

Governors Present: Ian Oakes (Chair)
Mel Allcott
Sheila Bratt
Angela Davis
David Davis
Will Edmondson
Sue Howell
Michael Kitcatt

Iain Macleod (Vice Chair)
Mike McCreedy
Richard Reece
Gill Slater
Sarah Shimmin
Deborah Tiffany
Toby Hooper

In Attendance: Ruth Taylor (Clerk to the Governing Body)
Barbara Clements (Finance Manager)
Ed Senior (Deputy Principal)

1. **Apologies and Appointments**

a) Apologies: Apologies were received from Iain Macleod and Angela Davis. (Duncan McLellan needed to leave the meeting early.)

b) Appointment of External Governor (legal)

The Clerk reported that following the resignation of the former external governor (legal), Tom Bartley-Smith, she had written to local firms in Worcester providing details of the role and inviting expressions of interest, although none were received. She had also canvassed current governors and Gill Slater had provided details of a potential candidate, a retired Circuit Judge, Toby Hooper. Following receipt of his application form, Toby was interviewed by the Clerk and the Principal on Friday 30th September 2016, and the Principal provided Toby with a tour of the College. The Clerk reported that Toby had responded well at interview applying his skills/experiences to the role of governor and demonstrating a keen interest in the College; it had also been apparent that Toby had taken time to research the role and the College prior to interview.

The Quality Committee, meeting immediately prior to the Governing Body meeting, had agreed to recommend the appointment of Toby Hooper as external governor (legal) to the Governing Body.

The Governing Body **approved** the appointment of Toby Hooper as a Governor and a member of the Resources Committee for a period of four years.

(Toby Hooper joined the meeting at this point.) On behalf of the Governing Body the Chair welcomed Toby Hooper to the Governing Body.

2. **Opening Standing Items**

- (i) Michael Kitcatt declared that he was a governor at a partner high school, Bishop Perowne. Gill Slater and Mel Allcott declared that they 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.

- (iii) The Principal declared that he had two confidential items to raise. The Governing Body **agreed** to consider the matters at the relevant items.

3. Quality

(i) Examination results, success rates and enrolments

The Deputy Principal referred to his report and responded to questions raised. He confirmed that the benchmark comparisons provided were against the sector as a whole. He did not have details for individual organisations. The Governing Body **noted** the information provided.

(ii) Academic Heads

The Chair thanked the HoDs for attending the meeting and for all the improvements in success rates that had been achieved. He invited the HoDs to report to the Governing Body on their departments and any areas of weakness that they intended to focus upon in the current year.

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

- The development of subject teams and the creation of proactive strategies to be shared departmentally.
- The need to anticipate problems before they impact on students.
- The need to actively recruit appropriately qualified students and staff.
- Impact of changes to courses, the introduction of linear A/AS levels and potential benefits of changing exam boards.
- The benefit of centralised recording of marking/reports within departments for monitoring students' performance.

The Chair thanked the HoDs for attending and for the succinct and informative reports they had shared with governors. He thanked HoDs for the crucial role they fulfilled in the college.

(The Heads of Departments left the meeting at this stage.)

4. Minutes

13th July 2016

The minutes of the meeting were **confirmed** as a correct record and signed by the Chair. An update was received on the action points arising from the minutes and those actions outstanding are listed below.

The Principal reported that the joint use agreements had finally been signed and that he had spoken to Angela Davis regarding the year 10 survey. Barbara Clements reported that she had re-drafted the Financial Regulations; they were currently with the internal auditors for feedback and would then go to SMT before going to the Resources Committee. The Clerk reported that the IT Section felt that telephone conferencing with one individual should not be problematic. IT had requested more time to investigate video conferencing.

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

5. Academisation

(i) Update

The Chair reminded governors of the Area Review and resultant recommendation for the College to investigate academisation. He thanked the members of the Area Review Working Group for all the work they had undertaken in exploring the recommendation.

The Clerk presented her covering report making reference to the AR Working Group recommendation, Browne Jacobson's recommendation and the Principal's report. The Principal presented his report and explained his rationale for recommending conversion to an empty MAT.

