

Group :	BOARD	Date:	13/12/2010
Location:	Room 11, Shrewsbury Sixth Form College	Time:	6.00 pm
Attendees:	Vice – Principal Assistant Principal – Resources Assistant Principal – Information Services Clerk to the Corporation	Apologies:	Harriet Davies – Student Governor Tom Lee – Student Governor
Membership:	Tim Jones (Chair), Janet Barlow, Adrian Bayling, Karen Burgoyne, Steve Cunningham Harriet Davies, Anne Dokov, Chris Fountain, Simon Keeble, Tom Lee, Barbara McCormack, Penny Osborne, Geoff Parry, David Pulford, Chris Romberg, Robert Rosson, Martin Ward (Principal), Dominic Wilson		

PART I – OPEN ITEMS

Welcome to Parent Governors

The Chair welcomed Janet Barlow and Chris Romberg who had recently been elected parent Governors.

Following consultation with members of the Search Committee, the Chair of the Search Committee reported recommendations on their terms of office.

15. Resolved:

(a) That it be noted that Janet Barlow had been elected as parent governor for the three year period from 13 December 2010 to 13 December 2014.

(b) That Chris Romberg be co-opted to the Board for the period 13 December 2010 to 2 May 2011 and that it be noted that he would take up his role as parent governor from 2 May 2011 for a three year period to 2014.

16. **Presentation/Training Session on Teaching and Learning**

Simon Tilmouth, Curriculum Leader, gave a presentation/training session on teaching and learning with particular emphasis on quality assurance. This was followed by a short question and answer session.

17.. **Declarations of Interest**

The Principal, Martin Ward, declared an interest in Item 20 and 21 (Summary of Decisions – Remuneration and Principal's Pay).

Minutes

18. Resolved:

That the Minutes of the meeting held on 27 September 2010 be approved as a correct record.

19. **Matters Arising**

There were no matters arising

Summary of Decisions of Committees (Appendix 8/10)

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

Quality and Standards – 11 October and 6 December 2010 - The Chair highlighted the following points from the meetings:

- the approved equality and diversity action plan for 2010/11 and progress documents (circulated to all Governors)
- the intense work carried out over two days in respect of validation
- the demand for the recently introduced new subject, critical thinking
- the proposed review of the format of the next Progress evening to be held in February 2011
- the need to encourage students to engage in college surveys in order to gain a more accurate view of their perspective
- the possibility of an appeal following the permanent exclusion of a pupil. (deadline 17 Dec)

(b) **Search** - 1 November 2010 - The Chair of the Committee referred in particular to the Annual Skills Audit and highlighted that, in future, it would be desirable to appoint Governors with experience of property management/capital development and human resources.

(c) **Personnel** – 1 November 2010 – The acting Chair for the meeting of Personnel advised that this Committee was relatively new and that, whilst acknowledging the need and requirement to approve policies and procedures, it was hoped that in future, more emphasis would be given to the Committee acting as a critical friend and looking at more strategic issues.

(d) **Finance and Estates** - 8 November 2010 - The Chair reported that the finances of the College were being well managed particularly bearing in mind the current financial climate.

(e) **Audit** – 16 November 2010 – The Chair advised that the Committee had received satisfactory audit reports and advised that both external and internal auditors had not raised any negative points.

(f) **Joint Consultative Negotiating Committee** – 18 November 2010 – The Chair advised on discussions held with the unions regarding the pay award 2010/11 and on the unions wish to be consulted on changes to bargaining procedures if the decision was taken to move away from national bargaining.

20. 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.

Governing Safeguarding Representative

Following consultation with members of the Search Committee, the Chair of that Committee recommended that Steve Cunningham be appointed Governor representative for Safeguarding.

21. Resolved:

That Steve Cunningham be appointed Governor representative for Safeguarding for the period up to March 2014 when his term of office expires.

Student Report (Appendix 9/10)

On behalf of the Student Governors, the Principal submitted the News from the Student Council – November 2010 report. He advised that over £1000 had been raised for Children in Need.

In response to a Governors query regarding national protests over increased students fees and loss of EMA grant, he advised that all students had been advised that, should they decide to participate, it would be expected that they would behave in an appropriate manner. A small number of complaints had been received locally in relation to use of bad language rather than any damage. He assured Governors that extreme bad behaviour would not be tolerated by the College, but that he understood the rationale behind the protest.

22. Resolved:

That the Student Report be noted.

Pay Policy (Appendix 10/10)

The Assistant Principal, Resources, submitted the final copy of the College's updated Pay Policy which had previously been considered by internal unions, the Personnel Committee and the Joint Consultative Negotiating Committee. She stated that the policy had been updated to reflect affordability and that this would be the over-riding priority.

23. Resolved:

That the updated Pay Policy be approved

Pay Issues (Appendix 10/10)

The Principal submitted reports on the Pay Award 2010-11 and the Support Staff Pay Framework.

In respect of the pay award, he advised that no national agreement had to date been reached. The Sixth Form Colleges had made a final offer of 0.75% which had been recommended for acceptance by Unison. The NUT were advising members not to accept the offer.

