

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 8 May 2008 at 1730 hrs.

Present	Melissa Abraham	Olivier Bogaerts	Sade Bright
	Mike Clarke	Vivien Cutler	Richard Garrick (Chair)
	Bob Herring	Sid Hughes	Fjolla Isufaj
	Jeremy Jennings	Lioko Mabika	Ken Warman (Principal)
	Janek Whitaker		
In Attendance	Ralph Devereux (Clerk)	Philip Elliot (AP T&L)	Calista Francis (AP Students)
	Tim O'Brien (VP(Curr))		
Apologies	Jamie Duff	Lisa Huggins-Chan	Simon Thomsett

27/07 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

- a. The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate.
- b. Richard Garrick had declared an indirect interest at F&GP Minute 1/07b which was extant for all corporation and committee meetings.

28/07 MINUTES OF THE LAST MEETING (Inc Committee meetings)

- a. Corporation.
 - (i) re 17/07a. "had issued" was amended to read "is proposing to".
 - (ii) the minutes of the meeting held on 6 March were then confirmed and signed.
- b. Standards Committee. The unconfirmed minutes of the Standards Committee meeting held on 6 March were noted.
- c. F&GP Committee. The unconfirmed minutes of the F&GP Committee meeting held on 6 March were noted.
- d. Audit Committee. The unconfirmed minutes of the Audit Committee meeting held on 6 March were noted. The confidential minute (30/07) was circulated and discussed, it was agreed to accept the recommendation and accordingly The Tenon Group was re-appointed as Internal Auditors at an annual (first year) fee of £19,720 with incremental annual RPI increments
- e.
 - a. **The Corporation minutes were confirmed and signed.**
 - b. **The Committee minutes were noted.**
 - c. **The Tenon Group were re-appointed as Internal Auditors.**

29/07 MATTERS ARISING AND REQUESTS FOR URGENT BUSINESS

- a. There were no matters arising.
- b. One item of urgent business (enrolment figures) was agreed.

30/07 PRINCIPAL'S REPORT

- a. Principal. Changes to the college structure were progressing and the positive approaches to each component were showing through. The researcher-in-residence will be starting in mid May, which will facilitate monitoring of the effect of the initiatives and to widen the local profile; some media articles concerning the college were circulated. The Art Gallery had been completely rearranged and presented a sound collegiate impression in the entrance foyer.

- b. Vice-Principal. The Standard Committee had written to (4) subject leaders whose area performance was below expectations, consequently action plans had been detailed and improvement is required by the end of the academic year. One member of the CMT had assumed responsibility for one of the four subject areas. Regular contact is made with the parents of academic at risk students, out of school day catch up sessions are being run and continuous focus in tutorials is being maintained. Achievement mentors and improved tracking had also been introduced. Retention although improving remained stubbornly just below at 89.7%. Attendance at 78.9%, although 2% up since January remained below the target of 83% although more rigorous reporting of absence may contribute to the figure. Two pilot level 2 Diploma courses would be offered from the start of the next academic year.
- d. AD (T&L). Pressure to move teaching assessment upwards from "Satisfactory" continued and was apparently having some success; although the improvement was slow there were indicators that it was effective. The unsatisfactory percentage had also been adversely affected by number re-observations. The introduction of the Teacher Leader scheme, co-observations with the AD (T&L), enhanced CPD and the sharing of good practice all combined to drive standards up.
- e. AD (Students). All initiatives towards students were detailed and were considered. The raising of the profile of tutorials continued. Learning monitors had now been formed into groups and reported to Heads of Departments. The HE Fair was considered to be a particular success with students and presented an opportunity for clarification of many unfamiliar and sometimes daunting aspects of university life. Jeremy Jennings offered to provide one to one sessions regarding such issues and to arrange visits to QMU if requested.
- f. Acting Director of Finance. The accounts had been scrutinised by the F&GP Committee. YTD figures were heartening with a £130k surplus against a planned deficit of -£79k. As only 91% of the LSC Income target had been reached a clawback of £766k must be expected during 2008.09. The consequent forecasted end of year position is -£599. The Cashflow was healthy until the start of 2009 when it would suffer from the clawback already discussed. The balance sheet showed net assets of £16m.

The Report was received.

31/07 QIP UPDATE

Progress was being made with implementation of the now refocused QIP. A detailed study of the plan had been made at the last meeting and only exception items were considered. Performance management issues had been amended to become more coherent with the Strategic Plan. Although links with schools were now stronger it was notable that, despite strong efforts, locally that was more difficult with active support from only 5/5 Hackney schools. More information on students' progress was available, 2 sets of predicted grades had been produced and a third was imminent, this information, together with individual attendance records was sent to parents. The plan was agreed as comprehensive and clear; the sound progress with implementation was noted and welcomed.

The Information was received.

32/07 AMV

The Annual Monitoring Visit had been completed on 22 April, the visit, completed in a day by the Inspector, had been thorough and professional. Ten areas had been inspected resulting in assessments of:

a.2 Significant Progress;

b.6 Reasonable Progress;

c.2 Insufficient Progress;

The visit was a physical check on progress against the last OfSTED visit report and took no account of year on year improvements to issues arising outside of that report; if the AMV indicated a lower than expected rate of improvement there was scope to bring forward the date of the next inspection. The report indicated that sound progress was generally being made, evidenced by the assessments, however the 2 Insufficient Progress assessments (Literacy/innumeracy Success Rates and Attendance) were known to be performing poorly and receiving attention; they clearly merit and will receive more. It was agreed that generally the report was encouraging and, as the results from the considerable effort focused on improvement start to feed through, improved results will be seen. The Corporation took comfort from the report and asked that all staff were informed accordingly.

The Report was received.

33/07 TEACHING AND LEARNING UPDATE

- a. A major initiative in teaching and learning had been the introduction of "Teacher Leaders" (TL), where a teacher had been assessed as grade 2 or above for 2 consecutive observations they would become eligible for appointment (as TL). As TLs they would mentor less successful colleagues to improve their performance, a bonus of £500 would be paid when the mentored teacher received a Grade 2 assessment. The AP would act as moderator in all cases.
- b. In order to maintain the pressure on driving up standards an advanced pedagogy programme had been introduced in 7 subjects. The tutorial sessions would run for 2 days with 3 follow up days. The programme was considered and discussed and was welcomed as a positive initiative.
- c. CPD proposals to the end of term were circulated and discussed; members were invited to attend particularly appropriate were the sessions on 30 June (Cross College Research) and 4 July (Staff Conference and BBQ).

The update and information was received.

34/07 RECRUITMENT AND SELECTION

A revised Recruitment and Selection Policy had been detailed establishing firmer referencing requirements and requiring positive demonstration of presentational skills by candidates. The policy was felt to be positive and was approved.

The Policy was approved.

35/07 MEETING SCHEDULE 2008.09

The draft meeting schedule for 2008.09 was considered; it was agreed that the away day/ Corporation meeting would be on 30/31 January 2009, the March Corporation meeting would be postponed until 30 April and that the first Standards Committee meeting of the year would be on 16 October, with those alterations the schedule was approved; the updated version would be brought to the next meeting.

The schedule was conditionally approved.

36/07 WYG UPDATE (Confidential Item)

37/07 URGENT BUSINESS

Tables comparing the current student enrolment position with previous years were circulated and discussed.

38/07 DATE OF NEXT MEETING

The next meeting would be at 1730 on 3 July 2008.