

**Minutes of the Meeting of the Corporation held on Thursday 15<sup>th</sup> May 2014, 6.00pm,  
The Conference Room, Prior Pursglove College**

**Present:** Dr P Gavens (Chair), Mrs J Burton, Mrs C Craster, Mrs N Crombie, Mr D Dodds, Mr C Groves, Mr J Kay, Mr R Laverick, Mr K Mitchell, Dr M Simpson, Cllr P Spencer, Ms L White

**In Attendance:** Mr R Grierson (Vice Principal), 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*

*75% attendance*

Dr Gavens welcomed Mr Williamson to the meeting. He reminded governors that Mr Williamson was involved in the EFA/Ofsted case conferences following up progress on the Post Inspection Action Plan (PIAP).

1) **Appointment of Student Governors**

Harriet Anne Palin and Michael James Richardson, President and Vice President of the Student Union, were appointed as student governors for a period of one year effective from 30<sup>th</sup> April. They were unable the meeting due to exams.

Dr Gavens took the opportunity to inform governors that Mr Loftus had resigned from the Corporation following his engagement as Interim AP Finance due to Mr Stephenson's continued absence. In consequence, the appointment of another governor to the Audit Committee was needed as well as a new Chair of Audit. It was recommended that Mr Kay be appointed Chair of the Committee and Cllr Spencer be appointed as a member. This was agreed.

2) **Apologies for Absence**

Mr G Downes, Dr G Lofthouse (Governors). Mrs P Miller (Assistant Principal, Curriculum and Guidance)

3) **Minutes of the Meeting of Monday 31<sup>st</sup> March 2014**

The minutes were agreed and signed as a true record.

4) **Matters Arising**

4.1) **Progress on action points:**

6.2) **Finance:** Subject retention data is now included within Monthly Reports. A detailed report had been taken to Finance and a simplified version will be brought to the June Corporation meeting. **Action (JAB)**

4.1) **Feedback on Link Visits:** Discussions on entry criteria were taking place and a report will be made to Standards and Strategy before coming to the Corporation. **Action (JAB)**

Mr Dodds had agreed to link with Mr Grierson on quality.

4.2) **Any other matters arising**

4) **Principal's Report:** Mrs Burton reported that Ofsted had responded to the college's complaints. The first complaint had not been upheld but the second had been and a formal apology had been received.

6.2) **Finance Thursday 13<sup>th</sup> March 2014:** The EFA had provided a grant of £42k to support the additional costs of the Post Inspection Action Plan (PIAP).

6.7) **Safeguarding, Thursday 13<sup>th</sup> March 2014:** Mrs Grove was asked to check the legislation relating to DCB checks for governors in the absence of Mr Stephenson.

**Action (EG)**

## 5) **Principal's Report**

5.1) **Data Dashboard:** Progress against targets was discussed. Governors welcomed the positive movement. They questioned the Senior Leadership Team (SLT) about the level of confidence which could be placed on the predicted outcomes. The need to focus on improving high grades was discussed and assurance sought that a focus on high grades would not be to the detriment of other grades.

5.2) **Key Assessment Grades (KAG4):** The outcomes were discussed. The actions being taken to address areas of risk were outlined and discussed. Mrs Burton reported that students taking part in the Easter vacation classes had been assessed and there had been a marked improvement in estimated grades. The focus of support on the weaker students was discussed. Discussion moved on to higher grade support and governors questioned why these students were not performing to grade and what was being done to make improvements. An outline of activities was given.

Governors questioned the long term sustainability of current improvement strategies. Mrs Burton advised that work was being undertaken to put sustainable systems in place. Governors asked for a progress report to be made at the June meeting. **Action (JAB)**

Cllr Spencer left the meeting at 6.45pm.

Governors were informed that STEM training had been arranged for staff on 19<sup>th</sup> and 20<sup>th</sup> June. It was agreed that governors should be invited to attend. **Action (EG)**

Mrs Craster arrived at 6.47pm.

Discussion moved on to performance management of staff and the need for them to have a clear understanding of their responsibilities. It was noted that SLT will be reviewing the progress of all staff. It was further noted that a report will be made to the Personnel and Remuneration committee.

Staff morale was discussed. Governors were advised that staff were being kept informed of progress and the feedback from Ofsted and the EFA.

Governors asked for the predicted grade data to be placed on the governors' portal.

### **Action (RAG/EG)**

Progress against Value Added targets was discussed. Governors asked for a report to be made at the June meeting on actions being taken to improve ALPs scores and outcomes for higher grade students. **Action (RAG)**

Course achievement data for students receiving additional support and those predicted to gain high grades was discussed. Governors emphasised the need to improve 'stretch and challenge' within the classroom. Mrs Burton advised that training will be taking place each Friday during the summer term. Teachers had a much better knowledge of their students and individual performance as more data has become available.

5.3) **Ofsted Monitoring visit:** Mrs Burton gave a report on the outcome of the recent visit. Ofsted had said verbally that reasonable progress was being made against the three themes of improvement in outcomes, teaching and learning, and progress with the PIAP.

