

# QUEEN ELIZABETH SIXTH FORM COLLEGE

## **Minutes of the Meeting of the Board of the College Corporation Thursday 29 June 2017**

Present: Mr A Teague, Acting Chair  
Mr I Clyde  
Mr P Davison  
Mr J Deane  
Mr T Fisher  
Mrs J Hillyard  
Prof L Oglesby  
Mr D Warman

Apologies: Ms J Ashmore  
Mr S Heath  
Mr C Kipling  
Mrs J Pan  
Mr S Regan  
Mr A Wilson  
Mr C Wiper

In attendance: Mr M Baker  
Mrs L Bates  
Mr S Hargrove  
Dr S Hunnisett  
Mr L Job  
Mr S Dowson, Clerk

44/17 Declarations of interest

There were no declarations of interest.

45/17 Urgent business

There was no urgent business.

46/17 Appointment of new Student Governors

Governors approved the appointment of Miss I Joyce and Mr T Weston as Student Governors for 2017-2018.

47/17 Minutes of the previous meeting

The minutes of the meeting held on Thursday 25 May 2017 were agreed by the Board and approved for signing by the Chair.

48/17 Matters arising

There were no matters arising.

49/17 Governor Training – Voyager

Mr Hargrove gave a presentation on the new student information system Voyager which was being introduced before the end of term. Mr Hargrove explained that Voyager was designed to meet the needs of the new Progress Tutors and highlighted some of the useful features, for example the low attendance list, which would help Progress Tutors to support individual pupils and tutor groups.

In reply to a question from Mr Davison, Mr Hargrove explained that some of the data, for example attendance, was updated live through the registers and other information, for example progress data, was inputted as and when it was available. Mr Hargrove said that Voyager was a significant improvement on the previous system Staff Advantage. It was a credit to the Management Information System team who had set Voyager up in time for it to be introduced and tested before the end of term.

50/17 Sixth Form College Association update

Mr Fisher said that the most recent Sixth Form College Association (SFCA) update had been included on the agenda because of the item about strike pay deductions.

Mr Fisher explained that some college staff had been involved in strikes in the past which were against the Secretary of State, not the College, and that the College made deductions from pay of 1/260 for each day on strike.

The rate of deduction had been successfully challenged by the unions and the Supreme Court had ruled that deductions from pay should have been made at a rate of 1/365.

Although staff would have to go to court individually to challenge any previous deductions the SFCA had proposed that they agree a mechanism which would help to resolve potentially complex historical pay, National Insurance and pension calculations. It was hoped that QE would be able to follow any agreed process.

51/17 Safeguarding Report

Mr Job reassured Governors of the College's absolute commitment to training all members of staff and guided the Board through the Safeguarding Report which gave details of the work that had been done over the past year.

Areas for development for next year are:

- The implementation of an electronic safeguarding system to record incidents and, as appropriate, to share information with colleagues without compromising confidentiality
- Create an action plan following completion of a safeguarding audit from Darlington Children's Safeguarding Board
- Following appropriate consultation, implement the recommendations in 'Guidance for safe working practices for the protection of children, young people, vulnerable adults and staff in education'.
- The member of staff with responsibility for Looked After Children (LAC) will meet with each LAC student after every progress point to discuss their grades and how

they can be supported to achieve their target grades. This will also involve some progression planning which will link into their PEPs. There will be training for staff to enable them to support LAC's effectively

- Review the tutorial programme in light of the change to a specialist tutor model in order for students to be even more aware about safeguarding, including Prevent and the promotion of British values
- Maximise opportunities within curriculum areas for British values to be promoted and discussed

In answer to a question from Professor Oglesby about the four serious bullying incidents that had been recorded on the central bullying log, Mr Job said that they had been thoroughly and effectively dealt with and were regularly revisited to ensure they did not happen again.

The Committee **accepted** the Safeguarding Report and **approved** the Safeguarding Policy dated June 2017.

#### 52/17 College Policies update

Mr Fisher explained that new policies were always brought to the Board's attention for approval but changes to existing policies were not necessarily highlighted unless significant. Policies were always available to review online.

Mr Davison pointed out that the online policies did not appear to have a QE heading and/or a date when last reviewed. Dr Hunnisett replied that the online policies could only be viewed through the College's internal system and so could not be mistaken as anyone else's policies. Including a logo on each policy could add considerably to the computer memory requirements

Mr Clyde suggested that Governors were appointed as sponsors for each policy. Mr Fisher replied that almost all policies were categorised under group headings which could make the allocation of policies to Governors a practical proposition.

**Action** The College will review the policy document management procedure and consider the allocation of policy supervision to individual governors.

#### 53/17 Marketing and Student Recruitment

Mr Job explained that the College had already received the highest number of applications ever this year and more were anticipated. Also a higher number of students (two hundred compared to fifty last year) who did not attend Bridging had applied to attend for an enrolment interview once they had received their results.

Mr Job said that the College was constantly refining and reviewing its recruitment and had been very proactive and persistent this year using social media to target social groups and postcodes and harnessing feeder schools to help through curriculum links.

