

# **THE SIXTH FORM COLLEGE, SOLIHULL**

## **Corporate Board**

Minutes of a meeting held on Tuesday 2 May 2017 at 5.00pm.

**Present:** Alan Price (Chair), Neal Clements (Vice-Chair), Isbaa Akhtar, Luke Banks, Zoe Bereza, Fiona Dennis-Stephens, Adill Hadi, Luke Millard, Rona Miller, Karen Sherwood, Martin Sullivan, Shilpa Unarkat

**In attendance:** Clare Sutton (Director of Finance), Sonia Wood (Interim Vice-Principal)

**Clerk:** Janice Hamilton

**Secretary:** Janet Parkes

**1 Apologies** were received and accepted from Russell Beale-Burchell, Jonathan Bridges, Abid Butt, Martyn Collin, Peter Farrow, Jack Redfern and Asa Walker.

### **2 Declaration of Interests, Presentation of Papers, College Mission**

The Clerk must be informed of any changes to governors' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and/or 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 members 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, an Acting Clerk will be appointed for that part of the meeting.

*Resolved:* there were no declarations of interest.

Governors noted the College Mission and guidance on presentation of papers.

**3 Minutes of previous meeting** held on 28 February 2017 and of special meeting held on 14 March 2017 were agreed and signed.

### **4 Matters arising**

Item 8.6 Cadbury SFC: Paul Ashdown updated governors.

Item 9.6 Safeguarding & Prevent training: Luke Millard and Steve Harber are required to complete safeguarding training; Rona Miller to complete safeguarding and Prevent training.

### **5 Draft Budget 2017/18**

Confidential item, minuted separately.

*Resolved:* to approve the Budget 2017/18

### **6 Academisation and Merger**

Confidential item, minuted separately.

## 7 Principal's Strategic Report

Martin Sullivan highlighted sections of his report. Section 1.2, new GCSE grading: to note the new grading structure 1-9 with 9 being the highest. Section 1.4: announcement of new Applied General Qualifications and retention of BTEC courses, which are highly successful courses for us. Section 2: all posts within the interim leadership structure have been filled (copy of interim structure provided). Section 3, parent survey: governors requested that the timing and method of issue of the parent survey be reconsidered for next year. Alan Price thanked Martin Sullivan for his report.

## 8 Chair's Report

8.1 Governance development plan: progress was noted.

8.2 Attendance at meetings and events: governors were thanked for their input to meetings and events. Governors were asked to let Janet Parkes know if they had attended events which had not been recorded.

8.3 Performance indicators: progress to the end of the spring term, and areas for improvement, were noted.

8.4 Outstanding financial health: the SFA/EFA letter of confirmation was noted. Governors wished to pass on their appreciation to College managers.

8.5 Area reviews: the letter from the FE & SFC Commissioners regarding outcomes nationally was noted.

8.6 Success Evening: this event will be held on Monday 26 June 2017 at 7.00pm at the Renewal Conference Centre, Solihull. The guest speaker will be Professor Graham Upton, Vice-Chancellor of Birmingham City University. Governors were asked to let Janet Parkes know if they will be attending.

## 9 Report from Finance & General Purposes Committee: 7 March 2017

Confidential item, minuted separately.

*Resolved:* to note receipt of the executive summary and draft minutes of the meeting held on 7 March 2017, progress on financial matters relating to merger, and February management accounts.

## 10 Report from Curriculum & Quality Committee: 21 March 2017

Luke Millard drew attention to excellent student retention. Alan Price was pleased to note that there had been an increase in the number of student commendations.

*Resolved:* to note receipt of the executive summary and draft minutes of the meeting held on 21 March 2017, and student retention report.

## 11 Report from Audit Committee: 28 March 2017

Luke Banks highlighted the positive internal audit reports.

*Resolved:* to note receipt of the executive summary and draft minutes of the meeting held on 28 March 2017, and risk management monitoring plan.

**12 Review of Confidential Minutes 2015/16**

*Resolved:* the Board agreed those minutes which should be released into the public domain.

**13 Strategic Priorities Dashboard**

Confidential item, minuted separately.

**14 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 4 Matter arising from item 8.6; item 5 Draft budget; item 6 Academisation and merger; item 7 Principal's report; item 9 Finance & General Purposes Committee executive summary, confidential minutes, progress on financial matters relating to merger, management accounts; item 10 Curriculum & Quality Committee executive summary, confidential minutes, student retention report (documents only); item 11 Audit Committee executive summary, confidential minutes, risk management monitoring plan; item 12 Minutes deemed to remain confidential; item 13 Strategic priorities dashboard.

**15 Review of the Meeting**

Eleven out of a possible eleven proformas were returned, all with positive responses. Comment: one governor did not receive the second set of papers in the post.

**16 Date of next meeting:** 4 July 2017 at 4.30pm. Note earlier start time in order to accommodate the Governor Self-Assessment Questionnaire. Light refreshments will be available at 4.30pm.

The meeting closed at 6.40pm