The Principal reported that, taking into account uplifts for staff for time served plus performance related payments, the average uplift overall would be 1.1% and, together with National Insurance payments, this would be in line with the overall budget for 2010/11.

The Vice-Principal advised that the NUT were not supporting the proposal as they did not wish to lose parity with salaries of school teachers. She commented that the College was funded in a different way to local authority schools and the Principal confirmed that other Sixth Form Colleges were

in a similar position regarding the pay award. He commented that, in future, there could be a move toward more local bargaining.

In response to Governors questions, he confirmed that staff had been briefed on the pay offer and on the implications of it not being accepted .

The Assistant Principal, Resources, reported on the proposed Support Staff Pay Framework and requested approval to consult with support staff on the proposals and report back on progress.

The Chair of Personnel Committee emphasised the risk of not undertaking an external job evaluation prior to implementation of the proposals.

24. Resolved:

(a) That, in respect of the pay award 2010/11, the following be approved:

- Award all staff the lower of 0.75% of the national pay settlement once pay negotiations have ended national, backdated to 1 September 2010.
- Move teaching staff up the pay spine in line with national agreements for teachers
- Award performance payments for teaching and support staff where they meet the criteria
- Implement such pay changes as are relevant for members of the SLT (excluding Principal) in line with above principles

(b) That the Support Staff Pay Framework be approved in principle, and that the proposals be put out for consultation with support staff and their union.

(c) That progress reports on the consultations on the Framework be submitted to the Personnel Committee and Board in due course.

Term Dates (Appendix 11/10)

The Vice-Principal submitted a report setting out the term dates for 2011/2012. She stated that the start of the autumn term in 2011 would be moved by one day to Tuesday, 30 August 2011 and reported on the rationale for this decision.

25. Resolved:

That the term dates for 2011/21 be noted.

Financial Statements Year End 31 July 2010 (Appendix 12/10)

The Assistant Principal, Resources submitted the audited Financial Statements for 2009/10.

26. Resolved:

(a) That the Financial Statements for the year ending 31 July 2010 be approved and the Chair and Principal sign the relevant pages of the Financial Statements

(b) That the Chair sign the external auditor's Letter of Representation.

(Note: The relevant documents referred to above were signed at the meeting)

Financial Management and Control Evaluation (FMCE) (Appendix 13/10)

The Assistant Principal, Resources, submitted a summary of the full FMCE report for 2009/10 which had been recommended for approval by the Audit Committee.

A Governor referred to the Operational Oversight on page 7 of the report and suggested that the evidence should refer to job appraisals rather than job descriptions.

27. Resolved:

That the Financial Management and Control Evaluation report be approved

Audit Committee Annual Report 200/10 (Appendix 14/10)

The Chair of the Audit Committee submitted his annual report for 2009/10. There were no negatives to report from the internal or external auditors and the Audit Committee considered that the College had in place adequate and effective internal control systems that could be relied upon.

28. Resolved:

That the Audit Committee Annual Report 2009/10 be approved.

Approval of Draft Annual Self Assessment Report (Appendix 15/10)

The Vice Principal submitted the whole college self assessment report which formed part of the quality assurance arrangements of the college.

The overall grades awarded at validations were as follows:

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

29. Resolved:

That the self-assessment report be approved.

Principal's Update on White Paper, Funding, Capital (Appendix 16/10)

The Principal submitted three summaries on key issues developing for the college:

- Schools White Paper – The Importance of Teaching
- Update on Funding – 2011 onwards
- Update on Capital Estates

In respect of the White Paper, he highlighted the need to further develop links with partner schools and aspire to be one of the local leaders of education.

The outcome of the Wolf Review could also have an impact on the College and shape the future for vocational subjects.

In response to a Governor's query, he stated that it was likely that the Priory School would apply for academy status and that others may follow – but that this would not automatically lead to new Sixth Form provision.

In respect of the update on funding, the Principal advised that the actual funding allocation would not be known until March 2011. Funding is likely to be tight and could be cut.

The update on Capital and Estates Planning confirmed that, at the present time, there was no significant money for capital development of college accommodation. However, the Principal stated that it was important to continue to look at short and long term options and detailed a number of possible options.

Governors were particularly interested in proposals regarding Rowley's House, subject to any agreement ensuring that the College would not be responsible for external maintenance costs. It was generally agreed that this would be a good opportunity to pursue.

With regard to the Flax Mill and the Quarry Swimming Centre, it was accepted that these sites would not be affordable and highly speculative.

The Principal stated that it was still an aspiration that, at some point in the future, the College be housed on a single site with accommodation that was fit for purpose and met all the needs of the College.

30. Resolved:

That the updates on the White Paper, funding and capital options and comments of Governors be noted.

Governor Training Plan (Appendix 16/10)

31. Resolved:

That the Governor Training Plan for 2010/11 be approved.

32. **Date of Next Meeting** – Monday, 21 March 2011 at 6.00 pm