

# BARTON PEVERIL SIXTH FORM COLLEGE CORPORATION

Minutes of the Meeting of the Corporation held on  
Monday, 3 July 2017 at 6.00 pm at the College

**Present:**

Mr D Blenkarn  
Mr G Ashton  
Mr P Boote  
Ms D Collins  
Ms K Dagwell  
Dr A Glaze  
Mrs Y Hussain  
Mr A Jackman  
Miss D Knight  
Mr D Spalinger  
Mr J Prest  
Dr D Robinson

Chair

from 6.07 pm

**In attendance:**

Mr M Chart  
Mr R Temple  
Miss M Wood  
Mrs N Carcone  
Mrs S Auger  
Mr G Miles  
Mrs J Miles

Assistant Principal (Finance and Resources)  
Assistant Principal (Schools and Community)  
Assistant Principal (Teaching and Learning)  
Acting Assistant Principal  
Quality Manager  
Director of Finance  
Clerk to the Corporation

**Apologies:**

Mrs S Anderson  
Mrs K Everett  
Cllr K House  
Prof J Longmore  
Mrs L Webb  
Ms C Cherry  
Mrs Z Smallman

Vice Chair

Assistant Principal (Quality and Student Progress)

**Absent:**

None

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**553 Declarations of Interest**

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

**554 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.

**555 Corporation Matters****555.1 Membership of the Corporation and its Committees – CONFIDENTIAL PAPER**

The Clerk presented her paper on membership, reporting that:

- the Search and Governance Committee was recommending Ms Colette Cherry and Mr Don Spalinger as new Governors along with their membership of the Audit Committee and the Finance and Employment Committee respectively

**555.2 Agreed Actions**

**Members unanimously APPROVED:**

- the appointment of Ms Colette Cherry as a Member of the Corporation for a period of four years, commencing 3 July 2017 and her appointment to the Audit Committee
- the appointment of Mr Don Spalinger as a Member of the Corporation for a period of four years, commencing 3 July 2017 and his appointment to the Finance and Employment Committee

**555.3** Mr Spalinger joined the meeting at this point and was duly welcomed to the Corporation. It was noted that Mr Spalinger would abstain from voting at this, his first Corporation meeting.

**555.4 Approval of recent Chair's Actions**

The Assistant Principal (Finance and Resources) (APFR) explained the two recent instances when the Chair had made decisions on behalf of the Corporation.

**Agreed Actions**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention):**

- the £1.6M cost of the work to refurbish the student social spaces and kitchen facilities
- the appointment of Ascia Construction as the principal contractor for the project
- the change in the Corporation's Clerking arrangements to 31 August 2018

**555.5 Approval of the revised Terms of Reference for the Audit Committee**

The Clerk summarised the proposed revisions.

**Agreed Action**

**Members AGREED (voting of 11 FOR; 0 Against; 1 Abstention) to adopt the revised terms of Reference for the Audit Committee**

**556 Minutes**

**556.1** The Minutes of the meeting held on Monday, 27 March 2017 were confirmed as a true record and were duly signed by the Chair.

**556.2 Matters Arising**

The matters arising from the previous meeting had either been actioned or were ongoing.

**557 Chair's Report**

- 557.1** The Chair reported that he had met with some Governors since his election as Chair and part of the discussion was the format of meetings. The current structure worked well but it was proposed to add a strategic issue for discussion to the Corporation meetings, starting this evening with an item on the development of the Leadership Team. The Governors handbook would be reviewed during the summer.
- 557.2** The Chair had attended the recent Standards, Curriculum and Learning Committee as an observer; at the end of the meeting Miss Debbie Knight had been elected the new Chair and Prof Jane Longmore had been thanked for her work on the Committee and the Corporation as she was unable to attend this meeting. The Standards Committee would be reviewing the large number of papers on its Schedule of Business.

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

- 558.1** The Principal stated that there was not much political development due to the recent election but that talks were underway to create a new sixth form college in Fareham with the backing of the Fareham Member of Parliament. Members discussed some of the risks and opportunities associated with this development.
- 558.2** The cladding on the College buildings had been assessed in the wake of the Grenfell Tower fire. None is the same as Grenfell and no College buildings are above three storeys. There are no immediate concerns. The main cladding is on the Mountbatten building. The material is Kingspan which meets fire regulations. An expert cladding surveyor has been booked to look at Mountbatten, Hampshire and a few places where Mountbatten joins Rose to offer an expert opinion.

**559 Proposed format of the Self-Assessment Report (SAR) and Action Plan for 2016-2017**

- 559.1** The Quality Manager (QM) reminded members of the change in the format of the SAR the previous year, following the Ofsted inspection. The simplified format had proved to be beneficial in terms of time made available for Senior Leaders to improve Value Added at Advanced Level. The Standards Committee had approved the recommendation to retain the simplified format for 2017-2018.
- 559.2** Members noted the content of the report.

**560 Barton Peveril Sixth Form College Strategic Plan 2015-2018 update**

- 560.1** The APFR stated there was little change since the report earlier in the year but more up-to-date figures had been included in Key Indicators 2, 7 and 9.
- 560.2** Members noted the content of the report.

**561 Property Strategy update – CONFIDENTIAL PAPER**

**561.1** The APFR informed members of the progress on the refurbishments which were underway. Some minor works were also reported.

**561.2** Mr Boote, the Building Support Governor, added that some lessons had been learned regarding tendering and unexpected increases in costs. Members noted the content of the report.

