



## MINUTES OF THE MEETING OF THE ESHER SIXTH FORM COLLEGE ACADEMY TRUST

Held At Esher College

Wednesday, 25<sup>th</sup> September 2019, at 6.15 pm.

### Present:

Tim Oliver (Chair)

Dan Dean

David Irving

Robin John

Ian Leigh

Declan Mason

Ruth Seabrook

Fran Stewart

Tom Webb

Clarissa Wilks (Member)

Terry Price (Member)

Helen Odhams, Deputy Principal (Advising Officer)

Kerry Webb, Clerk

*Agenda Items taken out of order.*

## 2. PRESENTATION ON BTEC QUALIFICATIONS EXAMINATION REPORTS

The Deputy Principal gave a presentation on BTEC Qualifications and reported back on the recent BTEC exam results. She noted the following:

- BTEC Qualifications are in the middle of a reform process and they are offered by the Pearson exam board.
- They are more practically based and enable students to explore academic content as well as specialist and work- related learning and skills. It is a fantastic qualification for a large number of students.
- BTEC qualifications come in different sizes (equivalent to ½ A Level, 1 A Level and 2 A Levels) and the College offers students Level 3 BTEC. The grading levels are from Pass to Distinction\* and a Distinction\* is the same UCAS points as A\* at A level. Over 95% of universities accept BTECs for applications, including Russell Group universities and Oxford University.
- The new BTEC Nationals 2016 have been designed to be more rigorous. They include a different form of assessment, mandatory units, they are larger in content and the students must pass units to continue the course.

*Ruth Seabrook joined the meeting at 6.25pm.*

- There is a lead internal verifier at the College who has responsibility for quality assurance and the staff undergo training on marking.
- From September 2020 the majority of BTEC offerings will be on the reformed RQF Framework and the College's Departments are preparing for this throughout this academic year.

*Fran Stewart joined the meeting at 6.29pm*

Q. Do you think the numbers of students enrolling will be affected by the introduction of the new BTECs?  
We do not anticipate that there will be any changes to student enrolment. The new BTEC courses are an excellent provision and provide a good route for students to achieve significant UCAS points for university entry.

Q. How are T Levels assessed? This includes a 90-day work placement and coursework (depending on the student's course).

Q. Are the BTEC Nationals 2010 and BTEC Nationals 2016 comparable? In some ways there is a definite comparison, the types of units that the students' study is similar, but the way the course is constructed has changed, particularly with the introduction of mandatory units.

## **1. PRESENTATION ON EXAMINATION RESULTS**

The Deputy Principal reported that the College was very proud of this year's results. Referring to the report previously circulated with the meeting papers, she informed that there had been slight changes to the results included which is due to ongoing review of marks. She noted the following:

- This has been the first year that every exam sat was the new linear style A Level. It was therefore the first year that all students sat internal progression exams rather than AS Levels at 6.1. It was also the first cohort of students who were awarded the new number grading for all GCSEs.
- The A Level reforms have been very rigorous and nationally there has been a dip in grades awarded. The College has achieved an excellent result in this context. The College is proud of the inclusive entry and the excellent results achieved in mixed ability teaching.
- The LV3A value, which is a "value-added" measure will not be released until November and will include data for those students who completed A-Levels at the end of two years. For BTEC students it will include students who sat exams at 6.1 and 6.2.
- The College is reviewing the breakdown of results and will work with the Divisional Director and Heads of Department to support them making improvements where appropriate. The Deputy Principal confirmed that Trustees will be kept updated on progress through reports to the Quality and Standards Committee.
- National data for GCSE resits compares all students 16-18 years who have taken a resit and the College has achieved significantly higher results than the national average for GCSE English and Maths resits. The Principal commended the hard work and dedication of this department who have helped achieve results which will be life-changing for these students, improving their future opportunities.

The Chair of Trustees extended his congratulations to all staff on achieving tremendous results in the context of a national dip in results.

Q. How do results achieved compare with those predicted for university? UCAS predicted grades are not used as a performance measure as they are aspirational in nature. The College works with students to guide them in their university choices.

Q. What proportion of students achieve their 1<sup>st</sup> or 2<sup>nd</sup> choice of university? This is not easy to track as the data is not readily available, and when it is available it is lagged, so requires significant reconciliation of data. Some students are also given unconditional offers. However, the data that the College does have support that the students make great progression at university, with benchmark data showing that Esher Sixth Form College students go on to achieve a significantly higher proportion of first and upper seconds than students from sixth form schools.

Q. How many students went through clearing? Clearing now includes both 'trading up' as well as finding places if the grades required in the university offer are not achieved. Again, the data on final student destinations is lagged and is difficult to reconcile with student's original university choices. The Trustees congratulated the College on another great year of great results.

### 3. REGISTERS OF INTERESTS

There was nothing to declare.

