



## Full Corporation Meeting

26<sup>th</sup> September 2024

Time: 6.00 pm  
Chair: Mr N Horsfall

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### Present:

Nick Horsfall	Mark Rigby	Glenys Hughes
Andy Lythgoe	Stephen Bamber	Carole Swarbrick
Carol Davies	Robert Coyle	Zahid Tapas
Emily Louise Quinton	Stuart Merrills	

### In Attendance:

Lesley Hart Deputy Principal	Joanne Smith Vice Principal	Sarah Ball Assistant Principal – Pastoral
Mark Goodwin Assistant Principal – Student Experience	Nicola Sodano Assistant Principal – Teaching and Learning	Tracy Tunstall Clerk

The Clerk opened the meeting.

### 1. Apologies for Absence

Apologies for absence were received and accepted by Governors from Martyn Cox, Sam Jackson, Bashir Shama and Susan Wright.

### 2. Appointment of Chair of Governors

The Clerk informed Governors that as one nomination for Chair of Governors had been received no further proposals could be made. A vote was taken and Nick Horsfall was **unanimously elected** as Chair of Governors for a one year term of office.

He took the Chair.

### 3. Appointment of Vice Chair of Governors

The Chair informed Governors that as one nomination for Vice Chair of Governors had been received no further proposals could be made. A vote was taken and Mark Rigby was **unanimously elected** as Vice Chair of Governors for a one year term of office.

#### **4. Declarations of Interest**

There were no declarations of interest.

#### **5. Safeguarding Update**

The Learning Services Manager and Designated Safeguarding Lead (DSL) gave an overview of the safeguarding processes in College. He highlighted the updated changes to the Keeping Children Safe in Education (KCSIE) document and reported that he would circulate a link to all governors to enable them to access the full document. All staff and governors must complete a form each year indicating that they have read and understood this document. The Board as a whole is responsible for safeguarding, and for making sure college policies, procedures and training are compliant.

The Learning Services Manager and DSL highlighted the current safeguarding concerns and reported that this has resulted in an increase in the number of Encompass reports which are required. He also drew attention to the filtering and monitoring mechanisms in place and how these are being developed to include the use of student I-pads.

Section 175 of the Education Act 2002 requires governing boards to carry out an annual review of the policies and procedures and to provide information to the Local Authority about how the duties set out in the guidance have been discharged. An increase in the amount of information required to complete the audit is now needed and new criteria has also been added making this a much more time-consuming exercise.

A Governor asked if the department is adequately resourced to deal with the increase in numbers and workload and **noted** that, at present, the department is adequately resourced.

#### **6. Minutes of the Previous Meeting**

The minutes of the meeting held on 9<sup>th</sup> July 2024 were **agreed** as a true and accurate record.

#### **7. Matters Arising from the Minutes**

- (a) The Chair informed Governors that Martyn Cox had originally given his resignation stating that this meeting would be his last. However, as he was now not able to attend this meeting he has said that the meeting in December will now be his last.

The Chair also informed Governors that he had received resignations from both Bilkis Ismail and Angus Hughes due to personal reasons which would take immediate effect.

The Chair highlighted that there were now three external vacancies and two parent governor vacancies on the governing board. He asked that if any governor knew of anyone who would be interested in becoming a governor to let the Clerk know.

- (b) The Chair informed Governors that he had attended the recent SFCA Webinar and encouraged all Governors to access this training.

## **8. Minutes of Governance and Search Committee**

The minutes of the Governance and Search Committee held on 25<sup>th</sup> September 2024 were **noted**.

- (a) The Chair informed Governors that the Vice Chair would be meeting with each governor as part of an annual review, with a view to this being completed by the next meeting scheduled in December.
- (b) The Chair reported that the current Terms of Reference of each committee had been presented for approval. He informed Governors that they remain unchanged and were recommended for formal approval.

