

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the College Corporation Thursday 27th June 2019

Present:

Mr A Teague, Chair
Mr T Fisher, Principal
Ms J Barrett
Mr I Clyde
Mrs J Hillyard
Mr C Kipling
Prof KL Oglesby OBE
Mrs J Pan
Mr S Regan
Tamara Marcelle
Ms V Snowball
Mr D Warman
Mr A Wilson
Htet Wunna

Apologies:

Mr J Deane
Mr S Heath
Mr C Wiper

In attendance:

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

40/19 Declarations of interest

There were no declarations of interest

41/19 Appointment of new Student Governors

Mr Fisher introduced Nancy Wall who in turn introduced Htet Wunna, newly elected President of the Students Association and Tamara Marcelle, Vice President. The Board unanimously approved Htet and Tamara as Student Governors for 2019-2020.

42/19 Minutes of the previous meeting

The minutes of the meeting held on 14th March 2019 were agreed as a true record and approved for signing by the Chair.

43/19 Matters arising

There were no matters arising

44/19 Governor Training - Gatsby Benchmarks for good careers guidance

Alice Atkinson explained her role as Higher Education and Careers Advisor and outlined the development of National careers advice strategy since 2012.

In 2014 the, 'Good Career Guidance Report' by Sir John Holman identified a set of eight benchmarks:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

In 2017 the UK Government's, 'Careers Strategy' set out a target that all schools and colleges should meet all 8 benchmarks by 2020.

Alice reassured the Governors that a recent, 'state of the nation' report had confirmed that QE was well ahead of the national average of progress towards achieving the Gatsby Benchmarks by 2020 and gave numerous examples of good practice within the College as a whole and within individual subject areas.

45/19 DfE letter to Chairs and Principals

The letter from Richard Atkins, Further Education Commissioner, highlighted the importance of timely and prudent financial management and gave a list of ten characteristics of a well run college.

46/19 Academisation update

Mr Fisher reminded Governors of the thorough process they had followed in 2017 when deciding not to become an academy and to remain as a standalone sixth form college.

Since 2013 funding had remained static and it was increasingly difficult for QE to overlook the strategic as well as financial advantage of being able to reclaim VAT, worth about £250,000 a year, by becoming an academy.

Mr Fisher explained that nationally ideas about academisation were more developed and refined now, with more options available to consider.

The local Regional Schools Commissioner (RSC) is retiring this summer a meeting with the new RSC is planned for July.

These developments mean that academisation continues to remain a very real option for QE for the future.

47/19 Middle management reorganisation

Mr Fisher explained that the proposed changes had come about following the retirement of Steve Green and were more a, 'renegotiation of job descriptions' than restructure.

In response to a question from Governors, Mr Fisher explained that genuine consultation had taken place between February and June 2019 and the people involved absolutely accept that these changes are the best way forward.

The Board **accepted** the proposed middle management reorganisation.

48/19 Whole College QIP – summer review

Mr Waite said he was pleased to report that the actions in the 2018-2019 QIP were mostly complete.

Responding to questions from Governors, Mr Waite described the steps being taken to finalise any outstanding actions.

The Board **accepted** the Whole College QIP – summer review and congratulated Mr Waite on the early completion of so many actions.

49/19 QAR data issue

Mr Fisher described the uncovering of a historical data error and its possible implications. Mr Fisher reassured Governors that the error was a consequence of the change to A Levels and therefore would not happen again. The Board thanked Mr Fisher for highlighting the issue.

50/19 Observation of teaching, learning and assessment report

Mrs Amarawansa explained that the new system, which mirrored Ofsted's 'deep dive', had been welcomed by the staff involved in its introduction this year. When questioned about this development, the course leaders had agreed that it was better than the previous system.

In response to a question from governors, Mrs Amarawansa said that the next tranche of subjects for scrutiny would be chosen following A Level results.

Professor Oglesby said it was reassuring to see that the College was clearly not being complacent and that important areas such as stretching the most able students and employability skills were being highlighted.

Professor Oglesby congratulated Mrs Amarawansa on the successful design and implementation of the new system. Mrs Amarawansa said credit was due to the lesson observation team.

