

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the Meeting of the Board of the College Corporation Thursday 28th June 2018

- Present
- Mr C Wiper, Chair
 - Mr I Clyde
 - Mr P Davison
 - Mr T Fisher, Principal
 - Mr S Heath
 - Mrs J Hillyard
 - Mr C Kipling
 - Prof L Oglesby OBE
 - Mrs J Pan
 - Mr A Teague
 - Mr D Warman
 - Mr A Wilson
- Apologies
- Ms J Ashmore
 - Mr J Deane
 - Mr S Regan
- In attendance
- Mr M Baker
 - Mrs L Bates
 - Mrs N Davison-Terranova
 - Dr S Hunnisett
 - Mr L Job
 - Mr K Sharma, Student Governor from September 2018
 - Mr S Dowson, Clerk
- 59/18 Declaration of Interests
There were no declarations of interest.
- 60/18 Urgent Business
There was no urgent business.
- 61/18 Welcome
The Chair welcomed Mrs Natalie Davison-Terranova, Principal/Chief Executive of Bishop Auckland College.
- 62/18 Appointment of new Student Governors
The Chair explained that it was normal procedure to appoint the President and Vice President of the Student Association as Student Governors for the year of their office. The Chair introduced Mr Kion Sharma, President of the Student Association, who was present at

the meeting. Mr Andrew Brown, Vice President of the Student Association, had been unable to attend.

The Governors **approved** the appointment of Mr Sharma and Mr Brown as Student Governors for 2018 – 2019.

63/18 Minutes of the Board Meeting held on 24 May 2018

The minutes of the meeting held on 24 May 2018 were **agreed** by the Board and **approved** for signing by the Chair.

64/18 Matters Arising

There were no matters arising.

65/18 Governor Training

Mr Fisher listed the Governor Training over the previous year and asked Governors to contact him to let him know how effective they thought the current format of Governor training was and what the future content of Governor Training should be.

Mr Fisher described how National Governance and the Local Authority were withdrawing from education leadership and handing responsibility to academy trusts.

Prior to academisation QE had been the second biggest education provider in the Darlington area. This was no longer the case.

Mr Fisher suggested that future Governor training should make Governors aware of the changes and the opportunities the national move to academisation presented so that Governors could make informed decisions in the future. It was important to be constantly forward and outward looking and not to simply assume QE should stay as it is indefinitely.

Future options might include, for example, forming or joining an academy or multi academy trust, academy sponsorship, a federation, a teaching school alliance, a partnerships and/or a merger.

Professor Oglesby said she welcomed the more forward thinking Government policy of handing leadership back to schools and colleges. However there were many more factors for Governors and school and college leaders to consider now that schools and colleges were no longer simply dictated to by the Department for Education. It would be important in future to select leaders and senior managers with the appropriate skills.

Governors agreed that they should keep abreast with the rapidly changing external environment and to ensure that they are armed with as much information as possible.

66/18 SFCA Briefing Update

Mr Fisher highlighted the pay consultation survey and explained that it would become more and more difficult to continue to give limited pay increases to teachers in future.

67/18 Observation of Teaching, Learning and Assessment Report

Mrs Bates introduced the Lesson Observation Report 2017-18, which had been circulated with the papers for the meeting.

Mrs Bates highlighted the key elements of the report, in particular the launch of the peer to peer mentoring scheme in December 2017.

In response to a question about the number of staff involved in the observation team, Mrs Bates explained that the lesson observation team had been increased and that she was happy that it was now the correct size.

There were fewer 'not yet good' lesson observations this year, (4%) compared to last year, (7%).

Mr Fisher congratulated Mrs Bates on the excellent developments in the lesson observation system.

The Governors **accepted** the Lesson Observation Report 2017-18.

68/17 Draft Subject Quality Review Trial 2018-19

Mr Fisher explained that the Subject Quality Review Trial 2018-19 was a pilot scheme that aimed to develop the lesson observation system further and look in detail at everything a teacher is doing including the assessment process and student files, subject planning and student feedback.

