

THE COLLEGE OF RICHARD COLLYER
MEETING OF THE GOVERNING BODY
held on Wednesday 3rd October 2018 at 16.35 p.m.

Present: Mrs Rebecca Aylett, Canon Guy Bridgewater, Mrs Sally Bromley (Principal), Mr Tom Cox, Mr Reuben Crawford Clarke, Ms Jazmin Demjan, Mrs Barbara Hobday, Dr Grant Powell, Mr Roger Raymond, Dr David Skipp, Mrs Helen Smith, Mr Hugh Stafford-Smith, Mrs Smita Warren, Mr Robert Yorke

In attendance: SMT: Mr Ian Dumbleton, Ms Andrea John, Mr Dan Lodge, Mr Steve Martell; Ms Nicola Whitehead (Clerk)

Apologies: Professor Melaine Coward, Miss Ann Donoghue, Mr Graham Lawrence, Mrs Patrice Mantey, Mr Thom Hodson

In the Chair: Dr David Skipp

The Chair welcomed Helen Smith to her first meeting as a governor. The Governing Body and SMT thanked Canon Guy Bridgewater, at this his last meeting, for his 11 years' service as an ex officio governor prior to his move to Bath Abbey at the end of October.

The Governing Body acknowledged with great sadness the death of Rosemary Cowley on 27 August. Past and present Principals, governors and staff had attended her funeral on 24th September in recognition of, and thanks for, her long service to the College as both a member and Chair of the Governing Body.

1427) Declarations of interest: There were no declarations of interests for the meeting.

1428) Matters Arising:

Item 1412: The Clerk confirmed that all but two register of interest forms and **declarations of eligibility** had been returned following circulation in the summer. She asked that the **supplementary form** reflecting the new Charity law regulations be returned by the end of the meeting where at all possible.

Item 1418: The Finance Director reported that the **S106 money** had still not been received. The latest communication from WSCC had been a request for an invoice. Members expressed disappointment at the protracted delay and agreed that representations to that effect be made (**Action: Principal and Chair**).

The IT Link governor reported on discussions with the Finance Director about potential enhancements to the **College's financial modelling software**. A demonstration would follow shortly.

Item 1421: The Clerk explained that the Mercers' Company's Standards and Appointments Committee was due to consider (the next day) the College's request for the Chair of Trustees to no longer be a standing member of the Nominations Committee. (**Postscript: Agreed**)

The meeting which followed was led by a presentation from the Principal with contributions from members on the topics covered.

1429) HR Update

The Principal outlined teaching and support staff changes including new teachers in English, Chemistry, Sociology and Business Studies (both of whom were trainee teachers as part of a new initiative). An Art and Photography technician and IT Assistant had joined the support staff and two further part-time appointments were imminent to help the Finance Department and PA/Principal. There were also a number of staff new to role including heads of subject in Spanish, Physics, IT and BTEC Business L2 and 3 as well as 4As and Head of House cover to address staff leave of absence.

1430) Examination results and value added

Paper: A level, BTEC and EYE results, A level Value added (ALPS and ALIS) data, S7 Colleges and West Sussex Schools Comparison Charts), HESA report 2018

The Principal sought to add further detail in respect of results following the headlines in her letter of 30th August. Members welcomed the excellent A level results (including a 99.7% pass rate and a 3% increase in the high grades to the 60% target) and the particularly impressive value-added performance as demonstrated in both the ALPs and ALIS measures. The ALIS chart demonstrated that the quality of teaching was an instrumental factor in the college's performance. Members noted that the L3VA value-added results would be due in January. Asked about the performance of the College's international students, the Principal offered to share a further report from the Admissions Manager which tracked this data. **(Action: Principal)** The Vice Principal also offered to share an explanation of the (external ALPS) calculation of the overall value-added score drawing on the range of subject scores **(Action: Vice Principal)**.

Members noted that there had been significant improvement in BTEC results. These had moved from a value-added score of 7 to 4 over the past two years. This year had also seen a 10% increase in high grades to 83%. Discussion followed on the value and promotion of these qualifications, for example in flexibility and progression terms, against the background of their potential rejection by the Government in favour of T levels as the sole vocational route.

