



Mission Statement: *Inspiring learning, developing character, building futures*

MINUTES OF THE MEETING OF THE CORPORATION OF BLACKPOOL SIXTH FORM COLLEGE

Date: Thursday 5th December 2019
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00- 6.30pm

Present: Ms W Middlemas (Chair)
Ms J Gray (Principal)
Cllr D Clapham
Mr N Webster
Reverend S Haskett
Mr C Simkins OBE
Mr A Burr
Mr S Rimell
Mr J Saunders

Together with: Ms G Yeadon (Deputy Principal)
Ms T Cooper (Vice Principal: Vocational)
Ms S Benson (Vice Principal: Academic)
Mrs S Hawitt (Governance Administrator-FCAT)

Apologies: Ms D Taaffe, Ms C Coyne, Mr M Hellewell and Cllr C Baxter

45.2019 Preliminaries

The Chair welcomed everyone to the meeting and noted the focus for the meeting was the College Action Plan.
Apologies were noted

46.2019 Declarations of Interest

There were no declarations of interest

47.2019 Consideration of any items of urgent business.

There were no items of urgent business to discuss

48.2019 Confirmation of Quoracy

It was noted the meeting was quorate

49.2019 Minutes of the meeting held on 2nd July 2019

The minutes of the meeting held on 2nd July 2019 were approved

50.2019 Matters arising from the minutes not covered elsewhere on the agenda

- a) **College Action Plan-** (item 27.2019 from the previous minutes) confirmation the abbreviation RQF (Regulated Qualification Framework) had been included in the college glossary and shared with directors.
- b) **Letter to all staff-**(item 32.2019 from the previous minutes)

confirmation a letter of thanks had been sent to all college staff from the Chair of the Corporation.

- c) **Ofsted Rehearsal**-(item 33.2019 from the previous minutes) the Chair confirmed a meeting had gone ahead to discuss Ofsted preparation, further information will be shared with all directors at the annual conference
- d) **Self-Assessment**-(item 41.2019 from the previous minutes) confirmation work had been carried out to explore any gaps in terms of industry, it was also noted that the next meeting of the committee due to take place on Monday 9th December had been postponed until after the annual conference where directors will evaluate the Quality Improvement Plan (QIP) for 2019-20 and develop a new one for the year ahead

51.2019 College Action Plan

Directors received the College Action Plan (paper 7.1) presented by the Deputy Principal and were invited to ask questions.

Questions from Directors

In response to a question about the Capacity and Delivery Fund (CDF) and the work and industrial placement opportunities it was noted that despite the college withdrawing from the project work will still be carried out with employers in order to support those students (65) already on the programme and maintain good relationships with employers. It was also noted that such support takes up so much time and energy from staff despite the low numbers of students. Directors were informed that most other colleges withdrew from the project at the end of last year. It was noted that the amount of clawback for withdrawing from the project is not yet known.

Asked about the quality of information sharing from schools, particularly for students with additional needs, directors were informed that the Principal has worked hard over the last few years building up good relationships with Head Teachers of local schools, all who are willing to share vital appropriate information about their students to allow a good transition and support to continue.

Directors were informed that the processes within college work extremely well and staff continue to develop and promote health and well-being for staff and students at the college.

Directors asked for a slight change to the format of the report in terms of the way the figure for attendance are presented which the Deputy Principal agreed to do

GY

In response to a question it was noted that the Administration and Finance committee would approve the property strategy.

In response to a question about objective 4 to improve internal communication and if this is having a negative impact on college effectiveness and outcomes, it was noted that while this is not having a negative impact on college effectiveness and outcomes it may have an impact on individual members of staff and the Principal gave directors an example of this.

It was also noted that SLT are always striving to improve communication, and year on year for four years improvements have been made. Further improvements will be to create a central area for emails.

