

## Scarborough Sixth Form College

### **CORPORATION MEETING Tuesday 13 October 2020 – 5.30pm MINUTES**

Chaired by: Steve Oldridge

Members present: Ian Brabbs                      Andy Gregory                      Gareth Bullen                      Ros Jones  
Darren Mundy                      Neil Hughes                      Andy Bailey                      Phil Rumsey  
Michael McCluskie                      Kieren Moore                      Karina Jarmany

Members via Zoom: Hilary Ascott  
Mick Paxton

Also present: Alice Thornton – Assistant Principal – Item 3  
David Robinson – Assistant Principal – Item 4

Minutes taken by: Heather Campbell – Clerk to the Corporation

#### **Approval of appointment of new governors**

The Chair advised the members that following the completion of the procedure for the appointment of a new student governor Karina Jarmany had been appointed as the Student Governor and invited the members to approve her appointment.

Members unanimously approved Karina's appointment as Student Governor.

The Chair reminded the members that at the Corporation Meeting on 7 July 2020 they had approved the appointment of Kieren Moore as a Staff Governor.

Both new governors were invited to attend the meeting.

The Chair welcomed both new governors to their first meeting.

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

- a Apologies were received from Jason Saunby and Trish Hawkyard.
- b The meeting was quorate with 12 members present and 2 members present remotely.

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

There were no conflicts of interest raised.

### 3 **Assistant Principal's C&Q Report and Department Presentation**

The Chair invited Alice Thornton Assistant Principal to take members through her presentation.

Alice Thornton observed that she has been at the College for 18 years and Head of Art and Media which now includes Music. Alice took members through her presentation covering the following:

- Courses offered
  - 551 students across the Department which is a 27.3% increase on last year
- Results 3 year average with ALPs score
  - Consistently high results for the past 13 years
- What makes the Department an OUTSTANDING department
  - Teamwork – now have a big office that all staff can use has helped enormously
  - Culture of high expectations of students
  - Support offered to students who volunteer to attend lessons they are not timetabled for
  - Enrichment activities in place
  - Close monitoring of students
  - Marketing – post lots about the departments on social media
  - Fabulous new facilities have enabled the Department to recruit 32 Art Foundation students who have moved into the Bungalow
  - Moved Graphics to a more suitable teaching room
  - Textiles moved with break out areas for students to work independently
- Quality, Teaching, Learning and Assessment (all Departments)  
Last Year:
  - Introduction of quality cycle
  - Introduction of quality reviews – led to 2 members of staff being on PIPs
  - KAPs/APs/Working grades with reflection weeks
  - Systematic learning walks (ALT and AIH) – able to share best practice and inform CPD decisions
  - 3 QIP meetings a year (4 if in intensive support)
  - Department focus groups
  - Introduction of BTEC reviews  
This Year:
  - Implemented a new electronic PDR process for teaching staff
  - Research Targets
  - FOF
  - Quality Reviews
  - Learning Walks
- Tackling Under Performance – Biology  
Last Year
  - Change of specification
  - Subject review resulting in two members of staff being on PIPs
  - Weekly meetings with HoD
  - Rigorous QIP review meetings, discussions at student level
  - Department visit to Huddersfield New college

- Work scrutiny from John Leggott (member of the Venn Group)
- Regular focus groups and learning walks
- Support block timetabled

#### This year

- Early subject review with focus groups, extra subject review January
- Timetable changes
- Support block continued but improved
- Close monitoring of student interventions
- 2019 high grades 28.8%
- 2020 high grades 55.7% (CAG)
- Target 2021 49.3%

- Tackling Underperformance – Music

#### Last Year

- New teacher
- Change of specification for A Level
- Introduction of Music Technology vocational qualification
- Large investment in I.T.
- Enrichment opportunities

#### This year

- Introduction of Music Performance vocational qualification
- New teacher to teach appraisal section (all 1st and 2nd years attend)
- All students are having music lessons outside College
- Grade 5 Music Theory enrichment
- Teaching with rigor – appraisal tests every lesson
- Individual support for underperforming students
- 2019 high grades 25%
- 2020 high grades 40% (CAG)
- Target 2021 50%

