

# BARTON PEVERIL SIXTH FORM COLLEGE CORPORATION

Minutes of the Meeting of the Corporation held on  
Monday, 4 December 2017 at 6.00 pm at the College

**Present:**

Mr D Blenkarn	Chair
Mrs K Everett	Vice Chair
Mr A Adams	
Mrs S Anderson	
Mr G Ashton	
Mrs C Fletcher	
Mrs P Gedikoglu	
Dr A Glaze	
Cllr K House	
Mr A Jackman	
Miss D Knight	
Mr D Mosaddeghi	
Miss S Peacock	
Mr J Prest	
Dr D Robinson	
Mrs L Webb	
Miss A Wilson	

**In attendance:**

Mrs Y Hussain	
Mr M Chart	Assistant Principal (Finance and Resources)
Mrs Z Smallman	Assistant Principal (Quality and Student Progress)
Mr R Temple	Assistant Principal (Schools and Community)
Miss M Wood	Assistant Principal (Teaching and Learning)
Mr G Miles	Director of Finance
Mrs J Miles	Clerk to the Corporation

**Apologies:**

Mr P Boote  
Ms K Dagwell  
Mr D Spalinger

**Absent:**

None

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**573 Preliminaries**

The Chair welcomed all new Governors to their first Corporation meeting and advised everyone of a slight change in proceedings for this meeting. As usual proposed new members would leave the room for the membership item. After their return, the formal agenda items would be considered then staff and students would leave the meeting for the Confidential item. There would be break for refreshments at this point before the strategic discussion item.

**574 Declarations of Interest**

No member of the Corporation had anything to declare relating to the items on the agenda.

**575 Equality and Diversity**

The Chair reminded members of the need to bear in mind matters of Equality and Diversity in subjects to be discussed at the meeting.

**576 Corporation Matters****576.1 Membership of the Corporation and its Committees – CONFIDENTIAL PAPER**

The Chair presented the membership proposals. The Clerk added that all were recommended for approval by the Search and Governance Committee and that Disclosure and Barring Service checks were underway.

**Agreed Actions**

**Members unanimously APPROVED the appointments of:**

- **Miss Debbie Knight as a Member of the Corporation for a period of four years, commencing 15 December 2017**
- **Miss Sarah Peacock as a Member of the Corporation for a period of four years, commencing at the end of the meeting held on 4 December 2017**
- **Mr Andrew Adams as a Member of the Corporation for a period of four years, commencing 4 December 2017**
- **Mrs Puren Gedikoglu as a Parent Governor for a period of three years, commencing 15 December 2017**
- **Miss Ashli Wilson as the current second year Student Governor for the duration of her term of office within the Student Committee or until she ceases to be a student at the College, whichever is sooner**
- **Mr Daniel Mosaddeghi as the current first year Student Governor for the duration of his term of office within the Student Committee or until he ceases to be a student at the College, whichever is sooner (becoming the second year student Governor for the academic year 2018-2019)**
- **Miss Peacock to the Finance and Employment Committee**
- **Mr Adams, Mrs Gedikoglu, Miss Wilson and Mr Mosaddeghi to the Standards, Curriculum and Learning Committee (Miss Knight to remain on the Standards, Curriculum and learning Committee)**

**576.2** The newly appointed Governors joined the meeting at this point and were duly welcomed to the Corporation. It was noted that the new members would abstain from voting at this meeting.

**576.3 Approval of the revised Terms of Reference for the Standards, Curriculum and Learning Committee and the Finance and Employment Committee**

The Clerk summarised the proposed revisions and the reason for the changes.

**Agreed Action**

**Members AGREED (voting of 14 FOR; 0 Against; 5 Abstentions) to adopt the revised terms of Reference for the Audit Committee**

**577 Minutes**

**577.1 The Minutes of the meeting held on Monday, 3 July 2017** were confirmed as a true record and were duly signed by the Chair.

**577.2 Matters Arising**

There were no matters arising from the previous meeting.

**578 Chair's Report**

**578.1** Members were advised of the sad death of a student.

**578.2** The Chair reported on his recent visits to College including:

- an introductory meeting with the Principal of Eastleigh College and its new Chair of Governors
- a visit to the Science department during the recent Governors' visits week

**578.3** Other Governors also commented on their interesting visits to various departments during that week. Governors enjoyed attending Teaching and Learning meetings, talking to middle managers and seeing the quality of teaching and the use of IT.

