

BARTON PEVERIL SIXTH FORM COLLEGE CORPORATION

Minutes of the Meeting of the Corporation held on Monday, 5 December 2016 at 6.00 pm at the College

Present:

Prof R Brown	Chair
Mrs K Everett	Vice Chair
Mrs S Anderson	
Mr D Blenkarn	
Mr P Boote	
Ms D Collins	
Ms K Dagwell	
Dr A Glaze	
Cllr K House	
Mrs Y Hussain	
Mr A Jackman	
Miss D Knight	
Prof J Longmore	
Mr J Prest	
Dr D Robinson	
Mrs L Webb	

In attendance:

Mr M Chart	Assistant Principal (Finance and Resources)	
Mr R Temple	Assistant Principal (Schools and Community)	
Miss M Wood	Assistant Principal (Teaching and Learning)	to 7.15 pm
Mrs S Auger	Quality Manager	
Mr G Miles	Director of Finance	
Mrs J Miles	Clerk	

Apologies:

Miss E Bailey	
Miss J Bowler	
Mrs Z Smallman	Assistant Principal (Quality and Student Progress)
Mrs N Carcone	Acting Assistant Principal

Absent:

None

509 Preliminaries

509.1 The Chair welcomed Mrs Auger to the meeting.

509.2 Governors were delighted to hear of the safe arrival of a daughter (Charlotte) for Mrs Zoe Smallman (Assistant Principal, Quality and Student Progress) and that Prof Jane Longmore was to be the next Vice Chancellor at the University of Chichester, taking up her post in May 2017.

510 Declarations of Interest

Interests were declared in the following agenda items:

- item 4.2, Mr D Blenkarn
- item 4.3, Mrs K Everett
- item 4.4, Dr D Robinson

511 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.

512 Minutes

512.1 The Minutes of the meeting held on Thursday, 30 June 2016 were confirmed as a true record and were duly signed by the Chair.

512.2 Matters Arising

The one item arising from the previous meeting was ongoing.

513 Corporation Matters

513.1 Approval of recent Chair's Action

Agreed Action

Members unanimously APPROVED the Chair's Action in approving the appointment of the two new Student Governors Miss Erin Bailey and Miss Jasmine Bowler and their appointment to the Standards, Curriculum and Learning Committee

513.2 Presentation from candidate(s) for Chair of Corporation

Mr Blenkarn was introduced as a candidate for the position of Chair of Corporation and he spoke briefly about his enjoyable time as a Governor at Barton Peveril and his business background. Mr Blenkarn's daughter had recently left Barton Peveril and was currently at university so he also understood the College from a parent's point of view. Through his accountancy work he was very aware of the risks attached to educational establishments. He would also have time to commit to the position.

513.3 The Principal described Mr Blenkarn as a very strong candidate who would continue the work of supporting the development of the College.

513.4 Prof Longmore agreed with the suitability of Mr Blenkarn. Having an understanding of the risks and being highly numerate was the right balance of skills, given the range of challenges in the sector at the moment.

513.5 Election of the Vice Chair of Corporation

The Clerk stated that Mrs Everett was willing to continue in the role of Vice Chair. A nomination form had been completed and there were no other candidates. Continuity in this role would be an advantage during a time of new chairmanship.

