

Group :	Board	Date:	15/03/2010
Location:	Room 11, Shrewsbury Sixth Form College	Time:	6.15 pm
Attendees:	Assistant Principal – Information Services Assistant Principal – Student Support Clerk to the Corporation Glen Palethorpe – RSM Tenon - Observer	Apologies:	Sana Ayub Karen Burgoyne Cathryn Hodges Dominic Wilson
Membership:	Tim Jones (Chair), James Ashford, Sana Ayub, Adrian Bayling, Karen Burgoyne, Steve Cunningham, Anne Dokov, Chris Fountain, Cathryn Hodges, Simon Keeble, David Kilby, Barbara McCormack, Penny Osborne, Geoff Parry, David Pulford, Robert Rosson, Martin Ward (Principal), Dominic Wilson		

Note: Prior to the meeting, a presentation on the College approach to learners with difficulties and disabilities was given by Sue Richardson.

PART I – OPEN ITEMS

Governance – Prospective Governor (Appendix 25/10)

The Chair presented the report of the Clerk to the Corporation recommending the appointment of Steve Cunningham to the Board. The Search Committee had considered his application on 1 February and agreed that he had the necessary skills/experience required and noted in particular his strong knowledge and background in community link work.

41. Resolved:

That Steve Cunningham be appointed to the Board for a four year period with effect from 15 March 2010.

(Note: Steve Cunningham joined the meeting and was welcomed and introduced to those present. The Chair also welcomed Glen Palethorpe, Internal Auditor who was observing the meeting.)

Declarations of Interest

42. There were no declarations of interest

Minutes

Resolved:

That the Minutes of the meeting held on 14 December 2009 be approved as a correct record.

43. **Matters Arising**

There were no matters arising.

Summary of Decisions of Committees (Appendix 26/10)

The Chairs of Committees presented the summaries of decisions of Committees held during the Spring term and highlighted particular issues as follows:

- (a) **Search** – 1 February 2010 – The Chair of the Board highlighted in particular Succession Planning and advised that the terms of office of Cathryn Hodges and David Kilby were due to expire this year. Both had indicated that they did not wish to seek a further term of office.
- (b) **Personnel** – 1 February 2010 – The Chair referred to Equality and Diversity audit report and said that an action plan would be made in response to the recommendations and that there were no issues of concern. She also referred to the Support Staff Pay Framework and to concerns she had raised on the proposals which would be discussed with the Senior Leadership Team. The advice of the SFCF would also be sought.
- (c) **Quality, Standards and Curriculum** – The Chair referred to Governor Links and advised that four Governors had met with their respective links. Feedback from the meetings had been forwarded to the Clerk to the Corporation and the key points would be reported to the next meeting together with reports from other links made.
- (d) **Joint Consultative Negotiating** – 25 February 2010 – In respect of meetings with ACAS, Leadership Team, and union representatives, the Principal advised that a second meeting had now been held which had discussed differences between negotiation and consultation. Reference was made to the Provisional Sustainable Baseline Funding Allocation and the impact on the College's finances and subsequent implications of any nationally agreed pay increase for 2010/11.
- (e) **Finance and Estates** – 1 March 2010 - The Chair referred to the excellent progress made on Estates issues by the Estates Manager. In relation to Health and Safety, a Governor advised that he had met with the Estates Manager regarding the fire escape stairs and that the current planning application had been withdrawn and a new application would be drawn up and re-submitted if necessary. He reported that, following discussions with Fire Officers, it might be sufficient to have water sprinklers installed rather than a fire escape and this option would be looked at. A Governor referred to the Disaster Recovery Plan and suggested that, in cases of emergency, messages could be sent via Moodle direct to the mobile phones of students. The Principal undertook to follow this up. The Chair of the Board clarified the strategy for the Long Term Loan position and the need to prioritise the maintenance programme and to take advantage of any possible match funding projects.
- (f) **Audit** - 9 March 2010 - The Chair highlighted the need to seek clarification from the LSIS on advice given by KPMG regarding the start date of courses for the purpose of funding for learner numbers.

44. Resolved:

That the Summaries of Decisions from meetings held during the Spring term and the additional comments of the Chairs and Senior Leadership Team be noted.

Governors Key Performance Indicators (Appendix 27/10)

The Chair submitted the report of the Principal/Clerk to the Corporation suggesting key Performance indicators for Governors which would form part of the move towards self-regulation.

