



GOVERNING BODY

MINUTES

of the meeting held on Wednesday 2 December 2015 at 5.35pm

PRESENT

Sister P Ainsworth
Mr P Banks
Mr P Brown
Mr P Campbell
Mrs A Fox (Chair)
Mr D Frost
Sr. V Hagen
Mrs M Holmes
Mr L Jones
Mrs M Jones
Mrs H Leyden
Mrs S Smith
Mrs H Stainton
Mr M Stout

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs AM Cassidy (Director Finance & Funding)
Mrs C McGuire (Deputy Principal)
Mr P Woods (Vice Principal Resources)

1883 **APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr M Bentley, Mr A Lilley, and Mr A Noblet

1884 **DISCLOSURE OF INTERESTS** No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1885 **MINUTES OF MEETING HELD ON 14 OCTOBER 2015**

The minutes of the meeting held on 14 October 2015, having been circulated previously, were approved and signed by the Chair.

1886 **MATTERS ARISING FROM THE MINUTES**

None

1887 **GOVERNORS APPOINTMENTS**

The Clerk to Governors reported that the Support Staff Governor position is vacant and will be re-advertised in early January 2016. The Student Council has not yet nominated anyone for the Student Governor vacancy.

RESOLVED to the note the update on Governor appointments.

1888 ANNUAL AUDIT REPORT 2014/15

The Chair of Audit Committee (Mr P Banks) presented the Annual Audit Report, which had been circulated previously. He highlighted various items, and expressed congratulations to all concerned in producing a strong balance sheet that reflects the ongoing success of the College. The Finance Manager (FM), and the Director of Finance & Funding (DFF) were thanked for the work they had done in achieving such strong audit results.

RESOLVED To approve the recommendations included in the Report:

- (a) to approve the Annual Report of Audit Committee
to approve the Annual Report of the Internal Audit Service (Appendix 1), and the Internal Audit Strategy 2015/16 (Appendix 2)
- (b) to approve the Audit Findings Report 2014 – 2015, and to note the comments of the External Auditors (Appendix 3)
- (c) to approve the Financial Statements and Report for 2014 – 2015 (Appendix 4)
- (d) to approve the appointment of auditors for 2015 - 2016
- (e) to note the self-assessment checklist (Appendix 5)
- (f) to approve Annual Risk Management Report and Risk Register (Appendix 6)
- (g) to approve the signing of the letters of representation in respect of the financial statements, and the regularity audit

1889 DIRECTOR OF FINANCE AND FUNDING REPORT

The DFF presented her report which included an Annual Review of College activities. She reminded Governors that they have a responsibility to ensure that all College activities are within the principle powers set out in s18 and s19 of the Further and Higher Education Act 1992 as modified by the Education Act 2011. The College is also an exempt charity under part 3 of the Charities Act 2011 and is regulated by the Secretary of State for Education. In setting and reviewing the College's strategic objectives the Governing Body must demonstrate it has due regard for public benefit and particularly the advancement of education. The Report outlined the statutory powers, and lists the main College activities for 2014/15.

RESOLVED: that the Governing Body approve the undertaking and continuance of the main College activities listed, in light of the statutory powers conferred upon it as a Sixth Form Corporation; and to confirm that they comply with the principle legislative powers, as well as having due regard for the Charities Act 2011 in terms of public benefit.

1890 MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2015

The DFF introduced the Management Accounts for the period ending 30 September 2015, and clarified matters raised. These included:

- Recruitment/ Enrolment
- Exam costs
- Higher Education recruitment/ funding
- Pay Expenditure/ Income %
- Pay Expenditure – impact of pay award
- Financial Performance Indicators

RESOLVED: to approve the Management Accounts, for the period ending 30 September 2015

1891 PRINCIPAL'S REPORT

The Principal's report, included:

- **Mission and Ethos** – the Governing Body noted with sadness the recent death of a member of staff, Margaret McDougall. They recognised the valuable contribution she had made to the work of the College, and asked that their condolences are passed onto Margaret's family.

