



THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of the Emergency Corporation Meeting  
25<sup>th</sup> June 2020**

Meeting held via MS Teams

Chair: D Morran

Members Present: I MacNaughton (Principal), M Atherton, P Barker, A Beatty J Leslie,  
K Finnigan, R Wilson, J Owens, S Carmel, S Okpattah, N Gerrard,  
C Goldsworthy, J Johnson

Clerk: T Johnson

The Chair opened the meeting by thanking those present for attending the emergency meeting. The meeting had been called to discuss the College's proposals following the government announcements made 23.06.2020

**1.1 Apologies for Absence**

Apologies for absence were received and accepted from Corporation Members (governors):  
I Hutchins, Patrick Loveard, G Gardiner, M Perrin, I Vipond,

**1.2 Declarations of Interest**

None

**1.3 Principal's Strategic Report**

Governors considered the report prepared by the Principal. In response to governor questions the following points were elucidated:

**1.3.1 Mental Health Support**

The College were pleased to report that the bid to create a Mental Health Support Team of 7/8 mental health support workers, to serve the College and Colchester Institutes' students had been successful. An update re the impact of this initiative will be given as part of the 2020/2021 annual pastoral report.

*Action: College*

**1.3.2 Catch up Funding – impact of Coronavirus (Covid19)**

The £1m of government funding made available for 'catch up' programmes (approx. £80 per student) will not be allocated to Sixth Form Colleges. The Principal reported that this is another example of the indifferent and disparate way in which the government has treated the 16-18 sector compared to the 5-16 school and HE sectors.<sup>1</sup>

**1.3.3 Proposals re an adjustment to operational arrangements 06.07.2020 – 10.07.2020**

Governors were asked to consider the College's proposals for an adjustment to the current college opening plans to encompass a greater number of students on site for a 5 day period 06.07.2020 - 07.07.2020 (inclusive), within the 25% limit re number of leaners

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<sup>1</sup> The 16-18 general FE sector and Sixth Form Colleges in particular, have already faced the severest impact of the government resource reductions and re-distributions within education in England since 2010.

on site. The written proposals and associated risk mitigation plans, had been provided to governors in advance of the meeting.

In response to governor questions, the following points were elucidated:

The College proposal, that year 1 students are offered the opportunity to attend onsite, one (specific) two hour class in each of their academic subjects had been drawn up in the context of the government's announcements made 23.06.2020 [[Covid19 staying alert and safe \(social distancing\)](#)] which crucially included the revised guidance re social distancing of 2 metre or 1 metre plus mitigations, to be effective from 04.07.2020. The revised guidance not only affected considerations on site but also the level of public transport capacity available to students.

The plan for classes to be a 'split' with approximately half of the normal level of students per class and with the vast majority of classes being 7 to 10 students in size. The plan will be for the larger teaching rooms to be used, which in turn facilitates maintaining an approximate 2 metre (or above) social distancing space between students in all classes.

Union representatives have been consulted and have been provided with opportunity to input to the risk assessments and mitigation plans.

Senior staff are confident that should governors agree to the proposals, it will be possible to maintain a 1 metre social distancing space between students in other areas of the college, for example, toilets. In side of buildings, a one-way system will be introduced and students will only be permitted to be onsite for their classes.

Attendance is optional for; however the College is expecting a high proportion of students to take up the offer – current indications are that 70-90% of students will attend. Transport is expected to be the biggest barrier to attendance. The student governor explained that although students miss being at college and are concerned re the impact of not having face to face teaching and social interaction with their peers the transport issue remains the biggest concern re attendance because for example, once buses reach full capacity some students will have difficulty getting to college on time, or at all and some students will find having to pay for public transport an issue, particularly if they have paid in advance but subsequently are unable to travel at the time/day they need.

Where a class is split, the other half of the class (not onsite) will be provided with the same lesson when they attend the College - likely to be individualised learning.

The nature of the staff workforce at the College is such that it is expected that the majority of staff will gladly attend college to provide these face to face lessons and support for their students. A small number of staff are shielding and a few are classed as clinically vulnerable for example, due to being pregnant.

A huge amount of feedback has been received re remote learning since lockdown, including over the past two weeks feedback from the individual student progress reviews with subject teachers and the personal tutor one to ones that are currently being undertaken. Pre-recorded videos may be used, as part of an overall distance learning package.

Teaching staff at the college are routinely provided with a laptop and since lockdown all students wishing to borrow a laptop have been accommodated (many schools and colleges do not routinely provide staff with laptops and are not in a position to be able to loan laptops to all but the most vulnerable students). The College has a 'very good VLE (Moodle) with Zoom and Teams also available – a combination of both has been used by teaching staff depending on the requirement i.e. Teams is better for group delivery, where as Zoom is better for one to one calls or meetings. The Chair reminded those present that

a review of IT infrastructure, software and delivery and how college systems are '*fairing in the current blended world*' will be provided by the College during the autumn term.

Specific guidance for the FE sector re students returning to College from September 2020 is expected to be published by the Government in the forthcoming weeks. The College expects the guidance to be based around the assumptions that 16-18 year old students can and should be expected to undertake some remote and independent learning.

***Governors agreed with the College's proposals that each student be offered the opportunity to attend onsite classes for two or three part days during the week commencing 06.07.2020. The offer of specific classes will be determined by staff and be non-negotiable.***

At the July Corporation meeting decisions re delivery to students from September 2020 will be discussed. However, there may be a need for the Corporation to meet during August with a view to revisiting and revising plans, in the context that there is still significant uncertainty re the Coronavirus (Covid19) virus and the effectiveness of current control mechanisms.

*Action: Clerk/Chair*

*There being no other business the Chair closed the meeting at 19.22*

Signed .....

Dated .....