MINUTES OF THE PART I MEETING OF THE CORPORATION HELD 13 MARCH 2017

Present:

Mr Robert Hails (Chair)
Mr Michael Jones
Cllr Chris Wright
Mr Mark Coleman
Ms Yvonne White
Mr Andrew Booth
Ms Sharmin Joarder
Mr Del Attah
Ms D Hughes
Mr C McSharry
Mr Steve Gooch (Joint Head of College)
Mr Richard Beales (Joint head of College)

In Attendance:

Ms Kim Saw (Director of Finance)

GOVERNOR TRAINING: SAFEGUARDING & PREVENT

Prior to the formal meeting of the Corporation, governors received training on Safeguarding and PREVENT.

The formal meeting commenced at 1800.

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

111.   Apologies were received from Ms Phidelma Keating and Ms Rachel Mohabir. It was confirmed the meeting was quorate. Robert Hails, Michael Jones, Dawn Hughes, Ciaran McSharry and Mark Coleman declared an interest in their capacity of being members of the Corporation of Reigate College. Councillor Chris Wright declared his interest of being an elected member of Croydon Council.

MINUTES

112.   It was **RESOLVED** that the minutes of the Coulsdon Corporation meeting held 12 December 2016 (Paper 1) be approved as an accurate record of the meeting and to authorise the Chair to sign the minutes.

SUMMARY ACTION LIST & MATTERS ARISING

113. The '*Summary Action List'* was received and the following updates against each outstanding action point were noted:

MINUTE	ACTION	PROGRESS UPDATE PROVIDED AT THE MEETING 13/03/17
42	The areas for improvement identified in the Development Plan would be assimilated into the Quality Improvement Plan, and the QIP, once approved by the Corporation, will be subject to on-going review at each meeting of the Corporation.	Agenda item at this meeting
56	To review the Quality Improvement Plan	Agenda item at this meeting

114. It was **RESOLVED** to note the '*Summary Action List'.*

DATA DASHBOARD

115. The College report '*Data Dashboard'* was received (Paper 2). It was confirmed that the '*Data Dashboard'* would continue to be a standing agenda item at all Corporation meetings. The data dashboard made available a RAG rated assessment against each target to enable governors to monitor performance against agreed targets.

116. It was confirmed Table 2 and Table 6 had been updated since being presented at the previous Corporation meeting in December with no updates reported on the remaining tables as these were subject to end-year results and outcomes. The following changes were noted:

- Table 2: data from Performance Tables published in January 2017 showing average grades and value added for A Level and Applied General BTECs as well as the new progress measures for Maths and English. It was confirmed there will be a full paper for discussion on this at the next Planning and Performance Committee

- Table 6: financial aspects have been updated by the Finance team to better reflect the key performance indicators which are used to identify the overall Financial Health of the College as per reports to Finance and General Purposes Committee. The following financial data was noted:

Financial Targets	2015/16		2016/17	
	Target	Actual	Target	Forecast
Adjusted Current Ratio - (Assets / Liabilities)	>/= 1.6	2.3	>/= 1.6	1.2
EBITDA as % of Income	>/= 7%	- 9.1%	>/= 7%	- 7.6%
Borrowings as % of Income	<20%	47%	<20%	37%
Financial Health Grade	Outstanding	Satisfactory	Satisfactory	Inadequate
Pay Expenditure / Income	<70%	85.7%	<70%	81.8%
Cash Balance	655k	1,625k	969k	808k

117.   Governors sought assurances on the impact and consequences of an 'Inadequate' financial health grade at the year-end. The Director of Finance confirmed that this would normally result in intervention from the 6th Form Commissioner in the form of a Notice for Improvement. However, as the EFA are in negotiations with the College on it's future strategic direction, no such intervention was expected.

118.   Governors noted that overall many of the targets in the Dashboard were either not being achieved, or are not expected to be achieved at year-end. The question was asked if this was due to poor strategic planning or by the setting of unrealistic targets, or a combination of both. In response it was confirmed targets were set following the approval of the College's Strategic Plan. To continue to raise the standard of the student experience and the financial performance of the College, from what can be described as from very low starting points three years ago that were below required national benchmark averages, stretching and challenging targets had to be set for 2016-17.

119.   It was **RESOLVED** to note the '*Data Dashboard'*.

SAFEGUARDING REPORT

120.   It was confirmed the report (Paper 3) is in compliance with "Keeping Children Safe in Education September 2016". Governors were reminded that safeguarding plays a vital role in the Ofsted Inspection Framework and is a key consideration for Leadership and Management including governance.

121. The College's safeguarding team comprises of:

- The Principal (since January 2017 - Head of College: Pastoral and Operations- for safeguarding issues regarding members of staff)
- Christel Hartland (Associate Principal, Students) as the Designated Safeguarding Lead (DSL)
- Peter Wraith (ALS Manager) as Safeguarding Officer
- Sandra Barham (Senior Tutor) as Safeguarding Officer since September 2016
- Mrs Phidelma Keating as the Governor with responsibility for safeguarding.

122. The following summary of referrals made to external agencies for 2015-16 and 2016-17 (to date) was noted:

		2015- 2016		2016- 2017 to date
Referrals made by the College	5	Issues include: Homelessness	2	both students over 18, but younger siblings at home
Student enrolled with pre-existing safeguarding/ child protection issues (*see Note below)	6	Bullying Domestic violence Neglect including drug abuse by parents	6	Issues include: domestic violence (significant increase); child abuse; neglect including drug abuse by parents; child sexual exploitation; online grooming 2 cases of students being made homeless, (but over 18, therefore no external support available)
New issues raised by made by other agencies including Social Services during course of the year	2		0	
PREVENT related	4	2 referrals to the Met police-but no concerns as a result 2 dealt with internally, after consultation with authorities	0	
*Note: College made aware either by parent or Social Services either at enrolment or within first few weeks of term				

123. Throughout the year, the pastoral team will identify, monitor and work with students who are particularly vulnerable. These students may be identified in a variety of ways: at interview/enrolment, following a referral by a teacher or tutor to the student's Senior Tutor, in/ following a meeting between the Senior Tutor or AP(S) meeting with the student and parent/carer, following counselling or a student may self-refer to the pastoral team.

