

Group :	BOARD	Date:	05 JULY 2010
Location:	ROOM 11, SHREWSBURY SIXTH FORM COLLEGE	Time:	6.15 PM
Attendees:	Clerk to the Corporation	Apologies:	Sana Ayub Geoff Parry
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, presentations were given as follows

- (i) Moira Fitzpatrick from Chat 16 on the support service for students – Update (supporting paper circulated)
- (ii) Assistant Principal – Resources – The Role of the Audit Committee (briefing paper circulated)

PART I – OPEN ITEMS

56. Declarations of Interest

There were no declarations of interest.

Minutes

57. Resolved:

That the Minutes of the meeting held on 15 March 2010 be approved as a correct record.

58. Matters Arising

There were no matters arising

Expiry of Terms of Office (Appendix 35/10)

59. Resolved:

(a) That the expiry of terms of office of the various categories of Governor be noted as follows:

- Cathryn Hodges (independent) – 2 October 2010
- David Kilby (parent) - 4 December 2010
- Robert Rosson (parent) – 2 May 2011
- James Ashford (student) - 19 July 2010
- Sana Ayub (student) - 19 July 2010

(b) That Robert Rosson be appointed as an independent Governor for a four year period with effect from 2 May 2011 when his term of office as a parent Governor expires.

(c) That arrangements be made in the Autumn Term for the election of two parent Governors, one appointment to take effect in September 2010 and the other in May 2011 (following the expiry of term of office of Robert Rosson).

(d) That the appointment of student and parent Governors be reported to the Search Committee and the Board in due course.

Summary of Decisions of Committees (Appendix 36/10)

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

(a) Quality, Standards and Curriculum Committee - the Chair of the Board highlighted the risk of admitting too many students to the College and the potential impact on funding should all take up their places. The Principal advised that 844 students were still holding offers following induction sessions although it was usual for approximately 100 students to drop out. Funding was available for 750 and the situation would continue to be monitored.

(b) Audit Committee – The Chair of Audit drew attention to the plans to relocate the server room during the summer and that the new system would run parallel with the old during installation. He also emphasised the positive outcomes of recent internal audits which showed a high proportion of 'substantial' progress.

(c) Finance and Estates Committee – The Chair of the Committee advised that the overall targets were all on track. He commented that future pay levels would be an issue and would continue to be monitored. In response to a query, the Principal advised that if the % of funding spent on staff salaries was not monitored and was too high, this would impact on other areas of the college such as estates maintenance and I.T. At the current time, the College % spent on salaries was slightly more than other comparable Sixth Form Colleges. With reference to learner numbers, he stated that the college would not turn away any students already admitted and that, if necessary, action would be taken in consultation with the LEA to manage the funding situation.

(d) Search Committee – The Chair of Search drew particular attention to the Governors training course provided at Walsall which had been attended by 4 Governors who had given positive feedback. He also advised that the final report on Membership of Committees would be submitted to the September meeting of the Board.

(e) Personnel Committee – The Chair of the Committee drew attention to the revised policies introduced in respect of Age Discrimination and Planned Retirement Policy, Whistleblowing Policy and Procedure and the Code of Conduct Policy.

(f) Joint Consultative Negotiating Committee – The Chair reported that legislation would be introduced in the autumn to enable the GTC to be legally abolished. She referred in particular to the concerns of students regarding the new timetable. The Principal advised that the Vice-Principal had spoken to various bus companies and that they had been extremely helpful and offered to adjust some of their routes to accommodate the concerns of students. He had also met the lead signatory

of the student petition and explained how the timetable would work and given assurances about the amount of time spent on subjects.

The Student Governor stated that the action taken by the College had been reasonable and that he considered that students would be satisfied with the response to the petition. He suggested that the Principal post the outcome and information on Facebook in addition to Moodle. The Principal acknowledged that he would have liked to have consulted earlier with students and advised that Moodle was the official communication channel.