**578.4** Members were advised that there were a few tickets left for the Christmas Concert at Thornden the following Tuesday.

**579 Principal's Report – CONFIDENTIAL PAPER**

**579.1** The Principal had included an update on the finance and staffing statistics over eight years which showed that the College was operating on only 14% more income but over 42% more students, indicating the pressure the institution was under. The College was funded on students in the previous year; funding for in-year growth would make a huge difference. The College coped with the help of very careful timetabling.

**579.2** The very strong sports results were highlighted.

**580 Student Report**

The new Student Governors presented their first report to Corporation, including issues that the Student Senate had identified for discussion with the Senior Leadership Team, through the Assistant Principal (Quality and Student Progress) (APQS). They were asked how they communicated with the student body and members were informed about the weekly Tutor Bulletin.

**581 Changes to the format of the Self-Assessment Report (SAR) – CONFIDENTIAL PAPER**

**581.1** The Principal reminded members of the simplified format of the SAR the previous year, following the Ofsted inspection. Recently the Standards Committee had reviewed the schedule of quality items it received and it recommended a further change to the SAR to embrace five reports as appendices instead of separate

documents. Having all the information together in one report should aid Governors' interrogation of the data.

581.2 Members noted the content of the report.

## 582 Annual Human Resources Report 2016-2017

582.1 The Assistant Principal (Finance and Resources) (APF) presented the annual report which had been discussed in depth at the recent Finance and Employment Committee meeting. It was based on the format of previous reports and included the appraisal report but for the following year the new Human Resources Manager would include more narrative to contextualise the report and would also include information on Newly Qualified teachers and Probationary staff.

582.2 Members noted the content of the report.

## 583 Enrolment Report

583.1 The APFR informed members of the changes proposed as a result of the review of the Standards Schedule of Business. Previously there had been separate reports on enrolment to both the Standards Committee and the Finance and Employment Committee to cover elements of marketing and numbers. As a result of the review it was felt that both these reports should go to the Finance Committee. He highlighted:

- that the College's growth was the largest in the local area
- the number of first years moving into the second year had improved
- demographics show the number of students to draw from was at its lowest level for years so growth meant additional market share
- the decision to continue with Level 2 provision

583.2

Members noted the content of the report. The Chair of the Finance Committee advised members of the detailed discussion in her committee and the clear and detailed modelling which was very informative and aided the discussion.

## 584 Financial matters – CONFIDENTIAL PAPERS

584.1 **Financial Outturn Figures for 2016-2017 and Performance against Budget**  
The Finance Director stated that this was the last report of the cycle, comparing the draft outturn figures to the revised budget figures. FRS 102 pension costs were explained.

### 584.2 Revised Budget

The revised budget was recommended for approval by the Finance Committee. Some staffing costs had been increased due to increased student numbers and the figures suggested that the surplus would be a little less than previously predicted. The Chair of the Finance Committee explained that large variances were a thing of the past since the introduction of a revised budget.

#### Agreed Action

**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the Revised Budget for 2017-2018**

- 584.3 Revised Two-Year Financial Forecast – CONFIDENTIAL PAPER**  
The APFR presented the Forecast which looked quite positive and should mean that the College's financial health category should move from 'Good' to 'Outstanding'.  
**Agreed Action**  
**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the Revised Two-Year Financial Forecast**
- 584.4 Loan Facility Amendment Approval**  
The APFR stated that changes had to be made to the Loan agreement due to changes in FRS 102.  
**Agreed Action**  
**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the Loan Facility Amendment**
- 584.5** [The loan facility letter was signed at the end of the meeting.]
- 585 The College Self-Assessment Report 2016-2017 including the Equality, Diversity and Inclusion Report and College Performance Targets for 2017-2018**  
  
The APQS presented the SAR, as mentioned earlier in the meeting and which was discussed in depth at the Standards Committee meeting. It brought together all the quality reports in to one document and would also be a useful document for Ofsted inspectors as the issues were picked up in the action plans.  
**Agreed Action**  
**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the College SAR, including Corporation targets, areas to be monitored, College areas for further improvement and the actions and priorities for Directors and the Senior Leadership team**
- 586 The External Auditors' Findings Report and Letters of Representation**  
  