1891 PRINCIPAL'S REPORT continued

- **Mission and Ethos** - The Principal updated governors on plans for Marie Therese Day celebrations.
- **Area Review** - the Principal updated Governing Body, and detailed the outcome of recent meetings. He had circulated a 'Digest' of information which showed how the Area Review Team viewed the College. The last meeting with Area Review staff was positive, and explored some ways that Catholic Colleges can work together.
- **Academy Status** - recent announcements through the Spending Review have raised the question whether Sixth Form Colleges should consider seeking Academy Status. Whilst the Government may have opened that door, the detail needs to be examined carefully.
- **OFSTED, Quality & Value Added** - The Principal referred to recent correspondence with OFSTED relating to various areas of work; including the effectiveness of any improvement strategies introduced. The College has provided a detailed response, and identified the small number of subjects that particularly require improvement. Detailed information is included in the Quality and Standards Report included elsewhere on the Agenda.

The Principal outlined the most recent ALPS (value added) grades, and identified areas of strengths and weakness. He outlined the most recent ALPS (value added) grades, and identified areas of strengths and weakness. The final Level 3 Value-Added data (L3VA) should be available by February and can be used as a useful comparator for the ALPS data"

- **Voluntary Severance and Staff Planning** - Governing Body noted that the Voluntary Severance Scheme (VSS) has been introduced with a 11 December 2015 deadline for submission of applications. The Voluntary Severance Monitoring Group (VSMG) will meet in January 2016 to discuss the proposals in terms of the implications for the overall staffing plan.
- **Higher Education** - The Principal explained possible opportunities to share opportunities for more innovation in teaching and learning with our University Centre partners. Particularly in light of a recent Government Green Paper 'Fulfilling Potential'.
- **Coming Festivities** - Principal detailed activities taking place during December 2015; including Christmas evening; and Presentation evening. He thanked staff and students for all their valuable contributions. Canon Tony McBride is to present the Special Prizes at Presentation evening.

RESOLVED: To receive the Report with thanks, and note its contents.

1892 QUALITY AND STANDARDS COMMITTEE REPORT

The Deputy Principal outlined the contents of the Report which included items discussed at the meeting of Quality and Standards Committee held on 9 November 2015 i.e.

1. Surveys Report
2. Teaching and Learning Observation Reports
3. College Performance Indicators and Corporate Targets
4. Exam Results and Value Added 2014/15

1. SURVEYS REVIEW 2014 - 2015

This Report summarised the outcomes of the surveys undertaken during the Academic Year 2014 /15. These included

- Four student surveys (the "Learner Voice" surveys)
- Two staff Surveys
- Parent/Carers Survey
- The York College Survey Overall Area Results 2015
- Cross College Survey Summary. The Clerk also tabled an analysis of the response to the 'Governance' section of the Cross College Survey.

1. **SURVEYS REVIEW 2014 – 2015** continued

The format of the Report showed the most significant responses for each Survey. Where appropriate, areas for development have been identified, and governors noted that focus groups are used to gain further insights into issues that need to be addressed.

Governors acknowledged that many of the actions arising from the outcomes of the Surveys are included in the College Self-Assessment Report/ Quality Improvement Plan, but felt it would be beneficial to compile an action plan to address the items in the Key Areas for Development arising from all surveys.

RESOLVED: To accept the Report, with thanks; and agree the list of Key Areas for Development arising from all surveys

2. **TEACHING AND LEARNING LESSON OBSERVATION REPORTS**

The DP introduced the Report and answered queries raised. The Report detailed the aims adopted by the College Leadership Team (CLT) relating to Teaching, Learning and Assessment (T,L&A) i.e.

- To provide additional training opportunities in effective T,L&A strategies based on research and the College's key T,L&A priorities
- To provide further structured guidance for Heads of Service (HoS) re: discussion of T,L&A themes
- To encourage teachers to try a variety of techniques to respond to the College's T,L&A priorities

The DP explained that the key T,L&A strands for development based on lesson observation outcomes were identified and communicated early in the year i.e.

- Skills Development (including Maths and English)
- Independent Learning/ Flipped Learning)
- Assessment for Learning
- Raising Aspirations

ILT, Community Feel, and collaborative learning underpinned all of the above themes. Recruitment to the T,L&A Group was aligned to the development schemes.

Governors discussed the development opportunities provided, and were pleased with the variety and quality of programmes offered. Governors noted the Skills Development initiative, including the in-house 'Skills Passport'; and the adoption of Kloodle for all students.

