



Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 26 September 2019 at 1730 hrs.

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|----------------------|------------------------------|---------------------------|--------------------------------|
| Present | Ali Abdi | Jonathan Beake | Martin Buck |
| | Stephen Blackshaw (Chair) | James Cross | Michael Desmond |
| | Sheridan Mangal | Sally Townsend | Kevin Watson (Principal) |
| In Attendance | Adrian Cottrell (VP(F&R)) | Ralph Devereux (Clerk) | Mohanned Khabbaze (VP(C&Q)) |
| | Kishan Pithia (VP(SS)) | | |
| Apologies | Annie Gammon | | |

The Chair welcomed all to the first meeting of the academic year and to the newly and splendidly renovated front section of the building and excellent exam results. He urged all to maintain the hard work and commitment through this year as it had clearly shown, and would continue to add, benefits to the College.

01/19 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 had been declared.
- b. Steve Blackshaw was confirmed as Chair for 2019.20. **(Action 1)**

02/19 MINUTES OF AND ACTIONS FROM THE LAST MEETINGS

- a. The minutes of the meetings held on 27 June 2019 were confirmed for electronic signature; the Clerk to action. **(Action 2)**

- b. Actions from the last meeting were completed or in progress;

| See referenced minute for full detail. | | Status |
|--|---|--------------------|
| Action 1 | 47/18. Budget to be electronically approved. | Complete |
| Action 2 | 48/18a. Last minutes (28.03.19 & 17.05.19) confirmed. | |
| Action 3 | 49/18a. Members attending StC meetings to advise the Clerk. | |
| Action 4 | 50/18. Staff and students commended for inspection outcome. | |
| Action 5 | 51/18a. Management Accounts received. | |
| Action 6 | 51/18b. Achieve 1200 student number by 2022. | In progress |
| Action 7 | 51/18b. Annex A noted. | In progress |
| Action 8 | 51/18b. Budget conditionally approved. | |
| Action 9 | 53/18b. Additional member of the AC to be identified. | |
| Action 10 | 53/18b. Elections for student and staff members next term. | Complete |
| Action 11 | 53/18c. Meeting Schedule conditionally agreed. | |

- c. Re Action 10. Expedite elections for staff and student members; aim for them to attend the November 15 Strategy Day. **(Action 3)**
- d. There was no urgent business requested.

- a. The information was received.
- b. Actions had been identified. (Table 13/19 below)

03/19 COMMITTEE MINUTES

- a. Standards Committee (StC) (25.09.19) Members were reminded that the Committee met each month, either for full business meetings or informal briefings on special matters; the Committee approach remained challenging and required clear explanation of issues before acceptance. All Corporation members would continue to receive full meeting papers for information and were welcome to attend meetings either personally or electronically, those planning to do so were reminded to inform the Clerk so that arrangements could be made (**Action 4**). The Committee Chair then explained proceedings from the meeting held the previous day, the major elements of which were on the main agenda.
- b. Audit Committee (26.09.19). The Committee Chair explained the proceedings from the meeting held earlier that day. Action re Bourneville Letter was noted.

- a. The information was noted and received.
- b. Actions had been identified. (Table 13/19 below)

04/19 PRINCIPAL'S REPORT

The examination results and enrolments would be considered later in the meeting as agenda items. The capital project had progressed well through the summer with practical completion of all including additional work on the reception roof, on 30 August; further attention was necessary to the Multi Use Games Area (MUGA) to maximise the flexibility of that facility. Reorganisation of staff to the new accommodation and full use of the improved facilities had now completed but, there was, no information about the free school opening, which had been expected in October. West Ham Football Club (WHFC) had recently introduced a Foundation Community Hub, which the College had joined. The next conference with the ESFA would be on 18 October which the Principal and VP(F&R) would attend, the excellent results would be moderated by the flat-lined enrolments. The next Sixth Form College Partnership meeting for Governors, (Newham, 7 October) would be preceded by a presentation from RSM Risk Assurance LLP on the role of the College ACs; visitors would be welcome. Havering College was in the process of a wider merger, there had been no approach to involve B6 whose local intention to maintain independence was unanimously reaffirmed. (**Action 5**) The final report on the outcome of the Strategic College Improvement Fund (SCIF) involvement had been completed, the associated flexibility allowed by the additional funds had been valuable.