- 513.6 Membership of the Corporation and its Committees: to consider the re-appointment of Dr David Robinson – CONFIDENTIAL PAPER**
Agreed Action
Members APPROVED (voting 15 FOR; 0 Against; 1 Abstention) the re-appointment of Dr David Robinson as a Member of the Corporation for a period of four years commencing 19 March 2017 and for him to remain on the Audit Committee and the Standards, Curriculum and Learning Committee
- 513.7 Approval of Governors' Criminal Record Checks Policy and Procedure**
 The Clerk presented her Paper, explaining that the revision was as a result of a change in disclosure practices. It was suggested that an addition should be made to include mention of procedures for safer recruitment.
Agreed Action
Members unanimously AGREED to approve the revised Governors' Criminal Record checks Policy and Procedure subject to consultation with the HR Manager regarding the inclusion of mention of procedures for safer recruitment
- 513.8 Approval of the revised Terms of Reference for the Standards, Curriculum and Learning Committee**
 The Clerk had revised the Terms of Reference of the Standards, Curriculum and Learning Committee to bring them up-to-date in terms of terminology and accuracy. The Committee had considered the changes and commended them to Corporation.
Agreed Action
Members unanimously AGREED to adopt the revised Terms of Reference for the Standards, Curriculum and Learning Committee
- 514 Academisation – CONFIDENTIAL PAPER**
- 514.1** The Principal stated that the Senior Leadership Team had discussed the question of academisation extensively and the Strategic Advisory Group (SAG) had met and discussed the potential risks of all the options in depth. There was unanimity that the College should remain a Sixth Form College. The main influences on the decision were:
- potential influence from the Regional Schools Commissioner on the work of the College
 - the effect on the College Mission
 - academisation would not be advantageous to students
 - changes to Governance
 - academisation would mean a return to the public sector and the associated restrictions
 - financial advantages were not so large and the financial trajectory would be the same whichever route was taken, which pointed to the need to diversify revenues as well as contain costs
 - underfunding was the issue facing colleges, not the status of colleges
 - the risks in remaining a sixth form college included the cost of loans and pensions increasing and new arrangements for insolvency
- 514.2** Four financial models were presented in the paper, the first three relating to remaining as a sixth form college and the fourth model relating to academisation. The third model was the one being recommended. This would involve bringing down borrowing and spending some money to improve the Student Social Centre.

Clerk

514.3 The Chair, who was also the Chair of the SAG noted the depth and quality of the principal's paper. He concurred that the arguments were much stronger for not converting. Ultimately, academisation was a distraction that the College could do without.

Agreed Action

Members unanimously AGREED that Barton Peveril should a) remain a sixth form college and b) explore further income generation activity and/or cost saving and/or growth over the course of the next five years, in order to retain its status as an independent and viable sixth form college

515 Financial

515.1 Financial Strategy

The Assistant Principal (Finance and Resources) (APFR) advised members that the aim was for the College to grow a little each year and reminded them that the recent cycles of building and growth seemed to be related and beneficial. The Chair of the Finance and Employment (F and E) Committee confirmed that her committee was in agreement that with foresight there might be some reserves that could be used to pay off the debts early and that they had discussed the impact of rising numbers of students. The Committee would monitor the proposed strategy year by year.

515.2 Members were generally supportive of the proposals and discussed:

- the feasibility of income generation
- any potential Building Improvement Grants
- demographic changes

515.3 The APFR stated that exploratory investigations were underway regarding international students and increasing lettings. Applications would be made for any appropriate grants. Growing student numbers remained an important strand in increasing income.

Agreed Action

Governors unanimously APPROVED the proposed financial strategy ie:

- 1 That the College should plan its budgets for the next four years around the assumptions of:**
 - **Three early loan repayments of £800K each in November 2017, November 2018 and November 2019 in order to reduce levels of borrowing**
 - **Investing approximately £700K in student social spaces in the summer of 2017**
- 2 That this strategy be monitored by the Finance and Employment Committee at its November meetings in the light of enrolments in each of the next three years. Such monitoring could result in changes to the actual amounts and in the balance between the amounts invested in a) making the early loan repayments and b) investing in the estate.**

515.4 Revised Budget and Revised Two-Year Forecast

These two items were taken together. The first early repayment was built into the figures. The revised budget would deliver a slightly higher surplus and would maintain the financial health of the College at 'Outstanding'.

515.5 The Forecast paper projected forward four years although the Education Funding Authority only required a two-year forecast.

Agreed Action

Members unanimously APPROVED the Revised Budget 2016-2017 and the Revised Two-Year Forecast

515.6 Property Strategy – update on current work

Members noted the update.

