

CORPORATION MEETING

Minutes

Thursday 12 February 2015 at 5pm in Room A1

Present: John Gough (Chair), Roy Donaldson, Pauline Hagen, Diane Heritage, John Langton, Neil Scriven, Lesley Shaw, Dr Nick Sutcliffe, Jan Szczepanski

Apologies & Approval of absences: Neil Bowmer, Kathryn Cooke, Rob Foreman
The Corporation agreed to approve these absences.

In Attendance: Sarah Leake (Clerk), Lauren Walker (HR Manager), Richard Fletcher, Leon Riley, Jo Vickers, Pam Olbison, Stuart Nash and Jane Rolfe

Declarations of Interest: Neil Scriven declared an interest due to his wife being a current member of staff who is affected by Agenda Items 3ii) and 3iii). However Mr Scriven will be leaving the meeting early at 6.00pm and these agenda items will therefore be dealt with after this time.

Minutes of Meeting held on 4 December 2014: **Agreed and signed by the Chair**

Matters Arising

Point 3.1. Governor invitation to the showcase event in July 2015. John Gough confirmed that he will be attending the event and encouraged as many Governors as possible to attend also.

Item 1: Outcomes for Learners

- i) Mock Exam Results Yr12 and Yr13: See Leon Riley report.
The Key Performance Indicators are benchmarking high. The AS and A2 mock data targets are aspirational with a big push on those students with C grades to achieve a B and the U's being removed. Looking at the departments with issues (Alps 7 or below) SMT feel that these can be turned around due to the nature of mock exams, ie the students are set the most challenging paper and as a consequence they may not achieve their target grades at the mock exam but will be motivated to study harder. The teaching staff analyse the results for students to look at areas for improvement and revision.

The management team are more concerned with anomalies whereby marks given are too generous and are looking at the relevant departments more closely.

The management team have developed a ten week intensive revision programme including a letter to parents, motivational video, file checks and a mock exam. There are also Easter revision sessions planned during the holiday period ending with a Leavers Assembly at which time those who have not 'graduated' cannot break for study leave.

The drive for high grades includes Heads of Departments getting in touch with borderline students for intensive revision planning, senior staff undertaking learning walks for C to B grade students, and tracking high grade learners. The Principal produces a newsletter to all parents with students on the B range and there is a focus on individual Departments with each Department producing an action plan on high grades. Governors asked how split subject students are dealt with and the meeting was informed that Departments look at each student but if two teachers are involved Progress Tutors will look at the RAG rating on each student (not just high grade students). If students regularly underperform then senior team get involved with parents.

Performance reviews and outcomes for staff are ongoing with mid-year reviews due to take place this month. Data is being evaluated in comparison to this point last year so that outcomes can be assessed more accurately.

- ii) Yr13 ¾ Position Data and Projected Outcomes: See Brendon Fletcher report.
 The ¾ position: Based on December's mock result gives a grade for A2 0.1% greater in achievement and high grades from the ¾ position 2014. BTEC is looking outstanding.
 Achievement: Challenging targets were set for KPI's but all are expected all to be outstanding.
 High grades: AS position is fairly secure at this stage with an improvement likely on last year.
 A2 however is the issue – we have a record number of students but this isn't reflected in results.
 Retention: Very good – currently indicating a half percentage point increase. A2 is 1% below the high target of 99%.
 Success: Outstanding in all areas.

Item 2: Quality of Teaching, Learning and Assessment

- i) Excellence Academy: See Stuart Nash Report.
 Students with a score of 6.8 and want to go into higher universities are supported in specific tutor groups where there is a focus on wider reading, communication skills such as public speaking, UCAS application, MOOCs – free online University courses, Extended Project in Yr12 and work experience which build their CV. There is an additional programme for Oxbridge with summer schools, visit days, study days and preparing students for interviews. For competitive courses such as medicine, dentistry and veterinary a specific group has been set up to meet and study for the aptitude tests, mocks etc. This initiative begins in the feeder schools in Yr10 to support the most able with an open evening for Yr11 and induction day. On enrolment these students are placed in the tutor groups dependent on scores. The Governors asked about feedback from students? Stuart Nash responded that they do not enjoy the public speaking aspect and find this difficult but enjoyable. However this is an important aspect of gaining a place at a higher university. The Governors asked about the ratio of students with free school meals and Stuart Nash will report back at the next meeting.
- ii) Study Support: See Jane Rolfe Report.
 Jane Rolfe reported on the new Special Educational Needs reforms for 0-25 year olds whereby annual reviews set the framework and are person-centred giving students support from multi-agencies as a team approach. When diagnosed at an early age they are assigned a team who complete a Support Plan throughout their study years. The first cohort of students will be in September 2015 – 7 potential. The impact on NEW College is that current Yr12 students will need to convert to an Educational Health Care Plan (EHCP), with reviews and conversion by May 2015. There are currently six high needs students although three will be leaving this summer – two to University where the EHCP ceases and moves to DSA at University, and one student who may go on to an apprenticeship. Therefore three Yr12's will have an EHCP. The Study Support team will therefore attend annual review meetings for students at feeder schools from Yr9 for students who are likely to attend NEW College in the future.