### 4. APOLOGIES FOR ABSENCE

Apologies were received from Paul Collyer, Harry Hayley, Florence Kilby, Katie Pattison and Karin Rowsell. David Lavarack, a Member of the Academy Trust also sent his apologies.

### 5. CONSTITUTION

The following matters received the Academy Trust's consideration:

- **Appointment of Chair** – The Trustees unanimously approved the appointment of Chair (Tim Oliver) of the Academy Trust for a second term of two-year appointment.
- **Confirmation of Vice-Chair** – The Trustees unanimously agreed that Robin John would continue as Vice-chair of the Academy Trust for the second year of his two-year appointment.
- **Committee Chairs** – The Trustees unanimously approved the appointment of the following committee chairs for a two-year appointment:
  - Audit – Paul Collyer
  - Finance & Estates – Robin John (until retirement as Trustee)
  - Strategy & Policy – David Irving (until retirement as Trustee)
- **Confirmation of Committee Membership** – this was included for information. The Chair of the Academy Trust welcomed Declan Mason and Tom Webb as newly appointed staff Trustees.
- **The role of Members** – It was agreed that interaction and good communication between Trustees and Members would be key to maintaining and building this relationship. Members wished it to be recorded that they would be happy to be available to be consulted as required. It was agreed that any significant matters should be brought to Members attention. It was agreed that a date for the AGM would need to be agreed and the summer term might be an appropriate time for this. It was also confirmed that access to the Governors' Portal has been arranged for the Members.

**ACTION: Clerk** to schedule the annual AGM for Members in due course.

### 6. MINUTES OF THE CORPORATION MEETING HELD ON WEDNESDAY 10<sup>th</sup> JULY 2019

- Item 12: Any Other Business

A Trustee required further background information on the proceedings of this meeting. A full account of the meeting together with background information preceding the meeting was given. Fran Stewart wished for her discomfort at the process to be recorded and requested that the minutes be reviewed and adapted to ensure they are factually accurate and reflect and record who was present at what times. Clarissa Wilks (Member) wished her support for the care and attention and the scrupulous way in which legal advice had been sought in this process to be recorded.

It was agreed that the minutes would be reviewed and amended to ensure factual accuracy.

- Item 9: Link Governors Reports

Third paragraph delete “two members of staff” and replace with “six members of staff, representing a cross section of all staff”.

- Item 11: Resolution to Dissolve the Corporation

It was agreed that the following minor amendments be made:

- 2.1.3 remove square brackets to read “was being agreed”
- 2.1.6 remove square brackets to read “asked for”
- 3.1.2. insert title number SY658985
- 3.1.3 remove square brackets
- 4.2 (b) remove the word “College”

**ACTION:** Clerk to review and amend as appropriate Items 12, 9 and 11 of the minutes of the Corporation meeting held of Wednesday 10<sup>th</sup> July 2019.

Subjects to the above amendments the minutes were approved.

## 7. MINUTES OF THE ACADEMY TRUST MEETING HELD ON WEDNESDAY 10<sup>th</sup> JULY 2019

It was noted that the following minor amendments be made:

- 11.1.7.6 delete the word “thousand”
- 12.1.2 replace “April” with “September”
- 11.1.4 change from “legal due diligence” to “legal and financial due diligence.”

Subject to the above amendments the minutes were approved and signed.

## 8. MATTERS ARISING

**C4-001:** Action completed

**C4-002:** Action completed

**C4-003:** Action completed

**C4-004:** Action in progress – process to be further discussed and agreed at the Strategy and Policy Committee.

**C4-005:** Action completed

**C4-006:** Action completed

## 9. PRINCIPAL’S REPORT (Verbal)

The Principal noted the following:

- **Academy Conversion** - Esher College has successfully converted to Esher Sixth Form College Academy Trust with effect from 1<sup>st</sup> September. The process had gone smoothly, however there was still some rebranding to be completed. The Director of Finance and Estates is currently working on two sets of year ends. It was noted that all Terms of Reference of Committees and Policies of the Corporation were carried forward into the Academy Trust.
- **Funding Rate** - this has finally been increased. The Government announced an additional £400 million funding for 16-18 education, including an increase in the funding rate. Notably, this increase is not ring-

fenced funding and Colleges will be able to determine how this is spent. The increase in funding will mean additional income of around £360k for the 2020/21 budget.

- **Teachers' Pension Scheme** – there has been a huge increase in employer contribution rates to the TPS. As an academy trust, the College is protected against this increase until at least March 2021.
- **Industrial Action** – members of the National Education Union had voted to undertake industrial action against the Secretary of State as part of a College by College ballot. Normal processes for managing industrial action will be undertaken to minimise impact to students.
- **CIF Project** – will commence this October half-term. Trustees and Members were advised that they will not be able to access the rear car park from the main entrance once the project commences.
- **3G Pitch** – Progress has been made with a bid to Elmbridge CC's CIL Fund towards the proposed installation of the 3G pitch at the College. The College is hopeful of a positive outcome. A planning application is currently being prepared and opportunities for further funding being explored. It was confirmed that floodlighting at the site could be carefully managed to ensure it is sensitive to the wider community.
- **Parent Trustees** – There have been two applications for the position of Parent Trustee. The closing date for votes is Friday 4<sup>th</sup> October 2019.
- **Ex-Student Governors** – The Principal was delighted to report that last year's Student Governors had achieved excellent exam results. The Trustees were pleased to hear this and extended their congratulations.