***Governors resolved to approve the Terms of Reference of each Committee.***

- (c) The Chair informed Governors that the Association of Colleges (AOC) Code of Good Governance for English Colleges had been adopted previously but this had not been reviewed by Governors for several years. The AOC have significantly revised this Code which is now named the Further Education Code of Good Governance. Governors had discussed the revised Further Education Code of Good Governance (the Code) in detail and recommended that the Full Corporation formally adopted it, whilst continuing to have due regard to the UK Corporate Governance Code as our external auditors monitor compliance under the Statement of Corporate Governance and Internal Control within the Annual Report and Accounts. It had been agreed that the Code should be reviewed regularly by the Full Corporation to ensure that all governors have a good understanding and working knowledge of the Code.

***Governors resolved to formally adopt the AOC Further Education Code of Good Governance, whilst continuing to have due regard to the UK Corporate Governance Code.***

- (d) The Chair drew attention to the skills audit which had been circulated to all governors by the Clerk and highlighted that, in light of the number of vacancies now on the governing board, it is essential that this is completed and returned promptly to determine any skills gaps when seeking to appoint new governors.

## **9. Approval of Safeguarding and Child Protection Policy and Procedures**

The Assistant Principal – Pastoral informed Governors that the Safeguarding and Child Protection Policy and Procedures had been reviewed and updated. She highlighted the changes made and reported that this is now presented to Governors for approval.

***Governors resolved to approve the Safeguarding and Child Protection Policy and Procedures for 2024/25.***

## **10. Overview of Results and Retention, Pass and Achievement (RPA)**

The Vice Principal informed Governors that the data used for this report had been taken from three sources; the ALPS report, the Six Dimensions report and our internal results analysis. She reported that ALPS gives a value-added score based on students' GCSE point scores at entry and tracks them against minimum expected grades. The Vice Principal highlighted that the college has an overall 2024 A Level ALPS score of 7 and a BTEC ALPS score of 4. Each subject has its own ALPS

score as do individual students and groups of students. This can be useful for spotting trends in subjects and groups but it can also be misleading. She drew attention to the fact that 2022 GCSE grades were higher nationally due to allowances made by the DfE for lost learning during the pandemic, although this was adjusted in 2023 and again in 2024. A Level results are now comparable to those back in 2019.

A Governor asked what the target is for this year and **noted** that this has been set at 5 or above, although attention was drawn to the fact that ALPS does not take into account the intake of the college – deprivation, ethnicity, etc. or the retention of struggling students.

The Vice Principal drew attention to the Six Dimensions report and informed Governors that this also shows a value-added score based on students' GCSE point scores at entry but also compares the progress that they have made to 92 other sixth form colleges in the country. This report shows that the overall college A Level score was -0.19 which is equivalent to one student in five achieving one grade lower when compared to other sixth form colleges. The overall college score for BTEC Extended Diplomas was +0.62 which is the equivalent of three out of every five students achieving one grade higher when compared to other sixth form colleges. The BTEC Extended Certificate also scored well at +0.23 as did BTEC Diploma at +0.06.

The Vice Principal informed Governors that overall the A Level pass rate was 97.6% which is up 0.3% from last year, the national rate is 97.1%. A\*-C grades were at 68.9% down by 1.3% (national 76.4%) and A\*-B grades were at 42.0% which was up by 0.8% on last year (national 42.3%). She drew attention to the high performing subjects and the lower performing subjects giving comparisons to previous years. The Principal informed Governors that English results across the board were down and reported that a new Head of Department is now in post. The coursework element in English Lit/Lang was down. This cohort is smaller however students are underperforming by one grade.

BTEC results were excellent overall. Music qualifications appear low but these subject areas have very small numbers of students. Governors also **noted** that English GCSE resit results were excellent with 4+ at 58.6% against a national average of 20.9% and Maths GCSE resit results were also excellent with 4+ at 33.9% against a national average of 17.4%.

The Vice Principal highlighted the Retention, Pass and Achievement (RPA) summary showing the overall performance of the college by key course type and against national and sixth form benchmarks. Departmental evaluations will commence on 7<sup>th</sup> October. She reported that retention is a strength of the college showing a commitment to the local community. The Vice Principal informed Governors that as a college we are pleased with this year's results, however there remains some key areas on which to focus and drew attention to the areas for improvement and next steps.

