

Minutes of The Corporation of The Sixth Form College Colchester

Meeting No. 145

Monday 30th October 2023 – 17:30

Chair: M Atherton

Members S Codling, I Vipond, I MacNaughton (Principal), D Stebbings, J

Present: Owens, D Morran, L Russell, G Callegari. M Sherer, K. Finnegan, J Johnson, J Leslie (R), J Tallentire, Q Boakye Ansah.

In Attendance: Assistant Principals: J Cadman, S Townshend, I Fraser, A Frost, S Prince, G Rayner, S Williams (Senior HR & Administration Manager), N Goldsmith (Finance Manager),

Clerk: Sarah Williams

Minutes: Charlotte Bowen

Members of the Corporation are both governors and trustees. For the purposes of these minutes and in the context that minutes are published on the website for public information, the generic term 'governor' has been used where it has been deemed appropriate to do so. Minute numbering follows the order of discussion

The Chair opened the meeting by welcoming everyone present The Chair informed those present that virtual conferencing facilities would be in use throughout the meeting and that the meeting would be recorded to facilitate minute taking

145.1 Apologies for absence

One member joined the meeting remotely via Teams (denoted with an (R) above). Apologies were received from D. Rusecki (Student)

145.2 Any other business

A quiz night in aid of Refugee, Asylum seeker and Migrant Action (RAMA) was advertised to Governors. This will take place in the Roman Bath Refectory at 18:00 on the 17th November.

Attention was bought to the upcoming Awards and Reunion event. This will take place at the Charter Hall on the 19th December. Tickets were available at the meeting and can also be requested by contacting Fiona Weston (Principals PA).

A series of upcoming events will be scheduled by the Performing Arts departments. Dates to be circulated shortly.

145.3 Declaration of interest

No declarations were made.

145.4 Minutes of previous meeting

145.4.1 The minutes of meeting 144 held on 20th September 2023 were agreed as a true record of the meeting. Confidential minutes were circulated to Governors.

145.4.2 As a Non academy there is a requirement for a board review. Stone King have been provided with all necessary documentation to review remotely but have been asked to postpone attending meetings.

145.5 Report on written resolutions

Governors were informed of the approval decision for following the circulation of the below policies.

- Staff code of conduct
- Recruitment Policy
- Public Interest Disclosure Policy (Whistle Blowing)

E-resolution approval was granted for all of the policies.

145 .6 Principal's strategic matters

The Principals October report, circulated in advance of the meeting, was taken as read.

[Oxford Admissions Tests](#) – An update regarding the disorganisation and technological difficulties in relation to both the English and Mathematics applicants' tests was provided. Due to the third-party server used by Oxford to send email correspondence the College server flagged a warning and automatically blocked the email. The programme used was also not compatible with the internet browser Microsoft Edge used by the College. Oxford have now communicated that the Mathematics test can be re-taken should students choose to. The results of the English test will be disregarded.

[Premises](#)

- Fire doors in the Southsite building are very close to completion with the very last stage due to be scheduled.
- The Performance Studios windows facing the drive have been completed and the scaffolding is due to come down over the next two Saturdays. The scaffolding to the side of the building will remain until the work is completed.
- The work to replace the gas pipe on the drive was completed in the first few days of the October half term.
- Replacement of light bulbs to LED lighting in the Southsite building was also completed.

[Teaching Staff 2023/24 Pay award](#) – A 6.5% pay increase has now been ratified. This will be implemented in the November pay cycle backdated to September.

A ratification decision for the Support Staff pay award is expected shortly.

[Ofsted](#) – A call from Ofsted was not received this week.

Questions were taken regarding an update on the Caretakers House and the recent WARMS Parent Information event.

Yet another survey was required to be completed for the planning application to Colchester City Council on the possible future development of the caretaker's house. This has been completed. A decision re. planning permission is expected in late November / December.

The recent WARMS parents evening, 'a first', was well attended and positive feedback was received. In answer to a governor's specific question the attendees did attend largely due to a specific personal connection to a young person struggling with their mental health.

145.7 Strategic plans and priorities

145.7.1 The draft College 2022/23 SAR was previously circulated to governors and a substantive discussion took place. Governors were informed that this is an internal document and is still a working document. It was highlighted that the SAR data comparisons were made using data collated over 6 years rather than 3 due to the teacher assessed grades and centre assessed grades allocated during COVID.

A question was raised by a governor in relation to the 51% of students on the learning support database with a barrier to learning as it appears to be a high figure (over half of students). It was explained that the 51% figure includes everything listed including needing an Epi-pen, being in receipt of a bursary or suffering with mild anxiety as well as the 'traditional' learning needs of students.

A question regarding the potential use of national data to provide a comparison was raised. It was explained that in some cases the information provided externally was not comparable to the College and therefore could not be used as a consistent or efficient data set.

It was decided that due to the size of the document and information provided that governors could review the document and send any comments or questions to Jo Cadman. The deadline for feedback is Monday 23rd November.

145.8 Operational and Statutory reports

145.8.1 Cross College

The Teaching and Learning and Staff Development SAR 2022-2023 documents were circulated prior to the meeting and taken as read.

The first cycle of curriculum reviews (previously known as Deep Dives) beginning this half term for the 2023-24 academic year was highlighted to governors.

Staff wellbeing initiatives during the 2022-23 academic year were well received and the initiatives will be built on in the 2023-24 academic year.

A main aim is still to encourage sharing good practice for teaching and learning with Colleagues. The CENBASE training day allows staff to participate in training for teaching and learning and the College will be the organisation lead this year.

145.8.2 Annual lettings report

The College Annual Lettings report was circulated prior to the meeting and taken as read. A governor questioned why we do not offer more availability for letting. It was explained that a previous cost analysis proved that it would not be cost effective and therefore the letting of further spaces was not considered.

Quentin Boakye Ansah left the meeting.

145.8.3 Human Resources

The Salary Policy 2023 and accompanying Appendix was circulated prior to the meeting and taken as read.

Attention was brought to the recruitment and retention levels raising to pre covid levels. The staff absences reported due to covid are also reducing. Support staff vacancy applications in particular have increased.

A question was raised regarding the limit for appeals within the policy. The policy states in one section that the appeals procedure is following the salary review period and can take only take place annually.

The governors unanimously approved the Salary Policy.

145.8.4 SEND Policy and Exam Access Arrangements Policy

Both the SEND Policy and the policy for Exam Access Arrangement were circulated prior to the meeting.

The SEND Policy requires annual approval from the governors. The only change highlighted was the job title of the person responsible for the policy.

Governors unanimously voted for approval of the SEND Policy.

The Exam Access Arrangements policy was suggested as good practice by the JCQ exam boards.

Governors unanimously voted for approval of the Exam Access Arrangements Policy.

145.8.5 Finance

A revised College budget for 2023/24 academic year was circulated to governors prior to the meeting and taken as read.

Updates included:

- An increase in funds for the approved Teachers pay award and expected support staff pay award.
- Change to the Higher needs funding
- Letting's budget increased slightly
- Interest built from the deposit of £2 million.
- Teaching budget increased to a more realistic figure to cover potential new salaries, long term sickness and maternity cover.
- Exam fees slightly reduced but still have an increase on 22-23 figures.
- Budget for gas and electric reduced due to the Government subsidy grant remaining in place until April 2024.

The 2023/24 Budget was approved.

145.8.6 Audit

No additional risk register / board assurance matters were raised.