

THE COLLEGE OF RICHARD COLLYER

MEETING OF THE GOVERNING BODY

held on Thursday 3rd October 2019 at 16.30 p.m.

Present: Mr Karl Banister, Mrs Sally Bromley (Principal), Mr Tom Cox, Mrs Ann Donoghue, Mrs Barbara Hobday, Ms Liza Karandeja, Mr Graham Lawrence, Mr Paul Mittendorfer, Mrs Clare Ruaux, Mrs Helen Smith, Mr Hugh Stafford-Smith, Mr Dominic Wakefield, Mr Robert Yorke

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

Apologies: Ms Emily Leddy, Dr Grant Powell, Dr David Skipp

In the Chair: Mrs Ann Donoghue

The Chair welcomed Mrs Clare Ruaux and Ms Liza Karandeja to their first meeting as governors as well as Mr Dominic Wakefield, now formally in post as parent governor.

The meeting was preceded by a presentation from Ms Hannah Page, Assistant Director of the Science Faculty concerning a revised data collection system she had created as part of her S7 Leadership project. This was of direct benefit to the College in helping to underpin the rigorous self-assessment process. The work undertaken enabled subject, faculty and senior management staff to gain more ready access to key data including value-added trends over a three-year period with increased graphic presentation. Statements on key points identified areas for closer examination of the underlying causes. Governors asked about the source of the underlying data and looked forward to seeing the data sheets being used in the forthcoming review panels. They thanked Ms Page for her commitment to this innovative and valuable development.

1492) Declarations of interest: There were no declarations of interests for the meeting.

1493) Minutes (Parts I and II) of the meeting held on 10th July 2019 were approved subject to an amendment clarifying the governors' endorsement of the Principal's recommendation that the College seek to maintain its 'outstanding' financial status subject unless of undesirable detriment to students. Following discussion, it was agreed that the minutes reflected the conclusion of discussions with respect to the capital loan, namely that full repayment of the current loan might be advisable but would, for the time being, be kept under review taking account of the College's financial health, interest rates and the need for a further capital build.

1494) Matters Arising:

Item 1475: The Clerk confirmed that the remaining two register of interest forms and **declarations of eligibility** had been returned following circulation in the summer.

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

1495) HR Update

The Principal reported that, in spite of generally low turnover of staff at Collyer's, teaching staff changes included a number of new Heads of Subject in Design Technology, Computer Science and French as well as a Director of Music shared between the College and West Sussex Music. There were further new teachers in Science, IT, PE and Travel and Tourism. There were also new tutors covering several tutor groups to help provide pastoral support to students. Additional support staff included technicians in languages and IT and Media. There were also a number of staff new to role including new Assistant Directors of Faculty in Science and Business.

1496) Examination results and value added

Paper: Letter of 2nd September from the Principal covering A level, BTEC and EYE results, A level Value added (ALPS and L3VA) data, West Sussex Schools and Colleges Comparison poster, Trend data over 5 years

The Principal referred to her letter of 2nd September and enclosed details of results. Members welcomed the excellent A level results including the top performers in French, Physics, Psychology and Maths. Whilst the results were marginally down on the previous year, the pass rate of 99.4%, high grades at 58.4% and the 'excellent' value-added performance merited recognition of the effort and success of students, staff and the SMT. They were pleased to see that the work to identify and address weaker results in a few subjects the previous year had paid dividends with a much-improved performance. Similar approaches were already underway in respect of a small number of subjects in this year's outcomes.

In addition to A Level results, high grades for BTEC Level 3 courses had significantly improved this year, with 85% of students gaining high grades for their BTEC Diplomas (two A Level equivalent). Although the large increase in the number of students taking BTEC Level 3 courses (from 116 in 2018 to 282 in 2019) had presented challenges, the value-added had improved further to a Grade 3 'Excellent' in 2019 (from a Grade 4 the previous year and Grade 7 in 15/16).

It was clear from the ALIS and L3VA value-added measures that there was considerable confidence that the College was making a difference to all Level 3 students (A level and BTEC), with results well above national averages. An updated picture of final results and review of exam markings would be submitted to the Quality and Curriculum Committee as would a detailed progression report. Of the 14 students holding offers from Oxbridge colleges, 13 had been successful in achieving the high grades required. Full clarity was still being sought in terms of S7 benchmarks but it was expected that Collyer's would be in the top three of the eight colleges. Collyer's was also outperforming competitor sixth forms across its wide catchment area.

GCSE results (Level 2) were also very good with Maths, and especially English, significantly above the national average. New teaching staff would however be seeking to address a more disappointing outcome in GCSE Biology.