45. Resolved:

(a) That, subject to the following amendments, the key performance indicators for Governors be approved:

- Indicator 2 – Balance of Membership – third target to read ‘to have a balance of ethnicity in line with the population of the catchment area of partner schools’

- Indicator 8 – Involvement of Independent Governors in Link Scheme – second target to Read ‘Each filled link has evidence of at least 2 contacts per year.

(b) That the progress against targets be monitored at the February meeting of the Search Committee and a final review relating to the previous academic year be brought to the September Board meeting.

Student Report (Appendix 27/10)

The Student Governor presented a report detailing actions and events held since the last meeting. He highlighted the following points:

- Problems with some exam arrangements were being dealt with in tutor groups and feedback being collated.
- The re-branding to ‘Student Union’ had been popular – the next attendance at the Student Union on Tuesday, 16 March would give an indication of the level of involvement of students.
- In respect of funding raising events/appeals, this was usually done via Facebook – a Governor suggested that information could be put out via Moodle.

The Principal advised that the Student Governor would be chairing a political debate at the College between 12 noon and 1.00 pm on Tuesday 30 March which would involve candidates from all the main political parties. Governors were welcome to observe and asked to inform Principal's PA if they wished to attend.

46. Resolved:

That the report be noted and that the Student Governors be thanked for their report.

Review of Progress on Quality Improvement Plan 2009/10 and Key Performance Indicators (Appendix 28/10)

The Principal submitted the report of the Vice-Principal which outlined areas where actions were included in the Plan and detailing areas of concern on progress and follow-up work being done.

The Principal referred in particular to the concern regarding student retention numbers which had fallen in comparison to this time last year. He advised that if this trend continued it could have a significant effect on future funding. He stated that work was being carried out to identify why figures had dropped and a pattern was emerging suggesting that the problem was with students

gaining lower GCSE scores and that the next few weeks was a risk phase with exam results being issued. Staff were being encouraged to support students and provide options to try to retain students. Initial analysis of results indicated that, compared with last year, there was a 4% decrease in 'A' grades and 4% increase in 'U' grades with the other grades remaining the same. Work was being carried out to identify problem areas and sample scripts and issues around marking would be looked at. A staff Governor suggested that the effect of a new curriculum/specification could be a factor in results.

47. Resolved:

(a) That the areas of concern and action being taken arising from the Quality Improvement Plan be noted.

(b) That the progress on achievement of Key Performance Indicators for 2009/10 be noted.

Mid-Year Review of Strategic Plan – 2009/10 (Appendix 29/10)

The Principal submitted the Mid-Year Review of the Strategic Plan 2009-10 containing a summary of progress against specific actions outlined. He advised that the main area of concern was uncertainty about long term capital development and who would be responsible for providing funding.

48. Resolved:

That the mid-year review of progress against the strategic plan, in particular the longer term risks, be noted.

2009/10 Mid Year Budget (Appendix 30/10)

The Principal submitted the report of the Assistant Principal, Resources which had been considered by the Finance and Estates Committee on 1 March 2010. The report indicated that the forecast budget was on target.

49. Resolved:

That the 2009/10 mid year budget be approved.

C.R.B. Checks (Appendix 30/10)

The Principal submitted a report with the recommendation from the Search Committee that all Governors be C.R.B. checked as a result of the recent Independent Safeguarding Authority regulations which had tightened up on all areas of safeguarding. He advised on the process for all Governors being I.S.A. registered and asked that Governors contact the Personnel Manager regarding their C.R.B. checks. The Chair of the Personnel Committee suggested that, should Governors have any concerns regarding the checks, they should talk to the Principal.

50. Resolved:

That, with immediate effect, all Governors of Shrewsbury Sixth Form College be required to have been CRB checked or in the process of being CRB checked and that, on the advice of the Personnel Manager at the appropriate time, all governors register with the ISA.

Recruitment Policy (Appendix 31/10)

The Principal submitted the report of the Personnel Manager/Assistant Principal, Resources together with the updated policy and procedure for Recruitment which had been approved by the Personnel Committee on 1 February.

51. Resolved:

That the revised recruitment policy, as agreed by the Personnel Committee on 1 February, be approved.

52. **Date of Next Meeting** – Monday, 5 July 2010 at 6..00 pm