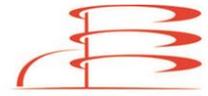


# OPEN MINUTES OF CORPORATION MEETING

Monday 07 December 2015 at 18.30 in Room C219



Bexhill 6th Form College

## STANDING ITEMS

### ATTENDANCE AND APOLOGIES

Present:	Sue Taylor (Chair) Carole Shaves (Vice Chair) Sue Adams Michael Boakes David Padmore Nick Porter John Stebbing Karen Hucker (Principal) Elisabeth Lawrence (Staff Member) Maria Gotareva (Student Member) Wayne Marley Lloyd Taylor (parent member)
In attendance:	Dave Brown (VP) Linda Johnson (VP) Sarah Hughes (Interim Director of Finance) Jackie Taylor (Director of Support Services) Sandra Soinska (Vice Chair of Senior Students) Mostakima Khan (Vice Chair of Senior Students)
Apologies:	Debbie Vockins (Director of HR) Nichollas Hollingsworth
Minutes:	Ka Wong (Acting as Clerk to the Corporation)

## STANDING ITEMS

### NOTIFICATION OF ANY OTHER BUSINESS

There was none

### DECLARATION OF INTERESTS

There was none

### MINUTES OF PREVIOUS MEETING

The Minutes of the Corporation meeting held on 28 September 2015 were agreed and signed as correct.

### MATTERS ARISING FROM PREVIOUS MEETING

All matters arising and actions from previous meetings have been actioned.

## MAIN AGENDA

### PART A – PUBLIC ITEMS

#### 1. PRINCIPAL'S REPORT

The report was in two parts – an area review update from James Kewin from the Sixth Form Colleges Association and the review of the College's Ofsted report which was published in November.

## • AREA REVIEW UPDATE AND DISCUSSION

- James Kewin SFCA Deputy Chief Executive presented an update on the area reviews and Sixth Form Colleges position within them. James outlined the role of the SFCA and the context in which SFCs operate.
  - The SFCA provides advice, guidance and support for all Sixth Form Colleges in England including lobbying for SFCs, pay negotiations, industrial relations guidance and employment advice.
  - Sixth Form Colleges have proven to be the most effective form of post 16 provision in terms of results, value for money, attainment, VA, progression to HE and employment, in comparison with General FE Colleges, schools with sixth forms and academies. However, there has been no increase in the number of SFCs since 2010
  - Funding has been reduced for all post 16 institutions despite ongoing cost increases – the expectation is that Colleges manage this.
  - It has recently been announced that the national funding rate will remain at £4,000 until 2019/20. There will be cuts in other areas for 16-19 but these have not been clarified as yet but are likely to impact on additional funding areas such as the bursary.
  - Increases to employer pension and NI contributions will continue, and apprenticeship levy to come which will add additional financial demands on Colleges
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- Area reviews are a Government driven initiative to review post 16 provision (excluding schools) across the whole country - due to conclude in March 2017
  - Focus is on ensuring Colleges are financially robust enough to manage the tight funding situation going forward. Focus seems to be on saving costs rather than quality.
  - Area reviews will provide SFCs the option to become an Academy Trust – colleges cannot be forced to implement this, join with an already established Academy Trust or merge with another college, but can choose to remain independent if this is considered the best option for their students and community
  - Suggested to think about future strategies which may be implemented when funding and guidance is confirmed in Feb 2016. The College needs to reflect on the local context and what is appropriate for the area. Academy conversion may not be the way forward – the College needs to consider the local context.
  - Bexhill College in strong position to direct its own future with its outstanding financial position and good quality. The projections suggest this will continue.
  - The College also needs to be aware of other changes locally. Some local colleges are discussing options such as hard federations locally
  - Next area review steering group meeting is January 6<sup>th</sup> 2016. The Chair and Principal will update the Corporation in February

## OFSTED REPORT

- The Principal summarised the main points from the Ofsted report in a powerpoint presentation.
- The inspection confirmed that the College continues to be good and Safeguarding is effective.
- The report is very positive about the College. During the inspection, the inspectors recognised the good quality teaching and training as well as a positive and vibrant learning environment. It also noted the excellent leadership and management.
- The report highlights that the College has made significant improvements in the areas for improvement identified in the last inspection
- It was noted that sharing good practice took place across college and proved to be effective staff training – contributing to improvements
- Students study on a vibrant campus – students are provided with excellent accommodation, facilities and resources to support teaching and learning
- Three areas for improvement identified – all of which had been identified in the College SAR

- continue to focus on improving the quality of teaching, learning and assessment by ensuring that all students are stretched and challenged to achieve their full potential
- ensure the progress of students, based on their starting points when they join the college is consistently well above expected levels
- underperformance in the small minority of subjects, especially at AS, is removed
- Overall a very positive report.

