

Scarborough Sixth Form College

CORPORATION MEETING Tuesday 7 July 2020 – 5.30pm MINUTES

Chaired by: Steve Oldridge

Members present: Ian Brabbs Trish Hawkyard Mick Paxton Ros Jones
Darren Mundy Andy Gregory Gareth Bullen Neil Hughes
Phil Rumsey Jason Saunby
Hilary Ascott (via Zoom)
Andy Bailey (via Zoom)

Also present Lesley Clemmet Director of Finance & Resources

Minutes taken by: Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

- a Apologies were received from Michael McCluskie.
- b The meeting was quorate with 11 members present and 2 members attending remotely.

The Chair welcomed Hilary and Andy to the meeting via zoom. He observed that he had called the meeting as he felt that the Corporation should meet to catch-up and finalise outstanding board business before the end of the academic year. Hilary in her capacity as Chair of the Employment and Welfare committee rightly investigated the guidance on how board meetings should be conducted in a lockdown situation. In going forward the board will keep the pandemic and its impact under review in respect of Corporation and Committee meetings scheduled for the next academic year and the Chair will canvass the opinion of all governors on how they wish the meetings to be conducted be it by actual attendance in person on site if the relevant guidance so allows or remotely if not.

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

None raised

3 **Minutes of the previous meetings**

a **Agree minutes**

APPROVED:

- (1) Minutes of the meeting held on 10 December 2019 were approved and signed by the Chair.
- (2) Minutes of the Extra meeting held on 25 February 2020 were approved and signed by the Chair.

b Actions previously agreed

The Chair referred members to Paper B Action Agreed Report and the following was noted:

WIP 18/12/18 Item 6 – MIS to improve Attendance and Retention Analysis data – Phil confirmed that the MIS team have the new reporting system in place and he will be able to present the improved data analysis at future meetings. The Chair noted this action was now complete.

WIP 10/12/19 Item 4 b – the Clerk confirmed that Attendance and Retention would be added as an agenda item for all future Corporation meetings

WIP 10/12/19 Item 7 – Clerk to issue each committee with the list of College policies they are responsible for from the Master Policies List – Clerk advised this was on-going and will come to the relevant committees in the Autumn Term.

ACTION AGREED:

Clerk to update the report to reflect the above.

c Updates from Clerk or Management – None.

d Matters arising not covered in agenda – None.

4 Reports and recommendations from committees

a Finance & Estates

(1) Minutes of meeting held on 10 March 2020.

(2) Minutes of meeting held on 30 June 2020.

APPROVED:

- i. The Minutes dated 10 March 2020 were approved and signed by the Chair.
- ii. The Minutes dated 30 June 2020 were approved and signed by the Chair.

(3) Receive Financial Update – See Confidential Item

b Search & Conduct

(1) Minutes of meeting held on 10 March 2020

Ian observed that there was a recommendation under Item 7 that the Corporation approve the updated Standing Orders. Further amendments are proposed to be made to the Standing Orders to include notification of the funding body (ESFA) of any change of Chairman. The new amendment to the Standing Orders will need to go to the next Search committee to approve and then be recommended to the Corporation. Ian therefore proposed to defer consideration of the recommended changes to the Standing Orders so that all the amendments could be considered by the Corporation at the same time.

The Chair referred members to the recommendation from the committee to appoint Kieren Moore as the new Staff Governor.

APPROVED:

The Corporation approved the recommendation to appointment Kieren Moore as a Staff Governor.

The Chair asked members to approve the minutes dated 10 March 2020 in light of the above update from Ian.

APPROVED:

The minutes dated 10 March 2020 were approved and signed by the Chair.

c Employment & Welfare

(1) Minutes of the meeting held on 25 February 2020

APPROVED

- i. The minutes dated 25 February 2020 were approved and signed by the Chair
- ii. The Corporation approved the Health, Safety and Wellbeing Policy Statement
- iii. The Corporation approved the updated Safeguarding Quality Improvement Plan
- iv. The Corporation approved the updated S6F Staff Leave of Absence Policy subject to the minor amendment at 3. c of the policy.

