

**Governors Present:** Gill Slater (Chair)  
Sheila Bratt  
Angela Davis  
Phil Douce  
Toby Hooper  
Alex Daw

Michael Kitcatt  
Iain Macleod  
Deborah Tiffany (Vice Chair)  
Matthew Adams (*arrived at 5.50pm*)

**In Attendance:** Jo Payne (PA to the Principal/Interim Clerk to the Governing Body)  
Barbara Clements (Finance Manager) (*arrived at 6.27pm*)  
Ed Senior (Deputy Principal)

## 1. Apologies and Appointments

a) Apologies: Apologies were received from David Davis, Sue Howell, Sarah Shimmin, Richard Reece and Mike McCreedy.

b) Appointment of External Governors

The Chair of the Quality Committee reported that it had met immediately prior to the Governing Body meeting. To ensure that the Governing Body of the College remains populated in the interim period, the Committee had agreed to recommend the appointment of Sean Devlin, Matthew Adams and Paul Cumming as external governors to the Governing Body. All have relevant experience in education, property and finance, respectively, and both Sean Devlin and Matthew Adams are Trustees of Worcestershire Learning Trust.

The Governing Body **approved** the appointment of Sean Devlin as a Governor and a member of the Quality Committee for a period of four years.

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

The Governing Body **approved** the appointment of Paul Cumming as a Governor and a member of the Audit Committee for a period of four years.

## 2. Opening Standing Items

- (i) Michael Kitcatt declared that he was a governor at a partner high school, Bishop Perowne. Gill Slater declared that she were employed by a stakeholder, the University of Worcester. Toby Hooper declared that he was enrolled on an Italian GCSE evening class at the College. In anticipation of the College becoming a 16-19 academy this had been cleared with the Charity Commission, but was declared to the Governing Body for information. Sheila Bratt declared a potential interest in the item raised as confidential to the Governing Body.
- (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 Principal advised that there was a confidential item in relation to the UTC.
- (iii) The Principal declared that he had a confidential item 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 advised that A Level results were slightly above national benchmarks, although some AS results had been disappointing. As the information to the Governing Body had been published earlier than in previous years, the Deputy Principal noted that the Level 3 Certificate data was inaccurate. Many areas of BTEC provision and Level 2 and GCSE results had been good.

The admissions number suggested that there were 75 fewer students this academic year compared to last. An increase in first year enrolments reflects stronger recruitment strategies, however, the decline in numbers reflects a smaller roll over into the second year.

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

#### (ii) Academic Heads of Department

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:

- A Level and A2 subjects were in line or above national benchmarks; however, some AS results were disappointing;
- The percentage of high grades was lower than desired and HoDs outlined strategies to be more aspirational;
- Staff have embraced the Mindset concept fully and it is hoped that a College wide approach will resonate with students and result in better outcomes for students.
- Some students received unconditional offers or apprenticeships meaning that final outcomes were less important.
- Learning outside the classrooms was a focus across departments with HoDs outlining strategies to increase the type of activities that students were being asked to do and this tied in with Mindset.

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 Principal and Deputy Principal provided an overview of the key themes and explained the concept of Mindset to the Governing Body and how the College had adopted this approach in subjects and within the pastoral system.

The Principal advised that the College's approach to linear A Levels and the ability to enrol on four subjects and sit an external exam at the end of the first year would continue to be monitored and kept under review.

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.

#### 4. Minutes

##### 12<sup>th</sup> July 2017

The minutes of the meeting were **noted**. The Chair advised that the minutes had been signed at the end of the last meeting on the basis that the Governing Body of Worcester Sixth Form College was to dissolve on 31<sup>st</sup> July 2017.

#### 5. Academisation

##### (i) Update

The Principal summarised the current position and advised that despite approval in principle from the Headteachers' Board and the undertaking of a substantial financial audit as requested by the Transactions Unit, the External Advisory Board will not approve the application on a value for money basis. He added that the External Advisory Board had yet to be convinced of the benefits that an empty MAT would bring to the local educational landscape.

The Chair reported that there had been a meeting with Regional Schools Commissioner and contacts from the West Midlands Academies Unit and the ESFA in August and they remain keen to endorse the application; however, government policy has moved towards only approving populated MATs.

The Chair, Vice-Chair, Principal, and Deputy Principal had met with the Headteacher and Business Manager from Ridgeway earlier in the day and reported that it had been a positive meeting with Ridgeway keen to proceed with due diligence with a view to joining Worcestershire Learning Trust. It was reported that Ridgeway Academy has a similar ethos to the College and similarly wants to facilitate sharing of good practice and staff development opportunities with the possibility of shared services.

In response to questions, the Chair and Principal reported that:

- whilst it is a possibility that the Regional Schools Commissioner might veto any proposal for Ridgeway to join Worcestershire Learning Trust, the College needs to proceed with demonstrating its commitment to pursuing a populated MAT in order to secure approval;
- there should be no additional fees for due diligence as consultants do not need to be involved in this process;
- Ridgeway had a positive vision and their interests coincide with those of the College.

The Governing Body **noted** the information provided and thanked that Chair and Principal for the update.

The Principal shared a report confidential to the Governing Body which is recorded as a confidential minute.

#### 6. Stakeholder Voice

No items were raised.

#### 7. Finance and Resources

##### (i) Finance

The Finance Manager presented her report highlighting the following aspects:

- Year-end outturn has reduced by £5,000 as spend has been included in 2016-17 academic year.
- The auditors would be in College next week for a planning meeting before visiting in November.
- A new Assistant Management Accountant had started and made a proactive start which would enable the Finance Manager to delegate tasks.

- Cashless Catering had been working well with £4,500 loaded to Parent Pay in the first week alone. Teething issues had largely been resolved.
- ATM usage had dropped from £4,000 to £1,000 per week.

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

The Staff Governor reported that Student Council feedback had been positive in relation to the cashless system. The Council had also voted to remove the ATM.

(ii) Property Strategy

The Principal presented his report highlighting the significant amount of work that has been done in recent years and subsequent changes to the Property Strategy.

The Governing Body **approved** the College Property Strategy as amended.

**8. Assurance**

(i) Risk Register and Assurance Map

The Governing Body **noted** that more recent version of the Risk Register and Assurance Map.

**9. Strategy and Governance**

(i) Principal's Report

The Principal presented the Governing Body with a range of recent publicity items which celebrated student success. He added that the PA to the Principal is working to maximise publicity on social media platforms. The Staff Governor commented on the proactive approach to publicity which he had experienced on a recent trip to Cardiff University.

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 2017-18: 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 without 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 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 would hopefully assist in improving outcomes for students and ensuring the continuation of a quality curriculum offering.
- (iii) Any Urgent Business: No items were raised.
- (iv) Date of Next Meeting: Wednesday, 13<sup>th</sup> December 2017 at 6pm.

The meeting closed at 7.54 p.m.

Signed: .....  
Gill Slater (Chair)

Date: .....

**GB ACTION POINTS ARISING FROM MEETING ON 27<sup>th</sup> SEPTEMBER 2017**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
GB/27.09.17/3(ii)	Programme for Learning Walks to be produced based on governor availability.	JJP	ASAP	

**ACTION POINTS BROUGHT FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
GB/5.4.17/3	Identify another MAT regarding roles and possibility of mentoring	MWK	Summer 2017	
GB/5.4.17/7(ii)	Cafeteria video on website	MWK	May 2017	

\* Denotes amended dates.