

KING GEORGE V FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING OF THE FULL BOARD OF GOVERNORS

6.00pm Monday 9 February 2015

PRESENT

Chris Baker (Governor)
Rob Fletcher (Governor)
Duncan Hall (Parent Governor)
Nick King (Staff Governor)
Paul Lacey (Governor)
Morag Matthews (Staff Governor)
Julian McInerney (Governor)
Kathy Passant (Governor)
Hannah Ritchie (Student Governor)
Adele Wills (Principal/Governor)
In attendance
Michael Barker (Assistant Principal)
Claire Parry (Director of Quality and Standards)
Janet Regan (Assistant Principal)
Mike Southworth (Consultant)
Paul Williamson (EFA)
Wendy Moorcroft (Clerk)

A Quorum being present, Julian McInerney (in the Chair) opened the meeting at 6.00pm.

15/01 Apologies

Elinor Dodd (Governor)
Vipin Trivedi (Governor)
Eve Kelly (Student Governor)

15/02 Appointment of New Governor Kathy Passant and Co-opted Governor Terry Fleetwood

Chris Baker reported on behalf of the Search Committee. The Committee had interviewed Mrs Kathy Passant who had recently retired as Principal of Runshaw College. Mrs Passant was currently an Inspector having undertaken 15 inspections, five of them in 2014. Mrs Passant was also a Governor at Tarleton High School. The Committee had concluded that the skills and experience of Mrs Passant were highly relevant and desirable and was recommending that Mrs Passant be appointed to the Governing Body for a four year term of office with immediate effect.

The Board unanimously accepted the recommendation of the Search Committee and approved the appointment of Mrs Passant as Governor for a four year term of office with immediate effect.

Mr Baker further reported that the Committee had also interviewed Mr Terry Fleetwood. Whilst at the time there had been no vacancies on the Board, in the testing financial climate it was felt it would be beneficial to have additional financial expertise to call upon and to boost the skills of the Audit Committee. Given Mr Fleetwood's experience and wide ranging

financial management roles Search committee was recommending that Mr Fleetwood be offered a two year co-opted position on the Audit Committee

The Board unanimously accepted the recommendation of the Search Committee and approved the co-option of Mr Fleetwood to the Audit Committee for a period of two years with immediate effect.

15/03 Register of Interests Form

Governors were asked to complete the Register of Interests form, which had been included with the agenda papers and return it to the Clerk at the end of the meeting.

15/04 Minutes of the Meeting of 8 December 2014

The minutes were accepted as a true and accurate record and signed by the Chairman.

15/05 Matters Arising

14/92 Audit Committee Annual Report 2013/14

The Principal advised that whilst Auditors had checked that systems in place in respect of performance management were procedurally followed they would not be expected to have looked at these in the same context as Ofsted.

Minutes would be circulated to the Principal and Chairman at the earliest opportunity to ensure actions were implemented in advance of the next meeting. **ACTION CLERK**

There were no other matters arising.

15/06 Minutes from the Meeting of 19 January 2015

The minutes were accepted as a true and accurate record and signed by the Chairman.

15/07 Matters Arising

The Chairman had still to agree some appropriate wording for the terms of reference of the Performance, Quality and Monitoring Committee to include reference to the monitoring of the PIAP.

There were no other matters arising.

15/08 Principal's Report

The Principal presented the Report to the Board. The main focus inevitably was the recent Ofsted inspection and an update on actions taken to date. Ofsted had undertake a monitoring visit last week after the papers for this meeting had been sent out and the Principal was pleased to report on a very positive assessment which would be published at the beginning of March. The Principal had therefore updated the Action Plan following that visit and this had been emailed to Governors superseding the Plan which had accompanied the papers for this evening's meeting. Change was happening at a pace and versions of the Plan were now being dated and numbered for ease of following. The Principal advised that Objective 1 included a new section which had been added to address issues with data accuracy and improving this to allow more effective and timely student intervention. The timed assessment strategy document in the pack Governors had received set out how the College intended to ensure greater accuracy of data and strengthen student intervention. The Director of Quality and Standards had taken over MIS responsibility to ensure an improved link to Quality and circulated data extracted from the College MIS system in summary form over the key indicators of Success, Retention, Achievement and High Grades

