

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 4 October 2022 – 5.30pm
MINUTES

Chaired by: Steve Oldridge

Members present: Mick Paxton Gareth Bullen Ros Jones Darren Mundy
 Phil Rumsey Amanda Borrett Andy Gregory David Flinton
 Jack Naylor Dunn

Also present: Richard Sales, Head of Department – Item 4.
 Alice Thornton, Assistant Principal – Item 5.
 David Robinson – Assistant Principal – Item 6.

Minutes taken by: Heather Campbell – Clerk to the Corporation

1. **Apologies for absence**

- a Apologies were received from Ian Brabbs, Lisa Dixon, Jason Saunby, Jo Coombes, Sean Kelly, Kieren Moore and Neil Hughes.
- b The meeting was quorate with 10 members present.

2. **Declaration of any personal conflicts of interest**

There were no conflicts of interest raised.

3. **Consider and Approve Re-appointment of:**

The Chair asked Andy Gregory, Audit committee Chair to act as Deputy Chair to allow members to consider and approve the following re-appointments. He agreed and Steve and Ros left the meeting at this point.

- a. Ros Jones as an Independent Member

The Deputy Chair asked members if they were happy to re-appoint Ros as an independent member.

Members approved the re-appointment.

- b. Steve Oldridge as an Independent Member.

The Deputy Chair asked members if they were happy to re-appoint Steve as an independent member.

Members approved the re-appointment.

- c. Steve Oldridge as Chair of Corporation for a term of 12 months

Members approved the re-appointment of Steve as Chair of the Corporation for a term of 12 months or until a new Chair has been appointed.

ACTIONS AGREED

Clerk to write to the independent members to advise them that the Corporation has approved their reappointment as Independent Members and the reappointment of the Chair for a term of 12 months or until a new Chair has been appointed.

Items 4., 5. and 6. on Quality Improvement Matters – See separate Confidential minutes

7. Minutes of the previous meeting

- a **Agree minutes**

APPROVED

The Minutes dated 12 July 2022 were approved and signed by the Chair.

The Confidential Minutes dated 12 July 2022 were approved and signed by the Chair.

The Confidential and Restricted minutes were reserved until the end of the meeting.

- b **Action previously agreed**

The Chair noted that the work in progress actions for the Principal were ongoing.

- c **Updates from Clerk or Management – None.**

- d **Matters arising not covered in the agenda – None.**

8. Reports and Recommendations from Committees

The Chair highlighted that in the absence of any Committee meetings since the date of the last Corporation meeting in July there were no Committee reports or recommendations to consider.

9. Receive Enrolment Report 2022

The Principal advised that the Enrolment Report 2022 would not be produced until after day 42 which is not until next week therefore the report will come to the next meeting. He briefly noted that the new intake was down 50. This will impact our lagged funding for the following year, although the only upside is we did not have to increase teaching costs.

A member enquired if management knew why we are down 50 students.

The Principal advised that there was no obvious reason and when we ask those who have enrolled if they know why their friends / peers have decided not to choose the College they don't know. It could be some want to get out of education and find a job.

The Principal observed that it could also be as simple as low GCSE results and therefore the pupils may assume they can't come to the College. He carried out a prospectus presentation at Ebor Academy and the pupils there did not know that they could do other subjects at the College if their GSCES results were low.

ACTION AGREED

Principal to ask the Vice Principal to produce the Enrolment Report 2022 for the next Corporation.

10. **Receive Attendance and Retention Update**

The Principal observed that as with the Enrolment Report, the Attendance and Retention data will be analysed after day 42 which is next week, and he will do a full report on this for the next meeting.

The Chair noted that in the last Ofsted inspection governors had been asked about the College's record on attainment. He asked that management ensure governors receive this information as Ofsted could come at any time this academic year.

Principal noted that we now have a new model for Prep sessions, these are now held 3 times a week and this has improved student attendance and their work ethic, although the Guidance Support Tutors are struggling with the workload being in the classroom with their students, but it does mean that the students are now having weekly one to one support meetings with their GST.

