



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

Wednesday, 6th July 2022, at 6.00 pm.

Present:

Tim Oliver (Chair)
Dan Dean
Paul Collyer
Mark Nelligan
Max Nicholson

Declan Mason
Kate Parsons
Ruth Seabrook
Zara Lyons
Fran Stewart

Helen Odhams, Deputy Principal
(Advising Officer)
Dan Hards, Assistant Principal

Stephanie Wiles
(Advising Officer) (Items and 4 and 5)
Liz Bentley-Pattison, Assistant Principal

Ken Kehoe (Clerk)

1. PRESENTATION ON TEACHER TRAINING

The Assistant Principal for Curriculum and Development briefed the Board on the various routes for teacher training, including the new Apprenticeship route. She also outlined the requirements for supporting Early Careers Teachers and the extra burdens these imposed. She advised that the College used UCL for its ECT programme.

The Board thanked the Assistant Principal.

2. REGISTER OF INTERESTS

There were no declarations of interests.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Natasha Meade, Ben Obese-Jecty and Jane Duscherer.

4. FINANCE REPORTS AND RATIFICATION OF BUDGET 2022/23

The Director of Finance and Estates introduced the Budget for 2022/23, noted that this also had been considered by the Finance and Estates Committee and recommended to the Board for ratification. The Director outlined the assumptions underlying the 2022/23 budget and the medium-term projections, including 4% per annum salary increases, 5% price increases for non-wage costs (unless actual price increases are known), and a 2% increase in the funding rate. She also noted that Estate costs included the whole life costs of the Portakabins and general utility costs. The Director briefed that capital expenditure would be focussed on IT and building maintenance but that she would come back to Trustees if needs changed. The Director noted the operating surplus less capital expenditure was projected to be positive, even though the operational surplus minus depreciation showed a loss. EBITDA was expected to be more than 4%.

The Chair of Finance and Estates highlighted the good financial performance and the improvements in the Estate in recent years. He also advised that the Board should keep under review whether the Trust should invest more.

The Principal noted that, as an Academy Trust, the College had received funding to compensate for the rise in National Insurance Employers' Contributions but that 6th Form Colleges that were not Academy Trusts had not received such funding. He advised that the Board should treasure the College's status as a Single Academy Trust.

The Board of Trustees ratified the Budget for 2022/23 and the medium-term projections.

Turning to the Management Accounts and Reports for April and May, the Director noted that the Accounts had been considered and approved by the Finance and Estates Committee. The Director highlighted the Trust's strong cash position with £4.3 million in the bank, despite spending £1 million on new buildings. She updated the Board on the cash on deposit at two banks, noting that the deposits would be reviewed again in six months in the light of interest rate developments.

The Board ratified the April and May Management Accounts and Reports.

5. HEALTH AND SAFETY REPORT

The Director of Finance and Estates briefed the Board on the Annual Health and Safety Report, noting that the annual Fire Risk Assessment had been carried out in February and that the judgment was "tolerable" this was the best judgement available to an institution of the College's size. The fire alarm had been triggered by a light fitting burning out in G Block; the LED light fitting work programme had been revised to prioritise G Block as a consequence. The Director also reported that there had been 15 accidents/incidents over the Academic year, similar to the previous year. None had required a report to the HSE.

The Board noted the Health and Safety Report.

6. MINUTES OF THE LAST MEETING

The Board approved the minutes of the Board of Trustee meeting of Wednesday 23rd March 2022.

7. MATTERS ARISING

The Board reviewed the matters arising:

AT3-001 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. **The Written Resolution had been circulated to Members on the morning of the meeting and the Written Resolution had passed.**

AT3-002 Finance and Estates Committee to examine the scope for further developing the estate in the medium term. **This is an action that will carry forward into next year.**

8. PRINCIPAL'S REPORT

The Principal briefed the Board on several developments:

Recruitment - The target was 2030 students. It was important that the College did not over-recruit again. But there was uncertainty, including regarding retention of 6.1 students, particularly as some low prior attainers had struggled.

Examination results – The 6.2 cohort had been a Centre Assessed Grade cohort and this year would be the first time that they had taken external examinations. The government's policy was to set grades between last year's level and the level that applied the last time there had been external examinations in 2019 but the impact of this policy on the current cohort was uncertain. Looking forward, the current 6.1 cohort may have an even more challenging task as there would be a further tightening of grades and no mitigations.

Pay negotiations – The NEU were seeking an 8% pay increase. Negotiations were likely to be protracted and strike action was likely.

Policy on BTECs – The situation regarding the Government's developing policy on BTECs was good but the BTEC on Health and Social Care that the College offered had been selected for de-funding. This was being appealed by the examination board, not least as a similar qualification offered by another examination board had retained its funding.