- a. The information was noted and received.
- b. Actions had been identified. (Table 13/19 below)

05/19 EXAMINATION RESULTS

The sound examination results, the best in the history of the college had been rewarding generally and had been welcomed as justifying the approach and hard work of all involved over the last 12 months; the report had been considered and discussed at length and in detail by the StC the previous day and was fully reported in the minutes of that meeting. The VP (C&Q) then delivered a comprehensive, interactive electronic presentation on the associated issues, which largely mirrored that to the StC. The results were listed by entries not students and were presented by area:

- a. A Level. Overall A Level pass rates had improved by c20% with High Grades (A-C) up by 10%, A Level Year 2 (A*-E) had improved from 93% to 97% with High Grades +8% and AS Year 1 passes had improved from 64.3% in the previous year to 89.2%;
- b. L3 Vocational. Overall L3 Vocational, despite a slightly lower level of retention and achievement the pass rate had slightly improved although High Grades had reduced by 2.4%. Year 2 had seen a slight improvement (0.3%) in Achievement although the pass rate had fallen by -0.6% with High Grades at -8.75%; probably been caused by the recently introduced and changed examination regime and was a national trend. Year 1 however had improved High Grades by 3.3% and Pass rate by 2.1% offset by a decline in retention of -1.7%;
- c. L2 Vocational. Overall the L2 Vocational Pass rate had risen by 6%;
- d. GCSE Science and Humanities Packages. These were unique to B6 provision and there had been significant increases of between:

- (i) 20-30% in High Grades in Biology, Chemistry and Physics; and
 - (ii) 30-40% in High Grades in Film, Psychology and Sociology;
- e. GCSE Maths – Trend. The 3-year trend in Maths had seen an overall increase in passes by 3.6%, probably partly through smart overseas students, to place above the National Average (NA), an increase in High Grades of 6% although the recently increased rigour on exam entry had prompted a 4.7% reduction in retention;
- f. GCSE English – Trend. The 3-year trend in English had seen an overall increase in passes by 3.9% to place also above the National Average (NA), an impressive increase in High Grades of 7.7% although the recently increased rigour on exam entry had also prompted a 5.5% reduction in retention;
- g. Curriculum Area. Maths and English results by curriculum area were then explained and discussed, recently introduced initiatives, such as learning mentors and the associated monitoring of individual learners' progress and the polarisation of English and Maths (EAM) into bespoke packages for each curriculum area were discussed and welcomed; and
- h. GCSE Resits. Grade improvement and reduction between resit EAM exam results had been analysed and the tables and graphical detail was discussed and agreed as positive. The disciplined approach to GCSE resits was supported but whether only those with a solid chance of improving on previous grades should be entered remained open for further discussion.
- i. A-Level Performance System (ALPS). Alps detail was then presented and considered, to provide the "Value Added (VA)" perspective; again, this presentation had been received by the StC on the previous day. The overall picture had improved (19+ students were not included in the data) and undoubtedly the College was adding value particularly as B6 students were unlikely to merit a place elsewhere. Members were reminded that, essentially actual achievements were compared with GCSE scores on entry to the College, the aggregated data then generated a score for individual subjects and the whole, the latter ("T grade" score) being the most significant. Comparative data for the last four years had been analysed on a table rated 1-9 where those adding least value were graded 7, 8 and 9 (Blue). The local three year "T grade" score showed a 3-year improving trend. It would be useful to have comparative data and locally that was available for the Hackney Trust and would be circulated. **(Action 6)** AS Level detail was slightly lower but the focus on matching students' aptitude to courses would lead to an improvement. The issue had been considered in some depth by the StC, some staff considered that the student population was disproportionately represented by disadvantaged and challenging students.

