



## MINUTES OF THE POLICY COMMITTEE MEETING

Held At Esher College  
Thursday, 9<sup>th</sup> March 2017, at 6.00 pm.

### Present:

Clarissa Wilks (Chair)  
Darrell Bate  
Dan Dean

Damian O' Malley  
Terry Price (ex-officio)  
Karin Rowsell

Rebecca De'Ath (Clerk)

### 1. BUSINESS INTERESTS IN AGENDA ITEMS

There were no declarations of business interests.

### 2. APOLOGIES FOR ABSENCE

Jane Grenander, Jo Gardner, Tim Oliver and Dan Lodge had sent their apologies, which were accepted. Darrell Bate and Karin Rowsell would be late for the meeting (work and travel issues).

### 3. MINUTES OF THE LAST MEETING

The minutes of the meeting of 30<sup>th</sup> November 2016 were accepted as an accurate record.

### 4. MATTERS ARISING

P1-001: Completed. The Principal did amend the SAR and QIP in line with Governors' suggestions.

P1-002: In hand.

**ACTION:** The Vice-Principal would give a further update about the retention issue (after enrolment for 6.2 and before enumeration) at the next committee meeting.

P1-003: Completed. Twickenham Academy students were now included in the Admissions Policy as having Guaranteed Status for entry. The Principal has a date to go and talk to their students about the College.

P1-004: Completed. A Working Group for Academy Application had been established; a timeline for conversion had been agreed.

### 5. ADMISSIONS POLICY

This committee had discussed the Admissions Policy for 2018 at its last meeting and agreed that there was no cause for significant change. The meeting noted the shift from letters to numbers for the exam result entry requirements (complicated by the fact that in future independent schools

would still offer IGCSE qualifications which will retain their alphabetical grading). The College confirmed that grade 4 was the lowest grade that the College would accept in terms of entry.

Governors had reviewed the 2018 Admissions Policy and suggested the following amendments:

- 1<sup>st</sup> sentence: query over whether the lower case in “advanced” Study Programmes was intentional. The Principal confirmed that this was so.
- 2<sup>nd</sup> paragraph: put final sentence in brackets. “Applications are only accepted for a two-year Study Programme (that is, for....”)
- Page 2, 2<sup>nd</sup> paragraph: “Precise details...will be available **on** the website.”
- Check that the College’s definition of a sibling still reflects that of Surrey County Council.

The meeting approved the Admissions Policy subject to the above amendments.

**ACTION:** Principal to ensure that the Policy is amended in the light of these suggestions.

## 6. UPDATE ON ACADEMY CONVERSION

The Principal summarised matters since the committee last met and drew the meeting’s attention to his discussion paper which outlined the current position on area review outcomes, based on the latest SFCA analysis. Of the original 92 Sixth Form Colleges in the country, 33 are likely to remain as a stand-alone SF College; a further 28 have “explore academisation” as option 1; there are 20 SFCs in the academy pipeline, of which 4 or 5 have applied to become a SAT (which includes Esher, Godalming and Woking) and the remainder plan to become MATs. Members discussed a number of contextual factors that would inform the final decision on academy conversion and associated timetable for change. Factors considered included:

- Estates decisions
- Short and medium term financial considerations, including the financial advantages of conversion
- The future position of SFCs in a changing landscape

*Darrell Bate joined the meeting at 6.17pm*

*Karin Rowsell joined the meeting at 6.19pm*

The meeting was advised that the first sixth form college to convert (Hereford) had received a letter from OFSTED explaining that as it had become a new institution, it would receive an OFSTED inspection within 3 years after conversion. All previous inspection data would be wiped clean. The meeting felt that this was a further contextual factor to take into account.

Governors sought the following information from the Principal:

Q: Can we remain a member of the SFCA if we become a SAT? Yes; the SFCA is broadening its membership.

Q: What is the timetable for conversion? We planned for a conversion date of 30 September 2017, but there is no requirement as yet to rush the process.

