

Group :	BOARD	Date:	28/09/09
Location:	ROOM 11, SSFC	Time:	6.00 pm
Attendees:	Vice-Principal, Assistant Principal – Resources, Assistant Principal – Information Services, Clerk to the Corporation	Apologies:	Penny Osborne, Dominic Wilson
Membership:	Tim Jones (Chair), James Ashford, Sana Ayub, Adrian Bayling, Karen Burgoyne, Anne Dokov, Chris Fountain, Cathryn Hodges, Simon Keeble, David Kilby, Barbara McCormack, Geoff Parry, David Pulford, Robert Rosson, Martin Ward (Principal)		

PART I – OPEN ITEMS

Re-appointment of Chair

1. Resolved:

That Tim Jones be appointed Chair of the Board for the period up to the end of his term of office on 20 March 2011.

Re-appointment of Vice-Chair

2. Resolved:

That Penny Osborne be appointed Vice- Chair of the Board for the period up to the end of her term of office on 4 December 2011.

Governance (Appendix 1/09)

The Clerk to the Corporation submitted a report setting out the recommendations of the Search Committee on applications received from two prospective Governors.

3. Resolved:

(a) That Karen Burgoyne be appointed as an independent Governor for a four-year period with effect from 28 September 2009.

(b) That Mr C. Lillis be not appointed at the present time but that he be asked if his details could be kept on the Succession Planning file for future reference.

(Note: The Chair welcomed Karen Burgoyne when she joined the meeting during Item 9 on the agenda).

4. **Declarations of Interest**

Barbara McCormack declared an interest in Item 12 (Early Term Update) insofar as it related to Update on Term Dates 2009-2010 and 2010-2011.

Minutes

5. Resolved:

That the Minutes of the Board meeting held on 6 July 2009 be approved as a correct record.

Matters Arising

6. **Health and Safety Report (Minute 82)**

Pursuant to Minute 82, the Principal advised that liability in respect of external events organised and attended by students lay with the clubs/premises concerned and not with the College.

7. **Update on Implementation of Restructuring Proposals (Minute 77)**

In response to a Member's query, the Principal gave an update on the implementation of the restructuring proposals and advised that all posts had now been filled although some areas of staff still remained unhappy with the process adopted.

Membership

8. **Student and Staff Governors**

The Board noted and welcomed the appointment of new Governors as follows:

(i) James Ashford and Sana Ayub who had been appointed Student Governors for the 2009/10 academic year.

(ii) Adrian Bayling who had been appointed Staff Governor (Support) for a four-year period to 1 September 2013.

9. **David Roberts - Resignation**

The Chair notified the Board that, because of increased work commitment, David Roberts had resigned from the Corporation with effect from 22 September 2009. He asked the Clerk to write to David thanking him for his contribution as a Governor to the Board and Audit Committee.

Appointment of Governors to Committees (Appendix 2/09)

10. Resolved:

That, subject to noting that the Chair of the Board would sit on the Quality, Standards and Curriculum Committee, the appointment of Governors to serve on various Committees for the 2009/10 academic year, as set out in the report, be approved.

11. **Summary of Decisions – Special Search Committee (Appendix 3/09)**

The Clerk to the Corporation submitted for information a Summary of Decisions of the Special Search Committee held on 14 September.

12. **Early Term Achievement Analysis (Appendix 4/09)**

The Vice-Principal submitted a report for information giving an early term report on achievements.

The Principal stated that the results had been the best achieved to date and that there had been a record higher number of entries. He was particularly pleased with the AS results as these had been subject to a new specification. Other Colleges had experienced a dip in AS results whereas the College had significantly improved.

The Vice-Principal reported that value-added based on results submitted on results day was excellent.

Board members congratulated the students and staff on the results.

A more detailed analysis would take place within the Quality Curriculum and Standards Committee

Performance Targets (Appendix 5/09)

The Vice-Principal submitted two reports setting out the Key Performance Indicators for 2008-2009 and suggested Key Performance Indicators for 2009-10 for approval.