### 9.1 Enrolment

The Principal reported that enrolment for 2019 had been very positive and had exceeded the budgeted target. There has been a 1.7% increase in take-up and there are indications that the marketing and promotion initiatives were paying off. He commended the marketing team in particular for their efforts. The positive student numbers have led to occasional physical pressure on resources, but this will be relieved by the new CIF build project.

### 9.2 Applications 2020

The maximum capacity level needs to be considered when determining enrolment target figures for 2020. It was agreed that target student numbers should be kept at similar levels to this year. Applications for 2020 is the first year that guaranteed and open applications have been open at the same time, and there has been a surge in applications over the last weekend. The Principal expected that a ballot would be run as usual. The position will be monitored, and applications will be re-opened to the reserve list if required.

### 9.3 Review of Quality Improvement Plan

The Deputy Principal reported that at this stage the majority of targets have been achieved. She noted the following:

- Target 5 - the process for preparing the College for the new Inspection Framework is ongoing and departmental and cross-College SAR documentation and guidance has been written to reflect changes to the Ofsted criteria.
- Target 7 - Exam results were discussed earlier in the meeting.
- Target 11 – An update of vetting of events and external speakers is being carried out by the SLT and will be rolled out to all staff at the forthcoming Autumn INSET day.

### 9.4 New Staff

The list of all new staff was included with the meeting's papers for information.

Q. Is the College currently fully staffed? Yes.

**10. GOVERNORS’ SELF-ASSESSMENT REPORT**

It was agreed that the change of name from “Esher College” to “Esher Sixth Form College” should be included within section 2 – Overview of the Year (2018-2019). It was noted that the figure for the national statistic of Governors’ meeting attendance for the wider college sector would be included in the report when this information was made available to the Clerk.

Subject to the above amendments, the Governors’ Self-Assessment Report was approved.

**ACTION:** Clerk to include details of the name change of the College into section 2 and add the national statistic of Governors’ meeting attendance (when made available) into section 4 of the Governors’ SAR.

It was agreed that Members should be invited to the Trustees’ training day in June 2020.

**11. ANY OTHER BUSINESS**

It was noted that it is possible to bid again on any previous bids which had not been awarded. It was questioned whether any such CIF bids are planned. It was confirmed that the Director of Finance and Estates is considering any future CIF bids, and this would be considered by the Finance and Estates Committee.

The Deputy Principal thanked those Trustees who have agreed to sit on the Joint Review Panels in October/November. There are still 3 places available, please contact the Deputy Principal if you able to join a panel.

**12. DATE OF NEXT MEETING: Wednesday 11<sup>th</sup> December 2019**

*The meeting closed at 7.45 pm.  
Attendance was 60% (9 out of 15 Trustees)*

Signed.....

Date.....

**SUMMARY OF ACTIONS**

<b>C1-001</b>	Item 5: <u>Constitution</u> <b>Clerk</b> to schedule the annual AGM for Members in due course.
<b>C1-002</b>	Item 6: Minutes of the Corporation Meeting held on Wednesday 10 <sup>th</sup> July 2019 <b>Clerk</b> to review and amend as appropriate items 12, 9 and 11 of the minutes of the Corporation meeting held on Wednesday 10 <sup>th</sup> July 2019.
<b>C1-003</b>	Item 10: Governors' SAR <b>Clerk</b> to include details of the name change of the College into section 2 and add the national statistic of Governors' meeting attendance (when made available) into section 4 of the Governors' SAR.

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

<b>C/S</b>	<b>Item</b>	<b>Topic</b>
C	2	<u>Presentation on BTECs</u> Trustees asked questions to understand the differences with the old and new style BTECs and sought to understand the impact, if any, to the College.
C/S	1	<u>Presentation on Exam Results</u> Trustees asked questions to understand how the grading structures work and how the College is able to track student progress into university. The Trustees extended their congratulations to the College on excellent exam results.
S	5	<u>Constitution</u> The Members and Trustees agreed that open lines of communication were key to developing a successful relationship to support the College.
C/S	6	<u>Minutes of the Corporation Meeting held on Wednesday 10<sup>th</sup> July 2019</u> A Trustee asked questions to challenge the process and understand the facts surrounding Item 12 of the meeting. Members provided their support for the process undertaken.
S	11	<u>AOB</u> Trustees provided support to ensure that the College was aware that CIF bids could be re-submitted for previously unsuccessful bids.