Q: Does the conversion affect the terms and conditions of employment of staff? No, the SAT would adopt the current terms and conditions of staff.

The meeting agreed that the Principal should draw up a discussion paper for Corporation, summarising the contextual position.

**ACTION: Principal** to draft a paper for the Corporation.

The Corporation Chair also reported that the Working Group for Academy Application had agreed his proposals for the new governance structure, which were:

- An over-arching Trust membership of up to 5 individuals (members) who would meet once a year; 1-2 of these individuals would span both Trust and Board of Trustees.
- A Board of Trustees (governors) of 13 or 15, depending on whether Students were permitted to be Trustees (if they were not, they would attend meetings as Observers); in sum, the Principal, 2 Staff Trustees, 2 Parent Trustees, 8 External Trustees and 2 students.
- Terms of office would remain as 4 years, except 2 years for parents and the Principal in office as long as he remains in post.
- The Clerk and Deputy Clerk arrangements would remain unchanged.
- New terms of office would not commence for Trustees with the new institution – existing terms would be carried over with the individuals.
- A smaller Board of Trustees of 13 or 15, would necessitate some streamlining of the committee structure to ensure that there would be no increase in burden placed on the SLT, Clerk or Trustees.

The Corporation Chair planned to review whose terms of office may be ending this year, and determine if they might be willing to become Members of the new Trust (with remaining current Governors becoming Trustees in the new structure)

**ACTION: Corporation Chair** to talk to individual Governors whose term of office is coming to an end about the new governance structure, in order to commence shaping the proposed new structure.

## **7. REVIEW OF THE COMMITTEE TERMS OF REFERENCE**

It was suggested that the responsibility for reviewing the Tuition Fees Policy be removed from the TORs. The meeting subsequently approved the TORs subject to this change.

**ACTION: Clerk** to amend the TORs.

## **8. ANY OTHER BUSINESS**

- The meeting noted that there were a number of policies due for review at the next Policy Committee meeting. The TORs of the Special Committee would also be reviewed at this time.
- During the week commencing 27<sup>th</sup> March, the back entrance to the College would be locked.

**ACTION: Clerk** to ensure that these procedures were on the agenda for review at the next Policy Committee meeting.

## **9. DATE OF NEXT MEETING: Tuesday, 6<sup>th</sup> June 2017**

The meeting closed at 7.00pm.

Attendance was 63% (5 out of 8 members)

Signed.....

Date.....

#### SUMMARY OF ACTIONS

<b>P2-001</b>	<u>Item 4: Matters Arising (Student retention and progression to 6.2)</u> <b>The Vice-Principal</b> would give a further update about the student retention issue (i.e. after enrolment for 6.2 and before enumeration) at the next committee meeting.
<b>P2-002</b>	<u>Item 5: Admissions Policy 2018</u> - <b>Principal</b> to ensure that the Policy is amended in the light of Governors' suggestions.
<b>P2-003</b>	<u>Item 6: Academy application update.</u> <b>Principal</b> to produce a brief paper for the Corporation summarising discussion on academy conversion. <b>Corporation Chair</b> to talk to individual Governors about moving over to the new governance structure, in order to put names against future governance posts.
<b>P2-004</b>	<u>Item 7: Terms of Reference</u> - <b>Clerk</b> to amend the TORs by removing point 18.
<b>P2-005</b>	<u>Item 8: AOB (Policy review)</u> - <b>Clerk</b> to ensure that the policies due for review are on the agenda for the next Policy Committee meeting.

#### SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
C/S	5	<u>Admissions Policy</u> – the meeting supported the draft policy, and offered comments to ensure that it was clear and robust.
C	6	<u>Academy conversion</u> – Questioning over the external factors influencing conversion.
C		Governors questioning to ensure that T&C's of staff would remain unchanged upon conversion.
S		Governor's research revealing that the OFSTED clock would start again after conversion and that the previous OFSTED history would be lost.