A Governor asked if improvements made would be different to current processes and **noted** that there was a return to more rigorous data and deploying of resources. New Heads of Department are being trained in these roles as they take up their posts. A Governor asked if there were any members of staff on capability procedures and **noted** that this was not the case. There are several new members of staff within the Science department and new staff are still being recruited.

## 11. Management Accounts to 31<sup>st</sup> July 2024

The Deputy Principal informed Governors that the Management Accounts were based on the actual financial position as at 31<sup>st</sup> July 2024. She reported that the Auditors will be on site in October.

The Deputy Principal informed Governors that the Income and Expenditure account is discussed in detail at each Finance and Personnel Committee. She highlighted that the budget outturn position of £801,216.

The outstanding Bank Loan at 31<sup>st</sup> July 2024 is £1,650,000 and funds of £1,550,000 have been redeposited in a Treasury Deposit account. The bank loan agreement includes a number of covenants. These are monitored monthly to ensure compliance as a breach may result in the bank requesting full repayment of the loan.

The Deputy Principal drew attention to the ESFA financial ratios and highlighted the outstanding grade awarded.

## 12. Principal's Report

The Principal spoke to his report. He informed Governors that there are currently 1,869 on roll, which is 5 less than at this point last year. He highlighted that the 2<sup>nd</sup> year cohort is larger in comparison to last year. He also drew attention to the reduction in level 2 enrolments as the College now only offers Health and Social Care as a level 2 option. The official census date is 25<sup>th</sup> October but that the student numbers are likely to drop from the current level and he anticipates around 1,857 at census.

The Principal drew attention to the key trends in enrolment by department. He highlighted the increase in the number of students taking an extended BTEC and the reduction in places at level 2 as no level 2 ICT or Business has been offered this year. Science continues to grow year on year and this year there has been an increase in Art enrolments. The Principal informed Governors that the selection process for Honours and EPQ students has been revised this year and that 66 students are due to be enrolled on these programmes.

Governors **noted** the College demographic report.

The Principal informed Governors that the Employers' position on teachers' pay for 2024/25, has been delayed while the SFCA seek detailed clarification on the government's decision to provide an additional funded increase to school teachers pay for 2024/25. The Government has confirmed that the additional pay funding for teachers will not apply to sixth form colleges in the FE sector. The SFCA has now launched a legal challenge.

The Principal reported that the NEU has now committed to undertake a disaggregated ballot of its members for discontinuous strike action in sixth form colleges not covered by the Government's additional pay funding. The ballot will close on 7<sup>th</sup> November.

Governors **noted** that the pay award for support staff is currently being negotiated by Unison. They are seeking 5% and a re-alignment of lower pay scales in line with the working living wage, plus an additional day's holiday.

The Principal informed Governors that whilst the Secretary of State claimed six weeks ago that the qualification review would begin immediately, it has still not started. He reported that there will be no clarity on what qualifications can be offered in 2025 (other than A Levels, T Levels and GCSEs) until December. However, it looks increasingly likely that some BTEC qualifications will be defunded. The Principal highlighted that student interviews will commence shortly for 2025 and it is increasingly difficult to plan going forward.

The Principal drew attention to the announcement made this week about the removal of single word judgements by Ofsted and reported that this does not apply to the FE and Skills Framework.

Governors **noted** the Principal's report.

### **13. Review of Risk Register 2024/25**

The Principal presented the new Risk Register and thanked Mr Bamber for his help in setting this up. He reported that each risk has now been attached to individual committees for monitoring purposes. He drew attention to Risk R002 – Failure to Manage Health and Safety Adequately and reported that a Health and Safety Audit has been carried out by Compliance Education and that a job description for the post of Health and Safety Officer has now been drafted.

Governors **noted** the Risk Register for 2024/25.

### **14. Committee Membership 2024/25**

The Committee Membership for 2024/25 was **approved**.

### **15. Any Other Business**

The Chair encouraged Governors to come into college and observe some of the lessons which take place. Governors should contact the Clerk if they wish to do so.

### **16. Date and Time of Next Meeting**

The next meeting will be held on Thursday, 12<sup>th</sup> December 2024 at 6.00 pm.

There being no further business the meeting closed at 8.00 pm.