



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

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

Date: Tuesday 4th July 2023
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.15pm-7pm

Present: Cllr Callum Baxter (Chair)
Ms Jill Gray (Principal)
Mr Don Clapham
Ms Debbie Taaffe
Mr David Gascoigne
Ms Sukie Woodhouse
Mr Alistair Burr
Mr Nick Andrews
Ms Kirsten Burnett
Mr Stephen Cooke
Ms Nina Karanasekara
Mr Kellen Collumbine
Ms Tabitha Davey

Together with: Ms Gail Yeadon (Deputy Principal: Quality & Curriculum)
Mr Stuart Ormson (Assistant Principal: (Student Support)
Ms Amanda Crumblehulme (Assistant Principal: Business Support)
Ms Sam Brown (Assistant Principal)
Mrs Sue Hawitt (Governance Administrator-FCAT)
Apologies: Ms Caroline Coyne, Mr Jeremy Mannino and Ms Tina Cooper

		Action
25.2023	Preliminaries: The Chair welcomed everyone to the last meeting of the board this academic year and thanked directors for their commitment to the college. He particularly thanked and said goodbye to David Gascoigne (Chair of Admin and Finance Committee) and Tabitha Davey, Upper 6 Student Director by presenting them with a gift.	
26.2023	Apologies were noted Declarations of Interest There were no declarations of interest	
27.2023	Considerations of any items of urgent business There were considerations of any items of urgent business	
28.2023	Confirmation of Quoracy It was noted the meeting was quorate	
29.2023	Minutes of the meeting held on 21st March 2023 The minutes of the meeting held on 21 st March 2023 were approved.	

30.2023	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>a) Strategic Priorities-(item 12.2023 from the previous minutes) it was confirmed that future training for directors will take via video briefings, 1-1 sessions or small groups as opposed to full board meetings, this will help to streamline and improve the effectiveness and length of meetings.</p>
31.2023	<p>College Action Plan</p> <p>Directors received and approved the College Action Plan (paper 7.1) presented by the Deputy Principal and were invited to ask questions.</p> <p>Questions and comments from Directors</p> <p>Directors recognised the hard work by staff and students it was noted that retention had improved, the timetable had been upgraded and ALPS scores had improved.</p>
32.2023	<p>Teaching, Learning and Assessment</p> <p>TLA@B6 deep dive annual report 2022-23</p> <p>Directors received the inaugural TLA@B6 deep dive annual report 2022-23 (paper 8.1) presented by the Deputy Principal, she informed directors that the process of the deep dive replicates that of an Ofsted inspection. Directors were invited to ask questions.</p> <p>Questions and comments from Directors</p> <p>Directors asked about the consistency of quality assurance within the process, it was noted that both the Principal and the Deputy Principal (both Ofsted Inspectors) carried out the first deep dive in order to quality assure the process. This quality assurance was then replicated with TLA@B6 Leads but did not cover the whole team; this will be considered for next year.</p> <p>In response to a question about any changes that may be made as a result of the first year of the TLA@B6 process, it was noted that feedback from staff suggested that all had agreed the process was worthwhile however, it had been agreed that half of the departments will take part in a deep dive in 2023-24 with the other half the year after to reduce workload; the timeframe for the process would also be shortened to avoid it running into the summer term.</p> <p style="text-align: center;"><i>Sukie Woodhouse joined the meeting</i></p> <p>Directors noted that the deep dive report with personalised department actions was a very worthwhile piece of work</p> <p>Lower 6 ALPS report</p> <p>Directors received and noted the ALPS Lower 6 predictions report June 2023 (paper 8.2) presented by the Deputy Principal, she apologised for the lateness of the report and noted this was due to technical issues with ALPS centrally which is why there were no questions on the report.</p> <p>Questions from Directors</p> <p>In response to a question, it was confirmed that Lower 6 grades are predictions rather than progress grades.</p> <p>Asked about the thinking icon against English Language/Literature suggesting a decline in ALPS when in fact the grade suggests it had improved, directors were informed that the subjects had gone up by 2 grades and the teacher is extremely on board with new ideas and is working with the students to model A and A* answers with a view to making even further improvements. The thinking icon is used to better understand what has supported these improvements.</p> <p>Directors asked why Fine Art shows no improvement over the year, it was noted that the nature of the subject typically does not show growth throughout the year, however always has very good outcomes after final examinations as shown in previous years.</p>

Directors noted that the two documents (TLA@B6 & ALPS report) don't seem to correlate with each other, for example performing arts looks like it is doing consistently well according to ALPS yet the deep dive feedback suggests a different story. It was explained that that the Head of Department can select a specific area of their department they want to focus and for this year the main focus was film and media with a lesser review of performing arts; therefore, the TLA@B6 report cannot be used as a comparison.