In answer to a question from Mr Deane, Mr Fisher replied that the College could cope with an unexpected increase in student numbers in September 2017. Mr Fisher explained that it is not just the total number of staff but also having enough staff with the right specialisms. A

higher number of students in total or requesting particular courses is a problem that would need to be resolved but is a good problem to have.

Professor Oglesby congratulated the College on the success of the very comprehensive marketing and student recruitment strategy. The Board approved the proposal to add details of higher education and employment destinations to the QE website.

- 54/17 Financial Strategy 2015-2017, Budget 2017-2018 and Two Year Financial Forecast 2017-2019  
Mr Hargrove explained that the Financial Strategy 2015-2017, Budget 2017-2018 and Two Year Financial Forecast 2017-2019 had all been scrutinised by the Finance and Resources Committee and recommended for approval by the Board.

Mr Hargrove said that the Budget 2017-2018 proposed a smaller surplus than in previous years largely because of the change to the Progress Tutor model. However there would still be an operating surplus of £255,000 and the financial rating was still 'outstanding'.

The Board **approved** Financial Strategy 2015-2017, Budget 2017-2018 and Two Year Financial Forecast 2017-2019

- 55/17 Student Bursaries and Financial Support 2017-2018  
The Board **approved** the Student Bursaries and Financial Support 2017-2018 which remained unchanged from the previous year.

- 56/17 Tuition Fees 2017-2018  
The Board **approved** the Tuition Fees 2017-2018 which remained unchanged from the previous year.

In reply to a question from Mr Warman, Mr Hargrove said that Tuition Fees were not an obstacle to recruitment.

- 57/17 Insurance Declaration  
Mr Hargrove reminded Governors of their duty to declare anything of which they were aware that could potentially give rise to a claim on the College's Governors Liability insurance.

- 58/17 Strike pay deductions  
Mr Fisher introduced the letter from the National Union of Teachers about strike pay deductions. Mr Fisher explained that typically about 40 members of staff had taken part in each strike in the past. The deductions from pay had been in effect a saving and so the repayment of part of the deduction did not pose any financial risk to the College.

It was estimated that the total cost would be in the region of £10,000.

- 59/17 Audit Committee – 5 June 2017 (draft)  
The Board **accepted** the draft minutes of the Audit Committee of 5 June 2017 which included details of the work of the Internal Audit.

60/17 Search and Review Committee – 12 June 2017 (draft)

The Board **accepted** the draft minutes of the Search and Review Committee of 12 June 2017

The Board **approved** the following appointments in addition to the appointment of the Student Governors above.

1. Mr Andy Collishaw, Co-opted Governor and member of the Audit Committee, to be reappointed for one year with effect from 1<sup>st</sup> April 2017.
2. Mr Stephen Heath, Independent Governor and member of the Curriculum and Standards Committee, to be reappointed as an Independent Governor for four years with effect from 29<sup>th</sup> June 2017.
3. Mr Steven Regan, Staff Governor and member of the Audit Committee, to be reappointed as a Staff Governor for four years with effect from 29 June 2017 and to retire from the Audit Committee.
4. Mr Joe Deane, Independent Governor, to be appointed to the Audit Committee with effect from 29 June 2017.
5. Mr Iain Clyde, Independent Governor, to be Parent Governor for two years with effect from 29 June 2017.

61/17 Curriculum and Standards Committee – 15 June 2017 (draft)

Mr Teague highlighted the increased sophistication of the Lesson Observation programme and the introduction of the Teacher Mentor Scheme. When questioned about the purpose of the scheme, Mrs Bates explained that the Teacher Mentor Scheme will be trialled for one year with the aim of supporting improvements in teaching and learning across the College.

In answer to a question from Professor Oglesby about staff turbulence mentioned in one particular subject in Course Support, Mr Fisher explained that a member of staff had been on long term sick and it had taken a few weeks to establish suitable continuity of cover. Additional support was arranged to ensure the students were not disadvantaged and students report that they are feeling confident about this year's exams.

The Board **accepted** the draft minutes of the Curriculum and Standards Committee of 15 June 2017

62/17 Finance and Resources Committee – 19 June 2017 (draft)

The Board **accepted** the draft Finance and Resources Committee of 19 June 2017.

In addition to the finance reports above the Committee had approved the use of £56,000 of College money to support the £158,000 external funding already allocated from the Capital Improvement Fund to undertake work on the main entrance, rooves and perimeter wall.

63/17 Governor Dashboard

Mr Hargrove explained that the Governor Dashboard was broadly similar to May with the exception of the changes to the financial areas which had already been discussed above.

64/17 Governance Quality Improvement Plan – Evaluation and Impact

The Board **approved** the updated Governance Quality Improvement Plan.

65/17 Proposed meeting dates and annual timetable 2017-2018

The Board **approved** the proposed meeting dates and annual timetable 2017-2018.

66/17 Confidentiality

There were no confidential matters.

67/17 Date of next meeting

28<sup>th</sup> September 2017