

Scarborough Sixth Form College

CORPORATION MEETING
Tuesday 20 April 2021 – 5.30pm
MINUTES

Meeting conducted remotely via Teams

Chaired by: Steve Oldridge

Members present: Mick Paxton Andy Gregory Darren Mundy Andy Bailey
Neil Hughes Michael McCluskie Phil Rumsey
Jason Saunby Kieren Moore

Also present: Lesley Clemmet, Director of Finance & Resources.
Pauline Odulinski, ETF Board Reviewer observing

Minutes taken by: Heather Campbell – Clerk to the Corporation

The Chair welcomed Pauline Odulinski and invited her to introduce herself to the members.

Pauline advised that she would be carrying out a Board Review, which the FE Commissioner recommended as a development opportunity for the board. Pauline has a passion for inclusion and diversity and uses this to work with boards to develop inclusive practices, value positive impact of diversity on outcomes and role modelling best practice. She has worked on various projects and is attending this meeting as an observer.

1 Apologies for absence

- a Apologies were received from Ian Brabbs, Ros Jones, Hilary Ascott, Gareth Bullen and Karina Jarmany.
- 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 Minutes of the previous meeting

a Agree minutes

APPROVED BY THE CORPORATION

- i) The Minutes dated 15 December 2020
- ii) The Minutes of Extra meeting held on 26 January 2021
- iii) The Confidential Minutes of the Extra meeting held on 26 January 2021

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

b Action previously agreed

The Chair referred to the report's work in progress item:

15-Dec-2020 Item 11 a – Phil and the Clerk to explore how other colleges provided feedback to staff and students and the role of Staff and Student Governors in such feedback

The Clerk advised she put the question to the NorVIC Clerks group and is awaiting a response. She also discussed the question with Pauline and it has been included in Scope for the Board Review.

c Updates from Clerk or Management – None.

d Matters arising not covered in agenda – None.

4 Receive updated Quality Improvement Plan 2020-21

The Chair referred to the 2020-21 Plan and noted that it had now been RAG rated. All items in the plan were either Green, indicating that they had been completed or Amber indicating that the Actions would be completed within the specified timeframe. He asked Phil to comment on the Plan.

Phil advised that management review the plan at their weekly CMT meetings and update the sections they are responsible for and this stops any items falling behind in to a Red rating.

Andy noted that it was a good report, but under section 3, asked how management know that the quality of the remote teaching is good for those students not in the classroom.

Phil observed that Alice Thornton, Assistant Principal asks the Heads of Departments to monitor on a weekly basis that quality of the teaching for students having to attend lessons remotely and feed back to her on this.

The Chair, referring to a media comment on the subject, enquired if the teachers assessed grading will mean that disadvantaged students not doing as well as the non-disadvantage students.

Phil said that the College has put in extra measures and support for all students and has continually emphasised to all students that every piece of work they complete goes towards their final grading..

Michael observed that this pandemic has disadvantaged all students and acknowledged that concerns have been raised that teachers could show bias, when setting their grades but he assured members that there is clear guidance given to all teachers and that they will be challenged on the grades they give.

The Chair asked if there were any further questions and no matters were raised.

5 **Receive Finance Update**

See separate Confidential minutes.

6 **Receive Attendance Commentary March 2021**

The Chair referred to the report and invited Phil to take members through it.

Phil observed the data is as accurate as our MIS team can get it and attendance was surprisingly better than we thought it would be considering the potential impact of the pandemic.

Neil noted that the GCSE attendance in lessons had dropped was there a reason for this.

Phil confirmed that results for Maths and English resits in November do not come through until January. Therefore, some students who think they have done well may consider that they do not need to attend further lessons. This has been an ongoing problem for a handful of students but management will continue to look at ways of addressing this.

Darren Mundy highlighted that the College attendance figures are very positive and noted that student attendance has been very difficult for all providers over the past year.

Phil noted that staff were teaching remotely as well as some having to home school their own children and they did a good job of keep the high number of students on track and attending their lessons. Moreover, continual reminders from staff and management to all students that the work they do all counts towards their final grade has also helped keep attendance up.

The Chair asked Michael as a Head teacher what his take was on keeping pupils on track.

Michael highlighted at one point nationally attendance was around 90% but this has gone down to 85% and in North Yorkshire it is 83% and he feels it is probably the most vulnerable that have missed out with a lot of pupils and students having lost their motivation as they have been out of education for so long. It is a burning issue across the sector.

There were no further matters raised.

7 **Reports and Recommendations from Committees**

a. Employment and Welfare Committee

- (1) Minutes of meeting held on 2 March 2021
- (2) S6F Lone Working Policy
- (3) Receive Safeguarding Update February 2021

It was noted that there was a recommendation on page 3 of the EWC Minutes that the Corporation approve the 'Health, Safety and Well Being Policy Statement' which had not been included in the Corporation papers to enable the members to consider and approve. The Clerk apologised she had not noted this from the minutes and will add it to the next Corporation meeting for consideration and approval.

ACTION AGREED

Clerk to add Health, Safety and Well Being Policy Statement to the next Corporation meeting for consideration and approval.