The Chair thanked the staff, SMT and students on behalf of all governors for their considerable success and contribution to the College, of which all could be proud.

1497) Enrolment 2019

The Principal reminded members of her ambitious target of 2000 by 2020. The current number of students enrolled was 2063 which could fall to nearer 2020 once settled. As such she was optimistic about meeting the target of 1970 'home' students by enumeration

later in the month. Early revisions to forecasts to a cautious but more realistic 2000 students had been made but these would be further refined by the time of the next Governing Body meeting. **(Action: Finance Director)**

Members congratulated the Deputy Principal, SMT and staff on the growth achieved, welcoming the prospect of c. 50 additional students. They noted that the increase reflected local demographic growth which could be expected to continue going forward. In terms of accommodation, extra capacity was anticipated as being essential from 2023 before which a variety of measures could be taken to accommodate students with particular emphasis on IT and Science lab facilities. The next Planning Day discussions in early December would explore further the potential scope of the next Strategic Plan in relation to national demographic growth recognising that BHASVIC now had c. 3000 students and Peter Symonds 4000.

In addition to the growth in funded students, the number of international students had increased to 67, up from 63 the previous year. With the appointment of Se Kun Io as a relationship manager in China the College had been able to build the number of close relationships with individual schools and colleges during 2019 rather than relying entirely on agents. The contract with Guangya School for example had led to a further 12 enrolments in September 2019. The College had also welcomed 8 students from Renens High School in Switzerland for the 2019 -2020 academic year and 3 students from Rikkyo High School for a term. The VP (Quality and Curriculum)'s visit to a number of schools in Japan in the summer as well as his relationship with Rikkyo School near Godalming looked set to be a happy and profitable one.

1498) Curriculum

The Principal reported no further curriculum changes since the previous year but with work continuing towards the introduction of T levels in 2020, the official launch on 7th October and possible expansion in the future, subject always to the support of businesses in providing 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 Government decision to lose BTECs would be phased so as not to disadvantage existing students.

1499) Staff satisfaction survey and workload review

The Principal reported that the latest biannual staff satisfaction survey had been completed at the end of the summer term. She had spoken with staff and the SMCG about an ensuing Action Plan on key themes. Overall the results had been strong with 82 of 84 respondents judging the College as a good place to work. Further social events had been requested (building on the end of term 'farewells, bowling and quiz already organised) but care needed to be taken in relation to those who may not wish to socialise and the cost and use of public funds. One governor asked whether the Endowment might be an alternative possible source of funds. **(Action: Principal)**

Members commented on the equally strong responses on staff feeling valued and treated fairly and with respect. That said, the Principal had identified issues concerning a lack of perceived promotion opportunities for part-time staff and issues with the teaching staff tariff and remission on which a paper would be brought to F&GP following SMCG discussion. The Unions were seeking to explore concerns more fully given that potential solutions were in part hampered by the anonymity of survey responses. Progress was also being made with a trial of 360/180 feedback.

Members discussed their varying experiences of a neutral score in surveys with best practice possible suggesting it was best avoided as per College practice. They also questioned the results on the discrimination question (3), suggesting a negative response above 10% might be a concern to be further explored. The Principal suggested further consultation with the SMCG. **(Action: Principal)**. Overall however, members considered the survey results to be a very positive reflection on the College and its leadership.

1500) Budget outturn 2018/19

Paper: Financial outturn as at end July 2019

Members noted the very positive variance in the surplus at the end of 2018/19, up £112,626 from a more modest £6,847. Income had been significantly higher than anticipated owing primarily to additional adult education loans and fee income, international students, lettings, interest earned, refectory income (though no price rise) and a West Sussex Music contribution as well as funding for bursaries, higher needs students and some grant funding from the Mercers' Company. The payroll cost variance was positive at 69.5% (as a percentage of income) against a budget of 71.7%.

Non-pay expenditure at £164k had also been over budget but was deemed to have been valuable in contributing largely to the development of the Property Strategy which would stand the College in good stead going forward. Remaining key items were the subsidised Worthing Bus service and outgoings related to Mercers' grant funding the previous year. Cash days in hand were healthy at 83.

