

Group :	BOARD	Date:	26/09/2011
Location:	ROOM 11, SHREWSBURY SIXTH FORM COLLEGE	Time:	6.00 PM
Attendees:	Vice-Principal Assistant Principal, Student Support Assistant Principal, Information Technology Clerk to the Corporation	Apologies:	Karen Burgoyne Jeevan Jones
Membership:	Tim Jones (Chair), Janet Barlow, Adrian Bayling, Karen Burgoyne, Steve Cunningham, Anne Dokov, Chris Fountain, Jeevan Jones, Simon Keeble, Barbara McCormack, Penny Osborne, Geoff Parry, David Pulford, Chris Romberg, Robert Rosson, Holly Shaddock, James Wallace and Martin Ward (Principal)		

1. Declarations of Interest

There were no declarations of interest.

2. Welcome to New Members

The Chair welcomed new independent Governor James Wallace and student Governors Jeevan Jones and Holly Shaddock

Minutes

3. Resolved:

That the open and confidential Minutes of the meeting held on 4 July 2011 be approved as a correct record.

Matters Arising:

4. Policy Statement on 16-19 Bursary Fund (Resolution 71/11)

The Principal confirmed that a copy of the Bursary application form requested by a Governor had been forwarded. Decisions had been made on the criteria used for allocating bursaries and the first payments made. He outlined how the remaining monies would be allocated and advised that a certain amount would be held back to meet any emergency needs during the year.

Re-Appointment of Governor and Vice Chair

5. Resolved:

That Penny Osborne be re-appointed as an independent Governor for a second four year term of office from 2 November 2011 to 2 November 2015 and that she be re-appointed Vice-Chair of the Board up to 2 November 2012.

Appointment of Committees 2011/12 (Appendix 1/11)

6. Resolved:

That the table setting out the Appointments to Committees for the 2011/12 academic year be approved.

Annual Timetable of Business for the Board 2011/12 (Appendix 2/11)

A Governor referred to the Away Day scheduled in November 2011 and requested that time be allocated during that day for a free discussion session. The Principal confirmed that the Away Day would focus on the Strategic Plan and free discussion time.

7. **Resolved:**

That the annual timetable of work for the Board be noted.

Attendance Record 2010/11 (Appendix 3/11)

8. Resolved:

That the attendance record of Governors for 2010/11 showing an increase from 85.7% in 2009/10 to 87.7% in 2010/11, be noted.

Governors Key Performance Indicators (Appendix 4/11)

9. Resolved:

That the outcome of the Governors Key Performance Indicators for 2010/11 which showed 9 of 10 targets achieved and one, relating to Governor Links, partially achieved, be noted.

Early Term Achievement Analysis (Appendix 5/11)

The Vice-Principal submitted a report giving a summary of examination results in summer 2011. She advised that there was a slight dip in the percentage of higher grades but there had been an increase in success rates and retention numbers which had been a College priority for 2011. At AS level, the ALPS value-added remained excellent. At A2 level, the ALPs value-added had dropped from excellent to good, mainly because of the reduction in percentage of higher grades and as a result of a change in how the grades were calculated.

The Vice-Principal highlighted areas of concern regarding exam board moderation of coursework in some subjects and also referred to the good achievements in the GCSE programme with the exception of one particular subject.

A Governor commented that fluctuations in higher grade results were to be expected but expressed concern about the one poor GCSE subject. The Vice Principal advised that the class group concerned had been a particularly difficult group to teach and there had been behavioural difficulties. It was hoped that this would not occur in the future and that the success rate would improve.

In response to a Governor query, the Principal stated that the dip in higher grades was not affected by the number of entries. A Governor also asked whether the increase in learner numbers

could result in a lower number achieving higher grades. The Vice-Principal advised that this should not be the case as this year's intake showed a high number of students enrolled had high GCSE results and this usually resulted in high grades at AS and A2 level.

The Principal confirmed that the College results were benchmarked by subject and that Sixth Form College results in particular were rigorously scrutinised – against SFC benchmarks and these were higher than for schools or general FE.