The student member asked for further clarification on additional support in a particular subject. The Vice Principals will report back to the Corporation.

## 2. STUDENT COUNCIL REPORT

- The Chair of the senior students outlined the work of the council
- Various activities have been carried out since the last meeting - student took parts in fund raising events, open evenings, parent evenings, karaoke and a celebration of black history month
- Plan for next term includes gaining feedback from students on key issues, more fund raising events and Charity Christmas jumper day
- Also plan to publish 'You said, we did/you said but we could not', keeping student up-to-date of requests

## 3. BRIEFING ON SAFEGUARDING, EQUALITY & DIVERSITY AND HEALTH AND SAFETY

### Safeguarding Committee

- The Vice Chair of the Corporation reported back on the safeguarding meeting
- A range of items were discussed which confirmed the Colleges on going focus on Safeguarding. This was also noted by Ofsted
- Staff and governors had been required to read and understand Part 1 of 'Keeping children safe in education'
- Governors to complete further on line PREVENT training at a future training session.
- Committee also received an update on placements and related issues
- Also discussed the safeguarding topics covered through tutorials which included HIV, FGM and cyber bullying.

### Health and Safety Committee

- Health and Safety Policy was reviewed – no major changes – mainly updating job titles and responsibilities along with incorporating additional buildings.
- Accidents statistics were reviewed – accident figures remain low for the size of the organisation and the number of people who use the facility. Nursery stats are now included separately in the report and are high due to the nature of bumps and scrapes which are associated with small children.
- College remains a safe place overall.

### Equality and Diversity Committee

- The Committee looked at the updated policies which included adding a transgender statement where appropriate.
- The Committee discussed how E and D issues are incorporated in tutorial including mental health, promotion of British values/PREVENT, ongoing PREVENT training is taking place in relation to terrorism acts
- College is reviewing their performance of different groups as part of the SAR process including gender comparisons and performance of students receiving free meals
- It was highlighted that it is difficult to evaluate the impact of counselling on results because students do not often wish to be identified and therefore give feedback.

- Support for students with high needs and additional needs was discussed – the College partnership with a local specialist schools is working well
- Action plan – 2015-16 from last year has been reviewed and a new action plan is in place
- Considered training for staff for 15/16 including refresher training with an external trainer who was very effective last time the College used them.

#### 4. COMMITTEE REPORTS

##### a. Personnel Committee

The Minutes of the meeting of 12 November 2015 were taken as read.

The Chair presented the items which required Corporation approval:  
CHILD PROTECTION POLICY (update since May)

**Resolved: The Corporation approved the Child Protection Policy PG4**

DISCIPLINARY PROCEDURE (SENIOR POST HOLDER)

**Resolved: The Corporation approved the Disciplinary Procedure for Senior Post Holders PG9**

ILL HEALTH RETIREMENT PROCEDURE

**Resolved: The Corporation approved the Ill Health Retirement Procedure PG13**

##### b. Strategic Planning, Policy & QA Committee

The Chair noted the minutes of the meeting of 17 November 2015 and Members took the minutes as read. Items for approval are in the confidential section of the meeting.

##### c. Finance & Property Committee

The open minutes of the meeting of 17 November 2015 were noted and taken as read.

Two policies require approval. The Chair of the Finance & Property Committee explained that there were some minor updates to the Health and Safety Policy PG22. There was discussion on clarifying the need for all staff to have a clean licence to drive the College minibus – the wording made this ambiguous.

It was noted that the Charging Students Policy now removes the charging of a deposit to remove disadvantage. Also charging for exam entry for international students has been added.

**RESOLVED: The Corporation approved the Health and Safety Policy PG22**

**RESOLVED: The Corporation approved the Charging Students Policy FG1**

#### 4. ANY OTHER BUSINESS

There was none

#### NEXT MEETING

The next meeting of Corporation is scheduled for Monday 11 April 2016 at 18.30 in Room C219. The agenda for the meeting will close on Thursday 7 April 2016. The Meeting closed at 8.45pm