



## Full Corporation Meeting

28 April 2022

Time: 6.00 pm  
Chair: Mr Nick Horsfall

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### Present:

Mark Rigby	Y	Carol Davies	X	Nick Horsfall	Y
Martyn Cox	X	Stuart Merrills	Y	Bashir Sharma	Y
Angus Hughes	X	Ann Webster	Y	Carole Swarbrick	Y
Susan Wright	Y	Nicola Singleton	Y	Alison Oakley	Y
Glenys Hughes	X	Rob Coyle	Y	Andy Lythgoe	X
Bilkis Ismail	X				

### In Attendance:

Lesley Hart Deputy Principal	Y	Sandra McManus Deputy Principal	X	Sarah Ball Assistant Principal	Y
Tracy Dawson Clerk	Y				

#### 1. Apologies for Absence

Apologies were received from Martin Cox, Angus Hughes, Andy Lythgoe, Carol Davies and Glenys Hughes.

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Appointment of Governance Professional (Clerk)

The Corporation formally **approved** the appointment of Tracy Dawson as Governance Professional (Clerk).

#### 4. Ratification of New Governors

The Corporation formally **approved** the appointment of the Glenys Hughes who would sit on the Finance and Personnel Committee and Susan Wright who would sit on the Risk and Audit Committee. The formal appointment of Rob Coyle as Teaching Staff Governor was also **approved**, Rob would sit on the Risk and Audit Committee.

## 5. Minutes of the Previous Meeting and Matters Arising

The minutes of the meeting held on 15 December 2021 were **approved** as a true and accurate record.

The Chair informed Governors that Shamin Abdullah had been formally appointed as Governor at the last meeting however, due to unforeseen circumstances, she was no longer able to take up her appointment.

The Principal reported that a number of parents had expressed interest of becoming a Governor at the new Parents Evening which had recently been held for those parents whose children would be starting in September.

## 6. Minutes of Sub-Committees

6.1 **Minutes of the Finance and Personnel Committee** held on 16 March 2022 were **noted**. The Chair reported that the Committee had looked at the preliminary financial forecasts for 2022/23 to 2024/25 to begin the strategic planning process. The SFCA National Conditions of Service and Contracts of Employment and the effects of continuous service for sickness and maternity pay was highlighted to Governors. SMT would consider this further with a view to bringing the matter back to the Committee at a later date.

6.2 **Minutes of the Student Affairs Committee** held on 16 March 2022 were **noted**. The Chair drew attention to the events which students had been involved in throughout the term. She highlighted that students had given good feedback on the ASE and WOW sessions and that SMT had reviewed these sessions and agreed that they were no longer fit for purpose and changes would be made. Students are confident that their voice is heard.

6.3 **Minutes of the Curriculum and Quality Committee** held on 28 March 2022 were **noted**. The Chair informed Governors that the Committee had received an excellent and informative presentation from Simon Christian, Senior Leader, on the Behaviour and Attitudes of students and that reports had been received from the Head of Maths and Director of Science.

The Chair of the Committee drew attention to Assessment 5 data based on A Level mock results and whilst students are working hard and attending extra sessions, he expressed concern at the progress being made in certain key areas in particular. The Principal informed Governors that Ofsted will not be looking at Added Value in the way ALPS do. Whilst ALPS is still being used it is not very accurate as the measuring thermometer is out of date. The Principal reported that 75% of all staffing in the Science department have been replaced and the Director of Science was working hard to build a team ethos, however there was continued sickness absence and long term illness which is continuing to have an impact. He informed Governors that a development plan was in place and that 'deep dive' exercises have taken away some departmental autonomy.

A Governor asked if there was a scientific person on SMT or has anyone, for example an SLE, been into College to work with the department. She felt that this would be a good exercise to undertake.

A Governor asked how the students felt. The Principal reported that this cohort had not undertaken any formal exams previously and many students are under the impression that

they will get Teacher Assessed Grades. He has written to all parents to stress the level of work that their child needs to be undertaking now to achieve good grades in the examinations.

A Governor reported that some students have been told that they are generously meeting target grades only to be confused when their grades have dropped during the course of the year. The Principal reported that departments have been directed to do assessments in order to gather evidence in case formal exams did not take place, however the guidance from the DfE was to work on the assumption that exams would go ahead.

## 7. **Sub-Committee Membership**

The Deputy Principal informed Governors that the report on our Governing Corporation Membership had been circulated for information. She reported that Governors would potentially have the opportunity to move onto a different committee at the end of the academic year.

## 8. **External Review of Governance**

The Chair informed Governors that under the new funding agreement requirements from 2021/22 onwards we must have an external governance review every three years, an annual governance self-assessment and share the results with the DfE when so requested. A self-assessment should take place in the first instance and then an external reviewer should be appointed to carry out a formal review.