In response to questions about the developmental value of the pilot scheme, Mr Fisher said that good practices will be shared and areas for development will be identified and included in the departments QIP.

Where good practice is identified, this will be highlighted as practice to 'share' after the review.

The Governors **accepted** the Subject Quality Review Trial 2018-19.

69/18 Safeguarding Policy and Prevent Strategy

Mr Job explained that the Safeguarding Policy was continually reviewed and updated and formally approved by Governors in June each year.

The DfE publication, 'Keeping Children Safe in Education – statutory guidance for schools and colleges September 2016' was currently being updated and would be available in September 2018. Consequently there may be some changes to the QE safeguarding policy and Prevent strategy in the new academic year.

All students and staff undergo Prevent training each year.

In reply to a question about staff presence at official and unofficial College events Mr Fisher replied that the College always made it clear what were official and unofficial events. Staff were always present at official events.

In answer to a question about the number of safeguarding incidents each year Mr Job explained that any incident that could impact on educational achievement, for example bereavement, could be classified as a safeguarding matter. Incidents are recorded on Voyager and carefully sub-categorised.

The Governors **approved** the Safeguarding Policy and Prevent Strategy.

70/18 Staffing the Curriculum procedure

Dr Hunnisett explained that the Staffing the Curriculum policy had been updated following the introduction of the new tutorial system. When asked about the impact of the new tutorial system, he answered that having qualified teachers as tutors and flexibility of teaching staff between departments ensured the optimum use of staff time.

The Governors **approved** the Staffing the Curriculum procedure.

71/18 Marketing and Student Recruitment Strategy

Mr Job said that this year had seen the second highest number of student enquiries which was very encouraging given that Darlington and the surrounding area are at the bottom of the demographic dip. Mr Job warned that the enquiries still had to be converted into student numbers.

Governors asked about the reasons behind this encouraging data and Mr Job explained that this year there were more strategies involved in advertising the College via additional links with schools and marketing activities.

The Governors **accepted** the Marketing and Student Recruitment Strategy

72/18 Review of Tutorial System

Student views of the new tutorial system were positive. Forty teachers had been interviewed. All interviewed teachers supported the new tutorial system. Teachers reported that they liked the extra time to teach each week and the opportunity to focus solely on teaching. Governors asked if support for the new system was unanimous. A few teachers had indicated that they missed some elements of the old system but none expressed a wish to return to it.

The Governors **accepted** the review of the new tutorial system.

73/18 Financial Papers

- Financial Strategy 2018-21
- Budget 2018-19
- Two Year Financial Forecast 2018-19
- Student Bursaries and Financial Support
- Tuition Fees

The Chair explained that the Finance Director was unable to attend the meeting because he was chairing the Finance Committee of the new Swift Academies.

All the financial documents had been scrutinised by the Finance and Resources Committee at their meeting on 18th June 2018 and recommended for approval by the Governing Body, as recorded in the draft minutes of that meeting which had been tabled at today's meeting.

The Governors **approved** the:

- Financial Strategy 2018-21
- Budget 2018-19
- Two Year Financial Forecast 2018-19
- Student Bursaries and Financial Support
- Tuition Fees

74/15 Insurance declaration

The Chair reminded Governors of the requirement to declare any issue in which they are involved or of which they are aware which may be relevant to any future insurance claim.

75/18 Audit Committee – 4 June 2018 (draft)

Mr Teague highlighted the contribution of the Internal Auditor and Mr Chris Hammond, QE's Data Protection Officer to the Audit Committees understanding of the new General Data Protection Regulations at their meeting on 4th June 2018.

The Governors **accepted** the draft minutes of the meeting of the Audit Committee on 4th June 2018

76/18 Search & Review Committee – 11 June 2018

The Clerk explained that the meeting of the Search and Review Committee on 11th June did not go ahead as it was not quorate.

The Governors noted the retirement of Mr P Davison on 31st August 2018 after 15 years. Mr Davison was first appointed in September 2003.