33.2023

Compliments, Concerns and Complaints

Directors received the CCC report for the year 2022-23 (paper 9.1) presented by the Deputy Principal. The Chair pointed out that it was pleasing to see compliments had increased and concerns and complaints had decreased.

Questions and comments from Directors

Directors were surprised to see no comments on catering and noted that a lack of feedback on catering is usually very positive. The Principal stated that any compliments about catering would usually be made direct to the catering manager and would not appear on the college CCC report due to the fact the staff are not employed directly by the college.

In response to a question, directors were informed that all CCC are unsolicited.

Directors noted that concerns from teaching and learning had risen slightly, it was noted that although they had risen they are still down on last year and 6 complaints given the number of students at the college remains very low. Directors were given an overview of how each complaint is dealt with in a very swift and robust way, the vast majority of cases are resolved because often there is a misunderstanding rather than poor practice. The DP noted that every complaint/concern is an opportunity for learning.

It was noted that complaints/concerns in general throughout the education sector, especially in schools had risen and usually from parents who are persistent complainers.

The Principal noted that complaints received by the college are very respectful however can be quite challenging sometimes due to the individual's perception of the situation, she informed directors that the Deputy Principal is adept at handling complaints and very often they shift into a compliment.

Asked if there were any reasons there were no compliments or concerns for equality and diversity, it was noted that raising awareness of a specific subject will usually result in an increase in reporting which can then be dealt with in the most appropriate way, which can then lead to less complaints and concerns. It was confirmed that there is correlation between CCC and safeguarding reports.

34.2023

Student Support Report

Directors received the Student Support Report 2022-23 (paper 10.1) presented by the Assistant Principal: Student Support, he gave directors a summary of the content of the report and invited questions.

Questions and comments from Directors

Directors acknowledged the vast range of support students are receiving by the caring staff at the college despite the significant increase to students requiring additional support.

Directors were informed that due to demand on services and staff, the student support service had been restructured in order to best meet demands. A new wellbeing team had been created, PMs are becoming Progress Mentors with a clearer focus on progress and there will be enhanced partnership working across the support services to ensure students receive the right support at the right time.

Directors raised a concern about the ever-increasing number of referrals, in recent years, especially since the Covid pandemic, it was noted that there is no sign of any reduction in referrals.

In response to a question about the referral for support and diagnosis, it was noted that in most cases there is a diagnosis and students without will be signposted to the GP.

Asked if the referrals in two new groups gender identity (41) and EAL (21) are self-referrals and how are these students being supported, it was noted that they were self-referrals. Gender identity is particularly high and it was suggested maybe staff asked the questions much better than last year when there were no referrals.

Members of staff are dedicated to well-being, one member of staff supporting 'looked after children' and another support 'gender identity' looking at common issues they face. The focus next year will be supporting students to self-regulate and self-help and to support this the college had invested in a Student Assistant Programme which is available online 24/7 for advice and guidance in a wide range of topics, such as legal issues, financial issues and counselling.

Directors asked if the wording in the report (disorder) when referring to gender identity could be removed, it was suggested that students or the safeguarding director may be able to suggest a more appropriate term to be used, directors were assured that the term 'disorder' would not be used with students.

Directors asked within what framework are students with gender identity offered support, it was noted that the focus is on the challenges and barriers students face, the framework is similar to the support offered for 'looked after children'

Directors asked about students living independently and how much support is offered by the college, it was noted that the college have very good relationships with external agencies and charity groups and will signpost students to these services.

Directors were interested to know how many students fall into multiple groups, the Principal noted that students who fall into multiple categories can be very complex and serious case reviews are carried out to discuss the support required.

It was noted that home schooling is worth some focus as it seems figures are showing a significant increase and growing in Blackpool since Covid.

In response to a question about the behaviour situation in schools post covid, it was noted that sadly the situation is getting worse with more permanent exclusions in years 7 and 8 than ever before.

