

MINUTES

Group :	SHREWSBURY COLLEGES GROUP - INAUGURAL MEETING	Date:	26/09/16
Location:	AGENCY SUITE, LONDON ROAD CAMPUS	Time:	6.00 p.m.
Membership:	Alison Jackson (Chair), Andy Allen, Michael Bishopp, Gordon Channon, Christine Davies, Anne Dokov, Dr Chris Fountain, Sarah Gibbons, Christina Gore, Iain Gilmour, Liz Hird, Barbara McCormack, Nigel Merchant, David Pulford, Rob Rosson, Rex Sartain, Lyn Surgeon, Principal/Chief Executive, Verity Underhill, Mike Willmot		
IN ATTENDANCE:	<u>Members of the Senior Leadership Team:</u> C. Armstrong, Group Vice Principal, Curriculum and Quality Development Mark Brown, Group Vice-Principal, I.T. and Strategic Development Donna Lucas, Group Vice-Principal - Human Resource Development Paul Morgan – Head of Shrewsbury Sixth Form Chris Pemberton, Group Vice-Principal, Quality and Curriculum Development Janet Stephens, Group Vice-Principal – Finance and Asset Management Clerk to the Corporation		
APOLOGIES:	Alison Jackson, Sarah Gibbons, Rob Rosson		

PART I – OPEN ITEMS

Election of Chair

1. Resolved:

That Alison Jackson be appointed Chair of the Board up to the Board meeting in March 2020 and that her period of office be extended to the same date.

Election of Vice-Chair

2. Resolved:

That Gordon Channon be appointed Vice Chair of the Board up to the Board meeting in March 2019 and that his period of office be extended to the same date.

3. **Chair for the Meeting**

In the absence of the Chair, the Vice Chair assumed the Chair:

GORDON CHANNON IN THE CHAIR

4. **Declarations of Interest**

There were no declarations of interest.

Minutes

5 Resolved:

(a) That the Minutes of the Shadow Board meeting held on 18 July 2016 be approved and adopted.

(b) That the approved Minutes of the Shadow Meeting held on 29 June 2016 be adopted.

6. **Matters Arising**

There were no matters arising.

7. **Presentation/Training Session – Funding Streams**

The Group Vice Principal Information and Strategic Development, gave a presentation on the various funding streams of the Shrewsbury Colleges Group and how they were applied across the different categories of learners and courses. This was followed by a short question and answer session.

Annual Timetable of Business for the Board 2016/17 (Appendix 1/16)

8. Resolved:

That the Annual Timetable of Business for the Board 2016/17 be noted.

Committee Structure and Membership of Committees (Appendix 2/16)

The Clerk to the Corporation submitted a report regarding outstanding issues on the structure and membership of the Shrewsbury Colleges Board. Particular reference was made to the Business and Community Committee previously established by the Shrewsbury College. The Vice-Principal, Curriculum Support and Business Development, gave a brief talk on issues previously considered by the Committee and suggested how the work could continue. She suggested that a Forum be set up to meet on a termly basis, or as necessary. The Principal, in supporting this idea, commented that the importance of the work and associated networking would be better served by a Forum which offered more flexibility and freedom than a more rigid Committee setting and that Governors would be invited to attend events along with students and stakeholders and business concerns.

The Vice Principal, Curriculum Support and Business Development, outlined how the Forum could feed information back to the Board as necessary and undertook to circulate to Governors details on the purpose of the Forum and how it would operate .

Consideration was given to outstanding issues on Membership of Committees and Governor representation. The Vice Chair referred in particular to the Radbrook Foundation which had for a number years had a Governor representative from the Shrewsbury College. The current Governor representative gave a brief overview of the longstanding relationship of the Foundation with Shrewsbury College, including the establishment of a Bursary for students in need. The Radbrook College had recently been sold and the composition of the Foundation Trust was currently under review. The Vice Principal, Human Resources Development emphasised the importance of continuing the link between the newly merged College and the Foundation.

The Board considered the membership of the Finance and Business Operations Committee and a Governor suggested it be reduced in number. With regards to the Quality, Standards and Curriculum Committee, a Governor commented that it might not be appropriate for student governors to be members in view of the detailed information provided on staff. The Principal agreed and suggested that they could be invited to attend for specific items under Part 1 of Agendas to be advised by the Vice-Principal, Quality and Curriculum Development. There would be a number of other ways for students to engage with governors

9. Resolved:

(a) That the Business and Community Committee be not re-established and that its business be dealt with in the form of a Forum to include stakeholders, business concerns, Governors and students.

(b) That the Forum meet on a termly basis, or as necessary, and that it be Chaired by Andy Allen.

(c) That the Vice-Principal, Curriculum Support and Business Development, circulate further details to Governors on the purpose of the Forum and how it would operate. CA

(d) That the membership of the Finance and Business Operations Committee be reduced by one to nine members and that Andy Allen not be a member on this Committee

(e) That the Search Committee be re-named the Search and Governance Committee

(f) That the proposed appointment of two student Governors be reported to the Search and Governance Committee and the next Board meeting.

(g) That student governors not be formally appointed to the Quality, Standards and Curriculum Committee but that they be invited to attend for specific items under Part 1 of Agendas on the advice of the Vice Principal, Quality and Curriculum Development.