60. Resolved:

That the Summaries of Decisions from meetings held during the summer term and the additional comments of the Chairs be noted.

Student Report

The student Governor reported verbally on the following student issues/actions:

- The student union had resolved to boycott Nestle products on ethical grounds
- Examinations – complaints regarding noise during examinations had been addressed and there had been a notable improvement
- End of year party – this had been a great success with 600 students attending the Severn Cellar Warehouse

The Student Governor also referred to Item 16 on the agenda – Letter of Complaint and stated that students of the named teacher held him in high regard and considered that he had never sought to influence, or present a biased view, to students.

61. Resolved:

That the report be noted and that both student Governors be thanked for their contribution to the Board during their term of office and wished well for the future.

(Note: The student Governor left the meeting at this point)

Schedule of Meetings (Appendix 37/10)

62. Resolved:

That the Schedule of Meetings for the 2010/11 academic year be approved

63. **Membership of Committees 2010/11**

The Clerk to the Corporation advised that the Search Committee had considered the draft Membership of Committees for 2010/11 and made recommendations on certain Committees which the Clerk would follow up. The final report would be submitted to the September meeting of the Board for approval.

Strategic and Development Plan 2010/11 – 2012/13 (Appendix 38/10)

The Principal submitted the Strategic and Development Plan 2010/11 – 2012/13 together with the Planning Cycle for 2010/11.

In response to a Governor's query, he advised that it was likely that OFSTED would carry out more detailed inspections in the future but that inspections of Colleges with a 'Good' rating would be less frequent than those below this grading. Colleges deemed 'Outstanding' would not be inspected.

A Governor suggested that, in future, the format of the Top Risks report be changed to include a further coloured column indicating 'mitigated' risks and, if possible, deadline dates.

64. Resolved:

That, subject to the following amendments, the Strategic and Development Plan 2010/11- 2013 and the planning cycle for 2010/11 be approved with the exception of the 'values' section which would be finalised in September 2010:

Page 3 – Core Purpose – delete reference to 'pro-active learners' and replace with 'the encouragement of pro-active learners'.

Page 4 – SSFC Vision for Outstanding – Include reference to the college being 'sustainable'

Page 5 – Desired Outcomes – Numbers 1 and 2 to be transposed

Admissions Policy (Appendix 39/10)

The Principal submitted a report on the admissions policy for 2010/11 and setting out the rationale for changes which would provide greater precision and refinement when making offers.

65. Resolved:

That the admissions policy for 2010/11 be approved.

Three Year Financial Forecast (Appendix 40/10)

The Principal submitted the report of the Assistant Principal - Resources which had been reviewed and recommended for approval by the Finance and Estates Committee on 14 June 2010.

Governors made particular reference to the Key Performance Indicator of 76% for the proportion of income on staff (page 7 of Financial Plan) and the implications of this. The Principal advised that this target would depend on the outcome of the pay settlement negotiations to be held by teaching unions and that the position would be clearer at the December meeting of the Board. He advised that, although it was usual to take into account the pay settlement for school teachers, the ultimate decisions on pay lay with the Governing Body.

He confirmed that the unions, via the Joint Consultative Negotiating Committee were aware of the current financial situation and the implications to the College of pay increases.

66. Resolved:

(a) That the financial strategic objectives, as detailed on page 6 of the commentary, be approved.

(b) That the Key Performance Indicator targets, as set out on page 7 of the commentary, be approved.

(c) That the 3 year Financial Plan, including the initial budget for 2010/11, be approved subject to any confirmed pay changes following Government Budget announcements and spending review,

Safeguarding Children Report

The Principal advised on safeguarding issues over the past year and stated that, legally, he was unable to give circumstances of any cases. He assured Governors that the numbers involved were not out of the ordinary with 2 students referred to the Safeguarding authorities compared with 1 in the previous year

67. Resolved:

That the verbal report of the Principal on safeguarding children be noted.

68. **Date of Next Meeting** – Monday, 27 September 2010 at 6.00 pm.