



Brooke House Sixth Form College

Minutes of an meeting of the Corporation held in the College Hub on 24 September 2020 at 1730 hrs.

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|----------------------|--------------------------------|------------------------------|---------------------------|
| Present | Adam O'Brien | Martin Buck | James Cross |
| | Michael Desmond | Sheridan Mangal | Adeshola Onakoya |
| | Sally Townsend | Kevin Watson
(Principal) | |
| In Attendance | Ralph Devereux
(Clerk) | Adrian Cottrell
(VP(F&R)) | Kishan Pithia
(VP(SS)) |
| | Mohanned Khabbازه
(VP(C&Q)) | | |
| Apologies | Annie Gammon | | |

PART ONE

01/20 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

- a. The apology was accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.
- b. The Chair welcomed all to the meeting, in particular Adam O'Brien the newly elected staff member and all present introduced themselves. The College was facing a critical year; the progressive restorative consolidation over the last two years was now indicating solid progress and represented a solid base for the "back to good" Ofsted Inspection expected in Spring 2021.

The information was received.

02/20 MINUTES OF AND ACTIONS FROM THE LAST MEETING

- a. The minutes of the meeting held on 2 July 2020 were confirmed for electronic signature; the Clerk to action. **(Action 1)**
- b. Actions from the last meeting had been completed.

See referenced minute for full detail.		resp	date
Action 1	43/19a. Last minutes (26.03.20) confirmed for signature.	Clerk	
Action 2	44/19a. Covid Group formed.	Chair	wie
Action 3	44/19b. Mgt Accounts and Opening Plans endorsed.		
Action 4	44/19c. AC actions noted and approved.	VPFR	
Action 5	45/19a. FE Commissioners visit noted.	Chair	23.07.20
Action 6	47/19b. Covid influences to be consolidated.	VPFR	wie
Action 7	47/19b. Financial Plan approved for submission.		
Action 8	49/19b.(i) JB re-appointed for 4 years.	Clerk	02.07.20
Action 9	49/19b.(iv) Regulatory Documents tbc in 2020/21.		asap
Action 10	49/19c. Meeting schedule 2020/21 Approved.	Clerk	asap

- c. There were no requests for urgent business.

The information was received.

Actions had been identified. (Table 12/20 below)

03/20 COMMITTEE MINUTES (UNCONFIRMED)

- a. Standards Committee (StC) Meeting (23.09.20)(verbal). The business from the StC held the previous evening would be considered this evening. It had been agreed that the successful style and pattern of meetings would continue through the coming year.
- b. Audit Committee (AC) (21.09.20)(verbal). The AC meeting scheduled for 21 September had unavoidably not been quorate and had proceeded as a discussion group, the meeting had been rearranged for 3 November 2020. The proceedings were briefly explained by the Committee Chair.

The information was noted and received.

04/20 PRINCIPAL'S REPORT

The Principal's Report was discussed, in particular:

- a. examination results and enrolment information would be presented as the next two items, the previously circulated detail in this report would inform the considerations;
- b. 16-19. The Department for Education (DfE) had recently announced additional funding for Colleges, the initiative comprised several strands; of special and welcome note was the "catch up" element for disadvantaged learners originally offered to schools and latterly to Colleges. The allocation at £150 per each entitled student was expected at £141.5k which would part fund additional necessary staff.
- c. FE Commissioner (FEC). Information regarding the last FEC visit had been circulated and the section on College finance had been particularly noted. The next visit, to consider recruitment was set for 20 October.
- d. Staffing. As to be expected in the current situation there had been little staff turbulence this summer but all departures, arrivals together with individual promotions and responsibility changes were explained in the report. The numbers of high needs students that had been accepted would prompt recruitment of some classroom assistants, which the recruitment pattern had necessitated, and also the appointment of an additional teacher of Health and Social Care. A full staffing update would be presented later in the year. **(Action 2)**
- e. Sixth Form Colleges Association (SFCA). A student had been noted by the SFCA for a remarkable progression from the Haringey Referral Unit to Oxford University to study History; this will be featured in a new blog together with other B6 notable achievers.

The information was received and noted.

Actions had been identified. (Table 12/20 below)

05/20 EXAMINATION RESULTS

Members were briefly reminded of the sorry history for the examination gradings process during the lockdown, the rejection of the now infamous algorithm and the run up to the eventual decision to accept teachers' graded predictions of learners' likely outcomes. The required process at the time had been rigorously applied since it was of prime importance that improved numbers, together with the previous year, could be contextualised as accurate assessments, reinforcing the improvements from the previous year and not interpreted as overly optimistic. In the event that procedure may have been somewhat counter-productive as more favourable predictions from less scrupulous agencies, had been placed higher in comparative tables. The applied improvement was 28% at B6 against a national figure of 40%; it was probable that nationally some allocated grade inflation had resulted and that would require close attention. A comprehensive and interactive electronic presentation on the examination "results" for 2020 was then delivered by the VPCQ (Attached to the filed copy of these minutes). The presentation, in six elements comprised:

- a. the 5 year Q Level Performance;
- b. the A level performance for the current year;
- c. the 5 year Vocational Level 3 (L3) performance;
- d. the 5 Year Vocational L2 and GCSE performance;

- e. the 5 year Vocational Level 1, English to Speakers of Other Languages (ESOL) & Functional Skills (FS) performance;
- f. GCSE English and Maths (EAM); and
- g. the A-level Performance System (ALPS) (circulated at the meeting)

Each element was individually explained, challenged and discussed; the real, broadly spread and in many cases, significant improvements, particularly noticeable with A Level were warmly welcomed. The Data was extremely valuable and would inform the imminent individual exchanges between the Standards Committee and each of the Middle Leaders in the coming week. During general challenging discussion, the differences in process between A Level and vocational were explained; remote working had diluted the possibilities for face-to-face encouragement to submit vocational tasks. It was agreed that the results were heartening and thanks were recorded to the VP(C&Q) for his comprehensive and well delivered presentation.