The APFR presented the Audit completion report, advising members that no major issues were raised. The Audit Committee had scrutinised the report and the Chair of the Committee commended it for approval.  
**Agreed Action**  
**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the External Auditors' Findings Report and Letters of Representation**
- 587 The Corporation's Annual Report and Financial Statements 2016-2017**  
  
The APFR stated that the Annual had been scrutinised by both the Audit Committee and the Finance Committee and Members noted its contents. Pages 4 and 5 provided an overall summary.  
**Agreed Action**  
**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the Corporation's Annual Report and Financial Statements 2016-2017**

**588 Annual Safeguarding Report for 2016-2017 and Action Plan – CONFIDENTIAL PAPER**

**588.1** The APQS reported that there were only a few minor issues to improve and work was continuing on tolerance, eSafety and Prevent. Ofsted had been extremely complimentary regarding the College's safeguarding provision.

**588.2** The Student Governor stated that concerns had been raised regarding a video shown in Tutor Time on eSafety which had proved shocking for some students. This was an official police video but it was agreed that students should be warned about the content.

**588.3** Intervention numbers were explained for new members, acknowledging the huge amount of time spent on the subject by the safeguarding team.

**Agreed Action**

**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstentions) the Annual Safeguarding Report and actions for focus**

**589 Policy Reviews**

**Student Admissions Policy – CONFIDENTIAL PAPER**

The APQS explained the need for some changes to ensure that the progression provisions were appropriate for the new Linear Advanced level courses.

**Agreed Action**

**Members APPROVED (voting of 14 FOR; 0 Against; 5 Abstention) the revised Student Admissions Policy**

**590 Members noted the following agenda items:**

**590.1 Internal Audit annual Report 2016-2017**

**590.2 The Audit Committee's Annual Report to Corporation 2016-2017**

**590.3 Health and Safety Annual Report 2016-2017**

**590.4 Minutes of the meetings of the following committees were available on the Governors' area of the College website: the Search and Governance Committee, the Audit Committee, the Finance and Employment Committee and the Standards, Curriculum and Learning Committee**

**591 Standing Items not covered elsewhere**

**591.1 Prevent**

There was nothing further to report.

**591.2 Health and Safety**

The Health and Safety Governor wanted to highlight, through the Chair, that work was continuing to improve Risk Assessments for off-site trips.

**592 Information Exchange**

- The Assistant principal (Teaching and Learning) had accompanied students on a trip to Auschwitz and holocaust survivors would be talking to students in the Rose Theatre on 14 December

**593 Farewells**

**593.1** Mrs Anderson and Mrs Hussain were thanked for their contribution to work of the Corporation. Mrs Anderson had served two terms and said that she had learned a lot from being a Governor at Barton Peveril. Mrs Hussain had also enjoyed her time as a Governor. Both were presented with a token of appreciation.

**593.2** The Clerk, staff members and students left the meeting at this point for the confidential item and then were joined by Governors for refreshments.

**594** **Dates and time of next meeting: *Monday, 26 March 2018 at 6.00 pm in the Akehurst Room***

**595 Confidential** **Holders of Senior Posts' Remuneration Review**

Members were advised of the proposals for HoSP remuneration by the Chair of the Finance and Employment Committee.

**596 Strategic Discussion****596.1 Challenges of being a young Muslim in Britain today**

Mrs Hussain used a PowerPoint Presentation to inform and stimulate conversation. It covered:

- population statistics
- challenges faced
- social mobility
- prejudice

**596.2** Members then split into groups to discuss raising awareness, improving the student experience and encouraging students to mix in social contexts. Discussion ensued on the following points:

- students being self-segregating and not feeling part of the College
- the need to actively encourage participation in sports, enrichment groups etc – this would have to be very early on in Introductory Days
- the need to split up groups so that there are no cliques
- the need to increase interaction
- parental education and the contribution of schools in GCSE attainment
- aspiration issues – some students do not have the opportunity to apply to university
- different styles of learning eg CTEC and BTEC courses are very structured
- the differences between GCSE and Advanced Level study
- it may be beneficial to focus on responsibilities rather than freedoms
- people need to have an open mindset
- the interesting statistics

- what could be done from the top down
- extending PSHE from school
- the need to build some understanding behind cultural differences

**596.3** These points would be passed on to the College's Equality, Diversity and Inclusion Committee for their further consideration.

**APQS**

The meeting closed at 8.38 pm.