

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Board of the College Corporation Thursday 26th September 2019

- Present:
- Mr C Wiper, Chair
 - Mr T Fisher, Principal
 - Ms J Barrett
 - Mr J Deane
 - Mrs J Hillyard
 - Mr C Kipling
 - Miss T Marcelle
 - Prof K L Oglesby
 - Mr S Regan
 - Ms V Snowball
 - Mr D Warman
 - Mr A Wilson
 - Hr H Wunna
- Apologies:
- Mr I Clyde
 - Mr S Heath
 - Mrs J Pan
 - Mr A Teague
- In attendance:
- Mrs T Amarawansa
 - Mr M Baker
 - Mr S Hargrove
 - Mr L Job
 - Mr R Steer, Close Thornton, guest
 - Mr I Waite
 - Mr S Dowson, Clerk

75/19 Declarations of interest

There were no declarations of interest

76/19 Minutes of the previous meeting

The minutes of the meeting held on 27th June were agreed as a true record and signed by the Chair

77/19 Matters arising

There were no matters arising

78/19 Governor training, Strategic Plan 2019-2022

Mr Fisher introduced the Strategic Plan (SP) 2019-2022 and explained that he wished to ensure Governors were happy with the plan and had an opportunity to have an input.

Mr Fisher said that the SP sits between the mission and the Whole College QIP and placed the mission in its strategic context. There was no accompanying action plan which avoided replicating the operational actions from the QIP.

Essentially the strategic aims involved developing people, partnerships, the curriculum and college resources.

People

Mr Fisher said a culture of change will encourage staff to be flexible. Curriculum and support roles will have to do more in future. Reminding staff of their entitlement to CPD will encourage them to take advantage of training opportunities.

Professor Oglesby suggested that there should be an expectation that staff would regularly take part in CPD. The College should be entitled to expect staff to take responsibility for their own CPD.

In reply to a question from the Chair Mr Fisher said that there was not a minimum number of hours of CPD each member of staff was expected to complete each year. CPD was part of the appraisal system where training already undertaken was checked and staff were encouraged to take part in future training opportunities.

The Governors agreed that CPD should be a priority and Mr Fisher said he would look into issue of minimum CPD hours further.

Partnerships

Mr Fisher emphasised that although the Area Reviews had been completed the College must always be aware of the possible advantages and opportunities afforded by academisation in the future. For example a multi academy trust (MAT) made up of sixth form colleges had recently been formed based in Herefordshire.

Professor Oglesby said there might be some distinct advantages in forming national sixth form college MAT and it would be interesting to hear from those involved in Hereford.

Curriculum

Mr Fisher described the balance between keeping the College's place in the market and responding to need by, for example, continuing to provide small unprofitable courses.

The College needs to prepare students for the modern world and not just to pass exams.

Resources

The SP will have plans for the continued development of resources including accommodation and technology.

Governors approved the proposals for the SP. Mr Fisher will develop the document further and distribute it before the next Board meeting.

79/19 Letter to Sajid Javid MP and SFCA update – 5th September 2019

Although the extra funding of £188 per student announced in the recent Spending Round is very welcome it falls somewhat short of the £760 per student asked for by the Raise the Rate campaign.

The Sixth Form College Association and others continue to apply sustained pressure on the Chancellor, the Secretary of State for Education, ministers and MPs for further increases in funding.

Htet Wunna asked if a letter from the Student Association might help. Mr Job said that would be an excellent idea provided the letter was written by the students and not by the staff on the students' behalf.

80/19 Examination results – whole college summary and subject performance data

Mr Waite thanked the Chair on behalf of all staff for his kind words about the excellent exam results. The Curriculum and Standards Committee had looked carefully at all the results at their meeting on 12th September. Details are recorded in the minutes of that meeting including the rationale for placing subjects in Course Support.

Professor Oglesby agreed that the minutes of the Curriculum and Standards Committee were good but that she was concerned about Art, particularly Textiles which looked a bit, 'stark'.

Mr Waite replied that Textiles had been pulled down following moderation. The results of an appeal were expected today.

Mr Waite highlighted Applied Science and explained that although the results did not look good they were considerably better than the National Average for that subject.

L2 results were particularly good and the Value Added score has just been confirmed and will be slightly higher than shown in the forecast.

