



Minutes of the Full Corporation Meeting held on Monday, 16 March 2009 at 6.00 pm in Room 11, Shrewsbury Sixth Form College

Present:

Robert Bland (Chair) , Tony Boucher, Liz Hird, Tim Jones, David Kilby, Penny Osborne, Jenny Priestley, Robert Rosson, Martin Ward (Principal), Dominic Wilson

New Governors present following appointment:

Chris Fountain, Simon Keeble, Geoff Parry

By Invitation:

Rose Franklin - Treasurer of Student Council

In attendance:

Roz Conway - Vice Principal
Michael Jaffrain - Assistant Principal – Student Support
Paul Morgan - Assistant Principal – Information Services
Janet Stephens - Assistant Principal - Resources

Janet Jones - Clerk to the Corporation

Apologies For Absence: Nick Campbell, Cathryn Hodges, Billy Pritchard, David Pulman (new Governor) and Cllr. David Roberts

PART I

43. **Declarations of Interest**

The Principal (Martin Ward), declared an interest in item 19 – Summary of Decisions of Committees – Remuneration - and took no part in the discussion on this item.

Minutes:

44. Resolved:

That the minutes of the meeting held on 8 December 2008 be approved as a correct record.

Matters Arising:

45. **Governor Links (Resolution 24)**

Pursuant to Resolution 24, the Principal advised that the issue of Governor Links would be considered once decisions on the proposed staffing restructure had been made

Governance (Appendix 17/08)

46. Resolved:

(a) That Chris Fountain, Simon Keeble, Geoffrey Parry and David Pulford be appointed independent Governors for a four year term from 16 March 2009 – 16 March 2013

(b) That Brian Nelson be not appointed at this time and that it be noted that he had agreed that his details be kept on the succession planning file for future reference.

(c) That two vacancies on the Corporation be held open and that the Clerk to the Corporation contact the new Unitary Authority in April for a Councillor Governor representative and endeavour to search further for a prospective Governor with human resources skills having regard to the stated preference for increased female representation.

(Note: At this point of the meeting 3 of the new Governors able to attend were invited to join the meeting and formally welcomed to the Corporation by the Chair)

Expiry of Terms of Office

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

Robert Bland (Chair) – 16 March 2009 following 12 years as a Governor. Robert stated that he had greatly enjoyed his years at the college which had been challenging but rewarding and wished everyone associated with the College success for the future. He asked for nominations for the election of a new Chair of the Corporation.

The Principal thanked the Chair for his valued work for the Corporation over 12 years and presented him with a gift on behalf of all Governors and the Senior Leadership Team.

It was reported that Jenny Priestley, Staff Governor, would end her term of office on 2 April 2009 and that the new staff Governor would be Barbara McCormack. The Chair thanked Jenny for the job she had done, often in difficult circumstances, and the Principal presented Jenny with a gift on behalf of Governors and the Senior Leadership Team.

The Chair referred to the resignation of Cllr. Liz Parsons on 14 January 2009 and undertook to write thanking her for her contribution to the work of the Corporation.

47. Resolved:

(a) That the expiry of terms of office of Robert Bland and Jenny Priestley on 16 March and 2 April 2009 respectively be noted and that the thanks of the Corporation for their valued work be placed on record.

(b) That the resignation of Cllr. Liz Parsons on 14 January 2009 be noted

(c) That Tim Jones be elected Chair of the Corporation with effect from 17 March 2009 for the remainder of the academic year.

48 **Summary of Decisions of Committees (Appendix 18/09)**

The Chairs of Committees presented a summary of decisions of the following meetings held during the Winter term for information only:

Quality and Standards Committee	- 2 February 2009
Joint Consultative Negotiating Committee	- 12 February 2009
Search Committee	- 2 March 2009
Finance Committee (Part I – open)	- 2 March 2009
Audit Committee (circulated separately)	- 9 March 2009

Governance Policies (Appendix 19/09)

49. Resolved:

That the recommendations of the Search Committee to agree the following Policies be approved:

- (i) Access to College Information
- (ii) Access to Meetings
- (iii) Arrangements for appointing Staff Governors
- (iv) Determination of Membership
- (v) Mentoring Policy

Appointments to Committees (Appendix 20/09)

The Clerk to the Corporation reported vacancies on the following Committees:

Audit Committee	- 2 vacancies (one from 2/4/09)
Finance Committee	- 2 vacancies
Search Committee	- 1 vacancy
Joint Consultative Negotiating Committee	- 2 vacancies
Remuneration Committee	- 1 vacancy

50. Resolved:

(a) That Governors be appointed to the Committees set out below for the remainder of the academic year:

Audit Committee	-	Penny Osborne and Geoff Parry
Finance Committee	-	Chris Fountain
Curriculum Committee	-	Cathryn Hodges (observer: Simon Keeble)
Joint Consultative Negotiating Committee	-	David Kilby and David Pulford

(b) That the Clerk to the Corporation be authorised to fill remaining vacancies following further consultation with Governors.

Additional Item

The Corporation considered the following additional item which had been circulated separately to the agenda:

Internal Audit Annual Plan 208-09 (Appendix 21/09)

The Corporation considered the report prepared by the Internal Auditors RSM Bentley Jennison which had been referred from the 9 March Audit Committee meeting.

51. Resolved:

That the Internal Audit Annual Plan 2008-09 be approved.

Audit Committee Annual Report 2007 - 08 (Appendix 22/09)

52. Resolved:

That the Audit Committee Annual Report 2007-08 submitted by the Chair of Audit Committee be approved.

53. **Student Report (Appendix 22/09)**

The Chair welcomed Rose Franklin, Treasurer of the Student Council, who submitted the Student Report on behalf of the Student Governors.

Particular reference was made to the following issues:

- Comic Relief – it was anticipated that at least £1000 had been made from various Comic Relief activities.
- Trip to Washington by students studying politics – this had been extremely successful and worthwhile
- Littering – further action needed to ensure students do not litter in and around the college
- Learning Centre – the Principal acknowledged the difficulty of balancing the Centre as an area for study and as a social meeting place and advised that this issue would be considered as part of the future property strategy.

The Chair thanked Rose Franklin and the student governors for the report.

Additional Item

The Corporation considered the following additional item which had been circulated separately to the agenda:

54.. **Summary of 2008 Destination Analysis (Appendix 23/09)**

The Assistant Principal – Student Support reported for information on destinations for 2008 leavers, the analysis now being part of the Framework for Excellence grade received annually. Particular reference was made to the increase in students taking a Gap Year.

Proposals for Celebrating Student Achievement (Appendix 24/09)

The Principal submitted a report suggesting options for celebrating student achievement which could be introduced in the next academic year. He invited Governors to let him know if they had any preferences on the suggestions outlined.

55. Resolved:

That the initial ideas of the celebrating achievement group be approved and that Governors advise the Principal should they have any preferences on the suggestions.

Property Matters (Appendix 25/09)

The Principal submitted Version 1 of a draft property strategy and invited comments from Governors.

Penny Osborne stated that it would be helpful for the document to include a map of college locations. She commented that strong emphasis should be given to the aim of moving from good to outstanding and how this aim was linked to the property strategy.

Tony Boucher stressed the need for careful monitoring of any future consultancy engaged in work for the college and that Governors should be kept fully informed of all developments concerning Consultants. The Principal advised that any new proposals would need to be processed through the LSC Framework and that at the present time, funding a property strategy was not possible. He undertook to draw up a plan indicating which college sites were owned and which were leased/hired. He also advised that he would act as the college voice in the town and college asking openly for property ideas.

Tim Jones stated that, in the short term, it was important to focus on property repairs that needed urgent attention.

56. Resolved:

That the revised property strategy Version 1 be approved and that the other property matters referred to in the report be noted.

Update on Marketing Developments (Appendix 26/09)

The Principal reported on preferred options for a new mission statements and branding for the College and invited comments from Governors.

57. Resolved:

That the Principal be delegated authority to decide the final wording of the new Mission Statement and approve the logo/strap line.

58. **Review of Progress on the Quality Improvement Plan 2008/09 (Appendix 27/09)**

The Vice Principal submitted a report for information on areas addressed within the 2008/09 Quality Improvement Plan and how these areas of improvement had been identified.

Mid Year Update – 2008/09 (Appendix 28/09)

59. Resolved:

That the Mid Year Budget 2008/09, as reviewed and agreed at the March meeting of the Finance Committee, be approved.

60. **Date of Next Meeting -** Monday, 6 July 2009 at 6.00 pm