SLT left the meeting

SO

SLT

35.2023 Professional Support

The Principal gave directors a verbal update on professional support, it was noted that the probation period for one member of staff has been extended as they are unlikely to meet their first year in service due to absence and it was agreed it was only fair to offer them the full year probation period. It was also noted that the member of staff previously noted as being on professional support has since decided to leave the college.

36.2023 Principal's Report

Directors received and approved the Principal's report (paper 12.1) presented by the Principal, she highlighted the following from the report; staff recruitment had increased considerably this year with some post proving difficult to fill. It is a concern across the local area and beyond that there are not enough staff to recruit or people choosing to train as a teacher. On a positive note, a contract between the SCITT and Ambition Trust had been signed which will expand the reach even further.

The Principal informed directors that from today's interviews, two candidates had been invited to interview for the Principal role.

Questions from Directors

In response to a question about a significant reduction in the overall market share of applications from the Fylde Coast state secondary schools, it was noted that the focus is very much on maximising the conversion rate between application and enrolment.

Directors were informed that Year 10 Experience Days are becoming more important, the feedback suggests students really value the experience in helping them with future decision making.

37.2023 Strategic Development Plan

Directors reviewed and approved the Five-Year Strategic Development Plan including the Public Value Statement (paper 13.1) presented by the Principal.

38.2023 Report on Chairs' actions since the last meeting

The Chair gave directors a verbal update on his actions since the last meeting which included, a very good meeting at LSA (Lytham St Anne's High School) about the next steps in the academisation process, and lengthy discussions regarding the new Principal recruitment and the budget.

Committee Meetings

39.2023 Administration and Finance Meeting

Directors received the minutes of the Administration and Finance Committee meeting held on Thursday 23rd March 2023 (paper 15.1) for approval

Directors received the Draft Budget 2023-24 (paper 15.2) for approval

Directors received the Financial report for the period ending 30th April 2023 (paper 15.3) for approval

The Chair gave directors some context around the discussion that took place at the A&F Committee meeting held on 27th June 2023 (see minutes)

Questions from Directors

Asked if introducing T levels at this time would have a massive impact on the budget, it was noted that college would receive some funding for new equipment, however they will require more teaching time and they will be small in number, resulting in potential losses, however need to be considered for future years given the removal of many applied general qualifications.

It is recognised by the college that T levels will not suit the vast majority of students but they are driven by government.

Asked about the market share from Armfield Academy, it was noted that it is a lot lower than expected at 42% which is lower than the average. The Principal had met with the Headteacher to discuss this.

The Principal informed directors that student numbers are pretty consistent however there is so much transient in the town, predictions suggest in 2024-25 recruitment will be back to last years figures.

The Chair of A&F stated that any savings through academisation at present are completely unquantified

Directors asked that the current situation be explained to the two candidates during the interviews so they are aware of the possible things that may happen.

39.2023 D1 resolved: to approved the minutes of the meeting held on 23rd March 2023

39.2023 D2 resolved: to approve (with caveat) the draft budget 2023-24

39.2023 D3 resolved: to approve the Directors' Financial Report for the period ending 30th April 2023

40.2023 Standards Board

Directors received the minutes of the Standards Board meeting held on 9th May 2023 (paper 16.1) for approval

	40.2023 D1 resolved: to approve the minutes of the meeting held on 9th May 2023
41.2023	Search and Governance Committee Directors received the minutes of the Search and Governance Committee meeting held on 6 th June 2023 (paper 17.1) for approval 41.2023 D1 resolved: to approve the minutes of the meeting held on 6th June 2023
42.2023	Audit Committee Directors received the minutes of the meeting held on 14 th June 2023 (paper 18.1) for approval Directors received the External Audit Plan 2023-24 from Mazars (paper 18.2) the Principal informed directors that there was a slight error in the plan and the Audit Manager from Mazars had agreed to send an updated version. 42.2023 D1 resolved: to approve the minutes of the meeting held on 14th June 2023 42.2023 D2 resolved: to approve with slight amends the External Audit Plan
43.2023	AOB There was no other business to discuss
44.2023	Identification of any new or amended risks There was no new or amended risks
45.2023	Directors' Personal Record (DPR) Directors were reminded to update their DPR with attendance for this meeting Date and time of next meeting Monday 18 th December 2023 at 5:15pm

Signed _____

Date _____