



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

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

Date: **Tuesday 1st December 2020**
Virtual Meeting
Time: **5.00-6.45pm**

Present: Ms W Middlemas Chair)
Mr C Simkins OBE
Ms J Gray (Principal)
Cllr D Clapham
Ms D Taaffe
Mr N Webster
Reverend S Haskett
Cllr C Baxter
Mr J Mannino
Ms A Newton-Leeming
Ms N Baranowska
Ms T Vijayaratnam

Together with: Ms G Yeadon (Deputy Principal)
Ms T Cooper (Assistant Principal: Vocational)
Ms S Ormson (Assistant Principal: Student Services)
Ms A Crumblehulme (Assistant Principal: Business Support)
Ms S Hawitt (Governance Administrator-FCAT)

Apologies: Ms C Coyne

29.2020 Preliminaries

The Chair welcomed everyone to the meeting and congratulated Amanda Crumblehulme on her new appointment of Assistant Principal: Business Studies who will be attending further Full Board Meeting.

30.2020 Declarations of Interest

The Clerk declared an interest in item 12 on the agenda, the annual review of the FCAT clerking service contract.

31.2020 Consideration of any items of urgent business.

There were no items of urgent business to discuss.

32.2020 Confirmation of Quoracy

It was noted the meeting was quorate.

33.2020 Minutes of the meeting held on 7th July 2020

The minutes of the meeting held on 7th July 2020 were approved.

34.2020 Matters arising from the minutes not covered elsewhere on the agenda

There were no matters arising from the minutes not covered elsewhere on the agenda.

35.2020 College Action Plan

Directors received the College Action Plan (paper 7.1) presented by the Deputy Principal, it was noted that this is the first progress update of 2020-21. Directors were invited to ask questions.

Questions from Directors

In response to a question about the recent purchase of 'Peardeck' it was noted that this is a platform used by some teachers to create a more interactive experience online, such as surveys and questionnaires which all teachers and students can see.

Asked about 4.3 in the report (review and develop a staged and sustainable maintenance programme for the college estate) and previous allocation of funds for building projects and if the current Covid-19 situation will result in these funds being lost to other areas, it was noted that in the past some planned maintenance had been set aside, however with the help of Cassidy and Ashton (Architects, Surveyors and Planners) short, medium and long term plans are being developed and focus on priorities. Directors were also informed that due to recent and impending retirements of key staff, vital knowledge of college estates will disappear. As a result, weekly meetings are taking place between Head of Estates and SLT to share information.

Asked about 2.2 in the report (embed a culture of physical and mental well-being for staff and students) and what is the plan particularly for bringing back physical activities, it was noted that college recruited very well this year in terms of the sports team, however the pandemic Covid-19 stopped a whole range of sporting and training events. Directors were informed that training will resume this week in response to the Government's latest guidelines and lifting of some restrictions. Despite the restrictions other enrichment programmes have continued to take place online including Japanese, student council and clinical skills, all of which have been popular amongst students.

35.2020 D1 Resolved: to approve the College Action Plan

36.2020 Safeguarding

Directors considered the Safeguarding report 2019-20 (paper 8.1) presented by the Assistant Principal: Student Support. He invited questions.

Questions from Directors

Asked about the significant rise in pregnancy (+8) and drug overdose (+11) it was noted that not all referrals relate directly to the category, for instance a pregnancy referral may be a young person worried about the risks or it could be related to someone they know. Directors were informed that the safeguarding team will monitor referrals for trends and follow up any increase in cases in more detail.

Directors were also informed that during college closure a decrease in student engagement with learning was monitored and followed up as a safeguarding issue. Pastoral Mentors continued to engage with young people throughout the lock down albeit by telephone as opposed to face to face.

In response to a question about 'safer recruitment' it was noted that almost of the leadership team and all of SLT have completed the safer recruitment training which is a set of practices to help make sure staff and volunteers are suitable to work with young people.

The Safeguarding Director gave some feedback following a recent meeting with the college safeguarding team and stated that he was impressed with the level of staff training especially in regards to safer recruitment, directors can be confident 19 new staff had been recruited safely.

He informed directors that Covid-19 had prescribed additional vulnerabilities especially in terms of increased online activities and the reduction in concerns to 'prevent' nationally. At present no young people in Blackpool have been referred under prevent. He went onto say that he was very impressed with the level of detail in the safeguarding work carried out at the college.