- Focus on Remote teaching and learning (all Departments)

- Further training given on use of Teams for all staff (3 sessions this year already)
- 1-1 support for all teachers who need further training
- Guidelines given outlining expectations of all staff
- Support for all teachers and students who do not have I.T. access at home
- Departments have now written their own policy for teaching and learning
- Rigorous monitoring of all students and staff who are isolating

Alice asked if governors had any questions and the following matters were raised:

- Lot of good practice coming from the Art and Media Department – Alice confirmed that good practice is shared with all teaching staff through SharePoint
- Music at the College has been problematic over the years – Alice observed that she is dedicated to improve the Music provision at the College

The Chair noted Alice's passion for her subjects and asked if there was a cultural buy in across the whole of the College.

Alice confirmed that there was a tiny pocket who had not but would say 95% of staff were on board with the College mission for their students.

There were no further questions raised.

The Chair thanked Alice for her presentations and she left the meeting at this point.

#### 4 **Assistant Principal's Report and College Targets**

The Chair invited David Robinson Assistant Principal to take members through his presentation.

David advised that he was giving an overview of what has been a very odd year for exams and took members through the Results 2020 presentation. The following was noted:

- CAG – “in defence of algorithms”
  - results are awarded by algorithm every year
  - there was no way some students were not going to be disappointed with their results
  - the government requirement this year was to minimise grade inflation – the College may have been over careful in its CAG
  - Ofqual's algorithm lacked subtlety
  - small cohort subjects had the biggest problem with their grading
- CAG – what we can learn from it?
  - every trial exam / Key Assessment Point (KAP) is important and could be crucial
  - trial exam results need to be accurate
  - exam boards' administration can be chaotic (especially for vocational courses) so the College needs to ensure a good understanding of its students' records
  - if need to centrally assess grades next year anything students do this year is important and may have to count to their final grade
- A Level Results
  - The College carried out a thorough process in moderating them with HoDs
  - Pass rate overall 100% (last year 99%)
- GCSE Results
  - Moderating these was hard to do for Heads of Maths and English and they looked at the past 3 years results
  - The College is putting all GCSE students in for the November resits – CAG grades were 10% higher across the sector – the College was careful and honest with its CAG grades which may have disadvantaged some students when compared to other providers hence the decision to resit
- BTEC Level 3
  - Pass rate 100% - with students having to evidence coursework up to the March lockdown
- BTEC Level 2
  - big improvement in the pass rate 96.9 (86.2) – good cohort compared to previous 2 years

All departments working towards Alps grade 3 with the exception of Biology who are aiming for grade 4.

David asked if there were any questions and the following matters were raised:

- Maintaining Student morale and motivation must have been affected – David advised that it was too early into the Autumn term to judge but suspect the second year students had a more positive experience as the College kept on teaching them throughout lockdown
- The College carried out an assessment of last year's first year students early in the autumn term and this was slightly down on the same time last year - looking at doing a proper end of year exam and exploring ways to build their knowledge and understanding back up
- New students appear to have had a positive experience as they were asked to carry out online tuition for subjects they were interested in

Phil advised that results day was flat even though majority of university places were not affected. Some students happy with their results, although high fliers who were expected to get A\* were downgraded to an A and the College tried its best for those students.

Neil observed that Alice had noted that Biology was working toward improving is this the same for other subjects.

David advised that Biology will have in year assessments, the first of which has been carried out.

Phil noted that the Biology students may have been disadvantaged but the College had to go on its own internal assessments. Parents will be able to see on the portal what their child should be working towards. And this means if CAGs are used again for next year the College will be ready.

Andy Gregory asked whether the College management thought the new intake would not have had the same start that the 2<sup>nd</sup> year had when they started.

Phil advised that he suspected that it was the new second year that had been disadvantaged by the pandemic.

The Chair asked Karina as a second year student what she thought.

Karina observed that she thought that both year groups had had the same experience which was more different than a disadvantage – the College was putting on Aspire sessions for students who wanted to go to university. The main thing that was different was students do not get to mingle. All I students had been told that all of the work they do will be taken into account.