124. Once a student has been identified as "S", the Senior Tutor completes a referral form and discusses the referral with the Associate Principal (Students). Student Services enter the referral on the College database. Information is shared with teachers on a "need to know basis", in consultation with the student. The Senior Tutors monitor the progress and welfare of the S- students in their cohort on a regular basis, reporting back to the Associate Principal (Students), as appropriate. Information is kept in a locked cupboard and treated with confidentiality.

125.   Students are made "S" for reasons such as health issues/mental health or other personal circumstances (eg they are a young carer/ bereavement) which warrant S status, either short term or long term. All "Looked After Children" and care leavers are automatically on the S list, as are students with child protection concerns.

126.   The following summary confirmed the range of issues that the safeguarding team dealt with in 2015-16 and 2016-17 to date:

Category	2015-2016	2016- 2107 to date
Looked After Children/living independently	17	20
Health (excluding first aid issues or allergies)	37	32
Mental health	37	59 (various levels of severity)
Long term other (family/young carer/child protection issues)	22	21
Short term other	16	1

127.   Governors noted the increase in reported mental health issues and it was reported that this trend reflects the overall national increase in reported mental health issues for young people. Governors sought assurances that the safeguarding team had enough resources to deal with the increased number of referrals. It was confirmed that there are sufficient resources available, but the pressures placed on the safeguarding team in having to deal with a range of complex and, in some cases, disturbing emotional and physical hardships, cannot be underestimated.

128.   It was **RESOLVED** to note the Safeguarding Report.

REPORT FROM THE PLANNING & PERFORMANCE COMMITTEE

129.   The report from the meeting of the Committee meeting held 30 January 2017 (Paper 4) were received, and the Committee reviewed the following:

- College SAR
- College Quality Improvement Plan
- Recruitment Report
- Attendance Report
- In Year Retention Report
- Progression Report
- Student Surveys
- Staff Development Plan

130.   The following key points were noted:

- Reported attendance was at 88% with adjusted attendance at 94%. Punctuality was at 96%. Two factors have impacted on attendance that have been beyond the control of the College. The first was a viral flu virus that has spread throughout the College affecting many students and staff. The second was the transport disruption arising from the Southern Rail strike that has also had a significant impact on attendance.

- The College has retained 98% out of its 1008 funded students (98% in previous year). The retention by qualification is 97.2% (95.7% in previous year).

- Retention is forecast to finish the year again at around 93% to 94% which is above the currently-available national average for sixth form colleges of 91.6%. The key reasons for leaving include: 9 - Going onto an apprenticeship or into employment; 6 – Unacceptably low attendance; 1 - Health impact on ability to complete studies. It was confirmed that at Department Reviews, Heads have to comment on the actions being taken where there is poor retention.

- Progression from Intermediate to Lower Sixth was 69% against the target of 60%, and up on last year's 49%. The increase is due to the simplified Level 2 offer of two equally rated programmes and work of the Level 2 teachers, Tutors and Senior Tutors in ensuring that more students achieved the entry requirements for Level 3.

- Progression from Lower Sixth to Upper Sixth was 84%, below the target of 85% but in excess of the 80% used for curriculum modelling.

- At the end of the Autumn Term, each teacher completed a qualitative survey activity for each class, This is now an established annual process welcomed by staff and students.
  Common positive comments from the survey included:

  - Productive and engaging lessons;
  - Positive and peaceful environment
  - Passionate teachers who provide individual support and feedback
  - Students felt listened to and valued
  - Resources such as learning packs

  Common themes to develop included:

  - Interactive activities and teaching styles to include group work
  - Flexibility of deadlines for BTEC and managing workloads
  - Access to reliable/ sufficient IT (Media, Health & Social Care)
  - Support for A level students with essay structuring

  It was confirmed Department responses are displayed in relevant classrooms with responses to areas of development.

131. It was **RESOLVED** to note the report from the Planning & Performance Committee.

QUALITY IMPROVEMENT PLAN (QIP)

132. The College Quality Improvement Plan addresses the statement as to why the College is not yet outstanding as set out in the Executive Summary of the Colleges Self-Assessment Report.

133. Following requests made at the Autumn Term Planning and Performance Committee the QIP now includes actions on improving student

attendance; made targets and actions SMARTer; show specific progress to date (highlighted in green) and what is still outstanding (next steps highlighted in amber); and, where appropriate, indicating actual or expected impact.

134.   The QIP now also incorporates the key elements from the Development Plan created by the previous Principal when he was here in November.

135.   During the review, Governors sought assurances on how they can get a feel if the proposed actions are having the desired impact. In response it was reported that in-year factors, such as attendance and retention, which are both good, should give assurances that good in-year progress is being made. However, the ultimate test will be the end year student examinations results and outcomes.

136.   It was **RESOLVED** to note the Quality Improvement Plan.

ANY OTHER BUSINESS

137.   There was no other business.

DATES OF NEXT MEETING

138.   Tuesday 09 May 2017 @ 6pm at Reigate College and Monday 10 July 2017 @ 6pm at Coulsdon College.

Signed: _____   Date: _____