Directors CPD-Mental Well-Being at Blackpool Sixth presented by Stuart Ormson (Assistant Principal: Student Support and Amanda Crumblehulme Assistant Principal: Business Support)

Directors received a presentation on mental well-being at the college which included comparable statistics to the UK as a whole. Directors were provided with information about the disclosed mental health condition within the college for the period 2018-21. Directors were informed of the college charter and the aims supporting it and how the college follow the 5 steps to well-being.

Directors were informed of the whole college approach and how it has been operating since the lockdown including the recent recruitment of a Primary Mental Health Worker (PMHW) based at the college one day per week offering support to staff as well as students.

It was noted that there had been 107 student referrals to counselling services with a wait time of approximately 3 weeks, however other support services are available in the interim. Directors were informed that the impact is a decrease in safeguarding referrals compared to the previous year.

Questions from Directors

Asked if the 31 members of staff who attended the Applied Suicide Intervention Skills Training (ASIST) applied to curriculum staff, it was noted that currently key members of staff who offer additional support to the safeguarding team had completed the training and curriculum staff are linked to an ASIST person.

Asked how robust is the support and identification of staffs' mental health issues especially in terms of disclosure and who would be informed and the impact on their job role, it was noted that over the last few years the college have been successful in building a culture of ensuring people are comfortable to talk and are well-supported. The success has come from strategies such as Time to Change which was a pledge from 3 years ago and has been built on year on year. Members of the leadership team have previously shared their own personal messages/experiences to encourage people to talk. Evidence shows that these strategies are working and that statistics show an increase in staff accessing counselling which shows they are happy to talk.

Directors were informed that in addition to ASIST some staff are trained in Mental Health First Aid.

In response to a question about the accessibility of Child and Adolescent Mental Health Service (CAMHS) it was noted that it is always a challenge but since the age range had been extended it is more promising.

The staff director noted that the culture at the college had changed and definitely in the right direction, however he asked if there are plans in place to ease any anxiety amongst students when they return to college full time as some will be getting close to examinations and assessments. It was noted that the health and well-being (HWB) team are starting to think about this and will take it forward.

Asked how the HWB team is coping with the added pressures of the current situation, it was noted that more students are accessing support tools such as, 'Minds Matters' and 'stress management'. It was also noted that the introduction of a tuition fund/catch up group will help students with their studies and give them tools to better cope with their examinations and assessment conditions.

In response to a question about the challenges of working from home and it being very isolating, it was noted that the Principal is holding well-being meetings with every team and encouraging taking time to reconnect with colleagues.

Asked about the 542 referrals from the report and if they are duplicated it was noted that often these are multiple per student and issue, therefore the figures in the report does not give an indicator of the number of students currently receiving support.

SLT left the meeting

37.2020 Professional Support

The Principal gave a verbal update on professional support for staff. At present no staff require additional professional support

38.2020 Principal's Report

The Principal presented her report (paper 10.1) and highlighted the following; **Recruitment**-it was noted that the report suggests applications are much lower than the previous year, however since the report was published applications had gone up and now stands at 1066 still 200 light of this time last year but it is thought to be a timing/priority issue and expectations are applications will increase after the Christmas break.

Spending review-it was noted that the planned government three-year spending review had now been replaced with a one- year review which will give the college less certainty for any future financial planning. However, pension costs will be covered for a further 12 months.

Self-Assessment Review-had been carried out for all departments and the Principal wanted to note the exceptional work carried out by all staff teams.

Staffing-Directors were informed of the new appointments which included the appointment of the Assistant Principal: Business Support and the internal appointment from Assistant Head of HR to Head of HR

ESFA-directors were informed of the introduction of a new strategic partnership with the ESFA which will be an annual meeting of SLT, the Finance team, the Chair and the Chair of the Admin and Finance committee.

Questions from Directors

Asked about the recruitment for acting Head of Maths, it was noted that this post is linked to maternity cover and the staff member in question had previously covered this post.

In response to a question about subsidised public transport from Lytham it was noted that this will continue whilst funding allows to help to continue to secure the market.

Asked if there is an opportunity for prospective students to contact teachers it was noted that two open days had taken place virtually for students in year 10/11 and every department delivered a live presentation with Q and A sessions. Other methods used are social media platforms, it was noted that the college recognised these are not the same as visiting the building but it seems to be working well.