10. Resolved:

That the Early Term Achievement Analysis be noted and that it be noted that a fuller analysis would be considered at the next Quality, Standards and Curriculum Committee.

Strategic and Development Plan 2011-12/2013-14 (draft) (Appendix 6/11)

The Principal submitted a report and draft Strategic and Development Plan which he advised would be the major focus of the Governors Away Day in November.

He made particular reference to the key observations and changes compared to the previous plan and highlighted the 2011/12 specific priorities and overall objectives set out on page 5 to the draft Plan.

A Governor commented that the Away Day in November would provide an opportunity to structure the plan to separate strategic objectives from operational priorities. Governors discussed the way in which information was scrutinised by Committees and how much was fed into Board meetings. A Governor suggested it would be helpful to have 'smart' objectives underpinned with performance management targets. The Principal outlined the qualitative and quantitative methods used to determine strategy, set and monitor targets and referred to key performance indicators and the Quality Improvement Plan which detailed and measured how operational targets were monitored.

Particular reference was made to the priority of developing a positive culture and improving staff morale following the recent re-structure and a Governor asked how this could be communicated to staff. The Principal outlined a number of ways and actions to be taken to try to rebuild and restore staff morale but acknowledged that this would be a difficult priority to measure.

Governors agreed that the Away Day would provide the opportunity to discuss in detail the relationship between the Strategic and Development Plan, Key Performance Indicators and the Quality Improvement Plan and how much and what information it would wish to be fed from Committees to the Board.

A Governor referred to the new student support structure and commented that she was aware that some second year students were finding it more difficult to finalise UCAS personal statements as their tutors may have changed and did not know them. The Principal acknowledged that this would be a difficult transition year but that they were experienced in these matters and support from academic tutors was usual.

11. Resolved:

That the key themes in the draft Strategic and Development Plan for 2011-2012 – 2013/14 be noted and that it be further discussed at the Away Day in November 2011.

Review of Key Performance Indicators 2010-2011; KPIs 2011-2012 (Appendix 7/11)

The Vice-Principal submitted a review of KPIs 2010-2011 together with suggested KPIs for 2011-2012.

12. Resolved:

That the review of 2010-2011 KPIs be noted and that the KPIs for 2011-2012 be discussed at the Away Day in November 2011.

Early Term Update 2011 (Appendix 8/11)

The Principal submitted an early term update since the last Board meeting.

In respect of the restructure, he advised that there remained 3 legal compromise agreements to be signed in respect of voluntary redundancies and he was hopeful that this would be completed very shortly.

He made particular reference was made to the updating of the IT network to Windows 7 which had involved major work by the I.T. staff.

The enrolment target had been achieved and there was now a record number of students on site which meant that accommodation was tight due to the improvement works being carried out. The Principal reported that it was intended to lease and develop the Dance Hall by the College to provide a social space for students and use the White House as a quiet study area.

He referred to the new staff at the College and stated that they had settled in well.

The Chair thanked those involved for the works carried out at the College during the summer.

13. Resolved:

That the report of the Senior Leadership Team on early term issues be noted.

Capital Project – Sixth Form Colleges Building Condition Improvement Fund – Progress Reports (Appendix 9/11)

The Principal submitted the report of the Assistant Principal, Resources and Risk on the progress of The Huts Project, Beckbury Project and the College Roof Project.

Planning permission had been submitted in respect of the Huts Project and the decision awaited. He advised that the archaeology study had not found anything significant and would therefore not create any delays to the proposed works.

A Governor advised that he understood that planning permission had been granted on 23 September.

In respect of the Beckbury Project, a Governor asked who was responsible for liaising with the residents of the cottage. The Principal reported that it was the Architect but that on a day to day basis the Estates Manager did liaise with the owner.

The Principal confirmed that there was a contingency plan should any of the projects not achievable.

14. Resolved:

That the progress reports on The Huts Project, The Beckbury Project and The Roof Project be noted.

15. **Dates of Next Meetings**

- (i) Away Day - Friday, 4 November 2011
- (ii) Monday, 12 December 2011 – Board at 6.00 pm.