

BARTON PEVERIL SIXTH FORM COLLEGE CORPORATION

Minutes of the Meeting of the Corporation held on Monday, 27 March 2017 at 6.00 pm at the College

Present:

Mr D Blenkarn	Chair	from 6.05 pm
Mrs K Everett	Vice Chair	
Mr G Ashton		from 6.08 pm
Mr P Boote		
Miss J Bowler		
Ms D Collins		
Ms K Dagwell		
Dr A Glaze		
Cllr K House		to 6.53 pm
Mrs Y Hussain		
Mr A Jackman		
Miss D Knight		
Prof J Longmore		
Mr J Prest		
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)
Mrs N Carcone	Acting Assistant Principal
Mrs S Auger	Quality Manager
Mr G Miles	Director of Finance
Mrs J Miles	Clerk

Apologies:

Mrs S Anderson	
Miss E Bailey	
Dr D Robinson	
Mrs Z Smallman	Assistant Principal (Quality and Student Progress)

Absent:

None

535 Preliminaries

The Chair elect left the room and the Vice Chair opened the meeting with apologies and welcomed both Mrs Carcone and Miss Bowler to their first Corporation meeting.

536 Declarations of Interest

The Vice Chair noted that Mr Blenkarn had declared an interest in agenda items 3.1 and 3.2 before leaving the room.

537 Equality and Diversity

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

538 Corporation Matters

538.1 Chair Election Results

The Vice Chair reminded members that Mr Blenkarn had stood for Chair unopposed. No issues with the outcome or process were raised. Mr Blenkarn was duly appointed and returned to the meeting to assume the Chair.

538.2 Membership of the Corporation and its Committees – CONFIDENTIAL PAPER

The Clerk presented her paper on membership, reporting that:

- the new Chair of Corporation must be on the Finance and Employment Committee and could not be a member of the Audit Committee and therefore must be transferred
- the Search and Governance Committee was recommending Mr Guy Ashton as a new Governor along with his membership of the Finance and Employment Committee

Agreed Actions

- **Members APPROVED (voting of 13 FOR; 0 Against; 1 Abstention) that MR Blenkarn be transferred from the Audit Committee to the Finance and Employment Committee**
- **Members unanimously APPROVED the appointment of Mr Guy Ashton as a Member of the Corporation for a period of four years, commencing 27 March 2017 and his appointment to the Finance and Employment Committee**

538.3 Mr Ashton joined the meeting at this point and was duly welcomed to the Corporation.

538.4 Approval of the revised Terms of Reference for the Finance and Employment Committee

The Clerk summarised the proposed revisions.

Agreed Action

Members unanimously AGREED to adopt the revised terms of Reference for the Finance and Employment Committee

538.5 Annual Report on Eligibility and Declarations of Interest

The Clerk advised members that almost all eligibility and declaration forms had been updated. No issues had arisen.

539 Minutes

539.1 The Minutes of the meeting held on Monday, 5 December 2016 were confirmed as a true record and were duly signed by the Chair.

539.2 Matters Arising

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

540 Chair's Report

- 540.1** Having been just appointed to the Chair of Corporation Mr Blenkarn thanked everyone for their confidence in him and for all they contribute to the Corporation. He noted that the Corporation was in very good shape after eight years with Prof Brown in the Chair. Mr Blenkarn's interest in the College had begun with his recent experience as a parent of a Barton Peveril student and this had motivated him to give something back to the College.
- 540.2** There were financial challenges ahead but these were evident in all sectors. The Chair stated that his intention was to meet with all members individually and informally to ascertain if anything was needed to fine-tune the running of the Corporation.

541 Principal's Report – CONFIDENTIAL PAPER

- 541.1** The Principal stated that in future he would include a section on the educational landscape in his Principal's Reports, as this used to form part of Prof Brown's Chair's Reports. He pointed out an error in D on page 2 as the last line should read '£400K to £200K'.
- 541.2** The Principal drew members' attention to the table of Oxbridge successes stressed the College's high expectations of students and Prof Longmore expressed hope that the new Technical Diplomas would not increase the educational/vocational divide, adding that the Corporation would need to understand where Barton Peveril would stand on this divide as education policy was shifting.

542 Response to Governors' Strategic Planning Awayday – CONFIDENTIAL PAPER

- 542.1** The Assistant Principal (Finance and Resources) APFR had produced an Information paper in response to the good discussion at the Awayday on Income Generation. It contained a broad brush approach and an overarching action plan. Some of the plans were already in place but others would take more time to develop. The APFR planned to report progress to the Finance and Employment Committee.
- 542.2** Additional 16-18 growth still had the potential to be the most significant income generator but it was not something that could be taken for granted; it was a very competitive marketplace. Demographic data showed a dip in the age group before another rise so the College would need to take a big proportion of partner school pupils in order to retain numbers.
- 542.3** Members discussed the need to have a commercial mindset whilst also controlling costs. The Principal pointed out the usefulness of the financial surplus for investment into the College and the low staff costs compared with the sixth form college sector as a whole.
- 542.4** Cllr House recounted the experience of the Borough Council and pointed out the delicate balance between cuts and doing things in a slightly different way.
- 542.5** Members were reminded that income generation could also increase risks.

APFR

542.6 A suggestion was made that some activities such as facilitating hub activity for Gifted and Talented pupils might generate income.

542.7 Members noted the content of the report.

543 Student Report

543.1 Miss Bowler presented the Student Report highlighting current issues such as the need for additional counselling and the lack of student social space. The APFR reminded members that the Student Social Area was being enlarged and that the College was going to trial cashless vending.

