

## Scarborough Sixth Form College

### **CORPORATION MEETING Tuesday 21 May 2019 – 5.30pm MINUTES**

Chaired by: Steve Oldridge

Members present:	Ian Brabbs	Hilary Ascott	Trish Hawkyard	Gareth Bullen
	Ros Jones	Darren Mundy	Neil Hughes	Phil Rumsey
	Terry Cartmail	Mike McCluskie	Andy Bailey	Jason Saunby
	Kim Metcalfe	Harry Jaconelli	Dani Yates	Rebecca Abbey

Also present: Nigel Simpson, Apprenticeship Manager for Item 5 a)  
Rowan Johnson, Vice Principal (Students Services) for item 5 b)  
Emma Anderson, Careers Manager for item 5 b)

Minutes taken by: Heather Campbell Clerk to the Corporation

#### 1 **Apologies for absence**

- a Apologies were received from Mick Paxton and Andy Gregory.
- b The meeting was quorate with 17 members present.

#### 2 **Declaration of any personal conflicts of interest** – None.

#### 3 **Welcome to newly appointed Governors**

The Chair welcomed the following newly appointed Governors:

- Michael McCluskie, Independent Member
- Terry Cartmail, Independent Member
- Andrew Bailey, Independent Member
- Harry Jaconelli, Student Governor
- Dani Yates, Student Governor
- Rebecca Abbey, Student Governor

#### 4 **Minutes of the previous meeting**

##### a **Agree minutes**

##### **APPROVED:**

The Minutes dated 9 April 2019 were approved by the members and signed by the Chair.

*Confidential minutes were reserved until the end of the meeting.*

**b Action previously agreed**

The Chair referred to the outstanding actions and the following updates were noted:

Action (3 July 18) 5 – Review of Policies – Phil advised that the new HR manager was now starting to look at the schedule and management will review it and it will then come to the Autumn Corporation meeting.

Action (18 Dec 18) 6 2) – Attendance and Retention – Phil advised that the MIS team are in the process of building a new reporting system that will give management an accurate picture of attendance and retention.

Action (18 Dec 18) 10) – Governor Links Day – Phil advised that it was agreed not to hold a day and the updated Governor Links Policy clarifies the new process planned for the Autumn term..

Action (18 Dec 18) 6 2) – Senior Post Holders Pay Award – Phil advised this will be further discussed and clarified at the Remuneration committee on 4 June 2019.

Action (9 Apr 19) 4 – Online Safeguarding Training – Phil explored this with the Lead Safeguarding Officer and there wasn't anything available at present.

**ACTION AGREED:**

Clerk to update the Actions Agreed Schedule to reflect the above.

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

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

**5 Department Briefings**

a) Apprenticeship Information – May 2019

Members had received the Apprenticeship Information report prior to the meeting and the Chair invited Nigel Simpson, Apprenticeship Manager to take members through his Apprenticeship provision update.

Nigel tabled a chart of the intake from July 2018 and went through the following from his report:

- What are the 'New' Apprenticeships about?
- Funding Streams
- On Programme Payments
- How they are assessed:
- Current Apprenticeships we have apprentices on
- Companies we are working with
- Challenges
- Opportunities
- Threats
- Staff & Buildings
- Staff Development

The following points were raised:

- Projected number of apprentices was 100+ but had to hold back due to lack of funding but expect to have 40-60 apprentices by the end of July
- Quality of Provision – students and employers are they happy with this – feedback is requested and so far had favourable responses
- Looking to increase the offer i.e. IT and Accountancy but there is high competition for these with other providers in the area
- Scarborough Borough Council have been in contact re Community Sport and Safety Officer and looking at this with the College's Head of Sport
- Management Qualification – look to explore this for next year
- Ofsted – expecting a monitoring visit at the end of July as they are focusing on Apprenticeship providers and they will be looking at the quality of delivery. If this is not being met it would trigger a full inspection for the College
- Non-Levy funding cut – there is no expectation that this will improve and the government will claw back funding that Levy employers have not used

The Chair observed that governors need to be satisfied that they are exercising an adequate level of scrutiny of the Apprenticeship provision which is subject to monitoring by the ESFA and may therefore impact on any future inspection rating.