These results were generally overwhelmingly sound and heartening and thanks were recorded for the concentrated efforts of all in their achievement.

a. The information was noted and received.

b. Actions had been identified. (Table 13/19 below)

06/19 ENROLMENTS

The enrolment process was still in progress and the detail in this report would be updated. The VP (SS) then delivered a comprehensive and interactive electronic presentation. Essentially after an optimistic start the numbers to date had been disappointing. Currently there had been a total of 1032 direct applications, 13 more than at the similar point in the previous year and the 924 16-18 ESFA enrolments had increased by six over the same period. Members were reminded that the target for the latter was 1035 and it was unlikely that would be met; in year recruitment and "Back on Track" programmes could increase the total. 496 students however had internally progressed, a rewarding 137 more than the previous year. Detail of the current roll by gender and age was presented and the greater proportion of females across all age bands was noted and this was at variance with former patterns, which had been generally even, further analysis was planned. Tabulated detail of enrolments by application was discussed and the incidences of students' applications to several colleges and other "no shows" was highlighted, there were 256 such initial applications, this would also be subjected to deeper scrutiny. Further applications had been received after the 1 July. Prior school/agencies for those

enrolled were then considered, the 99 students from overseas was the single largest donor and 74 had not provided information on previous education; details of individual schools' contributions were noted. The high proportion of direct on-line applications was particularly interesting and again would be analysed further. "Recruitment with integrity" would continue as the fundamental influence. Enrolments by level and website activity was noted. The budgetary implication of the lower numbers would be considered by the FGP Committee the following week.

The information was noted and received.

07/19 FINANCE

The financial report referencing the unaudited year-end position was then considered (Management Accounts for the current year would be brought to the next meeting); the comprehensive document comprised a narrative informed by graphical and tabulated detail. The accounts, drafted on 19 August 2019, showed a modestly improved (pre-exceptional items) over the budgeted deficit figure; after exceptional items the result was considerably higher. Income, bolstered by the SCIF grant, had been positive and pay costs, despite a higher than planned staff rise, had been well under budget, mainly through tight disciplined use of agency staff. Non-pay costs had been considerably over budget, the challenges detailed in the paper were explained. Key Performance Indicators (KPI) were individually discussed and noted together with the strong working capital balance; the financial health assessment, provisionally graded as "Requires improvement" was also noted. The information was received.

The information was noted and received.

08/19 STRATEGIC OBJECTIVES.

Strategic Objectives would be fully considered at the planning session tbh at the Institute of Arbitrators on 15 November 2019.

The information was noted.

09/19 CAPITAL

The capital works had already been considered in the Principal's report, but for the record, the work had progressed well through the summer, with little inconvenience to the neighbourhood, only one complaint had been received. The main contract had been £10k below the estimate although the necessary additional roofing work had required an additional £40k. Staff and students were delighted with the result, which had transformed the front half of the college building.

The information was noted and received.

10/19 CONTRACT (Sheridan Mangal withdrew)

Sheridan had provided services for the College associated with a successful 3-day intensive session "Choices in the City", the arrangement and associated fee of £750 was retrospectively approved. **(Action 7)** The need for advance consideration of such provision was reiterated and noted.

- a. **The information was noted and received.**
- b. **Actions had been identified.** (Table 13/19 below)

11/19 URGENT BUSINESS

There had been no urgent business agreed.

12/19 DATE OF NEXT MEETING

The next meetings would be:

- a. College EAM Hub at 1730 on 12 December 2019; and
- b. Institute of Arbitrators at 1400 on 15 November 2019.

13/19 ACTION REGISTER

| | | | |
|--|--|---------------|-------------|
| See referenced minute for full detail. | | resp | date |
| Action 1 | 01/19b. SB as Corporation Chair for 2019.20. | Clerk | wie |
| Action 2 | 02/19a. Last minutes confirmed for electronic signature. | | |
| Action 3 | 0219c. Elected members to be identified. | VP(SS) | asap |
| Action 4 | 03/19a. All Members welcome at StC meetings. (recurring) | All | wie |

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|----------|---|--------------------|-------------|
| Action 5 | 04/19. Intention to remain as "stand alone" reaffirmed. | | |
| Action 6 | 05/19i. Comparative ALPS data to be circulated. | VP(C&Q) | asap |
| Action 7 | 10/19. "Choices in the City" arrangements approved. | VP(F&R) | wie |

Ralph DEvereux (Clerk) for Steve Blackshaw (Chair)

Ralph DEvereux (Clerk) for Steve Blackshaw (Chair) (Dec 16, 2019)

Minutes 26.09.19RD

Final Audit Report

2019-12-16

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