

BARTON PEVERIL SIXTH FORM COLLEGE CORPORATION

Minutes of the Meeting of the Corporation held on Monday, 26 March 2018 at 6.07 pm at the College

Present:

Mr D Blenkarn
Mrs K Everett
Mr A Adams
Mr P Boote
Ms K Dagwell
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
Mr L Shearing
Mr D Spalinger

Chair
Vice Chair

from 6.12 pm

In attendance:

Mr M Chart
Mrs Z Smallman
Mr R Temple
Miss M Wood
Mr G Miles
Mrs J Miles

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

to 7.48 pm

Apologies:

Mr G Ashton
Dr D Robinson
Mrs L Webb
Miss A Wilson

Absent:

None

597 Preliminaries

The Chair welcomed Mr Shearing to his first Corporation meeting and advised members of the proceedings for the evening. There would be break to replenish refreshments after agenda item 5.7. As the Audit Committee meeting the previous week had been inquorate, members of Audit would meet at this point to discuss agenda item 6.1, the appointment of the Regularity and Financial Statements Auditor for 2017-2018.

598 Declarations of Interest

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

599 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.

600 Corporation Matters

600.1 Membership of the Corporation and its Committees – CONFIDENTIAL PAPER

The Chair presented the membership proposals. Mr Shearing had been elected as the Support Staff Governor following the resignation of Ms Debra Collins.

Agreed Actions

Members unanimously APPROVED the appointments of Mr Shearing as a Support Staff Governor and as a member of the Standards, Curriculum and Learning Committee

600.2 Approval of the revised Terms of Reference for the Search and Governance Committee

The Chair summarised the proposed revision and the reason for the change.

Agreed Action

Members AGREED to adopt the revised terms of Reference for the Search and Governance Committee

600.3 Annual Report on Eligibility and Declarations of Interest

The Clerk reported that there were no issues with eligibility or declared interests.

600.4 *Mr Jackman arrived at this point.*

601 Minutes

601.1 The Minutes of the meeting held on Monday, 4 December 2017 were confirmed as a true record and were duly signed by the Chair.

601.2 Matters Arising

The one matter arising from the previous meeting had been actioned.

602 Chair's Report

602.1 The Chair noted that this meeting marked a year since he became Chair of Corporation which had resulted in some procedural changes, including the introduction of strategic discussion items at the Corporation meetings. He welcomed any further comments on these changes

602.2 He apologised that he had missed the Standards Committee meeting but he had attended the Audit Committee meeting where Mr Shearing had given a very interesting presentation on Marketing and Communications.

602.3 The Chair was still involved with mentoring students, one of whom had received an Oxbridge offer and another had been offered an apprenticeship with Deloitte.

602.4 The Committee Chairs were then invited to summarise the business of their recent meetings:

- The Search Committee presented no areas of concern and the Corporation was in the happy position of an almost full house of Governors
- Mrs Everett said that almost all the items from the Finance Committee had flowed through to the agenda for this meeting
- Miss Knight said the same applied to Standards and noted the amalgamation of several papers into one report regarding the College's self-assessment
- Mr Boote pointed out that the Audit Committee ensured that robust systems were in place and were particularly attentive to Risk matters and were monitoring that enough care was being taken to risk-assess trips out of College. Members had received an interesting presentation on Marketing.

603 Principal's Report – CONFIDENTIAL PAPER

The Principal highlighted:

- the annual meeting between college principals and Members of Parliament
- an approach from the Deputy Commissioner to invite an expression of interest in supporting a local College following the Area-Based Review
- additional in-year funding received of approximately £609,000
- funding for next year calculated on the current 3419 students
- applications for the September intake were roughly on a par numerically with this year's applications at the moment
- student successes
- Oxbridge offers
- the success of student Donel Mangena in the television singing competition show 'The Voice'

604 Student Report

The Student Governor presented his report highlighting the recent activities of the Student Committee. One request from the committee was for additional tuition after college and staff mentioned all the lunchtime and holiday sessions available.

605 Destinations Report

605.1 The Assistant Principal (Schools and Community) presented his report which had been discussed in detail at the recent Standards Committee meeting. He also highlighted the College's method of calculating students going on to universities.