Dave disclosed that in his AS Maths group 4 of the students were isolating and he live streamed the lesson and also recorded it. All 4 of the students were there and taking part through 'Chat'. It is in the student's interest to be there, do the work and hand in assignments. The College was able to monitor attendance during on line lessons.

Gareth noted that in his business he does a lot of meetings using Teams and enquired if the College Teams had break out rooms.

Dave advised that break out rooms were used and noted that Teams was developing all the time with the College developing how to use it on a daily basis.

Phil highlighted that College management were working toward all students having an electronic device so they can take part in remote learning.

No further questions were raised and the Chair thanked David for his presentation and he left the meeting at this point.

### **ACTION**

Clerk to email Presentations to the Governors.

## 5 **Minutes of the previous meeting**

### a **Agree minutes**

#### **APPROVED**

The Minutes dated 7 July 2020 were approved and signed by the Chair subject to minor amendment to Members present to include Darren Mundy.

The Confidential Minutes dated 7 July 2020 were approved and signed by the Chair subject to minor amendment to Members present to include Darren Mundy.

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

### b **Action previously agreed**

The Chair observed the two Actions from the 7 July 2020 meeting had been completed.

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

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

## 6 **Reports and Recommendations from Committees**

### a. **Finance and Estates**

(1) Confidential Minutes of Extra meeting held on 27 August 2020

#### **APPROVED**

- i. The Confidential Minutes of the Extra meeting held on 27 August were approved and signed by the Chair
- ii. The Budget 2020-21

- iii. Formally acknowledged the previously agreed Support Staff Pay Award of 2.5% effective from January 2021
- iv. Authority for the F&E Committee to approve a Teaching Staff Pay Award effective from September 2020 of no more than 3%

(2) Confidential Financial Update

The Chair referred to the Confidential Financial Update and members noted the report with no matters raised.

7 **Principal's Report (including Enrolment Report)**

(i) **Principal's Report** – this was regarded by members to be confidential business and is included in separate Confidential minutes

(ii) **Enrolment Report**

Phil referred members to the VP's tabled Enrolment Report 2020 and highlighted the following:

- College was aiming for 939 16-19 year-olds and had enrolled approximately 1,000
- Lower enrolment last year – suspected that Pindar was the problem as they had a poor year group
- Not clear what has caused this year's higher enrolment but feel that having 2 early enrolment days secured the students earlier so they did not go elsewhere
- Expecting 1,100 for next year and 1,200 the following and confident that the College will get the numbers
- The higher numbers this year are lagged funded but the College will received higher funding for next year
- Higher intake has not incurred extra staffing costs
- Two thirds of the students are girls which has been the norm in the past but never been able to clarify why this is

Members noted the Key Points in the Report and no matters were raised.

(iii) **Safeguarding Data and Analysis**

Phil referred to the tabled report and advised that there were no urgent matters to raise with the members and the document was for them to note.

The Chair observed that Planned Actions / Areas to develop included Site Security and enquired what College management was planning to do with regards to security.

Phil advised that College management will look at Site Security and the costs involved next year as may be able to put in a CIF bid to help fund tightening the security of the site. Management had look at it earlier this year and various options were considered including putting barriers on entrances into car parks but felt this was not practical considering the openness of the site and also looked at having a closed off site but preference was to keep it as an open site which was safer than locking everyone in with a possible terrorist/bomb.

The Chair highlighted that evidence of the Site Security review and costings would need to come to the Corporation for approval.

Michael noted that the Scalby Federation was taking over Lady Lumley's school in Pickering and in a recent visit he felt the security was compromised at the school as some of its buildings were used by the local community and he would be looking at have that site enclosed.

There were no further matters raised.

8 **Confidential item (see separate minutes)**

9 **Confidential item (see separate minutes)**

10 **Clearer Role and Status for FE Colleges**

The Chair referred to the tabled report and advised that this was a report prepared by a Think Tank and it emphasised that FE colleges need to be given a clearly defined role in the education system and have their own identity.

Phil observed that it re-emphasises that the College was the local secondary schools' sixth form and that the ESFA are GFE focussed and do not understand that sixth form colleges are different. Although the question going forward is does the College stay as a sixth form college as constantly have to battle that the College is a niche provider.