ACTION AGREED:

Clerk to advise HR that the Corporation has approved the S6F Staff Leave of Absence Policy subject to the minor amendment at 3. c.

5 Destinations of Advance Leavers June 2019

The Chair referred members to the Destinations report and noted there was no major variance of 2018 and 2019 destinations. Phil confirmed this was correct.

Members noted the report with no matters raised.

6 Principal's Brief on Covid19 impact and way forward

Phil took members through his presentation and covered the following:

1. Planning for the closure (Friday 20 March 2020):
 - Within a week staff had to be trained on remote working which was done by the MIS team and Dave one of the Assistant Principal using Microsoft Teams
 - Key workers' children – College remained open on the following Monday and Tuesday but only six students attended College and this was to collect or download their work – the decision was therefore made to close College completely on the Tuesday afternoon and staff directed to work from home

- Students without IT – College IT devices were loaned to these students that needed them to work from home
- Bursary / Free School Meals – continued to be paid to eligible students throughout the lockdown and during the Easter break and will continue over the summer break

2. Remote Teaching Learning and Assessment

Three different target audiences:

Year 12 Students

- Continued teaching throughout – although this was a challenge for practical subjects
- Concern of the potential to ‘lose’ some year 12 students between now and September
- Monitoring of engagement levels – teachers and guidance support tutors contacted the students not engaging and their parents so they were aware their child was not engaged in remote learning
- UCAS preparation, especially for early applicants has continued
- GST support – made available to all students
- How much have the students really learnt working remotely? – plan is to hold September assessments to gauge this
- Face-to-face sessions between all students and their teachers in all subjects and tutors will take place in June/July

Year 13 Students

- All teaching was completed remotely
- Coursework was completed
- Extension and enrichment activities continued as far as practicable
- GST support was provided

Year 11 Students

- “Bridging activities” were created and made available for all subjects
- Virtual Preview Day was held with live Q&A with teachers and GSTs
- Completed consultations by phone
- Early enrolment day planned on GCSE Results day

Darren proposed that the CMT and all staff should be commended on their hard work throughout lockdown as he is aware of other colleges that have not done even half what the College has done to continue teaching and supporting its students. The governors were in full support of this commendation.

3. Staff and Student Wellbeing

- ESFA funding maintained throughout the lockdown
- No staff furloughed or ‘laid off’ with cleaning and café staff engaged in a deep clean of the College
- A potential redundancy consultation was postponed during lockdown but has subsequently resolved itself with the employee securing alternative employment
- Virtual staffroom established to enable staff to communicate with and support each other during lockdown
- Mutual support with remote teaching
- IT support and MIS excellent with fewer problems than anticipated
- Relaxed and individualised approach to re-opening – no one forced to come in
- High student engagement and individual follow up for ‘absence’

Neil enquired if there were many staff not back due to anxiety about returning to work.

Phil observed that there were not many staff that he was aware of that were not in College due to anxiety. It was mainly staff who come under high risk with underlying health issues who had not been in College. He was aware as Darren pointed out that the other colleges in NorVIC and Venn had not done as much as the College has with the majority of them only doing one to ones with tutors.

4. Grand re-opening 15 June 2020

- New timetable in place
- 25% of Year 12 in on Mondays or Tuesdays
- Remote learning continued throughout the period the College was open
- Attendance averaged over 80% for A level students and 55% for BTEC students
- Social distancing was much easier than expected
- There was some initial anxiety expressed by some students but overall all students were glad they had come into College
- A good practice run for the start of the new academic year in September