**562 Budget 2017-2018 and Three-Year Financial Forecast – CONFIDENTIAL PAPER**

**562.1** The APFR stated that the Budget had been reviewed by the Finance and Employment Committee but since the date of the Committee the decision had been made to remove Adult Learning from the curriculum offered at College. The financial implications of this were included in the Corporation paper. There was a healthy surplus, within the 3-6% target and the College's Financial Health was 'Good'.

**562.2** Two errors were pointed out:

- in the upper of two tables on page 12, Cash Days in Hand should be 60.99
- in the final paragraph (38) on page 21 'Outstanding' should be 'Good'

**562.3** Talks had taken place with Lloyds Bank regarding early repayment of the loan and the Bank had changed the agreement to allow early repayments of any amount, at any time to the end of the loan period.

Agreed Action

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Draft Budget 2017-2018 and the Three Year Financial Forecast**

**563 Annual Curriculum Provision Report**

**563.1** The Assistant Principal (Teaching and Learning) presented the Annual Curriculum Provision Report, particularly highlighting:

- the last of the new Advanced Level specifications would start in September
- more stringent coursework was being introduced
- this was the first year of the harder GCSE specifications
- mark boundaries were still not clear
- some HNC courses were being introduced, first of all in Sport with Business from September 2018

**563.2** Members noted the content of the report.

**564 Termly Quality Performance Indicators (QPI) Report – CONFIDENTIAL PAPER**

**564.1** The QM presented her Paper, advising members that Retention was down but Attendance was very slightly up.

**564.2** Members noted the content of the report.

**565 Risk Management Statement and Annual Report**

The APFR presented the Report which had been scrutinised by the Audit Committee and Members noted its contents. The Risk Management document was used as a basis to decide the programme of Internal Audit visits.

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Risk Management Policy, Risk Register and Statement of Controls document for 2017-2018**

**566 Audit****566.1 Internal Audit Plan 2017-2018**

The APFR had entered into discussions with the Internal Auditors following a desire by the Audit Committee to reduce the number of Audit days and therefore costs, if possible. This had been achieved by planning to stretch the timescales between visits to particular functions eg Learner Numbers.

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Internal Audit Plan 2017-2018**

**566.2 Financial Statements and Regularity Audit Plan for 2017-2018**

The Plan for the following year followed the usual pattern.

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Financial Statements and Regularity Audit Plan for the year ended July 2017**

**566.3 Re-appointment of Regularity and Financial Statement Auditor for 2016-2017**

This appointment had been discussed and approved at the December Corporation meeting but was subject to acceptable fees. The Audit Committee recommended the re-appointment of Mazars to the Corporation for approval. Planning, fieldwork and documentation were good and Mazars provided excellent value for money.

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the re-appointment of Mazars as Regularity and Financial Statement Auditors for 2016-2017**

**567 Policy Reviews**

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

**567.2 Student Admissions Policy**

The Assistant Principal (Schools and Community) stated that the revised Student Admissions Policy had been considered by the Standards Committee and was commended to the Corporation for approval. The proposed changes were to:

- incorporate national changes to the National Curriculum and GCSE gradings
- update job titles

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the revised Student Admissions Policy**

**567.3 Quality Assurance Policy**

The QM presented the revised Quality Assurance Policy which had been updated to:

- remove the Action Plan in accordance with the new format of the SAR
- incorporate modifications to the Appraisal process
- update job titles

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Quality Assurance Policy**

**567.4 Anti-Fraud Policy**

The APFR stated that the Anti-Fraud Policy had been updated to better define responsibilities and to take account of some recommendation from the Audit Committee. The Gifts and Hospitality Policy was included for information but was a policy that was approved by the SLT.

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Anti-Fraud policy**

**567.5 Child Protection and Safeguarding Policy**

The Acting Assistant Principal pointed out that one change had been made to the previous version of the policy, at the suggestion of the Safeguarding Governor, which was to draw attention to the Complaints Procedure and where this could be found.

**Agreed Action**

**Members APPROVED (voting of 11 FOR; 0 Against; 1 Abstention) the Child protection and Safeguarding Policy July 2017**

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

**568.1 Confidentiality in Documentation**

**568.2 Local Government Pension Scheme Regulations and Policy Statement on Discretionary Payments**

**568.3 Compliance with the letter from Peter Lauener, Chief Executive of the Education and Skills Funding Agency**

**568.4 Corporation Schedule of Business for 2017-2018**

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

**569 Standing Items not covered elsewhere**

**569.1 Prevent**

There was nothing to report.

**569.2 Health and Safety**

The Health and Safety Governor reported that the Health and Safety Committee would be considering the environmental impact of the College in the next academic year.

**570 Information Exchange**

- The Clerk and the Principal advised members that the move to paperless meetings was progressing, with particular consideration being given to the security of information. Training would be provided in the Autumn term. Governors were asked to advise the Clerk if they would need to borrow a Chromebook from the College.

**571 Strategic Discussion**

**571.1 Developing the Leadership Team at Barton Peveril**

Members had been provided with an organisational chart of the College. The Principal used a PowerPoint presentation, which had been used at a recent staff meeting, to illustrate how staff were engaging with the implementation of the Strategic Plan.

**571.2** Members then split into groups to discuss the information and came back together to talk about:

- departments where boys were found to be more successful ie against the picture for the College as a whole
- the big cultural change to 'flipped' classrooms
- the use of coaching to support leadership development
- sharing best practice and being willing to take risks and learn from mistakes
- the benefits of the recent shared Learning Walks, Teaching and Learning meetings and specific discussions about particular failing students

**572 Dates and time of next meetings: *Monday, 4 December 2017 at 6.00 pm in the Akehurst Room***

The meeting closed at 8.10 pm.