This was the 27th year in a row when every student had passed the Art Foundation course.

Professor Oglesby asked what the distribution of the 15 Oxbridge places was. Mr Baker replied that there was a good spread across subjects, Oxford and Cambridge and their colleges and this varied from year to year.

Mr Deane asked if the College was taking full advantage of the opportunities to celebrate and promote the good exam results.

Mr Job replied that there had been articles in the local press and the results are highlighted at the entrance to the College website. The impact of the good results can be seen in the number of recent applications to join the College.

81/19 Enrolments report by school

Non partner schools with sixth forms appear to have reacted to the increased numbers of their students moving to QE in 2018 and are doing more to retain their own people.

QE are trying harder too. More is done to keep in touch with students, including those still in year 10, and to continually provide them with information about the subjects and activities they have said they are interested in.

82/19 Whole College Self Assessment Report 2019 (draft)

Mr Waite explained that the new report was only in 'skeletal' draft form but was further ahead than at the same time last year. The aim was to make the new report easier to read. It used a narrative form and lots of charts. Mr Waite described the new layout for the report and the information it would include.

A second draft would be available for the Board meeting on 12th December which will include up to date DfE data. A final draft will be seen by the Curriculum and Standards Committee in January 2020.

Overall the story is of sustained improvement over the past 6 years.

Mr Deane again emphasised the importance of highlighting the College successes on the website and other promotional material. Professor Oglesby supported Mr Deane. Mr Fisher agreed that improving advertising and promotion was something that must be dealt with and should be included in the actions in the report.

In reply to a question from Mr Kipling about disadvantaged students, Mr Waite said it was entirely possible to disaggregate the data in a way that demonstrated the avoidance of unintentional bias and the intentional targeting of disadvantaged pupils when appropriate.

83/19 Whole College Quality Improvement Plan 2018-2019: End of year

The majority of actions have been completed with only a few carried over to next year.

The QE App is nearly ready and trials will begin soon with the aim of launching it later this term.

84/19 Strategic Development Plan 2018-22 and the Strategic Plan 2019-2022 (draft)

The new, 'Strategic Plan 2019-2022' will be distributed before the next Board meeting on 12th December.

85/19 Marketing and Recruitment Action Plan

Mr Job explained that he shared student marketing and recruitment with John Beilby (Marketing and Website) and Mark McAdam (Schools Liaison). The marketing plan

concentrated on information gathering, the quality of promotional material and contact with schools.

In reply to a question Mr Job said the College did not use local radio for advertising preferring to use social media instead.

86/19 Safeguarding report

Mr Job said the aim was to reassure Governors what the College did about Safeguarding and why it is taken so seriously. The College works closely with the Local Authority, Police and Social Services and training for staff and governors goes beyond the statutory minimum. Students are also given safeguarding training.

In response to a question about the increased number of safeguarding incidents recorded, Mr Job stated that this is in a large part a result of receiving more information from schools. Previous schools are requested to provide details of any students with issues.

The Areas for Development in the Safeguarding Report give an indication of the direction of travel.

Mr Job agreed with Mr Kipling suggestion that a section on Child Criminal Exploitation should be included in the Safeguarding Report.

Tamara Marcelle asked if counselling services were available at the College now.

Mr Fisher replied that the Listening Post had been available since January but that counselling services had always been available at the College.

87/19 Safeguarding Policy

Mr Job explained that the Safeguarding Policy was continually updated to keep abreast of changes and developments. Recent changes to the policy had been highlighted in yellow. Governors will be asked to sign and return a form to confirm they have read the updated policy.

88/19 College policies update

Governors were provided with details of how to access the College Policies online and asked to view them and to contact the College if they have any comments

89/19 Search and Review Committee minutes (draft) 9th September 2019

The Board accepted the draft minutes of the Search and Review Committee meeting of 9th September 2019

90/19 Curriculum and Standards Committee minutes (draft) 12th September 2019

The Board accepted the draft minutes of the Curriculum and Standards Committee meeting of 12th September 2019

91/19 Governance

The Clerk distributed an up to date list of Governors and future meeting dates.

92/19 Confidential

The confidential minutes of item 73/19 of the meeting on 27th June were agreed and signed by the Chairman.

93/19 Date of next meeting

12th December 2019