ACTION AGREED

Principal to produce an Attendance and Retention Update for the next Corporation.

11. **Receive Updated Master Schedule of Policies**

The Chair referred members to the College Policy Master List that the Corporation and Committees were responsible for and noted that most of the policies had been reviewed and updated but there were a few that are being worked on. He asked members if they had any comments. There were no matters raised and he asked members if they were happy to receive the update Master List of Policies.

The members agreed they were happy to receive the updated list of policies

12. **Board Review and Evaluation Report**

The Chair noted that the feedback in the Report out of 17 members there were 14 who responded, and those members were happy with the how the board is performing. He referred members to his tabled paper which is his Summary of issues raised in the Board Review and Evaluation exercise.

Members briefly discussed the feedback, in particular Equality, Diversity & Inclusivity and the following was noted:

- Student diversity and Characteristic – the Principal advised that we do this a department level
- Data on equality and diversity – Chair noted that the board or a committee used to receive this data – the Principal advised that he would pull together the data for the next meeting
- How do you make being on the board a more attractive to different sectors – put EDI statement on the website
- We do contact local companies – but a recent mailshot for a new Chair did not generate any interest
- Promote skills that people can get from being on a board of governors
- We will struggle to find a diverse board in this locale

The Chair observed that if we are questioned on not having diverse representation on the board, then we have the documentation in place on the positive action and processes we have followed to try and achieve a diverse board. He asked members if they were happy to refer the Board Review and Evaluation Report and his Summary to the Board Review Sub-Committee to consider the next step.

Members agreed.

ACTIONS AGREED

- i. Principal to share Student Ethnicity data at the next meeting.
- ii. Clerk to arrange a Board Review Sub Committee meeting.

13. **Governors Involvement in the College Self-Assessment Report**

The Principal advised that the Assistant Principal was working on the Draft Report and the plan was to carry out a similar process to last year, with a group of Governors allocated sections of the College Self-Assessment Report to provide feedback, if those Governors involved were happy to do so again. The sections are:

- Quality of Education
- Behaviour & Attitude
- Personal Development
- Leadership & Management
- Safeguarding

The members involved last year confirmed they were happy to be involved again this year. The Chair observed if there were any other governors that are interested in being involved to email the Clerk.

The Clerk noted she would ask the Assistant Principal to email the sections to the relevant Governors as she did last year.

ACTION AGREED

The Clerk to ask the Assistant Principal to email the sections to the relevant Governors.

14. **Annual Formal Complaints Report**

The Principal reported there have been no formal complaints.

15. **Identify discussion item classified as “Confidential & Restricted”**

Members considered and agreed discussion Items 4., 5 and 6 be categorised as confidential but not restricted.

16. **Agenda Items for the Next Meeting**

No items raised.

17. **Any Other Business**

- a) A member raised the current energy crisis and asked how this will affect the College and what plans are in place to deal with it.

The Principal advised that our facilities bills have gone up 800% but there has been the promise of a price cap, but we don't know what the cap will be for the College. We have reduced the heating by 1 degree and have purchased software that switches off all PCs on an evening and this has an estimated saving of £12,000. The Director of Finance is aware that it is a live issue for the College and will be taking the figures to the Finance & Estates Committee to consider.

The member noted that it is good that management have a plan to help address the energy crisis going forward.

- b) The Chair highlighted that the recruitment agency has set up a Microsite advertising for a new Chair and have a schedule in place for processing the recruitment with the intention of being in a position to interview candidates by December. He asked the Clerk to email the Microsite link to the governors for information.

ACTION AGREED

Clerk to email the link to the Microsite advertising for a New Chair to Governors.

18. **Date of Next Meeting – Tuesday 13 December 2022**

19. **Confidential & Restricted Minutes**

See attached.

There being no further matters raised the meeting closed at 7.15pm