



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

Wednesday, 23<sup>rd</sup> March 2022, at 6.00 pm.

### Present:

Tim Oliver (Chair)	Declan Mason
Dan Dean	Natasha Meade
Paul Collyer	Ben Obese-Jecty
Jane Duscherer	Emily Vanstone
Kate Parsons	Ruth Seabrook

Dan Hards (Advising Officer)  
Nicola Wilberforce (Director of Careers  
and Progression)

Ken Kehoe (Clerk)

### 1. PRESENTATION ON CAREERS AND PROGRESSION

Nicola Wilberforce, the Head of Careers and Progression, briefed the Board on the College's work, noting that offering careers and progression advice was a Government requirement, complied with the GATSBY benchmarks and was the right thing to do. She made the following points:

- While there was a central staff of 3, careers and progression advice had to be embedded in the curriculum. The work was delivered through the Tutorial and PDP programmes, and the UNIFROG system. The College supported students and their parents from before they arrived through to alumnae. This year the service had supported a student that had left several years previously. The service had organised a Higher Education Day that was taking place the next day with 60 universities attending. It also supported those seeking apprenticeships. One of the benefits of the UNIFROG system was that it was a platform for all destinations, not just universities.
- The College was an Enterprise M3 Careers Hub Trailblazer; the only College identified as such in Surrey. The College's Careers Adviser also worked at other Elmbridge institutions. The Enterprise Co-ordinator helped with self-assessment. In response to Trustee questions, the Head of Careers and Progression explained that they worked most closely with

Elmbridge Borough Council, rather than Surrey County Council, and that a significant number of students are from the London LEP, rather than the South-East LEP.

- The Head of Careers and Progression also briefed the Board on the Jobs Fair that the College organised but noted that some employers did not engage. For example, it had proven difficult to get anyone from retail banking to attend the fair.

In discussion, the Careers Link Trustee outlined the useful training that he had seen, provided by Enterprise M3. He underlined the importance of maintaining the priority and funding for the Careers and Progression service. Trustees asked which of the 8 Gatsby Benchmarks, the College did not yet meet. The Head of Careers and Progression explained it was the benchmark on personal guidance but noted that staff were being trained as Level 6 careers advisers to allow for 1-to1 guidance.

The Board thanked the Head of Careers and Progression for her presentation.

## **2. REGISTER OF INTERESTS**

There were no declarations of interests.

## **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mark Nelligan, Fran Stewart, Cindy Dawes, Pooja Singh, and Andy McVeigh.

## **4. CONSITUTION**

The Board unanimously agreed to recommend to Members that they appoint Dan Hards as a Trustee under Article 57 of the Articles of Association, from the start of his term as Principal.

**Action:** Clerk to circulate Written Resolution to Members.

## **5. MINUTES OF THE LAST MEETING**

The Board approved the minutes of the Board of Trustees meeting of Wednesday held on Wednesday 8<sup>th</sup> December 2021.

## **6. MATTERS ARISING**

The Board reviewed the matters arising:

AT2-001 Deputy Principal to amend Target 11 of College SAR. **Done.**

AT2-002 Clerks to amend meeting timetable and circulate to Trustees and Members. **Done.**

## **7. PRINCIPAL'S REPORT**

The Principal briefed the Board on College developments:

- Students had sat examinations that would form part of the evidence for Teacher Assessed Grades, if those were called for. The next set of examinations for the contingency TAGs were scheduled for when A-Levels would have happened. If A-Levels go ahead, TAGs will not be used. In response to Trustee questions, the Principal explained that if A-levels proceed and a student has COVID then special consideration measures would apply.
- The College's 2022/23 revenue grant funding was £1.3mn up on the 2021/22 budget, reflecting increased student numbers and the uplift in the funding rate. The funding uplift had come with strings attached. Guided learning hours had increased from 540 to 580 hours. In principle, this was a good thing but implementation would be challenging. Space was a factor and increasing curriculum contact time would have significant timetable and staffing implications.
- Government policy on BTECs was moving in the right direction. Smaller BTECs, those relating to STEM and those that prepare students for specialist HE courses, such as performing arts and sports, were likely to remain but those overlapping with T-levels would be defunded. In response to Trustees questions about whether the College should offer T-levels, the Principal noted that this would require significant investment and, so far, recruitment to T-level courses has been low. The issue could be considered as part of the Strategic Plan. The Government would announce which BTECs would be defunded shortly.
- The proposed move to post A-level offers for HE places had been rejected for the time being.
- Interviews for the new Assistant Principal would take place on the following Friday.
- OFSTED had recently inspected Reigate College which suggested Esher Sixth Form College would be inspected soon. The Trustee OFSTED Group should be re-booted after Easter.

