

Governors Present: Gill Slater (Chair) Ed Senior
Matthew Adams Sam Lifford
Angela Davis Sheena Payne-Lunn
Sean Devlin Deborah Tiffany (Vice Chair)
Phil Douce Emily Furniss
Sheila Fallon
Alex Daw

In Attendance: Barbara Clements (Finance Manager)
Ruth Scotson (Deputy Principal)
Jo Payne (PA to the Principal/Interim Clerk to the Governing Body)

1. Apologies and Appointments

Apologies: Apologies were received from Toby Hooper, Paul Cumming and Abi Stephenson. Sheena Payne-Lunn and Alex Daw gave notice that they needed to leave by 7pm.

2. Opening Standing Items

- (i) Gill Slater declared that she were employed by a stakeholder, the University of Worcester.
- (ii) Those parts of the agenda, which referred to individual students or members of staff, sensitive contracts or issues, were identified as confidential to the Governing Body. The Chair of the Governing Body advised that there was a confidential item which would be taken at the end of the meeting and staff and student governors would be excused.
- (iii) No items were identified as urgent.

3. Quality

(i) Examination results, success rates and enrolments

The Principal referred to his report and advised that:

- Outcomes at A Level and vocational year two were good and AS outcomes significantly improved. He referred to the move to a new framework (NQF) for vocational year one subjects which was required as the old framework (QCF) would not count in performance tables.
- BTEC Certificate outcomes were disappointing and this was largely a retention issue;
- As the College shifts to a fully linear model, its approach to expectations around retention need to be made clearer although it was probable that retention over two years would be down;
- English GCSE results were outstanding with 76% of completers achieving and 66% of starters;
- Pakistani students and those classed as economically disadvantaged had been identified as areas for focus;
- There were currently 1370 students enrolled, but with three weeks until they count for funding purposes, it was anticipated that overall students numbers would be approximately 20 down on last year. Whilst this was disappointing, the fall in numbers was not as significant as last year.

The Governing Body **noted** the information provided.

(ii) Academic Heads of Department

The Chair thanked the HoDs for attending the meeting. She invited the HoDs to report to the Governing Body on their departments and any areas of concern and strategies for improvement in the current year.

Each HoD had the opportunity to address the Governing Body and the following key themes emerged:

- More stringent quality management and earlier intervention through the Quality Improvement Review;
- Proactive interventions and support of individual students particularly where they did less well at AS and are continuing in the second year. In some cases this included attending first year lessons;
- Ensuring that students remain motivated in the second year of the course;
- Desire to improve high grades;
- Transition to new vocational frameworks which included examined content. In some cases this meant that students failed the course if they failed one unit;
- Embedding Mindset strategies;
- More staff applying to become examiners;
- Consideration being given to the resources given to students to duplicate course material in place of textbooks.

The Chair thanked the HoDs for attending and for the succinct and informative reports they had shared with governors.

The Heads of Departments left the meeting at this stage.

The Governing Body **noted** the information provided and commented on the positive and insightful approach of the Heads of Department and their commitment to bringing about improvement. The Chair encouraged governors to be more diligent in undertaking link visits to support departments in their improvement strategies.

(Sheena Payne-Lunn and Alex Daw left the meeting at 7.01pm).

4. **Minutes**

11th July 2018

The minutes of the meeting were **agreed** as an accurate record and the action points updated.

It was reported that the website did not yet have a video of the Cafeteria due to the reluctance of staff to appear. The Clerk reported back on progress with the new website which would be launched in time for the first Open Event. The new website would have more functionality and could be optimised for mobile devices. There would also be more scope for adding video content.

5. **Academisation**

(i) Update

The Chair referred to the minutes of the Academisation Working Group and noted the following:

- The Shadow MAT Board had met and would meet again on 2nd October;
- Governors had requested reassurances about the response of Hereford Sixth Form College to the recent ESFA request;
- Governors had asked the Clerk to revise the letter of consultation to reflect the current proposal, but wanted the level of detail previously instructed by Browne Jacobson to be retained.