[4.55pm Mrs Aylett joined the meeting]

Members explored further the College's developing T level offer and possible expansion, commenting on the need for businesses to support effective work experience. They noted that the College's existing set-up with work placements for the L3 EYE course promised a straightforward transition to the T level and that any future loss of BTECs would be phased so as not to disadvantage existing students.

Turning to benchmarks with other schools and colleges, the Principal explained that at A level Collyer's Grade 2 value-added score placed it in the top 3 of the eight S7 colleges. Members discussed the relative high grades, offer and circumstances of the competitor colleges, noting some of the measures planned by the SMT to improve further such as a trial of online study groups. Looking at the most recent Government data (for 2017 results) for West Sussex schools and colleges, Collyer's scored highest as the only provider in the 'Above Average' category. The 2018 results suggested there would be a rise in the College's average grade at A level. The Principal explained that the College's enhanced use of data would continue to help drive improvement.

Finally members noted that the latest HESA report continued to show that Collyer's students performed well at university benchmarked against the state and independent school sectors and Sixth Form College averages.

1431) Curriculum

The Principal outlined curriculum changes including the introduction of Health & Social Care level 2, RML Music Technology and triple BTEC Sport Level 3 as well as the end of Food & Nutrition, Music Technology, Health & Social Care and Travel & Tourism A Levels (2017) and BTEC Dance Level 3. Members noted that the shift from 4 to 3 A levels had hit the creative subjects and Modern Foreign Languages (MFL) hardest. However the new BTEC Science had proved popular, to the extent that a second class looked possible for 2019. Members acknowledged the College staff's success in the transition to linear A levels (especially where there had been little clarity on the revised curriculum and no exemplar materials/textbook), noting that only Maths A level had yet to go linear (in 2019).

1432) Enrolment 2017

The Principal reminded members of the target of 1840 funded students for 2018 in the Strategic Plan. With 1976 enrolments (excluding 64 international students), the College appeared to have ridden the anticipated double (two-year) dip in the local demographics and was on target to match the 1930 students foreseen in the budget. There would be further losses both before and following the end October census date but a clearer picture should be possible by the beginning of December. From 2019 there was a rise in the demographics which should help future enrolments and funding. For example there are currently 101 more pupils in Year 11 of the three Horsham secondary schools than in the 2017/2018 academic year.

The Principal expressed some disappointment that the number of international students had not risen to the 75 she had hoped for in spite of those recruited from the Guangya school in China and from nearby colleges. She reported on a new International strategy being developed with John Mountford (formerly of the AoC). This would build on the recruitment of the new International Relationship Manager and progress contact with, for example, Iran where c. 20 students might be identified. The strategy was also looking at a more diverse range of short courses/ infill courses which might be attractive most notably to Japanese students. The Vice Principal had been talking to Rikkyo School about some form of collaboration to this end. In view of this, the role of the current Admissions Manager, who was retiring at Christmas, might be split to enhance capacity.

1433) Marketing Strategy

The Principal highlighted that a new Marketing Strategy was being taken forward by the Deputy Principal working with Grebot Donnelly. There would be a focus on the use of apps and a revitalised website. The student governors reassured members that the greater use of social media was welcome in making information readily accessible so long as the right platforms were used. The RCU was having success with Instagram and Snapchat. The parent governor commented on the increased use of Facebook in communications between parents and the Collyer's Association she led.

[Mr Hugh Stafford-Smith left the meeting].

1434) Capital Projects and Estates

Paper: Lettings Report

The Principal explained that the Lettings Report would be considered in more detail by F&GP but was, she thought, of general interest following approval of the new policy the previous year. Regular use by the Latitude Church, West Sussex Music Trust (WSM) and,

by association, Horsham Symphony and National Children's Orchestras along with sports lettings meant that the College was doing well with little spare capacity. Horsham District Council might use the car park for Christmas but beyond that lettings would be carefully considered to ensure no detriment to Collyer's students. The Principal reported further on a range of summer works including the development of WSM offices (to be occupied from end October) and changes to the Sports Hall classrooms. The association with WSM was thought to be paying dividends in terms of Collyer's involvement in music. Asked about the new Bohunt School's temporary accommodation, the Principal confirmed that Collyer's would not be used. **(Postscript:** A press announcement the following day confirmed the site to be Arun House, also on Hurst Road. The Principal subsequently has been in touch with WSCC and HDC regarding traffic management along Hurst Road).

