

THE SIXTH FORM COLLEGE, SOLIHULL

Corporate Board

Minutes of a meeting held on Tuesday 5 July 2016 at 5.00pm.

Present: Alan Price [Chair], Paul Ashdown, Russell Beale-Burchell, Fiona Dennis-Stephens, Peter Farrow, Christine Quinn, Jack Redfern, Karen Sherwood, Asa Walker

Clerk: Janice Hamilton
Secretary: Janet Parkes

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

1 Completion of Governance Self-Assessment Questionnaire 2016

Governors were reminded to hand in the completed questionnaires to Janet Parkes at the end of the meeting.

2 Apologies for the meeting were received and accepted from Katie Chester, Duncan Bryson, Abid Butt, Neal Clements, Adill Hadi, Abbie Lenihan, Luke Millard, Rona Miller, David Munton and Tracie Padro. Fiona Dennis-Stephens had indicated that she may be arriving a little late.

3 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: Christine Quinn declared an interest in item 7 as she is CEO of the Ninestiles Academy Trust; Paul Ashdown declared an interest in item 7 as he is a trustee of the Ninestiles Academy Trust; Janice Hamilton declared an interest in item 13 as she prepared this document in her role as Vice-Principal and Lead DSL.

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.

4 Minutes of previous meeting held on 24 May 2016 were agreed and signed.

5 Matters arising

Item 5, Academisation: covered at agenda item 7.

Item 6, Principal's Strategic Report: all but three students turned up on 25 and 26 May for the TB vaccination. NHS England was delighted that so many students attended and would be following up on the three students.

Resolved: to delay item 6 pending the arrival of Fiona Dennis-Stephens; to take agenda item 8 before item 7.

8 Principal's Strategic Report

Confidential item, minuted separately.

7 Update on Academisation

Confidential item, minuted separately.

6 Financial Plan 2016-2021

Confidential item, minuted separately.

Resolved: on the advice of the Finance & General Purposes Committee, the Board approved the Financial Plan 2016-2021.

9 Chair's Report

Alan Price reminded governors to complete the annual forms and return to Janet Parkes as soon as possible.

Alan Price invited governors who had attended the Awards Evening to provide feedback. Christine Quinn said it was a brilliant event, it had a very good feel to it. Karen Sherwood, who was an award winner, enjoyed the event and was pleased to be involved in supporting the students and celebrating their success. Jack Redfern, an award winner, had enjoyed the event, particularly the student performances. Paul Ashdown wished to thank Janet Parkes, also an award winner, for her contribution to the successful evening.

The following governors are leaving the Board: Katie Chester, a long serving governor (the Clerk read out her letter of resignation) who is leaving for family reasons; Duncan Bryson who is leaving to take up a new position in London; Abbie Lenihan whose term of office as student governor expires this month; Tracie Padro who is leaving for personal reasons; Christine Quinn (reported at item 8). *Post-meeting note: David Munton has resigned due to work commitments.* Alan Price wished to thank all of them for supporting the Corporate Board and the College.

10 Report from Human Resources Committee: 7 June 2016

The Clerk presented the report. Confidential item, minuted separately.

Resolved: the Board noted receipt of the executive summary and draft notes of the meeting held on 7 June 2016; report on Career Passport and student destinations; outcome of staff survey.

11 Report from Finance & General Purposes Committee: 14 June 2016

Alan Price presented the report. Confidential item, minuted separately.

Resolved: the Board noted receipt of the executive summary and draft notes of the meeting held on 14 June 2016, and May management accounts.

12 Report from Audit Committee: 28 June 2016

Peter Farrow presented the report. Confidential item, minuted separately.

Resolved: the Board noted receipt of the executive summary and draft minutes of the meeting held on 28 June 2016, risk management review, and internal audit plan 2016/17.

13 Safeguarding Dashboard

The Clerk presented the report. Staff are due to receive three-year safeguarding refresher training on 11 July 2016. There have been more student referrals this year, the vast majority of whom have been supported within the College.

14 Final Calendar of Meetings 2016/17

Resolved: the Board approved the Calendar of Meetings 2016/17.

15 Review of the Meeting

Governors were invited to complete the proforma provided and hand to Janet Parkes at the end of the meeting. 7 out of a possible 8 forms were returned, all with positive responses.

16 Determination of Confidential Items

Resolved: that the following be confidential and minuted separately: item 6 Financial Plan; item 7 Update on academisation; item 8 Principal's strategic report; item 10 Report of Human Resources Committee; item 11 Report of Finance & General Purposes Committee; item 12 Report of Audit Committee; item 13 Safeguarding dashboard.

17 Date of next meeting: Tuesday 11 October 2016 at 5.00pm.

The meeting closed at 6.00pm.