The Clerk circulated a revised letter of consultation, proposal for dissolution and statutory notice and reported that:

- In a subsequent conversation with Browne Jacobson, it was confirmed that there was no legal requirement to hold a public consultation meeting assuming that all those referred to in their consultation guidance were written to as part of the consultation;
- The consultation would run between 8th October and 16th November inclusive, and the period had been extended to take account of the October half-term break;
- The College was required to state the name of the Academy Trust it was joining as part of the consultation. As Hereford Sixth Form College Academy Trust was a legal entity registered with Companies House, this was the body that the College would be joining. Browne Jacobson suggested naming the Trust but adding that it was to be renamed on its conversion to multi-academy status.

The Governing Body **noted** the information provided and thanked the Clerk for preparing the documentation. They requested some time to consider the documents and the Clerk requested feedback by Wednesday, 3rd October. It was suggested that staff might appreciate some forewarning and reassurance about the MAT being referred to as Hereford Sixth Form College Academy Trust.

The Principal advised that he had subsequently met with Jonathan Godfrey and Peter Cooper who had addressed the concerns expressed by the Academisation Working Group.

6. **Stakeholder Voice**

Angela Davis was invited to comment on her link visit report further to recent attendance at the Marketing and Reputation Group meeting. She had been impressed by the functionality and accessibility of the new website and felt that use of WordPress software was a positive step to ensure that content could be kept up to date.

Emily Furniss, student governor, was asked to feedback on the work of the Student Council at the start of term. Emily was pleased with the proactive approach of the Council and referred to a number of planned charity activities. Consideration was also being given to bidding on one of the Worcester Stands Tall giraffes at a forthcoming auction with proceeds going to St Richard's Hospice.

The Governing Body **thanked** Angela and Emily for their feedback.

7. **Finance and Resources**

(i) Finance

The Finance Manager presented her report highlighting the following aspects:

- Period 12 accounts had been updated and indicated a pre-pension adjustment deficit of £273,000;
- As much as possible had been put into 2017-18 accounts including an LGPS top up and this had been discussed with the auditors;

- The TPS increase for employers from 16% to 24% would come into effect from September 2019;
- The period 1 accounts had been produced, but payroll had not yet settled to reflect actual pay costs;

In response to questions, the Finance Manager advised that the College had an overdraft facility of £250,000 and it was possible that this could be extended in the short-term to enable the loan to be paid off. The Governing Body **noted** the information provided.

(ii) Property Strategy

The Principal presented his report with suggested amendments to the Property Strategy. He reported that the latest development in respect of the bid to the Lawn Tennis Association was less positive as the College were now being asked to contribute £75,000 to the cost and, in addition, £50,000 of the grant funding would need to be repaid. There is only £25,000 in the budget for this project. The Head of Sport and Health was proactively obtaining quotes for the upgraded facilities.

The Governing Body **approved** the College Property Strategy as amended subject to the addition of 'or alternative' after reference to the Lawn Tennis Association.

8. Assurance

(i) Risk Register and Assurance Map

The Principal explained that any changes had been highlighted and made the following comments:

- The ESFA early intervention had been triggered by English and Maths evening class outcomes falling below minimum standards. Whilst those that were retained achieved, retention was an issue. The Principal suggested that consideration be given to the viability of funded evening and day time adult provision given the resources required and potential reputational loss through ESFA intervention for little benefit. The ESFA would clawback £80,000 from last year's allocation due to underspend.
- There had been changes to bus services from Malvern and Tewkesbury which were a concern.

In response to questions it was noted that HOW College and South Worcestershire College also offer evening classes and other adult learning provision and so a decision by the College to remove this provision would not impact significantly on the local community.

The Governing Body **noted** the information provided.