Trustees asked about the proposal, in the Student Union report, that Extended Project Qualifications should begin earlier. The Principal agreed that this was a good suggestion but noted that it was difficult to implement with 250 students and the need to ensure continuity of supervision.

## **8. MANAGEMENT ACCOUNTS, PLUS FORECAST OUTTURN, CASHFLOW AND COMMENTARY FOR 4 AND 5 MONTHS TO 31.12.21 AND 31.01.22**

The Board ratified the December 2021 and January 2022 Management Accounts and Reports

## **9. REVIEW OF QUALITY IMPROVEMENT PLAN**

The Principal advised that the work on Target 15 (To respond swiftly and flexibly to further changes in government Covid- related guidance) remained ongoing. The College had implemented its outbreak plan after the recent spike in cases.

The Board took note of the Quality Improvement Plan.

## **10. ADMISSIONS POLICY 2023**

The Principal set out the changes to the policy, noting that it had been recommended by the Strategy and Policy committee.

The Board approved the Admissions Policy 2023.

## **11. MISSION STATEMENT**

The Principal briefed that the Mission Statement was largely unchanged except for the addition, at the request of staff, of the term “opportunity” to the 3<sup>rd</sup> bullet and the removal of the reference to the diverse range of courses offered to adults. The Mission Statement had been considered and recommended by the Strategy and Policy committee.

The Board approved the Mission Statement.

## **12. DFE SCHOOL RESOURCE MANAGEMENT SELF-ASSESSMENT CHECKLIST**

The Board ratified the SRMSA.

The Board agreed that responsibility for approving the SRMSA should be delegated to the Finance and Estates Committee and that it should only be raised to the Board if there was a significant problem.

## **13. REPORT BACK FROM COMMITTEES**

### Finance and Estates

The Chair of Finance and Estates briefed the Board on the Finance and Estates meeting on 9<sup>th</sup> March, noting that the focus was on the current state of the two new build projects. These had been delayed and a £75k overspend was expected. These developments reflected changes in the specification, cost inflation and time delays. The committee had been concerned about the changes to specification but noted that the College’s other developments had come in on time and below budget and against the current background, the outturn was acceptable. Trustees also noted that the changes in specification had increased the utility of the new builds.

The Chair also briefed the Board that the committee had approved £300k of capital expenditure on new IT devices for staff which would be of benefit to their teaching and productivity.

### Strategy and Policy

The Chair briefed the Board on the discussion that the Strategy and Policy committee had had on the appropriate size of the College. The current cohort of 2100 could not be sustained, particularly with the need for an extra 40 hours of guided learning, within the current estate. The College needed a sensible glide path to get back to about 2000 students, which would be sustainable with the current estate. F&E committee would then need to look at whether there is scope for developing the estate over the medium term.

**Action:** Finance and Estates to examine the scope for further developing the estate in the medium term.

**14. SAFEGUARDING AND WELL-BEING**

Dan Hards briefed the Board on the senior staff responsibilities for safeguarding and well-being.

**15. DATE OF NEXT MEETING**

The date of the next meeting would be Wednesday 6<sup>th</sup> July 2022.

**16. ANY OTHER BUSINESS**

The Chair asked the College Staff to leave and then briefed Trustees on a personnel issue.

*The meeting closed at 7.30pm  
Attendance was 67%.*

Signed.....

Date.....

**SUMMARY OF ACTIONS**

<b>AT3-001</b>	Clerk to circulate Written Resolution to Members proposing that they appoint Dan Hards as a Trustee under Article 57 of the Articles of Association, from the start of his term as Principal.
<b>AT3-002</b>	Finance and Estates to examine the scope for further developing the estate in the medium term.

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

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
C	7	Trustees asked about the proposal in the Student Union report that Extended Project Qualifications should begin earlier.