## 6) **Post Inspection Action Plan**

6.1) **College and Governors' PIAP:** The plans were discussed. It was noted that the two documents will be amalgamated and progress reports made at each meeting. Progress with the Sixth Form Commissioner's assessment report will also be reported at each meeting. It was recognised that the plans will continue to evolve. Governors approved the documents on this basis.

6.2) **Governors Working Group on Self-Assessment and Training:** Dr Gavens informed the meeting that the Blackpool Sixth Form College Corporation Chair had agreed to act as his mentor. He could also provide training for all governors. This approach was welcomed.

Dr Gavens outlined the need for a college self-assessment (SAR) working group and asked for volunteers to come forward. **Action (all)**

6.3) Progress against actions: The objectives within the plan and progress being made was outlined and discussed. Mrs Burton was asked to give some thought to other sources of external support which could be accessed in respect of the College's self-assessment processes. It was confirmed that the Personnel and Remuneration committee will be reviewing the college's performance management system and training will be provided for all governors at the June meeting.

7) **Education Funding Agency (EFA) Case Conference**

7.1) **Sixth Form College Commissioner Assessment Report**: The report was discussed. A broadly positive response had been received from the Minister on progress being made. It was noted that, as requested by the college, reference to budget figures had been removed from the published version of the report.

It was noted that self-assessment of governors' own performance will be discussed by the Search and Governance Committee and reported at the July meeting.

Mrs Burton was questioned about arrangements for HR support and she provided an explanation.

7.2) **EFA Case Conference**: The minutes were taken as read.

It was agreed to bring forward agenda item 12

12) **Capital Project**

Dr Gavens reminded governors that the project and associated BCIF grant had been discussed on several occasions. The scope of the works to provide a supported student study area in Coverdale with refurbishment of corridors should funding allow was outlined and agreed.

Mr Zoryk was asked to speak to the report. The request from the Buildings and Estates committee to waive the financial regulations in respect of the need to go out to tender was explained. An extensive discussion of the constraints on the project followed. Governors understood the arguments for waiving the financial regulations in order to minimise the disruption to students, achieve good value for money in respect of the substantially reduced level of grant received, and the very tight timescales for the project. Concern was expressed as to the risks of this approach potentially breaching the terms and conditions of the grant and what the definition of 'good practice in procuring works' meant. Further discussion followed. It was agreed that Mr Zoryk should contact the EFA to see if they would accept the proposed way forward. If they did not then three tenders should be sought. **Action (JZ)**

Ms Shaffi and Mr Zoryk left the meeting at 8.34pm.

8) **Governor Liaison Visits**

8.1) **Governor Reports**: Mr Laverick spoke about his visit to the VM Faculty at which the KAG 4 results had been discussed. He had produced a written report raising a number of questions which will be subject to initial discussion at Standards and Strategy with a report back to the June Corporation meeting. **Action (JAB)**

Mr Groves gave a report on his visit to the AD Faculty. Mr Kay and Mrs Crombie reported on their visit to the MR Faculty and confirmed they had discussed KAG4. Dr Gavens advised that the KS Faculty visit will take place on 4<sup>th</sup> June and will be reported at the next meeting **Action (PG/GD)**

9) **Governance Structure**

The proposed new structure was outlined and approved. Mrs Grove was asked to set up a meeting of the working group for it to develop the framework and bring back recommendations to the July meeting. **Action (EG)**

10) **Strategic Plan 2013 – 2016**

Mrs Burton gave a slide presentation focussing on an appraisal of the Strategic Planning Conference and key themes arising from it. These were discussed. Governors stressed the need to ensure that the revised Strategic Plan aligns with the PIAP, and that all staff and governors accept their part in delivering the plans. Mrs Burton advised that the recommendations from the Conference will be built into the draft plan which will go to Standards and Strategy Committee before coming to Corporation in July.

Dr Simpson and Mrs Crombie left the meeting at 9.15pm

11) **Cost Savings Feasibility Study**

11.1) **Joint Feasibility Study:** Governors were informed that Dr Gavens and Mr Burton had met with the Chair and Principal of Stockton Sixth Form College to explore possible areas of cost savings for both colleges. A discussion followed and support was given for a feasibility study to be undertaken.

11.2) **Joint Working Party appointments:** It was agreed that Dr Gavens, Mr Kay and Mr Groves should join a working party to take matters forward.

13) **Committee/Chairs Reports**

13.1) **Buildings and Estates, 30<sup>th</sup> April 2014:** The report was taken as read.

13.2) **Finance, 12<sup>th</sup> May 2014:** Dr Gavens spoke to the item. Governors were advised that the Monthly Report to 30<sup>th</sup> April 2014 showed a close to breakeven outturn.

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

Confirmed as Monday 16<sup>th</sup> June 2014 6.00pm with a pre-meeting development session on Performance Management starting at 5.00pm.

15) **Any Other Business**

15.1) Details of two Governor Training events were circulated. Governors were asked to let Mrs Grove know if they wished to attend.

15.2) Governors were informed that the Ofsted Data dashboard was now available on the Ofsted website. A link to the site will be placed on the governors' portal.

16) **Publication of Documents**

It was agreed to publish all documents except papers relating to Agenda Items 5.2, 12 and 13.1. It was further agreed that Mr Williamson would check if the EFA Case Conference minutes could be published.

The meeting closed at 9.32pm.