516 Chair's Report

The Chair reported his attendance in College for various committee meetings and the Governors' Visit Day and for meetings with his mentees (one of whom have interview at Cambridge) and a meeting with Bill Watkin, Chief Executive of the Sixth Form Colleges Association (SFCA). The following issues were also highlighted:

- speculation over how many colleges would convert to academies
- the publication of the SFCA Annual Report and updated funding impact survey
- the Department for Education had been taken to court by the Association of Colleges and a London college over the opening of a school sixth form contrary to official guidelines
- the Chief Executive of a leading MAT was talking about the need for greater collaboration between MATs
- the Government had abandoned its attempt to extend the usual insolvency rules to tertiary institutions
- the Chancellor's Autumn Statement would indicate more austerity in the future

517 Principal's Report – CONFIDENTIAL PAPER

517.1 The Principal stated that the College had never been more popular. A sheet was tabled illustrating growth of local colleges in the last few years which showed Barton Peveril with the second highest growth. Barton Peveril students were well prepared for their futures and 75% were going on to universities. The Principal also pointed out:

- the high number of teaching hours received by students
- a positive Staff Satisfaction Survey
- strong surpluses

517.2 Members noted the exceptional results achieved on low funding and acknowledged the hard work of staff. Discussion moved on to how the Governors' appreciation could be conveyed to staff and various ideas were put forward.

517.3 *Post meeting Note*

It was decided to award a one-off Christmas bonus of £100 to staff who work 8 hours or more per week, to acknowledge the staff contribution to the College's success.

517.4 Members thanked the Principal for the exceptional quality of his papers for this meeting.

518 Annual Human Resources Report 2015-2016

518.1 The APFR presented the report, adding that in future an executive summary would be included. The following points were highlighted:

- health and well-being initiatives were continuing
- recruitment of teaching staff was still problematic in some subjects eg Physics and Maths
- the positive outcomes of the Staff Satisfaction Survey

518.2 Members welcomed the future inclusion of an overall summary with key themes, and discussed the staff turnover and sickness rates.

Agreed Action

Average numbers of days of sick leave would be included in future

APFR

519 Enrolment Report – COMMERCIALLY SENSITIVE PAPER

519.1 The Assistant Principal (Schools and Community) (APSC) presented his report, pointing out that enrolment was above target with increased numbers coming to College from partner schools, Southampton schools and Fareham. Adult Education numbers were down, as expected following the recent reduction in the curriculum offer.

519.2 Members noted the content of the report.

520 A Report on the Destination of Leavers

520.1 The APSC explained the rationale behind tracking leavers for a further year as resulting in much more accurate picture. The College was proactive in promoting Higher Education and in the aspiration of students and this was reflected in the high percentage of students going on to university. This work started from the moment pupils in Year 11 were interviewed for a place at College.

520.2 The Principal advised members that the Annual Report of Ofsted's South East Region cited Barton Peveril as an example of good practice in getting students from disadvantaged backgrounds into appropriately challenging universities (the relevant pages of the report were tabled).

520.3 Members noted the content of the report.

520.4 *Miss Wood left the meeting at this point.*

521 Financial Outturn Figures for 2015-2016 – CONFIDENTIAL PAPER

The Director of Finance explained the variances and members noted the content of the paper.

522 The College Self-Assessment Report 2015-2016 and Action Plan 2016-2017

The Quality Manager (QM) pointed out that the SAR (simplified as agreed by Corporation in June 2016) had been reviewed in depth at the Standards, Curriculum and Learning Committee in November and the addition of a section for students' priorities had been suggested. This had been duly added. The student priorities would be communicated to students by teaching staff.

Agreed Action

Members unanimously APPROVED the Self-Assessment Report and the priorities for 2016-2017

523 Annual Quality Performance Indicators (QPI) – CONFIDENTIAL PAPERS

523.1 Review of 2015-2016 and Approve Targets for 2016-2017

The QM advised members that the Targets had been presented to the Standards, Curriculum and Learning Committee and the Committee commended them to Corporation.