The paper included a summary of feedback on last year's Peer Observation process. This has led to changes to formal lesson observations; during 2015-16 they will be ungraded, and will provide a more holistic view of teaching and learning, rather than being based on a single lesson,"

3. **COLLEGE PERFORMANCE INDICATORS & CORPORATE TARGETS (PICT) 2015 / 2016**

This Report included an update on the Performance Indicators and Corporate Targets (PICT) set by the Governing Body for 2014/15; plus suggested targets for 2015/16, including some minor changes to the table and its inclusions. Governors discussed the changes to PICT measures made in 2014/15 and proposed for 2015/16; but agreed with the DP the number of PICTs was still high and contained a great deal of detail, and perhaps they need a more radical pruning and focus. This might enable the PICT data to be a more constantly used and more effective 'Dashboard' for Governors and managers alike. It would also enable the key targets to be shared more clearly with staff.

Q & S Committee have commended the Report to Governing Body, and also agreed that the number of PICT measures needs to be reviewed.

RESOLVED: to approve the revised College Performance Indicators and Corporate Targets 2015/16 Report.

4. EXAM RESULTS AND VALUE ADDED 2014/15

The DP explained the she had maintained the style of the Report which takes the format of a summary/ briefing sheet, supported by Appendices containing detailed data. The Report included the following sections:

- **Results:** This section included a table showing headline results at AS level and A2 level over the past 3 years (2013/ 2014/ 2015). The Principal commented on the trends, and identified areas of strengths, and some areas that needed improvement.- The Governing Body discussed the 'Headline Results' and commented on the three year trends, which in some areas are disappointing and present some cause for concern. This has led to close monitoring by Governors and managers, and some key in-year initiatives.
- **The Performance of Individual Subjects:** Governors recognised that headline results mask a degree variability between different subjects. Those currently identified as causing particular concern were involved in the "Support and Progress" reviews during 2014-15. Appendix 1 of the Report shows a summary of the results for all subjects involved in the process alongside previous performance.

Q & S Committee have approved the subject areas for continuing or new "Support and Progress" work, or Leadership Support, and governors noted changes of staffing in key areas.
- **Performance of other qualifications** Governors noted that success for Level 3 Certificate and Diploma qualifications and GCSE Maths and English are well above SFC, GFE, and national averages.
- **Outcomes by Equality and Diversity Groups** the Report outlined key points regarding outcomes by Equality and Diversity Groups, noting areas of particular progress this year. These included:
 - Narrowing the gap in the outcomes of white and Pakistani-heritage students
 - Narrowing the gap in achievement between males and females
 - Improvement in outcomes of students from deprived backgrounds
- **Attendance and Punctuality** College has high levels of attendance and punctuality, but there is room for improvement in some areas which could have an important bearing on success rates.
- **Value-Added Performance** see comments in Principal's Report..
- **Progression** The proportion of students completing their first year is high; as is the number of students who progress to year 2.
- **Destinations** Progression of students to University is very high.
- **Management Actions:** The DP outlined the significant actions taken by Management, and the change in leadership of some of the subjects showing cause for concern. Governors welcomed the new student intervention strategy which identifies very clearly the process for following up any concerns about the progress of an individual student.

RESOLVED to approve the Report with thanks. Governors felt that they continue to be in a better position to understand teaching, learning and assessment issues; and also to regularly monitor progress throughout the year. They acknowledged the actions taken by Management, and look forward to a successful year in 2015/ 2016.

The Governing Body asked that their congratulations to all staff and students for achieving often excellent results should be recorded, and encouragement be given to those working at strategies for improvement.

1893 PROPERTY STRATEGY UPDATE

The VPR presented verbal update which covered::

1. BCIF 2014 – 15 – Mary Kelly Extension

The Governing Body noted that the Project's Final Financial Statement had been approved by the Project Monitoring Group.

2. Future Site Developments

P&F Committee had discussed a list of possible future capital Projects that had been included in the estates information given to the Area Review Board. It was noted that despite the significant improvement and expansion over a number of years, the College is still short of space. The Committee felt that future developments should be driven by strategic needs, and asked the College Leadership Team to submit a list of priority development projects to the May 2016 meeting of the Committee. The list should reflect the strategic direction of the College as it responds to the challenges of the future.

RESOLVED to receive the Report with thanks, and congratulate everyone involved in the successful completion of the Mary Kelly Extension Project.

Mrs S Smith left the meeting

1894 GOVERNANCE REPORT

The Clerk to Governors introduced the Report which dealt with general governance issues; and the work of the Governing Body; including eligibility of governors and Register of Interests; membership; Governing Body Performance Indicators. The Clerk reminded Governors of their obligations relating to eligibility and register of interests.

