



Seevic-Palmer's College Corporation Meeting

Minutes of the Meeting held on Tuesday 7 November 2017 at 16.00hrs

Seevic Campus

Present:

Graeme Loveland (Chair)
Phillip Lennon (Chair)
Alex Dobinson
Carol Skewes
Paul Bennett
Roger Key
Michele Lucas
Dan Pearson (Principal)
Jack Smith
Daryl Cortez

In Attendance:

Steven Hendy (Chief Operating Officer)
David Dolling
John Revill
Chris Robinson (Clerk to the Governors)

12/17 Apologies for Absence

Apologies were received from Shri Footring and Ritchie Naylor.

13/17 Appointment of Chair

This item was to be covered under AOB. G Loveland welcomed Gordon Haines as an observer to his first meeting of the Board.

14/17 Declaration of Interest

G Loveland declared that he was Clerk to the Palmer's Trust. This was noted.

15/17 Minutes of Meeting held on 10 October 2017

The minutes were noted and approved. P Lennon queried the timeliness of the delivery of Board Papers.

16/17 Matters Arising

P Lennon noted that the logos being used on College papers were a mixture of the two pre-merger institutions and asked if there was to be a new name for the College. There followed a discussion by the Board and the Principal said that a rebranding exercise was being carried out and the results would come to the Board. At present the name of the College is "Seevic-Palmer's College"

Item 03/17: Approval of Instrument and Articles of Governance; the Clerk reported that in response to a request at the last meeting he found no reference to the Palmer's Trust in the Palmer's College Instrument and Articles of Governance. The Instrument and Articles of Governance presented at the meeting of 10 October 2017 were unanimously approved.

17/17 College Dashboard Training for Governors

College Dashboard – Enrolment Update

J Revill introduced the session, College Dashboard Training for Governors and said that the session would not only show the live data available to Governors but would also give them the current enrolment and quality outcomes to discuss. The Board were given the necessary information to login to the Governor's Portal and he referred to the paper, Seevic-Palmer's College Dashboard. J Revill asked Governors to go to the main governors dashboard-landing page which gives access to nine data sets, current attendance and punctuality, current enrolments and retention, outcomes for students and financial and funding indicators.

The Board next examined and discussed the current attendance and punctuality data; it was noted that in humanities attendance was low and Governors asked for the reason for this.

Next current enrolment and retention was viewed by the Board and J Revill noted that enrolment to date is 3740, Seevic accounting for 2370 of these learners. Governors then asked to be shown a breakdown of enrolment types in each campus and it was noted that there was a good vocational enrolment at Palmer's. After discussing the current enrolment breakdown Governors requested that last years figures be shown for comparison. The data sets for outcomes and financial statements were also shown; D Dolling would make a separate presentation on Quality Outcomes. Governors thanked J Revill for his presentation/tutorial and discussed the data available on the College Dashboard; P Bennett asked when and what do we look for in the data. The Principal replied that attendance/ retention/enrolment trends can be monitored regularly to ascertain adverse/positive trends but most importantly Governors will be able to cross check the information they are given against targets. The Board then discussed the quality and timeliness of data and were unanimous in requesting benchmarking figures.

R Key asked whether it would be possible to add extra categories to the Dashboard, for example Health and Safety, J Revill replied that there is still work to be done on applications data and destinations; there followed a discussion by the Board on the distinction between data needed for governance and that needed for management.

Quality Outcomes/SAR Progress

D Dolling introduced his Power Point presentation, Quality Outcomes and SAR Progress, and said that Seevic overall achievement had increased by 3% and is 2.4% above national average. He then gave a breakdown of the figures; Seevic 16-18 overall achievement was 2.5% up on last year and 3.3% above national average and referred to the dashboard figures giving the breakdown achievement levels in this category. The Principal observed that these figures showed we were moving in the right direction.

Seevic 19+ achievement was 14.6% up on last year and is 1.5% above national average, M Lucas asked how the College obtained such a remarkable increase, the Principal replied that the student cohort was much smaller and we had additional outsourced help.

Seevic compulsory English and Maths figures were good; GCSE English grades were up 16.3% on last year and are 41.7% above national average, Functional Skills achievement was 9.2% up on last year and 19.3% above national average, although GCSE Maths's grades were -3.5% on last year they were still 5% above national average. The figures show that we are one of the top performing colleges' for compulsory English/Maths. Governors asked what was being done to improve the GCSE Math's figures and D Dolling replied that there will be an extra resource input in this area.

The Board were shown the areas of Seevic achievement that needed to improve; 16-18 AS level was -1.9% on last year and is 6.1% below national average, A Level maths has declined and FSM eligible student achievement is 7.2% below non FSM learners, achievement of Looked After Children is 8.1% below non LAC. The Principal also said that we need a strong improvement in apprenticeship outcomes. The Governors discussed the figures and congratulated the College on the good achievements, however they requested that the Board be regularly updated on progress in addressing the areas for improvement.

D Dolling then presented Palmer's outcomes; overall achievement increased by 2.5% on last year and is 3.3% above national average. However a detailed breakdown of the figures by level show that Palmer's achievement is stagnant across all areas except Maths, A-level and BTEC achievement is below national average and there is poor value added. The Board noted the figures and the Principal said that decisions would need to be made over the curriculum provision and delivery at Palmer's.

D Dolling then briefly updated Governors on progress with SAR, he presented the Seevic Self-Assessment grades which give an overall "good" grade and the Palmer's grades which give a "requires improvement grade" The SAR will now go to moderation with the Quality Task and Finish Group and will be presented to the next Board meeting for approval. Governors noted the self-assessment grades and thanked D Dolling for his presentation.

18/17 Learner Voice

J Smith on behalf of the students said there was concern over the lack of student space in the College. The Principal replied that the College was aware of the need for extra study space, D Dolling said that there are plans to expand study space when the Student Hub is remodelled and expanded and this should be completed in a few weeks. J Smith asked whether the students could be consulted in the design of the student hub and there was a discussion by the Board on how to maximise student space. D Dolling said that the College was considering opening up classrooms to provide extra space. J Smith concluded by asking if there were questions that the Governors would like to ask students, he would be happy to facilitate this. It was agreed that the Clerk would liaise with both parties; the Chair thanked J Smith for his contribution.

19/17 Finance

ESFA Financial Health Assessment

S Hendy presented the latest Financial Health Assessment received from the ESFA. The Financial Health Assessment is based on the three year Financial Plan submitted to the ESFA in July 2017 and the underlying grade is "good". He referred the Board to Appedix 2, the Financial Dashboard provided by the ESFA. The Board noted and received the ESFA Financial Health Assessment.

20/17 Policies

Health and Policy for Approval

S Hendy presented the Health and Safety Policy for approval, he said the Health and Safety Committee had extensively reviewed the policy and it would be revisited again in January. R Key asked whether it would be possible to have a more detailed analysis, it was suggested that he may wish to liaise with the H/S Committee. After further discussion the Health and Safety Policy was unanimously approved.

21/17 Any Other Business

To Appoint the Chair of Seevic-Palmer's Corporation

It was proposed by G Loveland, seconded by P Bennett and unanimously agreed that Gordon Haines be elected as Chair of Seevic- Palmer's Corporation.

22/17 Date of Next meeting

Tuesday 12th December 2017 16.00hrs Palmer's College.