supported by highly detailed data both by course at AS, A2 and BTEC and also individual teacher level. This was the first time this data had been extracted so refinement was required but it would form the basis of discussions with individual staff, support the course review and performance management process and lead to the identification of action points. The intervention process also formed part of the discussions at parent evenings. The information was derived from the pro-monitor system which was constantly being updated by staff. The Director of Quality and Standards gave a brief demonstration of the data on Pro-monitor and how it was used to predict results. It was possible to see the minimum target grade and whether students were achieving or below their target. The data could be viewed by parents and students. The problem had been that staff were putting in data in different ways and this had been addressed through CPD with staff now aware of what was required, putting intervention processes in place and recording that action. The intention was that staff would own the data. The Quality Assessors would monitor quality of data and follow up inconsistencies and inaccuracies.

Governors commented that the progress and improvement appeared marked. Governors questioned the differences between AS and A2 and asked whether there had been greater focus on AS given the Ofsted comments. The Director of Quality and Standards believed this to be due to data inconsistency. Processes were being strengthened and each timed assessment week would be like a 'mock' week for students and should build up a more accurate picture. Governors asked who inputted the data. The Director of Quality and Standards advised that this was the course leaders but the intent was to move away from this with the data coming directly from Markbook which would free up time for teachers enabling more focus on teaching and learning in the classroom directly with students. This should also lead to greater consistency. The improved data should become the key to improving performance and raising aspirations and ensuring realistic predicted outcomes.

Retention to the end of January was showing 97.72% against a year end figure for 2013/14 of 96.6%. A question was asked on whether it was possible to profile monthly retention between years as comparison with the retention figure in January 2014 would be a better indicator of whether there was an improvement or not. Whilst this was not done presently this was the intention long term and whether this data was available in some form would be investigated

ACTION MAB

In the longer term Governors also felt that Leaders and Managers within the College should identify the data required to run the College and receive monthly reports with year on year monthly comparison across all indicators and measures on a course by course basis reporting to Governors on a handful of key measures. It was acknowledged however that the immediate focus was on improving teaching and learning and addressing the Ofsted expectations. In terms of national benchmark data it was felt that the College should be determining its own levels and aspiring to exceed minimum requirements.

The Assistant Principal reported that in terms of Objective 2, there had been tremendous focus on improving teaching and learning and the challenge was that improvements seen in the lesson observations to date continued. Data on staff gradings over three observations was circulated. Significant improvement had been seen but in some cases the expectations had led to some staff leaving. The Principal advised that the papers received by Governors showed CPD undertaken and resulting actions which had had a real and beneficial impact and this had been communicated to Ofsted. Governors asked who was forming the judgements on the observations. The Assistant Principal advised that the Quality Assessors undertook observations and work scrutiny in pairs and arrived at a paired agreement. Governors asked if during the

Ofsted visits, the peer inspection conclusion concurred with that of Ofsted. The Assistant Principal confirmed that there was matched agreement in all cases which was pleasing.

In terms of Objectives 3 and 4, there was further work to be done as the targets may have been ambitious and the degree of work required on Objective 2 perhaps underestimated. In terms of priorities not everything could be done at once and the focus would now move to these areas. Governors commented that great strides had been made but it would be helpful to see some form of evaluation of emerging strengths and strategies for improvement where issues were identified. The Director of Quality and Standards advised that this information was available and could be provided. **ACTION CMP**

She further advised that detailed feedback was given to staff, with good practice logged and utilised through CPD and support given on a one to one basis if required. Successes were celebrated and areas for improvement highlighted.