605.2 Members noted the content of the report.

606 Monitoring of Self-Assessment Report Priorities – CONFIDENTIAL PAPER

606.1 The Assistant Principal (Quality and Student Progress) (APQS) reported on progress on the College's Self-Assessment Report Priorities. This report had been discussed in depth at the Standards Committee and would be updated in the

summer term. The APQS highlighted:

- the aim to improve A2 outcomes
- the use of ALPS Connect, a powerful data tool, to enable student progress to be monitored closely during the year and has already identified a need to improve standardisation in marking and accuracy of final grade prediction
- some departments had identified anomalies in marking and had been able to re-submit their data in February
- the ability to predict outcomes whilst keeping confidence up and encouraging realism and aspiration

606.2 A question was asked about predictions in Physics. The APSC explained that Physics had re-submitted its predictions in February and these were very much more as expected. Members noted the content of the report.

607 Science Centre Extension Proposal – CONFIDENTIAL PAPER

607.1 The Assistant Principal (Finance and Resources) (APFR) reminded members that it had proved financially impossible to build a Science building as big as had been originally hoped but taking into account the student numbers and financial health of the College it was felt that the Science building could now be extended.

607.2 The recent receipt of additional in-year money was not included in the paper. Several unsuccessful applications had been made to the Conditions Improvement Fund which had been unsuccessful but the College was healthy financially and the Finance and Employment (F and E) Committee had discussed in depth the possibility of extending the Science building at its meeting in early March. Two phases (initial approval but subject to student numbers in September) had been discussed but the Committee felt that the project should not be split into two phases because of the timescale involved and the need to appoint a contractor at a reasonable cost.

607.3 Mrs Everett, the Chair of F and E pointed out that the risk of not building the extension was greater than doing it. Mr Boote, the Building Support Governor, had attended F and E and if the project went ahead would provide professional guidance to the APFR and the Senior Leadership Team and feedback to F and E.

607.4 The following points were discussed:

- the reduction in transport costs and that this resulted from the change in the way transport was being operated
- any potential deficit that might result which would be monitored in the financial forecasts
- risks if costs escalate but it was noted that the price of the contract would be fixed in advance
- the tight programme and a busy market would indicate that using the original designers would be beneficial
- flexibility of the extra space, as classrooms need would be able to be used for other subjects
- the benefits of additional space outweighing the reputational risk of cramped spaces

Agreed Action

Members unanimously APPROVED the proposal to build an extension to the Science building, as detailed in the paper

608 Financial matters – CONFIDENTIAL PAPER**608.1 Lloyds Loan**

The APFR explained that the time had come to agree new terms with Lloyds Bank for the Loan Facility with the College. Lloyds had indicated that they were happy to continue on the same terms for the next five years for a one-off fee of £15,000.

Agreed Action

Members unanimously APPROVED the following resolutions as per the amendment letter:

- **It was resolved that the loan facility in an original principal sum of up to £7,100,000 arranged with Lloyds Bank plc (the ‘Bank’) in a letter dated 6th November 2014 as amended by a letter dated 7th August 2017 (the ‘Facility Letter’) be amended in the manner proposed in a letter from the Bank dated 13th March 2018 (the ‘Amendment Letter’).**
- **It was further resolved that Mr Jonathan Prest and Mr Matthew Chart be authorised to make the necessary arrangements with the Bank and to sign on behalf of the College the Amendment Letter which was produced to the meeting and its terms and conditions approved.**

608.2 [The loan facility amendment letter was signed by the Chair and the Principal at the end of the meeting.]

608.3 There was a break at this point to replenish refreshments.

609 Meeting of the Audit Committee members

During the break the members of the Audit Committee gathered to consider agenda item 8.3 of the inquorate Audit Committee meeting of 20 March 2018. It was noted that the Committee was very pleased with the service Mazars delivered and that they had scored very highly on the Performance Indicators.

Agreed Action

Members AGREED to recommend the re-appointment of Mazars as the College’s Regularity and Financial Statement Auditors for 2017-2018 to Corporation for approval

610 Training Session**610.1 Child Protection refresher and Prevent training**

The APQS used a PowerPoint Presentation to provide Child Protection refresher and Prevent training. It was a legal requirement to provide the training every two years. The list of Safeguarding Issues grew each year.

610.2 It was not anticipated that any changes would be required as a result of the 2018 consultation regarding Keeping Children Safe in Education. If there were any changes they would be reported to Corporation in due course and would be included in the revised Safeguarding Policy. The APQS added that a report on training would be included in the Safeguarding Report later in the year and she noted the improvements in safer recruitment to which the Safeguarding Governor, Mrs Lyn Webb had contributed.