9. Strategy and Governance

(i) Principal's Report

The Principal presented the Governing Body with his report and emphasised the following points:

- He was pleased with how hard staff who had taken on more senior roles were working and was confident that they would support senior management successfully during this academic year;
- The nationally agreed pay rise for school teachers was a great concern, particularly, with the more recent announcement that the government would also subsidise 16-19 academies to implement the rise, but not sixth form colleges. The Principal advised that he had kept TU Reps informed and would hope for their support of the College when there was only 1% in the budget this year;
- Timetabling had been successful and it was anticipated that this would stick within the budget parameters, however, there had been difficult negotiations with staff with many being on the lowest point of their proportionate range. The Principal thanked the IT Manager for his hard work in managing the timetable.

- The College was pleased to be chosen as an HE+ Hub and would work with Christ College, Cambridge, to act as a Hub for other schools in the region. The reputational benefit of this was great.
- The Cafeteria staff had worked phenomenally hard in the first week of term, in particular. The Principal wished to note that a member of the catering team had upholstered damaged chairs in her own time.

The Governing Body **noted** the information provided.

The updated Quality and Development Plan for 2017-18 was noted and an updated Plan for 2018-19 would be shared at the forthcoming meeting of the Quality Committee.

(ii) College's Careers Strategy

The Deputy Principal explained that there had been a realisation nationally that careers advice was variable or poor. The Careers Strategy refers to the eight Gatsby benchmarks which must be achieved by 2020. It was noted that whilst the College already does a lot of what is outlined, some aspects are more challenging e.g. ensuring encounters with employers. The Deputy Principal added that Worcestershire had been selected as one of the Career Hubs aimed at ensuring implementation of these strategies.

The College was required to publish its Strategy the end of September with ongoing monitoring and review to take place.

The Governing Body **approved** the Careers Strategy.

10. **Policy Reviews**

Student Council Constitution and Code of Practice

The Governing Body **approved** the policy with the proposed minor amendments.

Governors Handbook 2018-19

The Governing Body **approved** the Governors' Handbook with minor amendments as outlined by the Clerk.

Quality Assurance Policy

The Principal explained that, further to consultation, changes to lesson observations had been agreed to reflect that they would not be graded apart from stating that the lesson was at least good. The aim was to focus on responses to teaching and learning targets and to observe for a minimum for 45 minutes. The Principal added that the Critical Friend Review had been rebranded as a Quality Improvement Review which was felt to have less negative connotations with staff.

The Governing Body **approved** the Quality Assurance policy with the proposed changes.

Freedom of Speech Policy

The Governing Body **approved** the Freedom of Speech policy without amendment.

11. Closing Standing Items

(i) Chair's Action

No actions to report.

(ii) Health and Safety

None.

(iii) Risk Management

The Governing Body reflected on their debate and agreed that no additional risk management issues had been identified other than those connected with failure to convert to an academy and set up an empty MAT.

(iv) Impact

The Governing Body agreed that scrutiny of results and the opportunity to speak to HoDs had better informed them to ensure the continuation of a quality curriculum offering.

(v) Any Urgent Business

No items were raised.

(vi) Date of Next Meeting: Wednesday, 12th December 2018 at 5.30pm (to be followed by the Governors' Christmas Celebration).

The meeting closed at 8.09 p.m.

Staff and student governors were excused whilst the Governing Body considered a confidential matter.

Signed:
Gill Slater (Chair)

Date:

GB ACTION POINTS ARISING FROM MEETING ON 26TH SEPTEMBER 2018

Report Reference	Action Point	Person Responsible	Completion	Check
GB/26.09.18/5(i)	Feedback to the Clerk on draft consultation documents.	GB	03/10/18	
GB/26.09.18/9(ii)	Publish the College's Careers Strategy on the website as required.	RJS/JJP	30/09/18	

ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
GB/5.4.17/7(ii)	Investigate use of additional video content on new website to include Cafeteria video.*	EYS/JJP*	December 2018*	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
GB/11.07.18/6(i)	Submit application to academise to the ESFA.	MWK	31/07/18	✓
GB/11.07.18/6(i)	Revise Strategic Aims to retain reference to delivering courses in partnership with other providers.	JJP	ASAP	✓
GB/11.07.18/6(iii)	Circulate guidance on governors' responsibilities in relation to GDPR.	EYS	26.09.18	✓

* Denotes amended action point.