OFSTED – The expected Inspection had not taken place and was now likely to happen in the next Academic Year.

Sixth Form Colleges Association – 3 students had been selected for the SFCA 2022 Art Exhibition and the College had received the Enrichment and Employability Award at this year's SFCA Conference. The Board congratulated the students and the College.

9. REVIEW OF QUALITY IMPROVEMENT PLAN

The Deputy Principal noted that the outcomes for Targets 2 and 10 of the QIP would be finalised in September following the examination results. Target 4 had been achieved.

The Board thanked the Deputy Principal.

10. STUDENT UNION REPORT

The President and Vice President of the Student Union introduced their report. The President proposed that future elections to Student Union posts should take place before the Easter holiday.

A Staff Trustee noted that the first PDP session for the new 6.1 cohort would be Student Union activities and the links between Student Union events and charity work.

The Chair thanked the Student Trustees for their Report.

11. RISK REGISTER

The Board reviewed the Risk Register. They agreed that the Audit Committee should review the Register regularly but that it should come to the Board once a year at the end of the year.

Action: Clerks to schedule the Board's review of the Risk Register for the final meeting of the Academic Year.

12. LINK TRUSTEE REPORTS

Safeguarding - The Safeguarding LINK Trustee had agreed the Terms of Reference for the post and would be meeting the new DSL. In discussion, the Board agreed that the College's policies should be reviewed and updated to ensure compliance with the Keeping Children Safe in Education Guidance that come into force on 1 September 2022. The Board delegated to the Principal the authority to make any changes to policies to ensure compliance with KCSIE 2022, reporting back to the Board on any such changes at its first meeting.

Action: Given the timing of KCSIE, the Safeguarding and Child Protection Policy will be tabled for approval at the September Board meeting.

Progression - The Link Trustee briefed that he would be meeting the Director of Careers and Progression next term.

13. REPORT BACK FROM COMMITTEES

The Chair of the Audit Committee briefed the Board on the Internal Audit reports that the Committee had reviewed, noting that the reports had offered "Strong" assurance. He also briefed the Board on the process for reviewing the external audit contract.

The Chair of Finance and Estates noted that much of the Committee's work had been considered earlier in the agenda but he highlighted the Committee's decisions to approve expenditure on the Portakabins and on roof repairs.

The Chair of Strategy and Policy highlighted the Committee's discussion of the appropriate size of the student body, noting that, within the current Estate, a student body of 2000 was the sustainable level.

The Chair of Curriculum and Quality updated the Board on the Committee's discussions of the QIP and student retention.

14. CONSTITUTION

Student Trustees – The Board noted the appointment of Zara Lyons and Max Nicholson as Student Trustees.

Committee Membership and Chairs - The Board approved the Committee Memberships and Chairs for the Academic Year 2022/23.

Meeting Dates 2022/23 – The Board approved the Meeting dates for 2022/23. In discussion of the cancelled Training Morning, some Trustees noted the benefits of having shorter training sessions, possibly

linked to Board meetings, but it was also noted that it was important that Trustees had the opportunity to meet and have discussions with students.

The Board agreed that the possibility of holding a short training session before the first Board meeting of the year should be explored; the session could allow for discussion of the Strategic Plan and the expected OFSTED Inspection.

Actions: Clerks and SLT to investigate a short training session, starting at 4.30, on the day of the first Board meeting of the new Academic Year.

Code of Conduct – The Board approved the Code of Conduct for signature by Trustees over the summer. The annual signature of the Code had been a recommendation of the Internal Audit report on governance.

Dan Dean’s Term of Office – The Principal informed the Board that he was resigning as Trustee with effect from the end of his employment as Principal.

15. ANY OTHER BUSINESS

The Chair thanked the Principal, on behalf of the Board and members, for his service as Principal and Trustee, leading the College through the process of Academisation, improving the College’s financial position and developing the Estate, while facing the huge challenge of the COVID pandemic in recent years.

The Principal thanked the Board and Members for their support and challenge during his tenure.

16. DATE OF NEXT MEETING

The date of the next meeting would be Wednesday 21st September 2022.

*The meeting closed at 7.25pm
Attendance was 66.6%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

AT4-001	Clerks to schedule the Board's review of the Risk Register for the final meeting of the Academic Year.
AT4-002	Given the timing of KCSIE, the Safeguarding and Child Protection Policy will be tabled for approval at the September Board meeting.
AT4-003	Clerks and SLT to investigate a short training session, starting at 4.30, on the day of the first Board meeting of the new Academic Year.

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

C/S	Minute	Topic
S	15	<p>Any Other Business</p> <p>The Chair thanked the Principal, on behalf of the Board and Members, for his leadership and service during his tenure, affecting considerable change, and leading the College successfully through the response to the COVID pandemic.</p>