A further update relates to access arrangements. NEW College previously occasionally had inspections but the JCQ now make a planned visit in Spring term and will also 'drop in' during the exam period to make sure that individual students plans are being followed. This links in with high grades opportunities.

Item 3: Leadership and Management

- i) Academy Sponsorship Application: **FOR APPROVAL** - See Pauline Hagen report.
 The Senior Team of NEW College Pontefract have applied to become an academy sponsor of NEW College Doncaster in order to clarify the legal relationship and make support and sharing simpler and would also enable NEW College Pontefract to sponsor other schools and colleges.
Approved by Governors.

- ii) New SFC Teachers' Pay and Progression Framework: **FOR APPROVAL** - See Pauline Hagen report.

The current Sixth Form College Framework was created in 2001 to mirror school pay. Since then the school pay framework has changed and is linked to appraisal rather than being time served. Issues are that scale points are higher in schools, there are anomalies where a member of staff can rise in scale but their actual salary reduces and it is not flexible enough to reward staff. As such the current framework is no longer fit for purpose. There has been negotiation between Sixth Form Colleges, teachers and unions for three years for the framework to be rolled out but the Principal decides on teacher progression based on achievement. The proposed adoption of the framework achieved a majority at Sixth Form College Conference and the unions like it as they consider it to be better for teachers.

In order to introduce this framework to the NEW College standards there is a single 9 point pay scale and progression is dependent on outcomes. Middle leaders have a responsibility allowance pitched up to £10,000 per annum with academic leaders on a spot salary within that. Increments are awarded on merit based on the results of annual appraisal. Sixth Form College Responsibility Allowances are £100 to £10,000 and will be given dependent upon number of students, size of department, no of staff etc and there is a 27 point leadership spine.

The Principal therefore requested the Governors approval for the new framework to be implemented. **SFC pay and progression framework - Approved by Governors**

In order to link NEW College planning with the introduction of the new framework the middle leadership structure is to be reorganised from 2015. There will be a 40 point pay range for Responsibility Allowances and spot salaries fixed with £250 increments. Heads of School/Department will therefore be on Responsibility Allowances based on size of department etc, with a bonus scheme to reward outstanding performance based on annual appraisal. Les Shaw raised the issue of costing. Brendon Fletcher informed the meeting that costing has been looked at by the college accountant and it is broadly cost neutral. The current appraisal system will relate bonuses to achievement and sustainability. The Heads of School will get a bonus based on results. John Gough gave his backing to the proposal. **The NEW College framework – Approved by Governors.**

- iii) Curriculum Leadership Reorganisation: See Briefing by Brendon Fletcher

With the introduction of the new framework it is seen as an opportunity to transfer academic middle leaders into larger groups of departments therefore forming a smaller number of academic schools with Heads of School rather than Heads of Department (HoDs). The College has appointed a Head of School Languages and History to begin in the summer term and there is currently a vacancy for Head of School Humanities.

There is currently a recruitment and selection process for Heads of Schools – with a consultation period of four weeks. Any individual members of staff affected have been consulted within a collective consultation process which has shown that staff are pleased with the proposals. Individual members of staff have then had their own meetings to confirm how the changes will affect them. There are currently 23 HoDs, 7 Second in Departments and 10 Teaching & Learning Developers (64 positions of responsibility out of 100 teachers). It is envisaged that opportunities will be created but the current system needs streamlining with 40 posts felt to be more appropriate. Many of the current HoDs will transfer to appropriate Head of School positions based on current performance and expertise, however there will be a couple of vacancies which will have to be advertised internally and possibly externally. The Learning Leader posts will be recruited internally.

iv) Projects Update:

- Free School

A formal 1.5hr recorded interview was attended by Pauline Hagen, Diane Heritage and David Brighton. This was felt to have gone well and an outcome should be reported before the end of March.