The information was received, noted and welcomed.

06/20 ENROLMENTS

A comprehensive and interactive electronic presentation on the enrolments picture was then delivered by the VPSS (Attached to the filed copy of these minutes) informed by colour coded graphical data.

- a. 16-18 year-old (yo). The detail illustrated and compared the 2020 enrolment target adjusted for number fluctuations earlier today (1062), the yearly target (1122), the yearly uplift target (1079) which would yield additional funding and the comparative results for the last three years;
- b. All enrolled learners. The detail illustrated and compared the 2020 predicted target using last year's trends (1229) currently at 1231, and the comparative results for the last three years.
- c. Daily record of enrolments for day 20 (17.09.20) comparing progress against target (1400) and additionally splitting between returnees (610) and new enrolments (621).

The detail informed a summary analysis by age and funding band. The detail was then discussed, members were reminded that at present the numbers fluctuated daily both in withdrawals and new student enrolments every day until census day, which would be 31 October 2020. It was likely that most of the withdrawals had now been implemented. The numbers were heartening, for example returnees at 610 compared with 475 last year, indicating growing satisfaction with the experience. Also, of the new learners there was a hearteningly increased proportion (350) of school leavers. Work continued with adult recruitment. Overall, the progress was looking good and optimistically would lead to the target. It was also agreed to circulate a short weekly progress report of the net numbers to all Members. **(Action 3)**

The information was received.

Actions had been identified. (Table 12/20 below)

07/20 ACCOUNTS

The financial report referencing the unaudited year-end position was then considered; the comprehensive document comprised a narrative informed by graphical and tabulated detail. The accounts, drafted on 15 September 2019, showed a c£60k adverse (pre-exceptional items) over the budgeted deficit figure; after exceptional items the result was considerably higher. Income, had been positive and pay costs, despite a higher than planned staff rise, had been under budget. Non-pay costs had been considerably over budget, the challenges detailed in the paper would be scrutinised by the FGP Committee at their next meeting. Key Performance Indicators (KPI) were noted together with the working capital balance; the financial health assessment, provisionally graded as "Requires improvement" was also noted.

The information was received.

08/20 STRATEGIC OBJECTIVES

There were ten strategic objectives for consideration, it was agreed that these should form the basis for the planned Corporation development day tbn on 13 November, that would allow time for full scrutiny and discussion. The objectives essentially reflected the post-recovery future, clear of the

need to respond to directives; initiative not reaction. The objectives had themselves emerged from a previous development day and had been fully staffed with a summary of progress included; they had been tabulated and were ready for scrutiny.

The information was received.

09/20 COVID UPDATE

The full arrangements for addressing the Covid-19 situation were explained in the accompanying paper and they were supplemented with a verbal update. DFE situational advice was received every 14 days and informed reviews of the Risk Register and associated documents. Recent changes included the requirement for face coverings when out of class and the maintenance of bubbles with colour-coded ID and classrooms. Any necessary return to remote learning would be relatively smooth since the previous experience gained was invaluable, however it would introduce challenges, mainly through lack of technology at some students' homes. If a teacher were in isolation the on-line content would be delivered from their home and received by their students in college; if the reverse was the case it was not that simple. A contingency on-line exercise would be conducted shortly to test continuing readiness and that was welcomed. Research had shown that too many pupils (c126) were "computer deprived" at home to be met from college resources. The DFE had published detail of a fund to help those whose GCSE prospects had been affected through the lockdown, the funds, which were not hypothecated and designed to help those particularly disadvantaged by "lost learning" resulting from lockdown, were set at £150k per instance of GCSE English and/or Maths grade below 4. Close records were being kept for all GCSE students in case virtual/assessed results should be necessary this year. Consideration of the "knock-on" effect of Covid closures in other schools were considered since parents, children and siblings could well be BSix colleagues or students.

The information was received and noted.

10/20 URGENT BUSINESS

There had been no urgent business requested.

11/20 DATE OF NEXT MEETING

The next meetings would be:

- a. Corporation Development Day Institute of Arbitrators 1330 on 13 November 2020; and
- b. College at 1730 on 10 December 2020.

12/20 ACTION REGISTER

		resp	date
	See referenced minute for full detail.		
Action 1	02/20a. Last minutes (02.07.20) confirmed for signature.	Clerk	wie
Action 2	04/20d. Staffing update later in the year.	KW	asap
Action 3	06/20. Weekly detail of enrolment position to all.	VPSS	

Ralph Devereux (Clerk) for Steve Blackden (Chair)






CorpMinutes24.9.20Pt1RD

Final Audit Report

2020-12-14

Created:	2020-12-14
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA83nVKsVxHTApDD3ciRtGddY6hFg0jWpM

"CorpMinutes24.9.20Pt1RD" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)
2020-12-14 - 9:59:43 AM GMT- IP address: 86.183.48.228
-  Document emailed to Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com) for signature
2020-12-14 - 9:59:56 AM GMT
-  Email viewed by Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com)
2020-12-14 - 10:03:30 AM GMT- IP address: 194.35.233.16
-  Document e-signed by Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com)
Signature Date: 2020-12-14 - 10:04:26 AM GMT - Time Source: server- IP address: 194.35.233.16
-  Agreement completed.
2020-12-14 - 10:04:26 AM GMT