543.2 Members noted the content of the report.

544 Early Leavers and Retention Report

544.1 The Assistant Principal (Schools and Community) (APSC) explained the report on students leaving College to the end of the Autumn term, which had been discussed in depth at the Standards, Curriculum and Learning Committee. Fewer students had left than in the previous six years. Getting students on the correct course of study was important in achieving good retention. The College worked closely with Eastleigh College in those cases where apprenticeships and vocational courses were more appropriate.

544.2 In response to a question the APSC confirmed that the leavers categorised as health reasons were predominantly associated with mental health issues and were not considered fit to study. Some of these students might be able to attend College the following year. Members noted the content of the report.

545 Termly Quality Performance Indicators (QPI) Report – CONFIDENTIAL PAPER

545.1 The Quality Manager advised members that the QPIs had been discussed at the Standards, Curriculum and Learning Committee. She highlighted the retention and attendance data and the newly included Hampshire data.

545.2 Retention was slightly improved; attendance always dropped in December but had recovered to the highest January attendance for two years.

545.3 The Department for Education data and the Hampshire data illustrated that the College was in a good position when compared to other colleges in terms of outcomes.

545.4 The Principal informed members that three local institutions had recently dropped a grade after Ofsted inspections indicating a tougher Ofsted regime and that Ofsted remained driven by data.

545.6 Members noted the content of the report.

546 Policy Reviews

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

546.2 Whistleblowing Policy

The Clerk stated that the revised Whistleblowing Policy had been considered by the Search and Governance Committee and was commended to the Corporation for approval. The proposed changes were itemised and all were approved. It was agreed that in the event of whistleblowing being about a safeguarding issue that the Safeguarding Policy would then apply.

546.3 A question was asked about whether whistleblowing should incorporate student whistleblowing. It was pointed out that there were other ways for students to complain and report issues eg the on-line 'red button' but these were not anonymous. The Principal added that the Whistleblowing Policy was driven by employment law including the opportunity for anonymity. Students were not employees.

Agreed Actions

- **The question of additional avenues for reporting issues would be investigated, discussed by the Senior Leadership Team and a report would be made to the Standards, Curriculum and Learning Committee**
- **Members unanimously APPROVED the Whistleblowing Policy v4.4**

AAP

546.4 Equality, Diversity and Inclusion Policy

The Acting Assistant Principal (AAP) stated that this document had been the subject of much discussion at the Standards, Curriculum and Learning Committee, including the phraseology for Fundamental British Values which the College preferred to call 'Fundamental Cultural Values'.

Agreed Action

Members unanimously APPROVED the Equality, Diversity and Inclusion Policy

546.5 Student Constitution

Due to the time in the academic year that the Student Committee elections took place the Student Governors were not in post for very long and were not able to attend many Corporation or Standards, Curriculum and Learning Committee meetings. The Clerk had made the suggestion that the Student Governors be appointed for a two year term of office rather than one year and this had led to a review of the Student Constitution as a result of which various changes were proposed which the Assistant Principal (Teaching and Learning) highlighted. The paper had been e-mailed to members and a paper version was tabled as the Student Committee which was required to vote on the proposed changes had met after the papers for the meeting had been despatched.

Agreed Action

Members unanimously APPROVED the revised Student Committee Constitutional Guidelines

546.6 *Cllr House left the meeting at this point.*

547 Training Session

- 547.1** The AAP used a PowerPoint presentation to deliver the E-Safety training, explaining:
- the requirement for all staff to have E-Safety training
 - safeguarding leads and their deputies
 - links available for students on their intranet pages and advice for parents on the parents' pages
 - students accessing inappropriate websites from College was monitored
- 547.2** Members discussed the need for a Social Media Policy and the need for staff to be mindful of family connections.

548 Members noted the following agenda items:

- 548.1 Complaints Against Governance** – found to need no significant changes
- 548.2 Instrument and Articles of Governance** – found to need no significant changes
- 548.3 Mid-Year Financial Review – CONFIDENTIAL PAPER**
A new version of page 7 was tabled as a link in the spreadsheet had transferred incorrect data.
- 548.4 Minutes of the meetings of the following committees were available on the Governors' area of the College website: the Search and Governance Committee, the Standards, Curriculum and Learning Committee, the Finance and Employment Committee and the Audit Committee**

549 Standing Items not covered elsewhere

- 549.1 Prevent**
There was nothing to report.
- 549.2 Health and Safety**
The Health and Safety Governor reported a purge on Risk Assessments for off-site visits which would be reviewed in the Autumn term.
- 549.3 Property Strategy**
The APFR advised members of the progress in the plans to extend and refurbish the Student Social Space and the Rose Building's old fitness suite which would become a café.

550 Farewell to Student Governors

- 550.1** Miss Bowler and Miss Bailey (in her absence) were thanked for their work as Student Governors this year. Miss Bowler was presented with a token of the Corporation's gratitude by the Chair.
- 550.2** As this would be Prof Longmore's last Corporation meeting before taking up her new post in Chichester, the Chair then took the opportunity to thank her for all her contributions to the work of the Corporation. Prof Longmore's last meeting would be

the Standards, Curriculum and Learning Committee meeting in June.

551 Information Exchange

- Prof Longmore was the Chair of the national Committee of Universities and Awarding Organisations and had noted an interesting perspective on the T Levels as the awarding bodies must bid in a month's time to deliver one of these pathways and it had given an insight into their commercial considerations. The Government must consider the safeguarding interests of the learners as well as the learning needs of the learners.
- Dr Glaze proffered thanks for the organisation of Prof Brown's farewell dinner the previous Friday.
- The other tabled paper was the confirmation from the Education Funding Agency confirming the College's opinion that financial health of the College was Good.

552 Dates and time of next meetings: *Monday, 10 July 2017 at 6.00 pm in the Akehurst Room*

The meeting closed at 7.22 pm.