- Teaching School

NEW College have achieved designation as a teaching school with thanks going to Diane Heritage for her help. Pauline Hagen has been given National Leader in Education status with Jo Vickers attending an induction and Pauline Hagen taking a day with an advisor to write an action plan. This involves working with schools who are 'requires improvement' or 'inadequate' and drawing in Selby College, Selby High School, Kettlethorpe High School & Huddersfield University to help. Jo Vickers was thanked for her hard work with this project. Pauline Hagen reported that staff are excited about it and want to get involved. JG reinforced the governing body's thanks for the help given. It is a fantastic achievement and is noted that there may be VAT exemption on teaching school income. **The adoption of the role of National Leader in Education by the Principal - Approved by Governors.**

- HE

Currently planned for the first cohort in PE and Sport from September 2015. There are 18 applications to date with the cohort needing to be 25 to be viable. There may be a small loss in the first year but then it would be seen as a revenue stream to offset future funding reductions. It is seen as student progression for NEW College students and if successful may be extended to other departments.

- Horbury Academy

Richard Fletcher and Pauline Hagen to represent NEW College in furthering negotiations with Horbury Academy. Jan Szczepanski asked how lagged funding would be dealt with. Richard Fletcher informed that the building would be built by Horbury and NEW College would lease it. Negotiations are at an early stage and awaiting a business model. Horbury are very keen to have the provision on their site for 11-18 year olds.

- Collaboration with Selby College

Pam Olbison is working with the Finance Department at NEW College and Lauren Walker is to work with the HR Department at Selby College.

- Building Project

The new Reception area is set to be completed by Easter 2015. There are two new classrooms on the top floor of the A block which was previously an open access computer room. Beneath it will now be an open access computer room for students with additional rooms for the tutors to be based.

The current art studio for the Art Foundation course is being extended to provide accommodation for the HE Sport course with completion due by the end of March.

The College is currently in discussion with AA Projects regarding a three year strategy for future buildings which is dependent on access to capital. The plan is to increase social space and provide accommodation.

Bus turning circle – Negotiations with WMDC Property Services are currently taking place to see if a lease can be obtained on the land previously used as a student car park adjacent to the college. Early indications are that this may be possible.

v) Study Programmes 2015 Update:
As of September 2015 all A level students will be required to study four subjects (previously allowed to drop to three at A2). BTEC students will study the equivalent of four subjects. New entry requirements will be Grade C in English as a minimum (was previously either English or Maths). There is the same requirement for BTEC students but there will be a degree of flexibility. In addition some subject specific entry requirements have been amended eg, separate sciences will ask for a B grade in Maths as well as a B grade in the relevant science subject (previously a C grade). This ensures that students are placed on the appropriate courses. HoDs have been involved in working parties to discuss the new examination boards and have consulted the local authority. Meetings have now concluded and a presentation on the findings/proposals is to be made to SMT for consideration.

vi) Finance and Funding: See Jo Vickers Report.

a) Management Accounts: FOR APPROVAL

Current status is green. It is essential to end the financial year with 'Good' therefore liquidity rating must be good. Everything is progressing well. The bottom of the 'good' scale is a score of 180 and at the moment College is at 180, therefore it is necessary to retain the current 10 marks on the liquidity rating. Jan Szczpanski asked whether credit to balances write-up was to do with receiving money from the Funding Council. It was noted that the situation is tight and care is needed. **Management Accounts - Approved by Governors.**

b) Confidential item

c) Audit update

Roy Donaldson advised the meeting that the planned Audit Committee meeting for Thursday, 12 March 2015 is cancelled due to the internal audit planned for the end of March. Their report will not be available until June therefore they will report to the meeting planned for 4 June 2015.

vii) a) Update on Changes to NC Governance:

John Gough informed the meeting that over the coming months there will be further communication regarding the NEW College Governance framework with members being asked for their aspirations ie, whether to remain on the Board or be an Associate Governor in order to focus governor expertise in areas where advice could be of benefit to the college on specific issues.

b) Update on review of policies for approval by Governors:

John Gough informed the meeting that the specific policies previously put forward for approval by Governors is to be considered in detail in order to ensure time efficiencies and appropriateness.

The Date of the Next Meeting: Thursday, 26th March 2015 at 5.00pm

Meeting ended at 19.10hrs.

Approved by:

Chair of the Governors

APPROVED