In respect of the 2008-09 Indicators, the Assistant Principals reported on the status of the targets and action being taken to achieve targets, particularly in respect of payroll and attendance. The Vice-Principal advised that action was in place to meet target in respect of retention figures and that there was a need to look at gender feedback in respect of exam results.

In respect of the indicators for attendance, the Principal advised that the figures included both authorised and unauthorised absences. A new system had recently been put in place which would identify poor attendance quickly and inform parents. It was therefore anticipated that the attendance target for 2009/10 would be met.

13. Resolved:

That the 2008-2009 Key Performance Indicators be noted and that the proposed 2009-10 Performance Indicators be approved.

14. **Early Term Update (Appendix 6/09)**

The Principal submitted an Early Term Update together with an additional report Update on Term Dates 2009-10 and 2010-2011.

The report gave updates on Staffing; Student Enrolment; Estates and Information Technology Developments.

The Assistant Principal, Information Services, reported on the sustainability and value for money achieved with the acquisition of 15 new photo copiers which would benefit both staff and students.

In response to a Governor's query, the Assistant Principal – Resources confirmed that proper procedures and documents were in place in dealing with the issue of asbestos.

The Principal referred to the additional report which had been circulated to Governors giving an update on the NUT position following the decision to approve term dates for 2009-10 and 2010-11. He also referred to a statement he circulated to the staff meeting on 22 September in response to the decision of the NUT to conduct a ballot of their 40 members in protest against the changes to term dates and the perceived failure of the management to follow the disputes procedure. The Chair advised that he had received a letter from the NUT advising him of this action.

The Principal advised that he and the Senior Management Team were looking at the risks involved in any subsequent action by the NUT in order to minimise disruption to student learning. In response to Governors questions, he advised that he had not received any details of how the strike action would be organised.

A staff Governor stated that some staff felt that both the recent restructure and the issue of term dates had not followed correct procedures and that they lacked confidence in the decisions being made. They also considered that changing the term dates from school dates created difficulty with child care arrangements and consequent financial implications.

The Principal outlined options available to deal with these difficulties, particularly as regards arrangements for the Summer School which would offer flexibility. He advised that 55 of 77 Sixth Form Colleges had changed their term dates and re-stated the reasons for moving the term dates and the importance of strong management leadership to make changes in the interests of protecting the future of the College.

15. Resolved:

(a) That the Early Term Update on developments in Staffing; Student Enrolment; Estates and Information Technology be noted.

(b) That the Update on Term Dates 2009-10 and 2010-2011 detailing the decision of the NUT to conduct a ballot of its members between 25 September and 16 October in protest against the change to term dates and the perceived failure to follow the disputes procedure be noted together with the Principal's Statement to staff regarding this action.

16. **Annual Timetable of Meetings (Appendix 7/09)**

The Annual Timetable of Business for the Board 2009/10 was submitted for information.

17. **Attendance Record 2008/09 (Appendix 8/09)**

The Attendance Record of Governors was submitted for information.

Governor Links (Appendix 9/09)

The Clerk to the Corporation submitted a report detailing the interest in Governor Links to date.

18. Resolved:

That Governors not named on the list of Governor links contact the Clerk to the Corporation or the Vice-Principal should they wish to form a link with any of the remaining functions/subjects.

Update On Governance Website (Appendix 10/09)

The Clerk to the Corporation submitted a report detailing information currently available on the Governance section of the College website.

The Search Committee had considered the report and considered options for developing the site and had requested the Clerk to display samples of other College sites for discussion by the Board. Having looked at the examples, Governors felt that they did not wish to have their photographs on the site but would consider further information on their backgrounds being provided.

19. Resolved:

That the Clerk to the Corporation consult with Governors and report to the next Search Committee on details of the background of Governors to be provided on the Governance website.

20 **Date of Next Meeting**

(i) Away Day - Friday, 6 November 2009

(ii) Board - Monday 7 December 2009 at 6.00 pm (**note:** subsequently changed to 14 December)