Feedback from a prospective parent director was that the virtual event was really engaging.

39.2020 Report on Chairs action since the last meeting

The Chair stated how well the staff at the college had dealt with the pandemic and thanked the Principal for keeping directors updated by Loom videos. She also congratulated the college on the recent Careers Ready Award.

The Chair gave feedback on the process to further develop directors' self-assessment which will start in the new year.

Clerk left the meeting for the next item

40.2020 Clerking Service

Directors reviewed the clerking contract delivered by FCAT

40.2020 D1 resolved: The Corporation agreed to continue to access the Clerking services from FCAT

Committee meetings

41.2020 Remuneration committee meeting held virtually on 15th September 2020

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

42.2020 Standards Board meeting held virtually on 21st September 2020

Directors received the minutes of the Standards Board meeting (paper 14.1) presented by the Chair

42.2020 D1 Resolved: to receive the minutes of the meeting held on 21st

September 2020

43.2020 Search and Governance committee meeting held virtually on 17th November 2020

The Chair of the Search and Governance Committee gave a summary of the meeting which included the appointment of two L6 Student Directors and the extension of the appointment of Colin Simkins as Chair to the Standards Board committee for a further year.

Directors received the minutes of the meeting (paper 16.1) Committee Structure (paper 16.3) Attendance Report 2019 (paper 16.4) KPIs 2020-21 (paper 16.5 and Committee Terms of Reference (paper 16.6) for approval.

43.2020 D1 Resolved: to receive the minutes of the meeting held on 17th November 2020

43.2020 D2 Resolved: to approve the latest Committee Structure

43.2020 D3 Resolved: to approve the Directors' Annual Attendance Report 2019

43.2020 D4 Resolved: to approve the committee KPIs 2020-21 and Terms of Reference

44.2020 Self-Assessment committee meeting held on 17th November 2020

Directors received the minutes for the meeting (paper 17.1) presented by the Chair

44.2020 D1 Resolved: to approve the minutes of the meeting held on 17th November 2020

45.2020 Audit committee meeting held on 24th November 2020

Directors received the following reports for approval Audit Completion Report (paper 18.1) Annual report of the Audit Committee (paper 18.2) committee KPIs 2020-21 (paper 18.3 and committee Terms of Reference (paper 18.4)

45.2020 D1 Resolved: approve the Audit Completion Report

45.2020 D2 Resolved: approve the Annual report of the Audit Committee

45.2020 D3 Resolved: approve the committee KPIs 2020-21 and Terms of Reference

46.2020 Administration and Finance committee meeting held on 24th November 2020

The Chair of the A&F committee gave a summary of the meeting which included the current surplus to date and the financial position off the college which is good.

Directors received the following reports for approval Annual Accounts ending 31st July 2020 (paper 19.1), Management Accounts for the period ending 30th September 2020 (19.2), committee KPIs 2020-21 (paper 19.3) and Terms of Reference (paper 19.4)

Questions from Directors

In response to a question about lettings recorded as a surplus rather than a deficit it was noted that this relates to the letting of the theatre and the sports hall which has ceased during the pandemic

Asked about a further breakdown and the effectiveness of the two budget lines for Admissions, Liaison and Marketing it was noted that the Head of Finance (not present at the meeting) will be able to provide further reassurance. Head of Finance

46.2020 D1 Resolved: to approve the Annual Accounts ending 31st July 2020

46.2020 D2 Resolved: to approve the Management Accounts ending 31st September 2020

46.2020 D3 Resolved: to approve the committees KPIs 2020-21 and Terms of Reference

47.2020 A.O.B

The Principal made a proposal for the Directors' Annual Conference to take place over two sessions with the first one being in January to discuss strategic priorities and the second during the period March-May talking to stakeholders and completing annual training. She asked directors to send their views to the Clerk Directors

48.2020 Identification of any new or amended risks

No new or amended risks were identified

The Chair noted the retirement of Reverend Steve Haskett and thanked him for his contribution to the Governing Body, especially as Chair on the Self-Assessment committee. She wished him well in his new venture. He replied with thanks to directors and said he had really valued his time on the board.

The Principal wished all directors a Happy Christmas.

Date and Time of next meeting

Monday 22nd March 2021 at 5pm

Signed _____

Date _____