The Principal responded to numerous questions raised including the following:

- The drop in student numbers did not change his recommendation to convert and he did not expect it to affect the application to convert.
- The college could consider developing further links with Hereford SFC, but the SFC had made it clear that they wished to be a single academy trust.
- He anticipated that students would not notice the change from SFC to MAT, operationally the college would run in the same way.
- He anticipated that the cost of conversion would be covered by the Transition Grant awarded, plus the College match funding.
- Top heavy governance might be the disadvantage of remaining an empty MAT; the economies of scale will only appear if the MAT is filled.
- It was possible to apply for funding for capital development (e.g. Phase 2 of the Science block) from the condition improvement fund.
- TUPE would apply to staff terms, conditions, pay and pensions. He saw no reason to deviate from national salary scales.

The Governing Body **approved** the conversion of Worcester Sixth Form College to an empty multi academy trust by a clear majority.

The Governing Body **approved** the renaming of the Area Review Working Group to the Academy Working Group and confirmed that the Group should continue to meet during the conversion process.

(ii) Draft Application Form

The Clerk reported that the governance section of the application form needed to be revised to include details of Members, the Chair of Trustees and the number of Trustees. Governors were invited to express an interest in the respective roles and to return the forms to the Clerk as soon as possible.

The Governing Body **approved** the draft application form and **agreed to delegate** final completion of the form to the Chair and Principal in consultation with the Clerk.

6. Stakeholder Voice

The Student Governor and Parent Governor had no issues they wished to raised. There were no link governor reports to consider. The Staff Governor mentioned difficulties encountered in college due to poor internet connection. It was beginning to impact on teaching and learning in the classroom. The Principal reported that the IT section had commissioned additional broadband width, which was awaited. He confirmed that he would investigate with IT, to see what can be 'switched off' in the interim to improve internet connections.

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

7. Finance and Resources

(i) Finance

The Finance Manager presented her report highlighting the following aspects:

- The final out turn for 2015-16 was expected to be £86,000.00. a significant proportion of the budgeted surplus had been used to fund improvements to the premises and for marketing.

- The fixed asset register was not as good as she would have liked but was as good as she could get it. She had written off £70,000.00 of assets. She looked forward to receiving feedback from the Auditors on the asset register.
- It was too early yet for her to have any figures for this year's budget.

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

(iii) Property Strategy

The Principal presented his report highlighting the developments completed and resultant changes to the Property Strategy. In response to question raised he confirmed that the student numbers in the Property Strategy reflected the longer term nature of the strategy.

The Governing Body **approved** the College Property Strategy as amended. Governors commented that the cafeteria was looking really good.

8. Assurance

(i) Risk Register and Assurance Map

The Deputy Principal presented the Risk Register and Assurance Map confirming that the document had been updated on 4.10.16 and drawing governors' attention to those updates highlighted in yellow; student numbers, AS results and improvement actions identified.

In response to questions raised the Principal confirmed that:

- The College received funding of £4,000.00 per student.
- The reduction in student numbers this year would impact on funding the following year in the region of £520,000.00.
- Since 75% of the college budget is spent on staffing, it was likely that savings would need to come from staffing; it was too early yet for current staffing figures.
- The college would look to reduce proportionate teaching contracts in the first instance and that this had already happened within the current academic year to a considerable extent.

The Governing Body **noted** the information provided. The Chair commented that Risk Register and Assurance Map was a working document and the College needed to anticipate changes moving forward.

9. Strategy and Governance

(i) Principal's Report

The Principal reported on a confidential incident that had occurred involving students off-site in the middle of the College day. He confirmed that the police had been informed and disciplinary meetings had been held. He agreed that the matter had been very disappointing bearing in mind the training and guidance offered to students in recent years. The Governing Body **noted** the information provided.

The Deputy Principal presented the Quality and Development Plan (QDP) and the Ofsted Improvement Plan (OIP), responding to questions raised by governors. He confirmed:

- The colour coding used in the QDP.
- The areas of the OIP that had already been implemented.
- The use of e-mark books and the hope that the information can be centralised providing staff, students and parents access to the same information.

