



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

Wednesday, 21st September 2022, at 6.00 pm.

Present:

Tim Oliver (Chair)	Declan Mason
Dan Hards (Principal)	Kate Parsons
Fran Stewart	Mark Nelligan
Ruth Seabrook	Ben Obese-Jecty
Jane Duscherer	Zara Lyons
Natasha Meade	Max Nicholson
Clarissa Wilkes (Member)	David Irving (Member)
Sagar Patel, Assistant Principal (Advising Officer)	
Ken Kehoe (Clerk)	

The Chair began by commending the Principal and his staff on their handling of the ongoing OFSTED Inspection so early in the term and so early in the Principal's tenure. As the Deputy Principal was involved in the daily feedback session with the Inspectors, the Board agreed that the detailed review of this year's examination results should be taken by the Quality and Standards Committee at its first meeting.

Action: Quality and Standards Committee to review 2022 Examination Results at its first meeting.

1. REGISTER OF INTERESTS

There were no declarations of business interests.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Paul Collyer, Andrew McVeigh, and Cindy Dawes.

3. WELCOME

The Chair welcomed Sagar Patel, the new Assistant Principal – Student Services to his first meeting.

4. Constitution

The Clerk took the chair of the meeting. Tim Oliver, as a nominee for the post of Chair, left the meeting.

Confirmation of the Chair of the Board of Trustees

The Board unanimously voted to re-appoint Tim Oliver as Chair of the Board.

Confirmation of the Vice-Chair of the Board of Trustees

The Board unanimously voted to re-appoint Paul Collyer as Vice-Chair, noting that he had informed the Chair that this would be his last year in this role.

Confirmation of Committee Membership and Chairs

The Board approved the list of committee membership and chairs, circulated prior to the meeting.

Paul Collyer will be stepping down as Chair of Finance and Estates Committee after this academic year.

Action: Ben Obese-Jecty and Natasha Meade were asked to consider in the future, taking on the role of Chair of Finance and Estates.

Committee Terms of Reference

The Board approved the Terms of Reference for the Finance and Estates, Quality and Standards, Remuneration and Strategy and Policy committees. The Board discussed the Audit Committee Terms of Reference, regarding the attendance of the Deputy Principal and the Accounting Officer (Dan Hards). Paragraph 5.3 of the TOR should make clear that the Deputy Principal and the Accounting Officer should attend meetings, if required. The Chair of the Audit Committee also asked that Paragraph 21 of the TOR set out the complete list of documents that the Committee should recommend to the Board including for example, the Annual Report and Financial Statements but also the Audit Findings Report and Letter of Representation and the Audit Committee Internal Scrutiny Report.

Action: The Audit Terms of Reference should be amended to make it clear that the Deputy Principal and the Accounting Officers should attend Audit Committee, if required, and to set out the list of documents that the Committee would recommend to the Board.

Scheme of Delegation

The Board approved the Scheme of Delegation.

5. MINUTES OF THE LAST MEETING

The Board approved the minutes of the Board of Trustee meeting of 6th July 2022.

6. MATTERS ARISING

The actions from the last meeting had all been completed or were covered elsewhere on the agenda.

7. PRINCIPALS'S REPORT

The Principal briefed the Board on enrolment, the 2022 examination results, the staffing position, and the Quality Improvement Plan. He noted that there had been 3180 applicants for 2022 entry; the College had taken 1067 6.1 students from 119 schools. The College roll currently stood at 2090, made up of 1025 6.1 students and 1065 6.2 students. He expected the roll to fall to around 2050/2060 by enumeration in October. After enrolment only 8 students were on the waiting list showing that the right students were

on the right courses. Turning to 2023 entry, he noted that applications closed the following week and a late surge of applications was required to reach last year's figure of 3180 applications.

Turning to examination results, the Principal highlighted that 68.9% of A-level entries had achieved higher passes and 14.9% had achieved A* grades; this was an increase on last year's Teacher Assessed Grades. The College had an ALPS score of 2. He also highlighted that students with EHCP had achieved higher grades in 72.4% of their entries and 100% pass rate. The EHCP ALP Quality Indicator Score was 1.6 out of the 7 EHCP students had gone on to Higher Education. Turning to GCSE results, the Principal briefed that 52.6% of students had achieved passes in Maths; this was 35.2 percentage points above the Association of Colleges 16-18 benchmark. For English, 85.7% had achieved passes; this was 58.3 percentage points above the AOC benchmark.

