

**Minutes of the Board held on Monday, 6 July 2009 at 6.00 pm in Room 11,
Shrewsbury Sixth Form College**

Present:

Tim Jones (Chair) ,
Tony Boucher, Anne Dokov, Chris Fountain, Liz Hird, Cathyrn Hodges, Simon Keeble, David Kilby,
Barbara McCormack, Penny Osborne, David Pulford, Robert Rosson, Martin Ward (Principal), and
Dominic Wilson

In attendance:

Roz Conway	- Vice Principal
Janet Stephens	- Assistant Principal - Resources
Janet Jones	- Clerk to the Corporation

Apologies For Absence: - Nick Campbell, Geoff Parry, Billy Pritchard, David Roberts

(Note: Prior to the meeting a presentation was given by a representative from Chat 16 on a new support service for students)

PART I

OPEN ITEMS

Governance (Appendix 32/09)

The Clerk to the Corporation submitted a report recommending the appointment of Anne Dokov as an Independent Governor.

The Chair advised that he and the Principal had informally interviewed Anne and recommended her appointment to the Search Committee. The Chair of the Search Committee confirmed that, having considered Anne's c.v. and skills audit analysis, she had met all the criteria previously identified by the Committee and strongly recommended her appointment.

56. Resolved:-

That Anne Dokov be appointed as an Independent Governor for a four-year period with effect from 6 July 2009.

(Note: At this point Anne Dokov was invited to join the meeting and was introduced and welcomed to the Board)

57. **Declarations of Interest**

There were no declarations of interest.

Minutes

58. Resolved:

That the minutes of the meeting held on 16 March 2009 be approved as a correct record.

Matters Arising

59. **Governance (Resolution 46 (c))**

In response to a Member's query, the Clerk to the Corporation advised that members of Shropshire Council would be meeting in the near future to nominate a prospective Governor for consideration by the Search Committee.

60. **Expiry of Terms of Office**

The expiry of the terms of office of the following Governors was reported:

Tony Boucher (Chair of Audit) – 31 July 2009 - following 11 years involvement with the College, initially as a co-opted member. Tony stated that he had found his time at the College enjoyable and worthwhile and that he would miss his involvement.

Liz Hird, Staff Governor – 1 September 2009 – Liz commented that she had found her four- year term interesting and that her involvement had given her the opportunity to see how the operational and management side of the College worked.

The Chair thanked Tony for his valued work for the Board, particularly on Audit Committee and with validation. He also thanked Liz for her contribution particularly as her term of office coincided with a challenging and difficult time for the College.

On behalf of the Governors and Senior Leadership Team, he presented them both with a gift.

Summary of Decisions of Committees (Appendix 33/09)

The Chairs of Committees presented a summary of decisions of the following meetings held during the spring term:

Curriculum Committee	- 5 May 2009
Quality and Standards Committee	- 18 May 2009
Audit Committee	- 8 June 2009
Search Committee	- 15 June 2009
Finance Committee	- 15 June 2009
Joint Consultative Negotiating Committee (circulated at the meeting with enclosures)	- 25 June 2009

In respect of the Curriculum Committee, Item 5(iv), the Vice-Principal advised that there had been no take- up by students for German GCSE and that this course would therefore not be offered.

With reference to Item 8 – Initial Assessment - she reported that the pilot study would be extended for a further year and that all new students would take a literacy test to identify where support may be needed.

In response to a Member's query on Search Committee regarding voting arrangements for the two staff Governors, the Clerk to the Corporation advised that, under the Board's agreed policy and, in accordance with the Instrument of Government, one would be from the academic staff, nominated and elected only by academic staff; and the other a member of the non-academic (support) staff, nominated and elected by non-academic staff.

The Chair of the Joint Consultative Negotiating Committee reported on the discussion held on term dates. Copies of a report prepared by the Principal on the rationale for determining term dates for 2009/10 and 2010/11 were circulated, together with responses from the Unions which members were given time to read. The Chair advised, that, although she had tried to establish a negotiating point for agreement, this had not been possible.

The Principal responded in detail to Members' questions regarding the concerns of the Unions, particularly on the issue of child care difficulties for staff with school children. He advised that he had offered flexibility around all issues of concern. He confirmed that he was not minded to take the issue through the disputes procedure for the second time as it was his judgement that given the stated position of the NUT it would simply lead to delay without resolution. He reported that ultimately it is the decision of the Principal following consultation. He advised that the N.U.T had indicated that they may take industrial action as a result of the decision of the Senior Leadership Team on term dates.

61. Resolved:

That the Summary of Decisions of Committees held during the spring term be noted

Student Report (Appendix 34/09)

The Principal submitted an information report on behalf of the Student Governors and highlighted in particular the charity work undertaken and the great success of the College's performance of Les Miserables.

62. Resolved:

That the Student Report be noted and that the Clerk write to the Student Governors on behalf of the Board thanking them for their reports during their term of office.