Andy Gregory highlighted that the College set out their rational for being a standalone successful college would be better.

Andy Bailey observed that the status of the College needs to be comparative to employers as well as universities.

Phil agreed and noted that if this document ties in with the government's White Paper then this may give colleges' clearer direction. Although one of his concerns is that the Secretary of State for Education wants to get rid of BTECs and if these are taken away it will remove social mobility for a lot of students.

11 **Self-Assessment**

(i) Arrangements for Governors involved in the College SAR

Phil advised that the plan was to do as last year with governors involved in sections of the SAR. The Clerk will send out an email this week inviting governors to let her know if they want to be involved and section(s) of preference.

**ACTION AGREED**

Clerk to email all governors this week inviting them to let her know if they want to be involved and section(s) of preference.



(ii) **Governors SAR – Leadership and Management**

The Chair referred members to the Governors SAR 2019-20 and noted that it reflects the requirements of the work of governors within the new Ofsted Education covering 3 core functions of those responsible for governance at the College.

Members noted the paper and no matters were raised.

12 **Receive Guidance on Confidential / Restricted Business**

The Chair highlighted that he felt the guidance tabled by the Vice Chair was good tool to have and would be helpful for himself and the Chairs of Committees when considering the classification of business discussed in meetings. He thanked Ian for pulling together the guidance.

Ian observed that it would be good practice for committee Chairs and the Clerk to have a copy of the guidance with them at every meeting to assist them determine what business was Confidential or Restricted. He also stressed the need for committee Chairs to include the reasons for classifying business as Confidential or Restricted in the minutes to the meeting to assist the Search Committee when it reviewed such classification as it was required to do under the Instruments of Government on an annual basis.

The guidance was noted with no matters raised.

13 **Receive and Approve updated DBS Policy (Governors)**

Ian advised the Search committee had looked at policy and the highlighted sections in the document were where the Search Committee had made minor amendments to the wording of the policy and the amended policy recommended for approval by the Corporation.

**APPROVED**

The amended policy was approved by the members.

14 **Receive and Approve S6F Careers Programme 2020/21**

Phil advised that the plan for this academic year had been to get all L6 students (500) into work placements but due to the pandemic this will not be possible. The Careers programme is set up with a lot of virtual Open Days and opportunities being promoted through Teams.

The Chair asked the governors to approve the Careers Programme 2020/21.

**APPROVED**

The Corporation approved the S6F Careers Programme 2020/21.

15 **Annual Complaints Report**

Phil advised that the College had had one complaint from a parent regarding his daughter's CAG who had asked for details through a subject access request which had been dealt with and there was therefore no formal complaint to be brought to the Corporation.

16 **Venn Partnership Update**

Phil advised the Venn group had put a bid in to the DfE's College Collaboration Fund (CCF) for £158,687 which had been successful and will be shared across the 5 colleges. The purpose of the Venn CCF Project is digital and blended learning across the colleges in the group. Interviews for a Project and Operations Director are being held this Friday.

The Chair asked Phil to bring to the next Corporation a Briefing Paper on the milestones and achievements expected from the collaborative project and Phil confirmed he would.

Neil asked who has the responsibility of handling the fund.

Phil advised that the Chair of the Venn group is changed on a yearly basis and this year it is the Principal at Wilberforce therefore Wilberforce had been appointed as the lead college and they will handle the finances for the project.

17 **Identify discussion item classified as "Confidential & Restricted"**

Members considered and agreed discussion Items 7(i), 8, and 9 be categorised as 'Confidential'.

18 **Agenda Items for the Next Meeting**

- Venn CCF Project Briefing

19 **Any Other Business**

None matters were raised.

20 **Date of Next Meeting – Tuesday 15 December 2020**

Kieren and Karina left the meeting at this point.

21 **Confidential Items & Restricted Minutes**

See attached.

*There being no further matters raised the meeting closed at 7.30pm*

*NB: Hilary and Mick advised the Clerk after the meeting that they had to drop out after an hour as the remote access sound and visual was poor.*