

Group :	BOARD	Date:	14/12/2009
Location:	Room 11, Shrewsbury Sixth Form College	Time:	5.45 pm
Attendees:	Vice – Principal Assistant Principal – Resources Assistant Principal – Information Services Assistant Principal – Student Support Clerk to the Corporation	Apologies:	Geoff Parry Sana Ayub
Membership:	Tim Jones (Chair), James Ashford, Sana Ayub, Adrian Bayling, Karen Burgoyne, 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		

PART I – OPEN ITEMS

21. **Declarations of Interest**

The Principal, Martin Ward, declared interests in Item 19 and 20 (Summary of Decisions – Remuneration and Principal's Pay).

Minutes

22. Resolved:

That the Minutes of the meeting held on 28 September 2009 be approved as a correct record.

23. **Matters Arising**

There were no matters arising

Summary of Decisions of Committees (Appendix 11/09)

The Chairs of Committees presented the summaries of decisions of Committees held during the Autumn term as follows:

(a) **Finance and Estates** - 5 October and 9 November 2009 - The Chair reported that the finances of the College were in a strong position and that all forecasts were on target with no immediate concerns for this year. With regards to estate matters, he was particularly pleased to advise that the initial investigations into the movement on the corner main building did not show serious subsidence and that necessary works to this part of the main building would not be as costly as anticipated.

(b) **Quality and Standards** – 12 October and 7 December 2009 - On behalf of the Chair, the Principal highlighted in particular the decision not to offer the International Baccalaureate as an option in view of the high cost and the impact on restricting potential student choice in Higher Education.

With reference to Equality and Diversity, he advised that it was intended to work with Governors to make the Board more representative in terms of diversity.

Key performance indicators were in line with targets. A report on these would be submitted to the next meeting of Quality, Standards and Curriculum Committee.

(c) **Search** - 16 November 2009 - The Chair of the Board referred in particular to the healthy succession planning file and to the increase in overall skills and experience represented on the Board following the appointment of new Governors.

(d) **Personnel** – 16 November 2009 – The Chair advised on the first meeting of this new Committee and highlighted the positive report on Investors in People,

(e) **Audit** – 17 November 2009 – The Chair advised that the Committee had received very positive audit reports and advised that he and the Assistant Principal, Resources, had completed performance indicator reports on the external and internal auditors.

(f) **Joint Consultative Negotiating Committee** – 26 November 2009 – The Principal referred in particular to new Policies and Procedures which had been submitted for approval. The Staff Unions had indicated that these policies had not been formally agreed by the national unions and that the existing policies would therefore remain in place until consultation had been completed.

In respect of the Support Staff Pay Framework Proposal, the Assistant Principal, Resources, advised that two meetings of the Working Group had taken place at which draft guidelines had been established and that the progress made was very positive.

24. Resolved:

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

Pay Award 2009-10 (Appendix 12/09)

The Principal submitted a report detailing the position as regards pay negotiations. He advised that, since the report had been circulated, the teaching unions had agreed the pay offer for 2009-10.

25. Resolved:

That the decision of the support and teaching staff unions to accept the pay offer of 1.5% from 1 September 2009, rising to 2.3% with effect from April 2010 be noted and that the award to teaching staff be implemented as soon as possible after Christmas (following on from the implementation of the support staff pay award prior to Christmas)

Term Dates 2010-11 (Appendix 13/09)

The Principal submitted a report containing an agreement made with the National Union of Teachers (NUT) regarding term dates 2010-11. He advised that he would consult with all unions on future term dates and advised that the 2010-11 dates had now been published.

26. Resolved:

That the report be noted and that the action taken by the Principal be supported.

Audit Committee Annual Report 2008/09 (Appendix 14/09)

The Chair of the Audit Committee submitted his annual report for 2008/09. He advised that the external auditors, Grant Thornton had been appointed for a further 5 year period. The external auditors had introduced a traffic light system of rating from which the College had been assessed as 'substantial' assurance which was the highest rating. The Chair acknowledged the quality of work being carried out by the finance staff.

27. Resolved:

That the Audit Committee Annual Report 2008/09 be approved.

(Note: The Chair of the Audit Committee signed and dated the report).

Designation as a Sixth Form College (Appendix 15/09)

The Principal submitted a report setting out reasons for recommending that Shrewsbury Sixth Form College be designated as a Sixth Form College once the Apprenticeships Skills Children and Learning Bill had been passed.

28. Resolved:

That Shrewsbury Sixth Form College apply to be designated as a Sixth Form College once the Apprenticeships Skills Children and Learning Bill has been passed and that the Department of Children Schools and Families be notified before 21 December 2009

(Note: The Chair left the meeting at this point and the Vice-Chair assumed the Chair).