(h) That the following Governor representatives be approved:

- Higher Education - Mike Willmot
- LEP - Principal/Chief Executive
- Radbrook Foundation – Iain Gilmour

(i) That the suggested Chairs for Committees, as listed in the Appendix to the report, be approved

(j) That a meeting of the Strategic Working Party be arranged for early December and that, if available, the new Principal/Chief Executive be invited to attend together with the Senior Leadership Team. . JJ

Attendance Record (Appendix 3/16)

The Clerk to the Corporation reported the attendance record of Governors from Shrewsbury Sixth Form and Shrewsbury College, both being above the average benchmark of 75%. She advised that a detailed breakdown for the Shrewsbury Colleges Group attendance for 2016/17 would be submitted at the beginning of the 2017/18 academic year. JJ

10. Resolved:

That the following Governors attendance figures for meetings in 2015/16 be noted:

Shrewsbury College - 80%
Shrewsbury Sixth Form College – 82%

Governance Performance Indicators and Governors Self Assessment Report (Appendix 4/16)

The Clerk to the Corporation advised that both Colleges had established Governance Performance Indicators and Governors Self Assessment Reports, although both used different formats and reporting systems. She advised that the Search and Governance Committee would be asked to consider the future format of the documents for the Shrewsbury Colleges Group for the academic year 2016/17.

11. Resolved:

That the Search and Governance Committee consider the future format of the Shrewsbury Colleges Group Governance Performance Indicators and Self Assessment Report to be used for the academic year 2016/17. JJ

HR Update: Early Term Enrolment – Staffing (Appendix 5/16)

The Vice- Principal, Human Resources Development submitted a report on the current staffing position. In response to a Governor's query, she advised that the staffing figures represented an overall saving and that there were no plans to reduce numbers of teaching staff unless there were further significant funding changes.

In response to a Governor query, the Vice Principal clarified the arrangements in respect of employees in Swindon engaged in a new piece of trade union work. She also advised that the use of agency staff was an efficient use of resources as they were paid on a contact time basis.

The Vice-Principal gave an update on the process for the appointment of a permanent Principal/Chief Executive and advised that the advertisement micro site was now live and had generated considerable interest resulting in 14 significant follow ups with Navigate the appointed recruitment agency. All those interested were in the education sector. The Principal advised that she had been contacted by a few potential candidates and commented that there was some nervousness expressed regarding applying for jobs in such a volatile market.

In response to a Governor query, the Vice Principal advised on where the post had been advertised and this had been based on the likely target readership.

12. Resolved:

- (a) That the Early Term Enrolment – Staffing report be noted
- (b) That, in respect of the process for the appointment of a permanent Principal/Chief Executive, Governors be provided with the link to the micro site advertising the post. DL
- (c) That the thanks of the Board to the Vice-Principal, Human Resources Development and her staff be placed on record for meeting the ambitious timescale set for the appointment.

Student Enrolment (Appendix 6/16)

The Vice Principal, Information and Strategic Development submitted an updated report on student enrolment which were extremely encouraging. He advised that Shrewsbury College would continue to recruit during the year. The Vice-Principal, Curriculum Support and Business Development reported that the provision of bus transport, including routes from Telford and Bridgnorth, had helped make a significant impact on numbers which were bucking the demographic trend.

13 Resolved:

That the Student Enrolment report be noted.

Update on changes to the Estate/Summer work (Appendix 7/16)

The Vice-Principal, Finance and Asset Management, submitted a report detailing work carried out at the three College campuses over the summer period. She made particular reference to plans for 2016/17 projects including the proposed relocation of photography, art, fashion and media to the English ridge and the relocation of Health and Social Care and Sport to London Road; and the Priory House Project for the relocation of Apprenticeships and Employer Engagement to a town centre hub.

14. Resolved:

That the update on changes to the Estate/summer work be noted.

Outcomes for Students 2015/16 – SSFC (Appendix 8/16)

The Head of the Sixth Form College submitted the outcomes of achievement and retention for students which showed an increase in students achieving higher grades with improved value added outcomes. He advised that a future target would be to increase the number of A* grades. Overall the results were very positive. A detailed breakdown would be given to the Quality, Standards and Curriculum Committee.

15. Resolved:

That the outcomes for students 2015/16 - SSFC be noted.

Student Outcomes 2015/16 – Shrewsbury College (Appendix 9/16)

The Vice-Principal, Quality and Curriculum Development submitted a report on student outcomes for Shrewsbury College and advised that the data was incomplete due to a number of factors including a number of external verification dates being postponed.

She advised that there had been an improvement in retention overall and strong performances in Engineering and Health and Social Care. English and Maths were challenging areas and results appeared to be linked to attendance. A full analysis would be presented to the Quality Standards and Curriculum Committee.

The Vice Principal reported that putting together the joint data showed an overall success rate of 84.7% which was just below the national average for sixth form colleges of 85.4% and that this figure could increase when all the data was available.

The Principal/Chief Executive stated that it was important to emphasise the successes of both Colleges and promote its reputation.

16. Resolved:

That the outcomes for students 2015/16 – Shrewsbury College, be noted.

Key Strategic Issues for Next 9 Months

The Principal/Chief Executive reported verbally on the need for Governors and the Senior Leadership to think strategically about the future direction of the Shrewsbury Colleges Group and to understand the culture of the Colleges and how it wished to development. She emphasised in particular

the need to promote the College as being 'outstanding' in what it had to offer, not necessarily in the context of Ofsted 'outstanding'. She stated that over the next 9 months, it would be necessary to have a vision and set critical success factors, Key Performance Indicators and actions. All departments needed to consider what they could do to make their particular areas 'outstanding'. The Strategic Working Party would be key in starting the process and hopefully the permanent Principal/Chief Executive would be able to attend.

17. Resolved:

That the verbal report of the Principal/Chief Executive be noted.

18. **Date of Next Meeting** – Monday, 12 December 2016 at 6.00 p.m.