

**HILLS ROAD SIXTH FORM COLLEGE
Corporation**

Minutes of the Meeting held on Wednesday 8 June 2016

Present:

Corporation Members Peter Southwick (Chair), Edmund Brookes, Jonathan Culpin, Dinesh Jacob, Tony Minson, Anna Moore, Johnnie Sam (agenda 5-12 only), Linda Sinclair (Principal), Julie Taylor, Frankie Williams.

Clerk to the Corporation Robert Smith.

Observers Jill Aberdour (Assistant Principal: Resources), Dave Jones (Assistant Principal: Planning and Quality), Jo Trump (Deputy Principal).

1 Apologies for Absence and Quoracy

Apologies were received from the following members: Peter Brindle, Ian Harvey, Zehra Munir, Edna Murphy.

Arjun Bendre, student observer, was unable to be in attendance.

The meeting was quorate.

2 Declarations of Interest

No declarations of interest were made in relation to the business to be transacted.

3 Minutes of the Previous Meeting: 20 April 2016

It was noted that the minutes had been approved by the Chair of the Corporation for circulation to members.

The minutes were approved as a correct record of the business transacted, and *prima facie* evidence of the proceedings to which they relate.

4 Matters Arising from the Minutes

In relation to Minute 11, it was noted that the new proposed links would be subject to change, and that a revised list will be published for consideration at the Corporation meeting to be held on 18 July 2016.

5 Safeguarding and the Prevent Strategy

The Director of Student Support gave a presentation to members on how the College manages safeguarding and the Prevent Strategy.

Inter alia, the following matters were identified which the members might wish to raise periodically with the executive:

- How often is the single central record reviewed and sampled?
- What measures do you have in place to ensure that staff across the College have a consistent approach to safeguarding matters?
- How is the College identifying emerging risks to safeguarding the students?
- What measures do you have in place to ensure that all information to students, staff and parents about safeguarding is up to date and consistent?
- How does the College identify and support looked-after children?

It was agreed that, in respect of safeguarding, a demonstration of ProMonitor be arranged for the benefit of members at a future meeting.

A copy of the College's Safeguarding and Prevent booklet issued to new staff was circulated to members with a request that they read it, complete and sign the declaration on the last page, and return the declaration to Julie Francis – PA to the Clerk to the Corporation for the Corporation's records. Absent members will receive a copy together with the above instructions.

The Clerk to the Corporation thanked members who had returned certificates confirming their completion of the online Prevent training.

6 Strategic Planning Update

Following three strategic planning meetings involving senior staff, a working draft strategy document will now be prepared for consultation with members at the meeting on 18 July 2016.

It was noted that:

- following initial consideration by the Corporation, the document will be the subject of a consultation with staff during the autumn term 2016-17 with a view to its final approval by the Corporation at the meeting being held on 12 December 2016 for implementation from January 2017; *and*
- although the Area Review process has the potential to have an impact on College strategy (hence the slightly delayed start to this new strategic planning process), the decision made at the last Corporation meeting will enable the College to proceed without any significant diversion.

Members commented that:

- the Strategic Plan needs to address the relationship between growth in the number of College students and that of the age cohort in the population within the College's catchment area; *and*
- whilst being cognisant of developments affecting the Cambridge Area Partnership, due attention must also be paid to changes affecting the geographical areas from which 'out-area' students are recruited.

7 Equality and Diversity Report 2015-16

The report was received and considered.

The Single Equality Scheme (SES) was reviewed, and the SES Action Plan 2014-15 noted. Members also reviewed the SES Development Plan for 2016.

For all reports, it is good practice that an executive summary precede the main text. It is suggested that detailed information relating to equality and diversity be placed in the document library and members advised concerning their reference and location.

8 Property Strategy Phase V and Va

A report was received and considered.

In relation to Phase V, it was noted that a final account figure of £3,925,000.00 had been agreed with RG Carter against the original contract sum of £3,855,941 (including contingency), and that it is anticipated that the final cost of the project will be around £30 to £40,000 over the budget of £4.6 million.

In relation to Phase Va, it was noted that the College had received from the Education Funding Agency a grant of just over £300,000 to be put towards a project whose total cost is set to be a maximum of £750,000.

9 New Student Services Team: Purpose, Principles and Plans

A report prepared by the Deputy Principal was received and considered. The report set out the changing environment in which pastoral care is delivered, as recognised in the College Risk register, together with the team's objectives and structure.

It was noted *inter alia* that the new arrangements will enable:

- the swift and sensitive triaging of student need at the first point of contact, identifying what may be dealt with immediately or is suitable to be re-directed to an appropriate support service;
- synergy in relation to attendant administrative functions; *and*
- the provision of integrated support to the minority of students who make the highest demands on the College's guidance provision.

The Deputy Principal gave a presentation to members on the purpose, principles and plans relating to the new Student Services team.

Members recognised the crucial importance of ensuring good mental health support for students in keeping with statutory expectations, the risk identified in the College Risk Register, and addressed in the College's 2016 Guidance Development Plan.

It was noted that a post project review on the impact of the new arrangements will include feedback from students.

10 Schedule of Meetings 2016-17

A schedule of meetings, already approved, was received for information.

11 Any Other Competent Business

Ofsted

It was reported that a visit concerned with an Ofsted Thematic Study: 16-19 Study Programmes had taken place on 7 June 2016, and that very positive feedback had been received from the inspector.

It had been recognised that the College's holistic approach to learning, including an appropriate emphasis on independent learning, as delivered through the compulsory Extended Project Qualification, is a key strength, and that the College might consider how it can positively promote this aspect of its provision, together with the benefits of a wider curriculum, to parents, students, competitive universities, and the Department for Education.

It had also been suggested that increased attention might usefully be paid to the minority of students who progress directly into employment.

Member Information

It was agreed that a further attempt be made to obtain brief pen pictures from all members for display, together with a photograph, on the appropriate section of the College website.

Remote Access to Papers

Problems being experienced by some members of the Corporation are in process of being addressed.

12 Date and Time of Next Meeting

Monday 18 July 2016 at 6.30pm