Agreed Action

Members unanimously AGREED to confirm the proposed College Targets for 2016-2017

523.2 Quality Performance Indicators Report

The QPI report was noted and it was confirmed that progress on the new Learning Walks initiative would be reviewed in November 2017.

524 The External Auditors' Findings Report and Letters of Representation

524.1 The APFR noted that the External Auditors' Findings report was very good and that their conclusion on risks was reassuring and highlighted that positive practices and controls were in place. The minor points raised had been actioned or were being actioned. Members noted the content of the report.

Agreed Action

Members unanimously AGREED the Letters of Representation

524.2 The Letters of Representation were signed at the end of the meeting.

525 The Corporation's Annual Report and Financial Statements 2015-2016

The APFR stated that the report had been produced in the new Accounting format (FRS102) and in the context of the Key Performance Indicators. The College was considered to be a 'Going Concern' and Regularity Auditors agreed with this opinion.

Agreed Action

Members unanimously AGREED the content of the Corporation's Annual Report and Financial Statements

526 Re-appointment of Internal Auditor and External Auditor for 2016-2017 – CONFIDENTIAL PAPER

The APFR reported the discussion at the November Audit Committee meeting regarding the re-appointment of both sets of College Auditors and the opinion that the Auditors provided a high quality of service and added value. The APFR would be negotiating on the number of internal audit days for the following year in order to concentrate the service in particular areas and to reduce cost.

Agreed Actions

Members unanimously:

- **APPROVED the re-appointment of TIAA as the College’s Internal Auditors for 2016-2017**
- **APPROVED the re-appointment of Mazars as the College’s External Auditors for 2016-17 subject to confirmation of fees**

527 Policy Reviews

527.1 All policies due for review had been presented to the relevant committees and were commended to Corporation.

527.2 Staff Disciplinary Policy and Procedure
Members unanimously APPROVED the Staff Disciplinary Policy and Procedure

527.3 Staff Code of Conduct
 It was noted that this was a vastly improved document from a Safeguarding point of view. There was a typographical error on page 5.

Agreed Action
Members unanimously APPROVED the Staff Code of Conduct subject to the correction of a typographical error on page 5

527.4 Child Protection and Safeguarding Policy
 In the absence of the Acting Assistant Principal (AAP), the Principal pointed out one small change from the previous version, to clarify the difference between culturally acceptable and illegal Female Genital Mutilation practices.

Agreed Action
Members unanimously APPROVED the reviewed and updated Child Protection and Safeguarding Policy, Procedures and Guidance

528 Annual Safeguarding Report and Action plan – COMMERCIALY SENSITIVE PAPER

It was suggested that the Action Plan should be entitled the ‘Safeguarding Action Plan’.

Agreed Action
Members unanimously APPROVED the contents of the Annual Safeguarding Report and Action Plan

529 Training Session

In the absence of the AAP, the training session was postponed to the next meeting.

503 Members noted the following agenda items:

530.1 College Action Plan 2015-2016 end of cycle review (Action Plan on the Intranet) – CONFIDENTIAL PAPER

Clerk

Clerk

530.2 Internal Audit Annual Report 2015-2016

530.3 The Audit Committee's Annual Report to Corporation 2015-2016

530.4 Student Voice Summary

530.5 Health and Safety Annual Report 2015-2016

530.6 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

531 Standing Items not covered elsewhere

Standing items were covered in the previous agenda items.

532 Information Exchange

The Chair stated that Governors and partners would be invited to a social gathering to mark the end of his time as a Governor at Barton Peveril (more details would follow) and closed this part of the meeting by wishing everybody a Happy Christmas.

533 Dates and time of next meetings:

- ***Strategic Planning Awayday: Saturday, 4 March 2017***
- ***Monday, 27 March 2017 at 6.00 pm in the Akehurst Room***

This part of the meeting closed at 7.33 pm.

Staff and Student Governors and members of staff left the meeting at this point.

534 Confidential Item

Holders of Senior Posts' Remuneration Review

The Chair of the F and E Committee reported on the outcome of the annual pay review.