In response to questions the Principal advised that whilst staff were buying into the new processes, the biggest challenge was student acceptance of the reasons and need for change. Student Direct had undertaken a survey and the Student Governors would be attending SLT to discuss this. The Student Governor confirmed that students did not fully accept the need for change and had not wanted to see well liked teachers leave so communication was important. Governors asked if students were asked their views during the observation process and the Student Governor confirmed that this was the case.

Finally the Principal advised that in respect of Leadership and Management, progress against target had taken place at speed and this had been acknowledged by Ofsted at the monitoring visit. All staff had undergone a performance review and had a development plan and the new systems would now be further embedded and consolidated.

Governors noted the Report and progress against the PIAP.

15/09 Governors' PIAP

The Chairman advised that he would be updating the Governors' PIAP and he would circulate this to everyone. **ACTION CHAIR**

He had attended an Ofsted event with two other Governors and there had been some interesting things to consider. It was understood however that Ofsted would be introducing new criteria in terms of reporting. Inspectors were being required to undergo training on the changes and it was important that these were addressed as soon as they were known. Whilst the Principal had undergone Ofsted training Governors felt it would be helpful given the College recent grading if the new Vice Principal appointment had current inspection experience.

Governors noted the Report.

15/10 Self Assessment Report including approval of Curriculum Targets

The Director of Quality and Standards presented the SAR which reflected the inspection outcome. The document was somewhat outdated given the action taken over the last few months to address the issues raised. The Director of Quality and Standards advised that the intention was to produce the SAR earlier in future beginning with discussion with Principal and Board in September in terms of vision and mission and then completion in December. Governors also felt that the College should clarify what the purpose of the SAR was and how it would be used. As a result of the recent inspection, the Quality Improvement Plan had been replaced with the Post Inspection Action Plan. The Director of Quality and Standards

presented the strengths identified and the areas of improvement which Governors noted. In summary, results needed to improve, teaching and learning was too inconsistent and the culture of low expectations needed to be addressed with individualised targets set. The College was moving in the right direction however with compliance issues addressed and the Quality Assessor team working together as a tight unit. The intention was that new Vice Principal appointment would be a crucial part in strengthening this team and Governors commented that it was therefore important that the individual fitted well within the team. There was still work to be done in refining the self assessment process and ensuring staff made more accurate predictions although the enhanced performance management processes would improve this. Governors felt the process should be bottom up with Governor involvement and perhaps the use of 'SAR Czars'. The Chairman advised that he had been part of the process the previous year and reflection on the process for the year ahead was required. He was now seeing a tremendous amount of work and enthusiasm from those involved in promoting improvement and was satisfied this was getting across throughout the College. It was important that this enthusiasm was maintained. Governors asked what staff feelings were generally at this time and about those on capability. The Principal updated Governors about those on capability and the good progress being made which was recognised by Ofsted at the second monitoring visit. The Staff Governor reported that that staff were facing up to the challenges and many of those not visited by Ofsted during the monitoring visits were disappointed they had been unable to demonstrate their abilities. The good feedback from the visit had lifted staff and whilst staff were concerned and the process had been painful there was an acceptance of the need for change and that the College was doing the right thing for the right reasons. Student awareness and culture of expectations was important however. There was discussion on how Governors could be better involved on a more personal basis. The Staff Governor commented that the Chairman addressing staff before the last monitoring visit had had a good impact and it was important the momentum was maintained and that communication continued with Governor presence being seen consistently in a 'little but often' basis. Governors asked if there was a student voice communication strategy. The Principal advised that there was one, but the Manager in charge was on long term sickness and this had not yet been picked up due to other commitments. Governors felt that there should be a similar strategy for staff communication but accepted that this was something to take up in the future once the inspection requirements had been addressed. Governors were invited to Healthy Day and some College events. The Chairman suggested that the Principal identify a calendar of College events including open days which was available for Governors at the start of the year for diary purposes to improve Governor involvement. **ACTION AKW** The Chairman also suggested that the foyer could be used more for good news stories and communication to staff parents and students

The Board approved the Self Assessment Report and the Curriculum Targets for 2014/15.

