

THE SIXTH FORM COLLEGE, SOLIHULL

Corporate Board

Minutes of a meeting held on Tuesday 24 May 2016 at 5.00pm.

Present: Alan Price [Chair], Katie Chester [Vice-Chair], Paul Ashdown, Russell Beale-Burchell, Duncan Bryson, Abid Butt, Neal Clements, Fiona Dennis-Stephens, Abbie Lenihan, Luke Millard, Rona Miller, David Munton, Christine Quinn, Karen Sherwood, Asa Walker

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Clare Sutton [Director of Finance], Martin Sullivan [Vice-Principal],

1 Apologies for the meeting were received and accepted from Peter Farrow, Adill Hadi and Jack Redfern. Luke Millard will need to leave the meeting at 5.30pm for half an hour. Katie Chester and Fiona Dennis-Stephens will be delayed.

2 Declaration of Interests

The Clerk must be informed of any changes to members' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and personal interest in any agenda item and must take no part in the consideration of that item or vote on any question with respect to that item, or form part of the quorum. Governors must withdraw where requested to do so by a majority of the members of the Board present at the meeting.

The Chair informed the meeting that the Clerk attends all Board and Committee meetings. If she is requested or required to answer questions or to present a paper in her role as Vice-Principal, a Temporary Clerk will be appointed for that part of the meeting.

Resolved: Duncan Bryson declared an interest as he is the NUT representative on the Joint Staff Group; Abid Butt declared an interest in item 5 as he is a Principal within the Ninestiles Academy Trust; Christine Quinn declared an interest in item 5 as she is CEO of the Ninestiles Academy Trust; Paul Ashdown declared an interest in item 5 as he is a trustee of the Ninestiles Academy Trust; Janice Hamilton declared an interest in item 12.2 as she prepared the entry criteria documentation in her role as Vice-Principal.

Governors noted the College Mission and guidance on presentation of papers. The Chair reminded governors that it was important that they had read their papers prior to the meeting as this helps to move through the agenda quickly and efficiently.

3 Minutes of previous meeting held on 9 February 2016 were agreed and signed.

4 Matters arising

Item 9, Bank loans: these had been repaid in March.
Item 14, Review of the meeting: comments were noted.

Resolved: that item 5 be delayed due to late arrivals.

6 Principal's Strategic Report

Confidential item, minuted separately.

5.15pm Katie Chester arrived.

The strategic priorities dashboard brings together all the milestones being tracked and monitored by committees.

5.25pm Luke Millard left the meeting temporarily.

7 Update on SP8: Secure excellent student progress

The Curriculum & Quality Committee meeting is tracking progress on SP8. Actions are complete and the outcome (exam results) will be out in August. In response to a question from Duncan Bryson, it was confirmed that an excellence target for the success rate for new linear A levels of 88% had been agreed over the two years.

8 Chair's Report

8.1 Attendance at meetings: Alan Price thanked governors for their attendance, in particular Neal Clements and Jack Redfern who have 100% for the autumn and spring terms.

8.2 Attendance at training and events: appreciation was given to the number of events including training that governors attend.

8.3 Shadowing: Karen Sherwood, Christine Quinn, Jack Redfern and David Munton had provided written reports. Abid Butt had shadowed an ex-student from Lyndon School and had been heartened to see her thriving and aspiring to do well.

8.4 Performance indicators: pleasing progress was noted.

8.5 Individual governor reviews: progress was noted.

8.6 Governance development plan: progress was noted.

8.7 Solihull MBC governor training: governors who are interested in any of the events were asked to speak to the Clerk initially as some seminars are aimed at schools and may not be appropriate.

8.8 Forthcoming events: governors were invited to the quiz night on 24 June and sponsored walk on 25 September, proceeds in aid of The Gambia visit; to the awards evening on 20 June; and to the HE Fair on 29 June.

9 Budget 2016/17

Clare Sutton drew attention to sections of the report. The budget will be built into the five-year financial plan.

5.50pm Fiona Dennis-Stephens arrived.

Resolved: on the advice of the Finance & General Purposes Committee, the Board approved the Budget for 2016/17.