Governors discussed the Governing Body performance indicators (PI) report for 2014 – 2015, and noted that most targets had been met; apart from the attendance target for Governing Body meetings. Governors also agreed that the existing links between governors and certain subject areas be extended to other areas where Governors were available. The Clerk was asked to circulate information to Governors.

RESOLVED: to approve the Report, and that governors note their obligations to notify the Clerk of any change in their circumstances.

That the Governing Body also approves:

- the 2014/15 Governing Body Performance Indicators report, and agree the same set of indicators should be used for 2015/16,.

1895 GOVERNANCE SELF-ASSESSMENT REPORT

Governors discussed a Report which detailed some outcomes of the 2014/15 Governance Self - Assessment Review (SAR). They noted the new approach adopted in compiling the SAR; and considered suggestions relating to areas of governance that perhaps need improvement. It was agreed that it would be useful if Governors attending training/ development events could have the opportunity to evaluate their experience, and give feedback to relevant parties

Members of Governing Body also assessed the evidence provided in the Report, with a view to deciding what should be included in the overall College 2015/16 SAR (Leadership and Management Section) relating to Governance.

The Governing Body agreed the elements that should be included in the overall College SAR; with the following amendment:

- Change wording of 'Areas for Improvement' to read: *'Continue to ensure that all governors further develop their understanding of their roles and responsibilities in relation to monitoring Teaching, Learning and Assessment'*

1895 GOVERNANCE SELF-ASSESSMENT REPORT continued

RESOLVED to

- (a) approve the outcome of the 2014/ 15 Governance SAR – ‘Leadership and Management’
- (b) approve the 2014/15 Governance SAR
- (c) approve the areas that should be included in the ‘Leadership and Management’ section of the overall College 2015/16 SAR

1896 HEALTH AND SAFETY/ SAFEGUARDING REPORTS

The VPR presented the Report which included:

- Health & Safety Executive
- College Health and Safety Policy
- Accident Incident Summary Support
- Health & Safety Training
- Progress on Safety related activities – evacuation/ Health and Safety Committee meetings/ text-alert system
- **Update on activities relating to Safeguarding/ Prevent** - ; existing and new staff receiving training on safeguarding, and ‘Prevent Strategy. Safeguarding Policy updated, and now embeds the Prevent Strategy; increase in number of students receiving support/ monitoring; Home Stay Guidance. Staff are required to have read and understood the ‘Keeping Children Safe’ document.

RESOLVED: To accept the Report with thanks;

1897 HIGHER EDUCATION STUDENT ISSUES ASSURANCE RETURN

The Principal introduced the background to the Report on the review of the arrangements that the College has for considering students concerns. The Higher Education Funding Council for England (HEFCE) have asked for an ‘Assurance Return’ that Governors have ensured a review has taken place, and have considered the more serious and frequent complaints, on an annual basis. The Report outlined the review of the process for dealing with complaints; and detailed the complaints/comments received in 2014/15.

RESOLVED to approve the Report, and the submission of an Assurance Return to HEFCE.

1898 MINUTES OF COMMITTEE MEETINGS:

The Chair of Governing Body asked the Governing Body to formally receive the minutes of the following Committee meetings, which had been circulated. She invited Chairs of the Committee to comment on any items they felt Governors may wish to note.

- Personnel Committee 7 October 2015
- Quality and Standards 9 November 2015
- Property and Finance 10 November 2015
- Audit 18 November 2015

RESOLVED: that the minutes of the Committees be formally received and accepted by the Governing Body.

1899 ANY OTHER BUSINESS

1. International Visits

The Clerk tabled a paper detailing five proposed International Visits:

Lourdes Pilgrimage	31 July – 6 August 2016
Sicily	23-27 March 2016
Berlin & Krakow	5 – 11 September 2016
Berlin	3 – 6 September 2016
Rome	8 – 12 February 2016

RESOLVED to approve the International Visits listed above

2. Dates of Meetings

Governing Body agreed the following date changes for Committee meetings:

Property & Finance Committee Wednesday 20 January at 1.00pm (formerly 19 January 2016)

Quality and Standards Wednesday 27 January at 4.30pm (formerly 9 February 2016)

Meeting ended 7.15pm