PENNY OSBORNE IN THE CHAIR

SSFC Strategy for Students from Sundorne and Grange (north of town) (Appendix 16/09)

The Principal submitted a report on a strategy for (future recruitment of) supporting students from the North of the town. He referred to the Sundorne School and Grange School vision of providing post 16 education in the north of the town and his concerns that this would be detrimental to the current provision and could lead to other schools adopting similar aims. He advised that he and the Senior Leadership Team were intending to increase work to improve the participation, retention and achievement of students from these schools and change perceptions. Governors discussed the possible practical strategies of achieving this as outlined on page 2 of the SSFC response to the Vision.

The Vice-Principal reported on action to be taken to reach potential students from the schools including Open Evenings, visits and presentations involving former pupils from the Schools. It was also intended to hold a parents evening specifically for parents of the schools in January 2010.

In response to a Governor's question regarding Shrewsbury College of Technology and Arts, he stated that the SSFC tried to offer a complementary curriculum to that offered at S-CAT and that he would have discussions with Greg Moran, the Principal, on the impact on both colleges of the Sundorne School and Grange Vision.

A Governor suggested that the Sundorne Sports Village could be another avenue through which pupils and Students from the Schools and the College could interact and help remove perceived barriers.

The Principal emphasised the need to maintain open channels of communication with Shropshire Council following changes in their top structure. The Councillor Governor indicated she would assist in this if required.

29. Resolved:

That the proposed developments in the north of the town be noted and that the strategy to improve the participation, retention and achievement of students from Sundorne and Grange Schools, as detailed in the SSFC response to the Sundorne School and Grange School Vision, be approved.

Student Report (Appendix 17/09)

The Student Governor submitted a report detailing actions and events held during the period September 2009 to present. He highlighted the following points:

- the 'College Council' had been re-named 'Student Union'
- Children In Need events had raised over £1000.
- The opening of The White House (5/6 St. Austin's Street) had been very successful and the appointment of the Youth Support Worker (Office)in the building had proved extremely popular. Students were being encouraged to remove litter and keep the building tidy
- Chat+ events were being run successfully covering a number of issues.
- Funding events were being organised to raise money for the Student Union

A Governor suggested that more publicity be given to the Children in Need fundraising. The Councillor Governor provided contacts at Radio Shropshire for publicity.

30. Resolved:

That the Student Report be noted.

Financial Statements 2008/09 (Appendix 18/09)

The Assistant Principal, Resources submitted the audited Financial Statement for 2008/09.

31. Resolved:

That the Financial Statements for 2008/09 be approved and signed by the Chair and Principal and that the signed document be forwarded to the LSC by 31 December 2009.

Financial Management and Control Evaluation (FMCE) (Appendix 19/09)

The Assistant Principal, Resources, submitted a summary of the full FMCE report for 2008/09 which had been recommended for approval by the Audit Committee.

32. Resolved:

That the Financial Management and Control Evaluation report be approved and forwarded to the LSC by 31 December 2009.

Approval of 2008/09 Self Assessment Report (Appendix 20/09)

The Vice-Principal submitted a report detailing the outcome of the validation process which had taken place on 25 and 26 November 2009 comprising senior leaders in college, governor representation, external senior managers from other college and the local authority. The following overall grades has been awarded:

- | | |
|-----------------------------|---------------|
| - Overall Effectiveness | - Good |
| - Capacity to improve | - Outstanding |
| - Outcomes for Learners | - Good |
| - Quality of Provision | - Outstanding |
| - Leadership and Management | - Good |

She advised that it had been necessary to adapt quickly to the new Ofsted Common Inspection (CIF) and that, in future, assessment was likely to be carried out through increased quick desk monitoring inspections. The Vice-Principal advised that it was important to be as robust and accurate as possible in order to ensure courses were adequately funded in the future.

33. Resolved:

That the self-assessment report be approved.

Equality and Diversity Action Plan Updates (Appendix 21/09)

The Assistant Principal - Student Support, submitted updates on policies concerning race, gender and disability equality actions plans which had involved both staff and students.

34. Resolved:

That the summary report be noted.

Governor Training Plan (Appendix 22/09)

The Principal submitted a proposed Governor Training plan for 2009/10 reflecting key areas for development identified in the Governor Self Assessment report and the strategic priorities of the college.

35. Resolved:

That the proposed Governor Training Plan for 2009/10 be approved.

Health and Safety Policy (Appendix 23/09)

The Assistant Principal, Resources submitted an updated Health and Safety policy which had been recommended for approval by the Finance and Estates Committee on 9 November 2009.

In respect of paragraph 2..2 of the report - Consultation with Employees- she advised that the current NUT representative would no longer be the representative. There was already a union representative on the committee, but the Estates Manager would consult with other NUT members as and when necessary.

36. Resolved:

That the Health and Safety Policy be approved.

37. **Date of Next Meeting** - Monday 15 March 2010 at 6.00pm