51.2019 D1 Resolved: To approve the College Action Plan

52.2019 College Self-Assessment Report (SAR)

The Principal gave directors verbal feedback on the college SAR, she informed directors that some of the boards Chairs' and an external colleague made up a panel which validated the SAR against the new Ofsted framework. It was agreed that the grading for the college should be Outstanding in every area. Directors who were part of the validation process were delighted at the outcome and very proud to be associated with Blackpool Sixth.

53.2019 Safeguarding Safeguarding Report

Directors considered the Safeguarding report 2018-19 (paper 9.1) presented by the Deputy Principal and were invited to ask questions

Questions from Directors

In response to a question about a reported incident and what measures are in place to safeguard students on industry placement. Directors were informed that college staff take advice from the Local Authority Designated Officer (LADO) and Blackpool Safeguarding Officer in regards to reporting processes. Directors were informed that there had been a full review of processes and procedures regarding safeguarding students on placement. Directors were also noted that students at the college are very well prepared on safeguarding issues and in fact the concern in question was brought to light by the students themselves.

Asked about the increase from 7-31 regarding transition between school/year group and how this is monitored, it was noted that this can be a time of severe anxiety for some students and methods are in place to support students as much as possible including using external support that are familiar with the student.

Asked why the figures for April (52.4%) and June (52.2%) are so high, it was noted that examinations can be quite a stressful time for students as can time away from their college routine.

Directors were informed that since the introduction of 'MyConcern' there had been a huge spike in referrals making it harder to identify more significant cases, changes have been made to the way MyConcern referrals are categorised which includes a categorisation of significant incident' where appropriate, as a result these can be identified much more efficiently.

The Deputy Principal gave Directors some verbal feedback on a safeguarding audit carried out at the college, it was noted that the experience was very positive and practical and suggested a couple of things to continue to improve practice, however the external auditor stated that the college are at 'the cutting edge' of safeguarding practices and were really impressed with the safeguarding team.

Directors were pleased with the outcome particularly as statistics have shown Blackpool is one of the toughest places to grow up.

Directors thanked the safeguarding team for the extremely detailed report

Safeguarding and Child Protection Policy

Directors received the Safeguarding and Child Protection Policy August 2019 (paper 9.2) presented by the Deputy Principal, she informed Directors that the policy and staff training is updated annually.

FCAT Safeguarding Board Minutes

Directors received the FCAT Safeguarding Board Minutes held on 20th June and 8th October 2019 (papers 9.3a and b)

54.2019 VAT Registration

Directors received an update from the Principal regarding VAT registration following a request from the Audit committee, it was confirmed the college are now registered for VAT, the college have a designated person from Mazars to help them with the process.

SLT left the meeting

55.2019 Professional Support

The Principal gave Directors an update on staff receiving professional support, currently two staff are being supported by SLT and plans are in place and going well.

56.2019 Principal's Report

The Principal presented her report (paper 12.1) and highlighted the following; the number of student applications had increased by 193 in comparison to the same time last year with significant increase seen from Lytham St Anne's, St Aidan's and Fleetwood, every department within the college had seen an increase in applications, especially law and criminology which continues to grow.

Directors were informed that the parent/carer's conference in January is full with a waiting list which is positive news.

Directors were informed of some changes in staffing responsibilities which included the Deputy Principal taking the lead on Learning and Development and the Principal taking over the management of Marketing and Liaison, further changes to SLT included a successful flexible working request from the Assistant Principal: Academic, as a result an appointment had been made for an Associate Principal (2 days p/w)

Directors were informed of the recent changes to FCAT with the impending retirement of the CEO and Deputy CEO's, further discussion will place regarding sponsorship in the near future.

It was noted that approximately 1000 students attending the 'stay drive stay alive' campaign presented by the emergency services, the student director gave some feedback about the event and said the shock tactics were very interesting.

57.2019 Clerking Service

The Clerk left the meeting for this item

The Board agreed to continuing access to clerking services from FCAT.

57.2019 D1 Resolved: The corporation agreed to continue to access the clerking services from FCAT

58.2019 Report on Chairs' action since the last meeting

The Chair gave directors information about the activities she had carried out since the last meeting, she highlighted college events and how uplifting and inspiring they had been and invited directors to attend if they get the chance. It was agreed to send a termly reminder of diary dates in an email to directors.