10 Overview of College Surveys 2016 and outcome of Parental Survey

Paul Ashdown explained that three surveys are carried out annually: staff, parents and students. Confidential item, minuted separately.

6.00pm Luke Millard re-joined the meeting.

5 SP4 Considering Academisation

The Chair urged all governors to be fully involved in discussion in order that a decision can be made at this meeting. Confidential item, minuted separately.

6.55pm Katie Chester and Duncan Bryson left the meeting.

11 Report from Audit Committee: 1 April 2016

David Munton highlighted the discussion on implications of FRS102 on Accounting which had also been discussed at F&GP Committee (copy included at item 13.1) and the risk management update. There were only a few low priority actions arising from internal audit reports, and planning for internal audit for 2016/17 had been agreed.

Resolved: the Board noted receipt of draft minutes and executive summary of the meeting held on 1 April 2016, and the risk management monitoring report.

12 Reports from Curriculum & Quality Committee: 22 March 2016 and 10 May 2016

Luke Millard presented the item.

12.1 22 March 2016: reports were noted.

Resolved: the Board noted receipt of approved minutes and executive summary of the meeting held on 22 March 2016; student mid-year attendance report; teaching, learning and assessment mid-year monitoring report; student conference 12 November 2015; and mock examinations report.

12.2 10 May 2016: reports were noted. Confidential item, minuted separately.

Resolved: the Board noted receipt of draft minutes and executive summary of the meeting held on 10 May 2016; student voice report; student retention report; and governance self-assessment documents.

Resolved: on the advice of the Curriculum & Quality Committee, the Board approved the overall entry criteria for 2017/18.

13 Reports from Finance & General Purposes Committee: 8 March 2016 and 3 May 2016

Neal Clements presented the item.

13.1 8 March 2016: the report was noted.

Resolved: the Board noted receipt of approved minutes and executive summary of meeting held on 8 March 2016; implications of FRS102 on accounting; update on financial support for students.

13.2 3 May 2016: it was confirmed that Lendlease, managed service provider, had returned the signed contract. The contract has been in operation for six weeks and there have been no issues to date.

Resolved: the Board noted receipt of draft minutes and executive summary of meeting held on 3 May 2016; health and safety dashboard; and March management accounts.

14 Report from Human Resources Committee: 1 March 2016

Rona Miller presented the report. She drew attention to the low level of staff absence compared to the public sector, and the monitoring of instances of potential stress. Paul Ashdown said that in memory of an outstanding colleague who had died this year, the sports hall was being re-named as the Claire Hicks Sports Hall. The re-naming event, to which her family have been invited, will take place at the end of term. Governors were also invited.

Resolved: the Board noted receipt of draft minutes and executive summary of meeting held on 1 March 2016; staff absence report.

15 Draft Calendar of Meetings 2016/17

Governors were invited to comment on the draft calendar. In response to a question from David Munton, the Clerk said dates had been checked against dates of Ninestiles Academy Trust meetings. Due to important documents that need to be considered before Christmas, there remains a clash with our Board meeting in December.

16 Review of Confidential Minutes 2014/15

Resolved: the Board approved those minutes to be released into the public domain.

17 Review of the Meeting

Governors were invited to complete the proforma provided and hand to Janet Parkes at the end of the meeting. 11 out of a possible 15 forms were returned, all with positive responses. Comments: the questions surrounding agenda item 5 were very well handled; very well chaired through discussion on academisation; really enjoyed it!

18 Determination of Confidential Items

Resolved: that the following be confidential and minuted separately: item 5 Considering academisation; item 6 Principal's strategic overview; item 9 Budget 2016/17; item 10 Overview of College surveys and outcome of parental survey; item 12.2 C&Q Committee item on entry criteria; item 14 HR Committee item on staffing.

Resolved: that the following documents be confidential: item 7 Secure excellent student progress; item 8 Chair's report; item 11 Audit Committee reports; item 12 C&Q Committee reports; item 13 F&GP Committee reports; item 15 Calendar of meetings whilst in draft; item 16 Confidential minutes deemed to remain confidential.

19 Date of next meeting: Tuesday 5 July 2016 at 4.30pm.

The meeting closed at 7.10pm.