63. **Marketing Update (Appendix 35/09)**

The Principal submitted an information report which included a summary of the membership and aims of the marketing working group; the revised Mission Statement for adoption from September 2009, and the revised logo and implementation date.

Committee Structure (Appendix 36/09)

The Clerk to the Corporation submitted a report setting out a proposed revised Committee structure to take effect from September 2009.

64. Resolved:

(a) That the revisions to the existing Committee Structure and the relevant terms of reference, as detailed in the report, be approved.

(b) That the Clerk be authorised to consult with Governors on appointments to Committees for 2009/10 and seek Search Committee Members' comments on the recommended appointments prior to the September meeting of the Board.

Schedule of Meetings 2009/10 (Appendix 37/09)

The Clerk to the Corporation submitted the proposed Schedule of Meetings for 2009/10.

65. Resolved:

That the Schedule of Meetings for the academic year 2009/10 be approved.

66. **Self- Assessment Questionnaire (Appendix 38/09)**

The Vice-Principal submitted a proposed annual self-assessment questionnaire for completion by Governors which had been amended from previous years to highlight areas where Governors may require more information or support. She advised that in future years, there would be a section relating to human resources.

Governors had been requested to complete the questionnaire and return it to the Clerk by 13 July at the latest.

Proposed Structure for Governor Links (Appendix 39/09)

The Principal submitted a report reviewing the Governor Link pairings for 2009/10 in the light of the new Committee and College structure.

67. Resolved:

That the new Governor Links Scheme be noted and that Members advise the Clerk to the Corporation on their preferences for links.

68. **Update on Implementation of Restructuring Proposals (Appendix 40/09)**

The Principal submitted an information report giving an update on the implementation of the restructuring proposals.

He advised that, since the report had been prepared, one member of the Estates team had verbally indicated that he would be leaving the College on agreed terms.

In response to a member's query, he stated that, in some areas, there was unease at the process adopted and he was aware that there was a feeling of low morale among sections of staff.

A Governor felt that the restructure had created much uncertainty across the College and that many staff considered that their departments would not have their needs met under the new system and felt demoralised.

The Principal advised that he had taken professional advice on the restructure process and stressed that the changes were necessary to move the College from good to outstanding. The structure would enable the College to share good practice and act in the interests of the College as a whole.

Revised Strategic Plan 2009/10 – 2011/12 and Planning Cycle (Appendix 41/09)

The Principal submitted the revised Strategic Plan 2009/10 – 2011/12 and drew attention to the key changes detailed on pages 6 – 9.

69. Resolved:

That the Strategic Plan 2009/10 – 2011/12 be approved, and that the planning cycle be noted.

Framework for Excellence (Appendix 42/09)

The Vice-Principal submitted a report detailing the outcomes of a core set of indicators selected to give an overall picture of performance for all providers. She advised that the Framework was still evolving and was still not clear. The Association of Colleges had expressed concern about the 'learner views' and would be requesting that results of this indicator be not published as it was difficult to compare like with like.

70. Resolved:

(a) That the College be congratulated on achieving an outstanding grading for both the two published performance gradings.

(b) That the concerns about the Framework for Excellence as a performance assessment framework be noted.

Partnership Agreement with Enterprise HQ (Appendix 43/09)

The Principal reported on a partnership agreement with the Shropshire Enterprise Partnership which aimed to improve links with the local business community and to improve teaching and learning through access to improved facilities, realistic business contexts and actual entrepreneurs.

71. Resolved:

That the partnership agreement for 2009/10 with the Shropshire Enterprise Partnership be endorsed.

Three- Year Financial Forecast (Appendix 44/09)

The Chair submitted a report on behalf of the Assistant Principal, Resources, detailing the three- year financial forecast to 2011/12, including the initial budget for 2009/10.

He stated that the Finance Committee had scrutinised and challenged the forecast and were satisfied with it. The Principal commented that in future years, income and pay would be a particular challenge having regard to public spending. It was noted that, following the costs incurred during the co-location project, it was anticipated that the College would return to Category 'A' status by 2010/11.

72. Resolved:

That the three- year financial forecast to 2011/12 be approved.

73. **Health and Safety Report (Appendix 45/09)**

The Principal submitted for information a Health and Safety report prepared by the Assistant Principal - Resources. In response to a Member's query, he undertook to check the liability of the College for external events organised and attended by students.

MJW

74. **Safeguarding Children Report (Appendix 46/09)**

The Assistant Principal, Student Support, submitted an information report showing that during the 2008/09 academic year, 1 incident had been reported to Social Services.

Revised Pay Policy (Appendix 47/09)

The Principal submitted the Pay Policy for 2009/10 which had been revised as a result of changes to the new staffing structure. Reference was made to the new pay scales for Vice Principal and Assistant Principals, and the pay scales for Student Support Leaders and Curriculum Leaders.

75. Resolved:

That the revised pay policy for 2009/10 be approved

Date of Next Meeting - 28 September 2009 at 6.00 pm