SH

The Chair invited directors for a 1-1 discussion with her and agreed to send available dates to the clerk so these can be arranged. WM
Directors were invited to the following events:
Winter Showcase Thursday 12th December
Festival Lessons St Chad's –Thursday 19th December
Les Miserables-10th, 11th and 12th March 2020

Committee Meetings

59.2019 Remuneration meeting held 16th September 2019

The Principal left the meeting for this item

The Chair gave a verbal update to directors on the confidential discussions that took place at the Remuneration meeting with the Principal and the Deputy Principal.

60.2019 Standards Board meeting held on 23rd September 2019

Directors received the minutes of the Standards Board meeting (paper 16.1) and the committee Terms of Reference (paper 16.2)

60.2019 D1 Resolved: to receive the minutes of the meeting held on 23rd September 2019

60.2019 D2 Resolved: to receive the committee Terms of Reference

61.2019 Administration and Finance meeting held on 11th November 2019

Directors received the minutes of the Administration and Finance meeting (paper 17.1) and the following documents for approval, management accounts for the period ending 30th September 2019 (paper 17.2), the committee's Key Performance Indicators (paper 18.4) and the Terms of Reference (paper 17.4)

Directors were informed of the following changes, going forward A&F and Audit committee will meet jointly at the beginning of the year and responsibility for recommending the annual accounts will sit with the Audit committee.

61.2019 D1 Resolved: to receive the minutes of the meeting held on 11th November 2019

61.2019 D2 Resolved: to approve the management accounts for the period ending 30th September 2019

61.2019 D3 Resolved: to receive the committee's KPI's 2019-20 and the Terms of Reference

62.2019 Audit Committee meeting held on 11th November 2019

Directors received the minutes of the Audit Committee meeting (paper 18.1) and the following documents for approval, Annual Accounts ending 31st July 2019 (paper 18.3) the committee's KPI's 2019-20 (paper 18.4) and Terms of Reference (paper 18.5)

62.2019 D1 Resolved: to receive the minutes of the meeting held on 11th November 2019

62.2019 D2 Resolved: to approve the Annual Accounts ending 31st July 2019

63.2019 D3 Resolved: to receive the committee's KPI's 2019-20 and the Terms of Reference

63.2019 Search and Governance Committee meeting held on 18th November 2019

The Chair of the Search and Governance committee gave a summary of the meeting which included the appointment of the new Lower 6 Student Director Jed Saunders, the appointment of Colin Simkins as Vice-Chair to the Audit committee and the resignations of Alison Hall, Neill Oldham and Victoria Blakeman.

Directors received the minutes of the meeting (paper 19.1) attendance report 2018 (paper 19.4) for approval and the committees KPI's 2019-20 (paper 19.5) and Terms of Reference (paper 19.6)

Directors were reminded of the training webinars available to them and discussed the time frame for the annual conference.

63.2019 D1 Resolved: to receive the minutes of the meeting held on 18th November 2019

63.2019 D2 Resolved: to approve the appointment of Lower 6 Student Director Jed Saunders

63.2019 D3 Resolved: to approve the appointment of Colin Simkins as Vice-Chair to the Audit committee

64.2019 D4 Resolved: to approve the Directors Annual attendance Report 2018

64.2019 D5 Resolved: to receive the committee's KPI's 2019-20 and Terms of Reference

64.2019 AOB

Steve Rimell (Group Chief Executive BES Utilities) asked if his organisation can engage with college students to glean information about saving energy across the Fylde Coast. Directors agreed this would be a good idea and suggested the first point of contact would be Alan Lloyd (Vice Principal: Information Systems and Resources)

65.2019 Identification of any new or amended risks

No new risks were identified

Date and Time of next meeting

Directors Annual Conference Thursday 30th and Friday 31st January 2020

Corporation meeting Monday 23rd March 2020

Signed _____

Date _____