APPROVED BY THE CORPORATION

- i. The Minutes of the meeting held on 2 March 2021.
- ii. The S6F Lone Working Policy.

The Chair referred members to the Safeguarding Update February 2021 and members noted the update with no matters raised

b. Search Committee

- (1) Minutes of meeting held on 9 March 2021
- (2) Approve Updated DBS Policy for Governors
- (3) Approve Record of Governor Skills Template
- (4) Approve Procedure on the Appointment (incl. Re-appointment) and Induction of a New Governor
- (5) Approve Brief Guide to being a Governor
- (6) Approve the re-appointment of Ian Brabbs as a full member of the Corporation for a term of 4 years and re-appointment as Vice Chair of the Corporation

APPROVED BY THE CORPORATION

- i) The Minutes of the meeting held on 9 March 2021
- ii) Updated DBS Policy for Governors
- iii) Record of Governor Skills Template
- iv) Procedure for the Appointment (incl. Re-appointment) and Induction of a New Governor
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The Chair raised the following governor recruitment, which the Search committee had considered in their last meeting:

Independent Member & Safeguarding Link Governor

With the retirement of Trish Hawkyard, Independent Member and Safeguarding Link Governor, the board needed to find a replacement. The Search committee tasked the Clerk to implement a recruitment process and because of which, the Chair and Principal had interviewed Jackie Adams. During her career Jackie has held senior nursing appointments including a role as a senior advisor on safeguarding matters. Therefore, the Chair and the Principal recommended that the Corporation approve Jackie Adams appointment as an Independent Member (Safeguarding Link Governor) and as such a member of the Employment and Welfare Committee.

APPROVED BY THE CORPORATION

Jackie Adams appointment as an Independent Member (Safeguarding Link Governor) and a member of the Employment and Welfare Committee and her term of office will be 4 years from 20 April 2021 to 19 April 2025.

Parent Governor Vacancies

The Chair advised that we have struggled over the past couple of years to recruit Parent Governors but in the recent recruitment drive via an email from the Principal two parents asked for information and one confirmed they were interested. Phil and he met with Amanda Borrett who is another excellent candidate, previously Chair of PTA at her children's school and currently she has one child at the College and one coming up. Therefore, the Chair and Principal strongly recommend Amanda Borrett be appointed to the Parent Governor role.

APPROVED BY THE CORPORATION

Amanda Borrett's appointment as a Parent Governor and her term of office will be for 2 years from 20 April 2021 to 19 April 2025.

ACTION AGREED

Clerk to confirm, subject to completion of the checks set out in the Governor Appointment Procedures, that their appointments as College Governors was approved.

Jason referred members back Paper N Brief Guide to being a Governor, and asked if this guidance was the same for Student Governors.

Phil advised that he was not aware that there was any specific or separate guidance for Student Governors, but will take the question back to the next Search committee to consider if separate guidance required.

The Chair referred members to item 13 Any Other Business a) Chair of Corporation term of office in the Search Minutes and highlighted that he will be standing down at the end of his term of office in October 2022. He advised that the Search Committee will be exploring various options to recruit a new Chair of the Corporation and if there are any current members of the board interested to let him or Phil know.

ACTION AGREED

Phil to ask the Search Committee to re-visit the Brief Guide to being a Governor and would it cover Student Governors.

c. Audit Committee

(1) Minutes of the meeting held on 17 March 2021

The Chair asked Andy if he had any comments he wanted to add on the minutes

Andy advised there were a number of outstanding recommendations they wanted management to address. Tania the Assistant Principal is now overseeing Internal Audit and was tasked with the following:

- Internal Auditors asked to cross-check if outstanding recommendations had been dealt with and send an updated schedule
- Internal Auditor will now send monthly update for the College Management Team on the status of recommendations for them to ensure they are followed-up and completed
- Risk Register – he shared the SFCA Risk Register template at the meeting that he had picked up from the SFCA webinar on Risk and Phil agreed to explore whether the current format can be tweaked to give more depth to the information the committee receives
- Cyber Security – this has now been allocated internal audit days.

Andy noted that he expected the above to be resolved for the next Audit meeting.

APPROVED BY THE CORPORATION

- i) The Minutes of the meeting held on 17 March 2021.
- ii) The Confidential Minutes of the meeting held on 17 March 2021.

d. Finance & Estates

(1) Minutes of the meeting held on 24 March 2021.

APPROVED BY THE CORPORATION

- i) The Minutes of the meeting held on 24 March 2021.

See separate Confidential & Restricted minutes.

8 **Venn Group Update**

See separate Confidential Minutes

9 **Identify discussion item classified as “Confidential & Restricted”**

Members considered their discussions and agreed Items 5 and 8 classified as Confidential and there were no discussions requiring classification as Confidential and Restricted other than under Item 13 below.

10 **Agenda Items for the Next Meeting**

None proposed.

11 **Any Other Business**

None raised.

12 **Date of Next Meeting – 25 May 2021**

The Chair observed that depending on how easing of lockdown progresses, he would expect the next would be face to face but this would be subject to the announcements from the government nearer the time.

13 **Confidential Items & Restricted Minutes**

See attached Minutes.

There being no further matters raised the meeting closed at 7.00pm