All Governors agreed that it was very heartening to read so many positive reports.

51/19 Learner Voice - Curriculum views of students report

Although the report was very similar to previous years it was pleasing and encouraging to see that many areas have improved.

52/19 Learner Voice - Tutorial views of students report

Responding to a question about the report, Mr Job pointed out that the scores have improved, particularly for the first year, and suggest students are very happy with tutorial provision.

53/19 Student Association Executive Review and Action Plan

Mrs Amarawansa said that the previous year's Student Association President and Vice President had both got a great deal from their time in office and in particular had enjoyed the charity work.

Mrs Amarawansa explained that it had been decided to change the period of appointment from September to January to allow the students more time to concentrate on academic work as exams approached. The 2019-2020 Student Association executive review and action plan would therefore be presented at the March 2020 Board meeting.

Htet Wunna outlined the Student Association plans for 2019-2020 and the Chair congratulated him on their wide ranging and ambitious proposals.

54/19 Student Activities Report

The Board agreed that the student activities report was outstanding and a delight to read, but questioned whether best use was being made of such positive information.

Mr Fisher said he would consider if any more could be done to use the report to promote the College.

The Clerk will try to ensure that Governors are given the opportunity to attend some of the events highlighted in the report each year.

55/19 Special Finance and Resources Committee minutes – 4th April 2019

The Board **accepted** the draft Special Finance and Resources Committee minutes of 4th April 2019

- The Board **approved** the Salix loan
- The Board **approved** the Capita contract for a period of 5 years

56/19 Finance and Resources Committee minutes – 17th June 2019 (draft)

The Board **accepted** the draft Finance and Resources Committee minutes of 17th June 2019.

57/19 Financial strategy 2018-2021

The Board **approved** the Financial Strategy 2018-2021.

58/19 Budget 2019-2020

The Board **approved** the Budget 2019-2020.

59/19 Two Year Financial Forecast 2019-2021

The Board **accepted** the Two Year Financial Forecast 2019-2021.

60/19 Student Bursaries and Financial Support

The Board **approved** the Student bursaries and financial support for 2019-2020.

- 61/19 Tuition fees 2019-2020
The Board **approved** the Tuition fees for 2019-2020.
- 62/19 Insurance declaration
The Board were reminded of the requirement by the College insurers for individual Governors to inform the College if they are aware of any potential litigation against themselves and/or the college. There were no declarations.
- 63/19 Audit Committee minutes – 3rd June 2019 (draft)
The Board **accepted** the draft Audit Committee minutes of 3rd June 2019.
- 64/19 Search and Review Committee minutes – 10th June 2019 (draft)
The Board **accepted** the draft Search and Review Committee minutes of 10th June 2019.
- 65/19 Curriculum and Standards Committee minutes – 10th June 2019 (draft)
The Board **accepted** the draft Curriculum and Standards Committee minutes of 10th June 2019.
- 66/19 Governor Dashboard
Governors **acknowledged** the Governor Dashboard.
- 67/19 Governance Quality Improvement Plan – evaluation and impact
Governors **accepted** the Governance Quality Improvement Plan and confirmed there were no questions.
- 68/19 Proposed meeting dates 2019-2020
The Board **approved** the meeting dates for 2019-2020.
- 69/19 Annual timetable 2019-2020
The Board **approved** the Annual Timetable 2019-2020.
- 70/19 Darlington Governor Support Network
The Clerk explained that some schools were engaging with the Darlington Governor Support Network, other less so. In particular those schools with Clerks seem to enjoy the interaction as does the Clerk at QE. Those schools without Clerks seem to appreciate the information that is regularly sent out from QE.
- 71/19 Governors 1:1 Review
A hard copy of the 1:1 review was provided for each of the Governors at the meeting. An electronic copy will also be sent out. Governors were encouraged to return the form quickly and to be honest and forthright in their replies. The Clerk reassured Governors that the forms are confidential once completed.
- 72/19 Date of next meeting
Thursday 26th September 2019

[Confidential items are recorded separately.]