- The new system enabled marks and evaluations to be recorded.
- The setting of targets for individual students was being assessed as part of lesson observations.

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

10. Policy Reviews

Student Council Constitution and Code of Practice: The Governing Body **approved** the policy without amendment.

Governors Handbook 2016-17: The Governing Body **approved** the Governors' Handbook with minor amendments.

Management of the College Policy: The Governing Body **approved** the Management of the College policy with minor amendments.

Quality Assurance Policy: The Governing Body **approved** the Quality Assurance policy with minor amendments.

Freedom of Speech Policy: The Governing Body **approved** the Freedom of Speech policy with minor amendments.

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.

(iv) Impact: The work by governors on academisation was intended to help to ensure the future of the College for students and improve the provision of services for students. The Chair commented that the governor link visits, providing governors with the opportunity to engage with the College outside of governance meetings had been very beneficial.

(Staff and Student Governors left the meeting at 8.58 p.m.)

(iv) Any Urgent Business: The Principal reported on a confidential matter concerning the impact of reduced funding in 2017, and stated that he would provide further details on the matter to the forthcoming Resources Committee meeting. The Governing Body **noted** the information provided.

(v) Date of Next Meeting: Wednesday, 14th December 2016

The meeting closed at 9.15 p.m.

Signed:
Ian Oakes (Chair)

Date:

GB ACTION POINTS ARISING FROM MEETING ON 12th OCTOBER 2016

Report Reference	Action Point	Person Responsible	Completion	Check
GB/12.10.16/5 (i)	Meeting of AWG	JJP/RET	October 2016	
GB/12.10.16/5(ii)	Completion of conversion application form and restructuring grant form	MWK	October 2016	
GB/12.10.16/6	Interim solutions to inadequate broadband width	MWK	October 2016	
GB/12.10.16/11(iv)	Further report to Resources Committee on implications of reduced funding in 2017	MWK	RC 23.11.16	

ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
GB/13.7.16/5	Report back on how the Q&D Plan and budget are linked	MWK/BJC	GB 14.12.16*	
GB/13.7.16/5	Report back on IT provision, planning, budget and quality assurance	MWK/BJC	March 2017	
GB/13.7.16/7(iv)	Report on development of leisure facilities (3G etc)	MWK	GB 14.12.16*	
GB/23.3.16/3	Report back on Y10 perceptions survey and marketing survey	MWK	GB 14.12.16*	
GB/23.3.16/7(ii)	Report back on Financial Regulations	BJC	RC and GB 14.12.16*	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
GB/13.7.16/4	Circulate advice on conversion to an academy once available	JJP	July 2016	✓
GB/13.7.16/4	Business plan and draft application form to convert to an academy completed and reported to governors	MWK	October 2016	✓
GB/13.7.16/6(i)	Update strategic aims, I&A and terms of reference as approved	JJP	July 2016	✓
GB/13.7.16/6(i)	Further report on Ofsted improvement plan and becoming outstanding	EYS	October 2016	✓
GB/13.7.16/6(i)	Report back on telephone/video conferencing for governors	EYS/RET	October 2016	✓
GB/13.7.16/7(iii)	Report on fixed asset register and depreciation	BJC	October 2016	✓
GB/18.12.13/5	Complete review of joint use operational agreement.*	MWK	GB 5.10.16*	✓
GB/25.5.16/3(ii)	Continue to develop partnership arrangements for proposed academy	SMT	Sept 2016*	✓
GB/25.5.16/3(ii)	Identify in-house, backfill/extra hours support needed to progress the academisation application process	SMT	Sept 2016*	✓
GB/25.5.16/3(ii)	Continue negotiations with the Bank re loan	MWK/BJC	Sept 2016*	✓
GB/25.5.16/3(ii)	Prepare draft financial plans for proposed academy ready for audit	MWK/BJC	Sept 2016*	✓

* Denotes amended dates.