Governors **approved** the re-appointment of Professor Leni Oglesby OBE for a further four years from 1st July 2018

Governors **approved** the re-appointment of Mr Andrew Teague for a further four years from 1st July 2018

The Clerk explained that there are changes to the automatic disqualification rules for Charity Trustees and some senior management posts with effect from 1st August 2018.

The changes mostly relate to bankruptcy.

The Clerk circulated a declaration that had been provided by Gov.UK which he asked Governors and Senior Managers to sign and leave with him.

77/18 Curriculum & Standards Committee – 14 June 2018 (draft)

Mr Teague said that although attendance was a bit disappointing if the predicted VA of +0.22 was achieved the college would have every reason to be delighted.

The Governors **accepted** the draft minutes of the Curriculum and Standards Committee of 14th June 2018.

78/18 Finance & Resources Committee – 18 June 2018 (draft)

Minute 08/18. Professor Oglesby explained that she understood what professional standards payments were, her question had been are they axiomatic?

The Clerk will make the necessary alterations to the draft minutes to reflect both the intended question and answer.

The Governors **accepted** the draft minutes of the Finance and General Purposes Committee of 18th June 2018.

79/18 Governor Dashboard (for information) (online)

Governors noted the current less than optimum A Level attendance, which has been discussed in more detail at the Curriculum & Standards Committee.

80/18 Governance Quality Improvement Plan – Evaluation and Impact

Governors **approved** the Governance Quality Improvement Plan Evaluation 2017-18.

81/18 Election of Chair and Vice Chair – Sept 2018

Governors noted that the position of Chairman and Deputy Chairman were due for re-election in September 2018.

82/18 Proposed meetings dates 2018-19 and Annual Timetable of Items

The Clerk explained that the proposed meeting dates for 2018-19 were based on the 2017-18 timetable and may be subject to change. For example the dates of the Curriculum and Standards Committee may be altered once the new Vice Principals are in post. Also holding five meetings in four weeks in June is perhaps not ideal.

Governors **approved** the proposed meetings dates 2018-19 and Annual Timetable of Items subject to possible future changes to meeting dates.

83/18 Search Procedures

Governors **approved** the Search Procedures for a further 12 months from June 2018.

84/18 Darlington Governance Support Network - update

The Clerk explained that 17 Chairs, governors and heads/principals had attended the first meeting of the Darlington School Governors Network on 19th June 2018. Two more schools have signed up since. Paul Richardson from Darlington Local Authority also attended the meeting.

There had been very positive support for the idea particularly the sharing of governors between schools/colleges.

Clerks have shown particular interest in the scheme. The Clerk had already met with Alana Mackenzie from the Education Village (which involves 5 schools) and meetings had been arranged with Sarah Thompson (Darlington College) Alison Stansfield (Hummersknott and Skerne Park) and Chris Bracken (Lingfield, 5 schools) next week.

Sarah Thompson and Chris Bracken are both ex Local Authority which will be helpful.

In January governors approved an extra day a week for the Clerk for the 6 months to 30 June 2018. The Clerk explained that as his is a Governor appointment approval is needed from Governors for the extra day a week to continue beyond 30 June.

Governors **approved** the continuation of the extra day a week for the Clerk from 1 July 2018.

85/18 Confidentiality

There were no confidential matters.

86/18 Date of next meeting

Thursday 27th September 2018 at 5.30pm.

87/18 Farewell

Mr Wiper thanked Mrs Bates and Dr Hunnisett for their outstanding contribution to the success of the College. Mr Fisher added his thanks, which was warmly and sincerely supported by all the Governors present.

Mr Wiper also thanked Mr Davison for his commitment and support as a Governor over the previous 15 years.

88/19 Remuneration Committee - 24 May 2018 (draft)

After staff and students had left, Governors considered the minutes of the meeting of the Remuneration Committee which had been held on 24th May 2018.

Governors **approved** the salary increases for the Senior Post Holders as recommended by the Remuneration Committee