15/11 Financial Report and 1st Quarter Accounts including approval of Financial Targets

The Chairman of F&GP reported on behalf of the Committee. The main discussion had been around the Key Financial Indicators. The importance of maintaining a satisfactory position in these challenging times was noted by the Board. Whilst there was a need for increased resources to address the Ofsted issues, financial viability needed to be maintained and the Bank Covenants adhered to. The Committee had agreed to recommend at this stage that the financial targets remain unchanged. Looking ahead a further reduction in income of around £300k was anticipated next year.

An advertisement for part time (0.6) Director of Finance had been placed and the closing date was 23 February. The Principal thanked the Chairman of F&GP for his advice in preparing the

job description and on salary levels. Interim cover would be utilised until an appointment was made.

Governors asked what the applications position for next year was. The Principal advised that there was a sense of feeling that students were considering other options. An update would come to the next meeting. Governors requested that this be a standing item on all future meetings. Again comparison with previous years would be helpful. **ACTION AKW**

Questions were asked about feeder school relationships. The Principal advised that these were good and reported on a recent constructive and positive event with careers advisors and partner schools. Governors commented that the College had no open evening in the Spring term like other competitors. The Principal reported that there had traditionally been an open evening in January but this had not been felt to be useful. The College would however have a promotional event for the opening of the new Creative Arts building. Competition was a significant factor and the Ofsted Inspection had had a major impact. Governors commented that competitors had sophisticated policies. The College had to find a way of responding and promoting the things that KGV could offer that other Colleges couldn't and identify USP's across all courses and find methods to communicate these. Governors also felt that the outcome of the recent monitoring visit once published needed to be widely communicated and celebrated. The Chairman proposed to set up a small group of Governors and staff to look at ideas for communication and a number of Governors offered to be part of this group. **ACTION CHAIR**

The Board accepted the Financial Report and Period 3 Accounts and approved the Financial Targets for 2014/15

15/12 New Vice Principal Appointment Process

The Principal reported that an advert had been placed for the new Vice Principal position. Interview dates were the 18th March and 19th March. The Clerk advised of the process according to the instrument and Article of Government which required a panel of a minimum of three Governors to undertake the selection and interview process. Consultant to the College Mike Southworth, recently retired Principal of Priestley College, would assist in the process. The date of 23 February had originally been scheduled as a meeting of the monitoring group. Given however that the College had only just had its second monitoring visit and also that this was immediately after half term it was agreed that the monitoring committee meeting would be rescheduled and that a meeting of the selection panel would take place on 23 February instead to short list candidates and agree the recruitment process.

A selection panel of Governors was identified to meet on 23 February.

15/13 Governors' Training

The Chairman advised that the recent skills audit questionnaire to Governors had identified Key Performance indicators, Data Systems and Ofsted as potential areas for training.

The Chairman would liaise with the College consultant and the Principal to identify an appropriate training schedule. ACTION CHAIR

15/14 Reports from Committees

F&GP Committee 26/01/15

The Committee Chairman reported that the Committee had discussed the Period 3 Accounts and Financial Indicators considered earlier by the Board.

15/15 Any Other Business

Governors discussed briefly the planned public meeting on Wednesday. As ever, the Principal was prepared to meet any parent on a one to one basis

There was no other business.

15/16 Review of Meeting

The Chairman asked if Governors felt they had received enough information to enable them to reach a decision or been given enough time or opportunity to comment on proposals.

The arrangements for and the conduct of the meeting were considered to have been satisfactory.

15/17 Date of Next Meeting

23 March 2015.

There being no further business the meeting closed at 8.15pm.

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD

..... **DATE**