1435) Property Strategy

Papers: Existing site analysis and Site proposal

Draft suggestions from HNW architects for phased site development had been shared with the Governing Body. **(Action: Clerk to update following HNW presentation to SMT that morning).** The proposal, which would be presented to the Estates Sub-Committee in November, sought to ensure that the College could continue to meet student needs and that future projects were not compromised through intervening development. Preparation for a bid for Condition Improvement Fund Bid 2019 was underway with assistance from David Friend, following a recommendation from HNW (and success in his BHASVIC bid the previous year). This would be submitted by the December deadline with a focus on GB2.

Part II minutes: Criterion h) Information considered to be commercially sensitive

[Mr Hugh Stafford-Smith rejoined the meeting].

Members raised the desirability of a running track both for Collyer's students and lettings potential given the loss of that at Broadbridge Heath. **(Action: Principal to raise with Head of Sports Academy).** The Deputy Principal confirmed that table tennis continued to be popular at the College with new tables bought regularly.

1436) Budget outturn 2017/18

Paper: Financial outturn as at end July 2018

Members welcomed the healthy end of year surplus of £570,619 as well as other strong financial indicators. Outstanding loans were £709,888. The Principal highlighted the £3.9m cash reserves which would be discussed with F&GP as to their best use. Asked about the increase in pay expenditure, the Finance Director explained the additional costs were owing to pensions costs, a flexible retirement deal, a lieu of notice payment, accrued holiday pay, sick leave cover and paying teachers to start at the end of August (not to be repeated).

1437) Collyer's successes 2017-18

In summary, the Principal highlighted the success stories for 2017-18 and the contributions of the new SMT team. New initiatives on attendance and VESPA/ Studentship supported by strong data analysis by the Vice and Assistant Principals had contributed to strong results. Student well-being and employability had been key as had the time and energy spent by the Deputy Principal in marketing the College. Governors could check the West Sussex County Times or College website for a wealth of new stories. These included the success of the Robotics team in winning the SFCA Employability Award International

award for Innovation. Finances were strong thanks to the prudent management of the Finance Director and additional income for T levels and promised from S106 monies. The Chair thanked the Principal, SMT and wider staff on behalf of all governors for their considerable efforts which had led to the college being in such a positive healthy position.

1438) National FE Funding campaign and Sixth Form Colleges Association update

Looking more widely, the Principal reported on the associated AoC and SFCA campaigns on 16-19 funding for the w/c 15 October, named Love our Colleges and #Raise the rate respectively. The aim was to influence the CSR £4k for next year and achieve an increase in the £4k per student which had stood for some while. The SFCA campaign also hoped that the teachers' pay grant for schools and academized colleges to fund a 2-3.5% pay increase would be extended to all sixth form colleges. In addition to the familiar call for a VAT refund, they were also seeking a capital expansion and maintenance fund specifically for 16-18 students with a more realistic timetable for spend. Finally they wanted a competitive process for new sixth form provision. Governors were asked to add their voices to the campaign.

1439) Chairman's report

The Chair thanked members for their recent constructive ideas to the self-assessment process. These would inform a draft governance SAR/QIP* for the Nominations Committee and in turn the Governing Body in December. Governors' participation in the forthcoming SAR meetings were welcomed and future dates for the Learning Walk – 5th Feb – and Upper Managers- Friday 7th June – highlighted. All possible participation in both formal and wider meetings was encouraged to help inform decision-making. At 79% Collyer's governor attendance at formal meetings in 2017/18 had been slightly below target - though not wholly out of sync with the average across the country.

1440) Any other business None

1441) Date of Next Meeting: Wednesday 12th December 2018 at 16.30 at Collyer's.

NB March 27th for Spring meeting 2019 now confirmed

The meeting closed at 18.30

Chair

Date

NCW 4/10/2018