his visit to the Adventure Faculty.

In response to a question raised about the availability of individual subject exam data, Governors were advised that a report would be produced before the end of September.

Action Vice Principal. Governors were also reminded that the Six Dimensions Report was on the Governors' Portal.

Attention was drawn to the Student End of Year Survey % report which had been requested by Governors.

4) **Health and Safety/Safeguarding** (standing item)

4.1) **Health and Safety Policy and Fire Risk Assessment:** The draft policy was considered. It was noted that some revisions had been made to reflect the current staffing structure. The continued reference to the Corporation's Health and Safety Committee was queried and it was confirmed that this should have been removed. A brief discussion followed on the need for a governor to link with health and safety. It was agreed this should be raised at the November Corporation meeting together with other link governor roles. **Action Clerk to the Corporation.**

The fire risk assessment was considered. It was noted that actions had been addressed and that the assessment would be subject to external verification in 2016.

The Health and Safety Policy was approved for signature by the Chair and Principal subject to removal of reference to the Corporation's Health and Safety Committee. The Fire Risk Assessment was accepted.

4.2) **Any urgent Health and Safety or Safeguarding matters:** Ms Shaffi spoke to this item and advised Governors of new responsibilities set out in Prevent, Safeguarding and Special Educational Needs and Disabilities (SEND) legislation. Governors were informed that staff had received training in these areas and that a session for Governors would take place at the November Corporation meeting.

5) **Principal's Report**

5.1, 5.2, 5.3) **College Data Dashboard 2014 -15 final and 2015 -16, Review of KPIs and Headline Targets, 2015-16 Post Inspection Action Plan (PIAP)** were taken together.

The 2014-15 final data dashboard was discussed. It was noted that areas colour coded amber or red had been carried forward to 2015-16. Governors questioned the coding of the AS High grades and it was agreed that it should be red. The KAG7 attendance and retention figures were queried. The reasons for inconsistencies were discussed and the Senior Leadership Team (SLT) was asked to review the figures and bring a reasoned proposal to the Corporation on how or if attendance and retention should be reported for the summer examination period. **Action SLT**

Discussion moved on to the 2015-16 draft PIAP. The need for an evaluation measure for subject support under Objective 1 was discussed and considered necessary. **Action SLT.**

The impact of the introduction of linear A levels on the AS targets was queried and discussed.

Governors asked for BTEC targets to be included in the dashboard. **Action SLT.**

The A2 high grade target and associated objective were discussed. It was agreed that the wording in the objective should be amended. It was further agreed that A2 achievement should be increased to 98.7. It was noted that this would impact on success rates. The wording of the impact within Objective 3 was discussed and it was agreed that it needed clarifying. **Action SLT.**

It was noted that action 6.1 staff training on the Terrorism Act 2015 had been undertaken.

Governors asked for their section of the PIAP to be added to the college PIAP to give one document. **Action Clerk to the Corporation**

5.4) **2015-16 Enrolment and Progression early indications:** A verbal report was provided on enrolment and progression and a discussion followed. The intention to increase the target for Foundation learning was supported. Ms Shaffi was questioned about ESF funded projects. The initial destinations data sent out with the agenda was considered and it was noted that the pie chart was inaccurate. Governors asked for this to be amended in future reports.

5.5) **SEND Policy:** The draft policy was discussed. It was agreed that a statement should be added to the governors' section to the effect that it was their responsibility to attend training that was offered to them **Action Vice Principal.** Governors were reminded that a training session would take place at the November meeting together with a proposal on link/designated governors.

Mr Zoryk arrived at 7.42pm.

5.6) **Monthly Report to 31st July 2015:** Ms Langstaff was invited to speak to the report. She advised that it was in effect the year-end financial statement. Clarification was sought and given on IT savings.

6) **Resources Committee Appointment**

The paper sent with the agenda setting out a proposal to appoint Mr Loftus as Chair of the Resources Committee was discussed. The appointment was agreed. A proposal was put forward to appoint Mr Bird to the Audit Committee. This was agreed.

7) **Any Other Business**

There was no other business.

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

This was confirmed as Thursday 15th October 2015 starting at 6.00pm.

9) **Publication of Documents**

It was agreed to publish the minutes under agenda item 1, progress on outstanding action points and the paper relating to agenda item 6. The monthly report to July 2015 will be published with audited accounts. The other documents, being draft, were not for publication.

Mr Smith and Ms Khabbass left the meeting at 7.54pm.

Part B Confidential Agenda

10) **Confidential Minutes of the Meeting of 9th July 2015**

The minutes were agreed and signed as a true record.

11) **Strategy for the College's Future**

A confidential discussion took place on future strategies.

Mrs Burton, Mr Dauncey, Mrs Grove, Ms Shaffi Mr Zoryk and Ms Langstaff were asked to leave the meeting at 8.50pm prior to discussion of agenda item 12 Principal's and Clerk's Remuneration. This item could not be discussed due to lack of a quorum and the meeting was drawn to a close.