The Chair thanked Nigel for his update on the Apprenticeship provision.

#### b) Careers & Gatsby Benchmarks

The Chair invited Rowan Johnson, VP (SS) and Emma Anderson, Careers Manager to take members through their presentation.

Rowan and Emma jointly covered the following from their presentation on the new initiative from the Department for Education – Careers Strategy 2018-20 and the aims for the College:

The 8 Gatsby Benchmarks:

1. A stable Careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student in a coherent and holistic manner
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

Rowan advised that the College has a new and enthusiastic career team in place and a lot of career focussed events have taken place and are planned throughout the year.

The following was raised by the governors:

- GST's write student UCAS reference – why is this not done by subject tutors – RNJ advised that the GST has a more rounded overview of a student than perhaps a teacher would
- Career interviews – do all students have these – not all students want 1:1 with a careers adviser, for example those who arrive with a particular career aspiration about which they have a good understanding. Nevertheless, there are 1:1s at consultation and then again at enrolment. A career interview would also be encouraged where it became apparent that a student would not achieve the grades necessary for their preferred choice of career

- Meeting careers benchmarking – looking to roll out to Heads of Department that teachers use the last 5 minutes in their lesson to recap on what was covered and how this will link to students career aims
- Transferable Skills – Mike advised that this is covered with the pupils at Scalby school to give them a fundamental understanding of what and why they are learning and how it is connected to their future aims
- Student apathy about their career aims is still a problem but compared to a few years ago there has been a vast improvement across the College.

There were no further questions and the Chair thanked Rowan and Emma for their informative presentation.

*At this point Nigel, Rowan and Emma left the meeting.*

The Chair observed that there was a lot going on across the College and it was good for governors to have these briefings to give an understanding of the College should they be involved in an Ofsted Inspection. He asked Phil to explore a Governor Ofsted pack for governors.

### **ACTION**

Phil to explore Governor Ofsted readiness pack which covers inspection questions for governors.

## **6 Venn Update**

Phil gave a verbal update on the Venn Partnership and how it was progressing:

- Venn partnership is made up of 5 colleges – S6F, Wyke, Franklin, John Leggott and Wilberforce
- Recently held a Middle Leaders conference hosted and funded by Hull University - the conference covered the 5 colleges ALPs data update, new Ofsted EIF workshop and a networking dinner
- The Principals meet regularly and at their next meeting look at planning and strategy for the way forward for the
- Sharing of staffing was discussed but would be difficult to implement due to distance in particular for this College so it was agreed that one of the focuses would be the sharing of good teaching practice.

Members noted the update and no matters were raised.

## **7 Reports and Recommendations from Committees**

### **Employment & Welfare Committee**

(1) Minutes of meeting held on 14 May 2019.

### **APPROVED:**

The minutes dated 14 May 2019 were approved by the members and signed by the Chair of the Corporation.

8 **Approve Updated S6F Governor Links Policy**

The Chair noted that the Policy had been updated by the Principal and considered by the EWC who have recommended that the Corporation approve the Policy.

**APPROVED**

The Corporation approved the S6F Governor Links Policy.

Phil observed that the Governor Links processes will be picked up in the Autumn Term.

9 **Draft Schedule of Business Meeting Dates (2019-20)**

The Chair referred members to the proposed dates and asked them to consider them and whether Corporation meetings start time should move to 5.00pm in line with the majority of the sub-committees or remain at 5.30. There was no strong feeling to move it to 5.00pm and it was agreed to stay with a 5.30pm start.

Members agreed the dates were suitable.

**ACTION AGREED:**

Clerk to finalise the Schedule of Business and agreed dates and issue to members at the next Corporation meeting.

10 **Identify any discussion items classified as “Confidential & Restricted”**

Members considered the above discussion and none identified.

11 **Agenda Items for the Next Meeting**

None.

12 **Any Other Business**

None.

20 **Date of Next Meeting** – 2 July 2019 at 5.30pm

*At this point the staff and student governors left the meeting. The Principal remained as there were no conflict of interests associated with the confidential items.*

21 **Confidential Items**

Corporation Confidential & Restricted Minutes (9 April 2019)

There were no further discussions and the meeting closed at 7.05pm