The Board commended the results and the improved performance since last year. Trustees noted that the improvement had taken place against a tightening of grades nationally and demonstrated the integrity and robustness of last year's TAG process at Esher.

Turning to the QIP, the Principal noted that the data on 6.1 retention had been delayed by the OFSTED Inspection. The data for Target 8 was also not yet available but early indications were retention was within previous norms. The Principal also highlighted that Target 10, regarding the achievements of students with socio-economic disadvantages had been partially achieved and would carry over into the next academic year.

The Board took note of the QIP and congratulated the staff on all that had been achieved.

The Principal briefed the Board on staffing. Recruitment of support staff remains challenging with some roles and the College is currently advertising vacancies. The Board took note.

9. SAFEGUARDING AND CHILD PROTECTION POLICY

The Assistant Principal and Designated Safeguarding Lead (Sagar Patel) outlined the changes to the Keeping Children Safe in Education Statutory Guidance for 2022. Turning to the draft Safeguarding Policy, the Assistant Principal noted that the policy reflected the changes to KCSIE 2022. The draft policy had been discussed with the Link Trustee for Safeguarding and within the SLT. The College's procedures would be amended to reflect the policy and the KCSIE 2022 changes.

The Safeguarding Link Trustee confirmed that he was content.

The Board approved the Safeguarding and Child Protection Policy.

10. TRUSTEE SELF ASSESSMENT

The Board discussed the draft Trustee Self-Assessment Report. The Board agreed that the Assessment should be amended to reflect the OFSTED Inspection, the planned Internal Audit report on Admissions, and the need to finalise the view on the appropriate size of the College, looking at the usage of generalised and specialised teaching facilities, and social spaces, and the need for work on succession planning for the Board. The Board also agreed that it should be submitted to Members at the AGM.

Action: The Trustee Self-Assessment to be amended, as directed, and submitted to Members at the AGM.

11. LINK GOVERNOR REPORTS

The Safeguarding Link Trustee reported on his engagement with the DSL on KCSIE 2022 and the new Safeguarding Policy. The EDI Link Trustee set out her plans to meet the EDI staff lead.

12. ANY OTHER BUSINESS

The Chair thanked the Principal and the staff for their work. The Chair also thanked the Clerk on his final Board meeting.

The Chair noted that following discussions it was proposed to recruit additional external Trustees. It was also proposed that Trustees are electronically informed of meetings to help populate online/email calendars. The aim of these changes was to improve the operation of the Board and assist with succession planning. The Board agreed.

Action: Clerk to begin process for recruiting additional External Trustees and consider populating online calendars with meeting dates.

13. DATE OF NEXT MEETING

The next meeting was scheduled for 6pm on 7th December 2022.

Trustees linked to the College then left the meeting for Part 2 of the Board meeting. This confidential item is recorded separately.

*Part 1 of the meeting closed at 7.20pm
Attendance was 76.9%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

AT1-001	Quality and Standards Committee to review 2022 Examination Results at its first meeting.
AT1-002	Action: Ben Obese-Jecty and Natasha Meade were asked to consider in the future, taking on the role of Chair of Finance and Estates.

AT1-003	The Audit Terms of Reference should be amended to make it clear that the Deputy Principal and the Accounting Officers should attend Audit Committee, if required, and to set out the list of documents that the Committee would recommend to the Board.
AT1-004	The Trustee Self-Assessment to be amended, as directed, and submitted to Members at the AGM.
AT1-005	Clerk to begin process for recruiting additional External Trustees and consider populating online calendars with meeting dates.

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

C/S	Minute	Topic
S	7	<p>Principal's Report</p> <p>The Board commended the staff on the 2022 examination results, achieved against a tightening of grades nationally and demonstrating the integrity and robustness of last year's TAG process at Esher.</p>