Members welcomed the healthy end of year surplus in spite of headwinds, requesting that F&GP be provided with a line by line explanation of the outturn relative to the agreed budget as well as the regular return of the cashflow and balance sheet. They also sought clarity and ongoing review of the cost and value of the Worthing Bus service. **(Action: Finance Director)**. The Chair reported on a correction to the net current assets figure in the budget which demonstrated was higher only a modest variation. Outstanding loans were £609,901 with some overpayments made. Whilst the interest being paid (1.75%) was higher than that received for cash held in deposit (1%), members recognised that a new loan, if required to fund a capital project, would be at a higher interest rate so the cash reserves had value. Members proposed that F&GP examine further the variations to gain assurance on the balance struck in prudent budgeting, recognising that less conservative colleges could get into difficulties if their financial planning exposed them to greater risk. **(Action: Finance Director)**

1501) Estates

Paper: Lettings Report

The Principal explained that it had been a busy summer for the estates team as work on the Grammar School roof and Buckle windows had been completed. The work had been carried out efficiently, on time and on budget. Over the summer she had been working with HNW Architects on the new Digital Hub for which the College had received some government funding through the BFIG bid 2020, the first tranche of which was anticipated in the Spring. More detailed plans would be considered by the November Estates Sub-Committee with a view to the work being completed by September 2020 in time for the new T levels.

The Principal reported on two commemorative projects she had been working on in recognition of Percy Bysshe Shelley. In relation to Collyer's, former Principal, David Arnold, had offered to contribute £40k to a sculpture of Ozymandias (the subject of a Shelley poem) which could enhance either the new GB2 or Digihub building. The sculptor

had been commissioned. The town project was expected to be complementary and focus on Horsham Park.

The Principal also expected F&GP to look more closely at the Lettings Report but she was sharing this given past wider interest. 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. Asked about the new Bohunt School's temporary accommodation, the Principal confirmed that Collyer's was allowing lettings for sport and science.

1502) Property Strategy

Papers: Existing site analysis and Site proposal

Preparation for a bid for Condition Improvement Fund Bid 2020 was underway with further assistance from David Friend. This would be submitted by the December deadline with the focus expected to be on GB2.

1503) Sector update

The Principal reported on the recent new Prime Minister's announcement of an additional £188 uplift from September 2020 with c. £380k of additional funding anticipated for Collyer's. At 4.7%, this was a little less than the 5% sought but an encouraging start. There was also the possibility that the employer contribution to the Teachers' Pension Scheme (TPS) would be covered from September 2020 until at least 31st March 2021. Members discussed the reliability of such funding, believing it would be difficult to backtrack from these, even following a change in Government following a likely general election.

Further news included the announcement that Ofsted should once more look at those colleges with an outstanding rating although Ofsted was not believed to have the resources at the current time.

The Principal reported further on the new Collyer's Heritage Archive including a link to new parent governor's great grandfather's business within the 1923 school magazine. The College would be putting on a performance of A Midsummer Night's Dream from 26-28th February. It was also anticipated that Radio 4's 'Any questions?' would broadcast from the College on 6th March 2020. Prior to this a quiz on 5th March (for parents, staff and students) would seek to raise funds for a governor's Charity Sahara Trek from 2-7 April for which £4k was needed. Governors were invited to form a team for the event with funds to be donated to the new hospice in Pease Pottage.

Members agreed there was a wealth of activity at the College with much to be proud of. Governors were expected to be involved in a good number of the forthcoming SAR review panels in October/ November. The parent governor was also working closely with the College in seeking to revamp the Collyer's Association to incorporate a more forum style gathering providing feedback to the Principal on parents' views and effective communications as well as the more traditional fundraising. The parent governor reported that five business sponsors had been secured for a students' bursary scheme with 1-3 more being targeted. Other fundraising including raffles would be considered.

Members thanked the Principal for an excellent presentation bringing alive the mission and purpose of the College.

1504) Chairman's report

The Chair reiterated the importance of governor involvement in the forthcoming SAR reviews and forward improvement planning. She asked that Members promote the forthcoming meeting of the new Collyer's Association/ Parents' Forum' on 10th October at 6pm (at the College) with any current parents they knew. She also drew attention to the current three vacancies on the Governing Body – two of which were outside the Governing Body's control - and asked that members both maximise attendance if at all possible, and send apologies in advance if any difficulties, so that the Clerk could manage quoracy effectively. This was particularly important in respect of Mercer governors of whom one needed to be present for the Governing Body to be quorate.

Finally, the Governing Body acknowledged with sadness the death of former governor, Dr Alan White, on 11th September. Several past governors and SMT members as well as the former Clerk were intending to attend a memorial service on 17th October at St. Mary's Church.

1505) Any other business: None

1506) Date of Next Meeting: Wednesday 11th December 2019 at 16.30 at Collyer's.

The meeting closed at 18.30

Chair

Date

NCW 4/10/2019