610.3 It was noted that Safeguarding was the responsibility of all Governors. Discussion

ensued on issues that the College was asked to be cognisant of eg drug abuse and Governors were pleased to hear that Prevent statistics were going to be added to the report regarding liaison with external agencies.

610.4 Staff were thanked for their work in this important area.

611 Appointment of the Regularity and Financial Statements Auditor 2017-2018 – CONFIDENTIAL PAPER

The APFR stated that the Audit Committee members had unanimously agreed to recommend the re-appointment of Mazars. The standard of their work was very good and they had scored very highly on the Performance Indicators.

Agreed Action

Members unanimously APPROVED the re-appointment of Mazars as the College's Regularity and Financial Statement Auditors for 2017-2018

612 Policy Reviews

612.1 The APFR explained that due to the inaccuracy of the Audit Committee the previous week the revised Health and Safety and Acceptable Use of IT Policies would be deferred to the summer term.

612.2 The remaining policies due for consideration had all been reviewed by the F and E Committee and were recommended for approval. Changes, which were tracked in the documents, were minimal and included:

- allowing for an investigation, requesting the outcome sought to be stated, revised introduction and updated 'after employment' section in the Grievance Procedure and HoSP Grievance Procedure
- removal of references to the Statutory Dispute Regs (which no longer exist) and updated sanctions in HoSP Capability Procedure
- removal of references to the Statutory Dispute Regs in HoSP Disciplinary Procedure
- updates to job titles in HoSP Appointment Procedure
- changes to reflect current practice in HoSP Appraisal Procedure
- changes to the timing of the HoSP Remuneration Policy and Procedure

Agreed Actions

- **Members unanimously APPROVED the revisions of the following policies:**
- **Grievance Procedure**
- **Holders of Senior Posts (HoSPs) Appointment Procedure**
- **HoSP Appraisal Procedure**
- **HoSP Capability Procedure**
- **HoSP Disciplinary Procedure**
- **HoSP Grievance Procedure**
- **HoSp Remuneration Policy and Procedure**

613 Members noted the following agenda items:

613.1 Instrument and Articles of Government

613.2 Mid-year financial Review

613.3 Minutes of the meetings of the following committees were available on the Governors' Google team drives: the Search and Governance Committee, the Audit Committee, the Finance and Employment Committee and the Standards, Curriculum and Learning Committee

614 Standing Items not covered elsewhere

614.1 Prevent

There was nothing further to report.

614.2 Health and Safety

There was nothing to report.

614.3 Property Strategy update

It was proposed to append the new Property Strategy to the new Strategic Plan, which would be presented to Corporation at the next meeting.

615 Information Exchange

615.1 ➤ The DF wished the Corporation members well as this was his last meeting before his retirement

615.2 The DF left the meeting at this point.

616 Strategic Discussion

616.1 The Strategic Plan – CONFIDENTIAL PAPER

The draft Strategic Plan 2018-2021 had been provided for members' consideration. The Principal set the context, noting the success in moving things on through the current Strategic Plan eg:

- admirable student numbers growth
- the development of the science facilities
- positive comments from Ofsted Inspectors
- very strong long-term outcomes for students

616.2

The Principal suggested that the new Plan should be relatively simple but relatively brave with a single aim:

'To make impact on student achievements'

616.3

There would be three parts to this aim:

- 1 a culture of working hard and high expectation
- 2 teaching and learning strategies
- 3 developing staff

616.4

Members were asked their opinions on the above and discussion followed covering the following:

- members noted the importance of the Values and Attributes section, particularly self-awareness and thinking objectively

- members liked the 'As a ...' Statements and hoped they would still be included
- the rationale for the students to be involved got a bit lost – especially in section C which was felt to be too 'dense'
- the need to address Value-added and employability skills
- on first read it appeared to be an internal document, whereas it should lead the College

616.5 Discussion ensued on the sections of the draft document and it was felt that section D needed to be before section A. Section A felt like the preamble to a constitution and was a bit 'top down' – not relating to student attitude. It was pointed out that motivation, excitement and aspiration come from the staff first.

616.6 The Principal pointed out that the Values were used widely in College. The suggestions and comments would be considered for the next draft of the plan which would be presented in the summer term.

617 **Date and time of next meeting: *Thursday, 5 July 2018 at 6.00 pm in the Akehurst Room***

The meeting closed at 8.20 pm.