

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Board of the College Corporation Thursday 24 January 2019

Present: Mr C Wiper, Chair
Mr A Brown
Mr I Clyde
Mr T Fisher, Principal
Mr S Heath
Mr C Kipling
Prof L Oglesby
Mrs J Pan
Mr S Regan
Mr K Sharma
Mr D Warman
Mr A Wilson

Apologies: Mr J Deane
Mrs J Hillyard
Mr A Teague

In attendance; Mrs T Amarawansa
Mr M Baker
Mr S Hargrove
Mr L Job
Mr I Waite
Mr S Dowson, Clerk

01/19 Introduction and welcome

The Chair introduced Mr Kevin Robinson and welcomed him to the meeting.

02/19 Declarations of interest

There were no declarations of interest.

03/19 Minutes of the previous meeting

The minutes of the meeting held on Thursday 15th November 2018 were **agreed** by the Board and **approved** for signing by the Chair.

04/19 Matters arising

Minute 109/18: In answer to a question from the Chair about the progress of the capital project Mr Fisher explained that the revised application had been submitted to the Capital Improvement Fund but planning permission had not yet been granted by the Council.

A planning extension has been granted to allow QE time to work with AA Projects to draw up a transport plan to reassure Darlington Planning Department that increasing the numbers of pupils will not cause any traffic difficulties around the college.

Mr Wiper asked if the increased capital contribution agreed at the Board meeting on 15th November 2018 had been included in the revised CIF application.

Mr Fisher confirmed the increased contribution had been included. Everything possible was being done to demonstrate QE were, 'deadly serious' about the application.

05/19 Governor Training

Mr Job introduced the Ofsted consultation, 'Education Inspection Framework 2019', which opened on 16th January 2019 and runs till 5th April 2019.

Mr Job explained the proposals in the consultation and how Ofsted planned in future to look at the overall quality of education and not to concentrate fully on outcomes as they had in the past.

Mr Job shared the slides from an Ofsted quality of education and training workshop he had recently attended. The slides included examples of the, 'curriculum research' behind Ofsted's proposals in the consultation.

The Governors contemplated the difficulty of, 'enriching the curriculum' at a time when funding, in real terms, was getting less.

Mr Job said that QE were already doing much of what Ofsted were proposing in the Education Inspection Framework 2019 and this would become clearer when QE adapts the new Ofsted terminology and shares the revised framework with colleagues.

Governors thanked Mr Job for his presentation.

06/19 Whole College SAR 2018

Mr Waite informed the Board that the DfE performance report had been received today and the values matched exactly the values in the SAR which had been comprehensively reviewed by Curriculum and Standards Committee on 17th January 2019 (last week).

The DfE performance report confirms outcomes for learners and effectiveness of leadership and management at QE as **outstanding**.

The performance of disadvantaged pupils was in line with National Performance.

The Board **approved** the Whole College SAR.

07/19 Whole College Quality Improvement Plan 2018-19

The Board considered the, 'Quality Improvement Plan 2018-19: Actions' page by page.

Mr Fisher confirmed that all actions were being progressed.

In reply to a **challenge** from Professor Oglesby to explain how Action number 32, 'Ensure that the system for recording and reporting on Work Experience capture student activity fully and accurately' was apposite to the proposed new inspection framework Mr Baker replied that there was a lot of employment related work going on at the College at the moment, which was to be reflected in revised systems for monitoring work experience.

Professor Oglesby said she would like to see how, 'work experience' was recorded differently in future.

In reply to a **challenge** from Mr Heath to explain how the SMT was able to manage the 41 actions listed in the report Mr Fisher explained that the workload was carefully spread around the Senior Management Team. Mr Waite explained that many of the items overlapped, it was not a list of 41 unique things.

The Board **approved** the Whole College Quality Improvement Plan 2018-19

08/19 Strategy: FE Commissioners letter (20 November 2018)

Mr Fisher explained that he had included the letter from the FE Commissioner because it set out the direction of travel for the sector. Essentially colleges that were not doing well could expect some form of intervention. Colleges that were doing well would be expected to help those that were not.

Mr Fisher highlighted the potential big increase from 16.5% to 23.5% in employer's pension contributions as set out in the Sixth Form College Association Update which had been circulated to Governors before the meeting. Although the Government had agreed to fund the additional cost in the short term it was not known for how long.

In cash terms this is an increased cost to QE of £250,000 or £120 less per student at a time of the lowest ever level of funding. The Sixth Form College Association and others are maintaining pressure on MPs and ministers to ensure the additional cost of employer's pension contributions continues to be funded beyond the short term.

09/19 Subject Quality Reviews

Mrs Amarawansa reminded Governors that they had requested to see the Subject Quality Review reports at their meeting on 15th November 2018. Mrs Amarawansa introduced the new format QE Subject Quality Reviews for Law and History which were circulated at the meeting and explained that a further three reviews had recently been completed.

Departments who had received the new format reports said they preferred them to the old system.

Mr Job said he thought it was a good system that was exceptionally well managed by Mrs Amarawansa.

Governors approved the new format and looked forward to seeing the summary report at the end of the year.

10/19 Search and Review Committee – 10th January 2019 (draft)

Governors **accepted** the draft minutes of the meeting of the Search and Review Committee on 10th January.

Governors **approved** the change to Mr Job's job title from Vice Principal to Deputy Principal as recommended by the Search and Review Committee.

11/19 Curriculum and Standards Committee – 17th January 2019

Mr Heath described how the Curriculum and Standards Committee had scrutinised the SAR, College Targets and the internal exam results and projections at their meeting on 17th January.

The Committee had also considered interim reports on each subject in Course Support.

Measures to improve attendance has also been approved at the meeting.

12/19 Governor Dashboard

Mr Hargrove reassured Governors that the Dashboard was being kept up to date. Governors declined the opportunity to review the dashboard during the meeting as it was available to them online and there were no changes since the last meeting other than items already discussed.

13/19 Governors' Self-Assessment Summary

Governors **acknowledged** the Governors' Self-Assessment Summary.

14/19 Governance Development Booklet

The Clerk highlighted the changes made to the Link Governors and Opportunities for Governors 2019 pages of the Governance Development handbook as a consequence of recommendations by the Search and Review Committee.

The Clerk thanked the Governors for their continued commitment and support.

15/19 Standing Orders and Code of Conduct

The Board **approved** the Standing Orders and Code of Conduct for a further 12 months from January 2019.

16/19 Committee Terms of Reference

The Board **approved** the Committee Terms of Reference for a further 12 months from January 2019.

17/19 Declaration of interest forms 2019

The Clerk asked Governors to complete their annual declaration of interest forms for 2019 for inclusion in the publicly available register of corporation members' interests.

18/19 Membership of Corporation Committees

The Clerk introduced a list of Governors and subcommittees as at 1st January 2019 which was distributed at the meeting. Although there are currently vacancies for 2 independent

governors and a staff governor the Board is within the numbers [not less than 12 and no more than 20] required by the Instrument and Articles.

Recruitment of a new staff governor is underway and Governors were invited to inform the Clerk of any potential governors they could recommend.

19/19 Confidentiality

There were no confidential matters.

20/19 Date of next meeting

Thursday 14th March 2019