5. Enrolment and the new academic year

- Enrolment already spread across 4 days
- Enrolment will go ahead as originally planned but will be more spread out across the College site
- More flexible entry criteria required due to CAGs (Centre Assessed Grade) – this is linked to last year's results for all exams but may be moderated down by the exam boards but no sure to what extent
- Focused induction period with more subject changes expected
- Uncertainty around recruitment numbers
- Retention figures and finances – representations have been made that the level of funding for 6th Form Colleges should be maintained despite any reduction in numbers - the government is still looking at how to address this issue
- Performance Tables are unlikely to be published
- Extra exam season in October for those students who want to increase their grade – raises a number of practical problems for both students deciding whether to avail themselves of these exams and the College/feeder schools – unknown what the take up rate will be
- Subject Access Requests and FOI requests due to CAGs – the College is seeking legal advice on this area which has the potential to be a major problem
- Restrictions and changes required for some teaching
- Second lockdown readiness

6. Finance and Estates

This part of the presentation was given by Lesley whose appointment Director of Finance and Resources started in May during the lockdown period.

- Mixture of both financial gains and losses with savings for example having been made as a result of not having to provide transport for students and reduced utility costs but in part offset by the loss of income from lettings and takings from Café 6.
- Successful CIF bid to assist cover the cost of the replacement of the heating boilers in the Sports and Drama departments.
- Overall the financial picture is positive with the overall estimated operating deficit £46k as against the predicted £121k deficit.

- The purchase of the former Caretaker's Bungalow had been completed and the renovation works were under way and the property should be ready for occupation by the Art Foundation students at the start of the new academic year in September.
- Use of E block – being timetabled for Sport lessons

Phil confirmed that Lesley had managed a difficult situation very well.

The Chair asked Phil if the College's last 3 years results would be taken into account when the CAGs are moderated.

Phil advised that staff had been instructed to be realistic with their grade assessments. The expectation is that the exam boards will moderate down any grades they feel are too high on the basis that higher results this year would not be fair to last year's cohort.

Hilary enquired if there were any students likely to want to repeat Year 13.

Phil noted that majority of the Year 13s are still planning to leave and as funding will not be available it is highly unlikely that students will want to repeat a year. Such students are more likely to take a year out if not going to take up university or work offers. It is also a strange vacuum for Year 11 students starting College. The SFCA guidance is to discourage such students from resitting their GCSEs as they will have to sit the exam at their old school. The SFCA are exploring steerage on this issue from the government.

The Chair asked Jason how he found remote teaching his subjects which were mainly practical.

Jason advised that the Art and Media department had had to change completely how their students worked remotely. The Media students did not have the technology at home that they needed and the textiles students have been unable to produce the art portfolios they need for university but this is a national problem not just a College one.

Andy Gregory asked if any staff or students had tested positive for the virus.

Phil observed that management were not aware of any students or staff that tested positive for the virus but one member of the finance team who presented with symptoms was tested and this came back negative.

Gareth highlighted that the College is doing a phenomenal job compared to other educational providers.

The Chair concurred and on behalf of the Corporation thanked Phil for his leadership and asked him to thank all members of the College staff for their hard work and congratulated them on their dedication to the students and the College.

Members acknowledge Phil's update and there were no further questions.

Phil highlighted that prior to the next meeting in October governors are welcome to have a look round the new Art Foundation department should they wish to.

7 Schedule of Business and Meeting Dates (2020-21)

The Clerk advised that she had pulled together draft dates but needs to discuss them with the new Director of Finance to check the timeline for the Finance & Estates committee to meet and the relevant Corporation meetings to consider and approve the financial submission to the EFSA due at the end of January 2021. Once these dates have been finalised she will share the dates with the governors before the start of the Autumn term.

8 Identify any discussion items classified as “Confidential & Restricted”

Members considered the discussions held and agreed that item 4. a (3) Financial Update be categorised as Confidential.

9 Any Other Business

None raised

10 Agenda Items for the next meeting

The Chair suggested that the governors receive the full Ofsted Inspection Report for consideration at the next meeting to pick up Ofsted's focus on governance in the Leadership and Management section.

11 Date of Next Scheduled Meeting – Tuesday 13 October 2020 TBC

12 Confidential & Restricted Items

1. Corporation Minutes 10 December 2019 (Confidential & Restricted)
2. Extra Corporation Minutes 25 February 2020 (Confidential)

See separate minutes

There being no further business the meeting closed at 6.45pm