A Governor reported that a review of her school had been carried out by the National Governance Association (NGA) at a cost of £2k. She informed Governors that the NGA has a set model of what good governance should be which is a fixed view, however she felt that the exercise had been positive.

The Chair proposed that a Governance and Search Committee be formed to begin the process of self-assessment and to plan for an external review. This Committee would also have a wider remit to look at succession planning for both the Governing Board and the Senior Management Team.

It was proposed, seconded and **unanimously agreed** to form a Governance and Search Committee, comprising of:

- The Chair of Governors
- The Vice Chair of Governors
- The Principal
- The Chair of Finance and Personnel Committee
- The Chair of Curriculum and Quality Committee
- The Chair of Risk and Audit Committee

The Clerk would arrange the first meeting of this Committee as soon as possible.

## 9. Governor Strategy Event – 19 May 2022

The Deputy Principal reported that this annual event would take place on Thursday, 19 May 2022 from 5.00 pm to 8.00 pm. Bill Watkin, Chief Executive, Sixth Form Colleges Association has been invited to speak at the beginning of the meeting.

## 10. Risk Register 2021/22

The Principal reported that the Risk Register 2021/22 had been reviewed and colour-coded to highlight any significant risk. He reported that a number of areas have been down-graded but drew attention to those areas of major concern.

Governors **noted and approved** the Risk Register for 2021/22.

## 11. Principal's Report

The Principal spoke to his report and drew attention to the new regulations for living with COVID. He informed Governors that as part of the Government's long-term education recovery plan, we are now required to deliver an additional 40 learning hours per year per student focusing on Teaching and Learning in the classroom. The timetable has been extended with an earlier start time and later finish. The ASE and WOW sessions have been re-formatted to a new Professional Growth Programme and students will undertake one session per week.

A Governor asked if it was necessary to undertake a staff consultation regarding the changes to the timetable and **noted** that this was not required as it is well within the boundaries of directed time.

The Principal informed Governors that the DfE are now removing less than half of the BTEC courses but it will be the summer before it is known which ones.

A Governor asked if there were any plans to deliver T Levels. The Principal reported that, as previously discussed, The Sixth Form has deferred its T Level delivery plans until 2024 but this would be discussed further at the Strategy Meeting on 19 May.

The Principal reported on the current student numbers and informed Governors that we currently have 61 more students enrolled than at the same point last year. However, in Year 12 there are 82 students less than in the current Year 13 and to maintain an overall enrolment of 1,750 we would need to recruit 987 students into Year 12 from September 2022.

Governors **noted** the report.

Mr B Shama left the meeting.

## 12. Ofsted – Guide for Governors

The Principal informed Governors that the Deputy Principal – Curriculum has produced a Guide for Governors which is a set of questions that may be asked during an Ofsted visit. These would be circulated to all Governors by email and discussed at the Strategy Event due to take place on 19 May.

## 13. Management Accounts

The Deputy Principal gave a detailed report on the Management Accounts based on Actual to 31 March 2022 and projected to year end at 31 July 2022. She drew attention to High Needs Funding and reported that this is used to buy in specialist support and highlighted that at the time of applying for this funding it is not known what the students' needs will be. The 16-19 Tuition Fund is the COVID catch-up funding and is being utilised to provide additional support and catch-up sessions for students.

The Deputy Principal informed Governors that there had been several vacant posts across Central Business Support but appointments are being made and it is hoped that all posts will be recruited to by September. She highlighted the significant overspend on supply costs.

Governors **noted** that the utility services were in contract until October.

The Deputy Principal highlighted the projected outturn as at 31 July 2022.

The Management Accounts were **approved**.

## 14. Barclays Bank Letter of Variation

The Deputy Principal informed Governors that the Facility Agreement for the £2M loan with Barclays Bank had been previously agreed, however the dates on the repayment schedule had specified the 16<sup>th</sup> day of each month. These dates were incorrect and have now been deleted and changed to the last date of each month.

Governors **accepted and approved** the Letter of Variation dated 17 March 2022.

## 15. External Audit Provider – Wylie and Bissett Contract Extension

The Deputy Principal reported that Wylie and Bissett had been appointed as the External Audit Provider on a 3 year contract which is due to expire shortly. Within the contract there is an option to extend for a further 2 years, and as she is happy with their work asked Governors to extend the contract for a further 2 years, after which she would go out to tender. The cost for this year is £15,650.

Governors **agreed** to extend the contract for a further 2 years ending 31 December 2023.

**16. Governor Safeguarding Training**

The Assistant Principal reported that all Governors are required to carry out Level 1 Safeguarding training and to undertake an update on Keeping Children Safe in Education. She would send out a link to Governors to enable this to be carried out by the end of May.

**17. Date and Time of Next Meeting**

The next meeting will be held on Thursday, 7 July 2022 at 6.00 pm.

There being no further business the meeting closed at 7.55 pm.