

MINUTES

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| Group : | SHREWSBURY COLLEGES GROUP – BOARD MEETING | Date: | 25/09/2017 |
| Location: | ORIGINS RESTAURANT, LONDON ROAD CAMPUS, SHREWSBURY | Time: | 6.00 p.m. |
| Membership: | Andy Allen, Gordon Channon (Chair), Christine Davies, Sarah Gibbons, Christina Gore, Iain Gilmour, Richard Heath, Steve Lewis, Nigel Merchant, Josh Prior, David Pulford, Rob Rosson, Rex Sartain, James Staniforth (Principal/Chief Executive), Michael Thompson, and Michael Willmot. | | |
| IN ATTENDANCE: | <u>Members of the Senior Leadership Team:</u> C. Armstrong, Group Vice Principal, Curriculum Support and Business Development Mark Brown, Group Vice Principal, I.T. and Strategic Development Donna Lucas, Group Vice Principal - Human Resource Development Paul Morgan – Director of A Level Studies Paul Partridge – Finance Director Chris Pemberton, Group Vice-Principal, Quality and Curriculum Development. Clerk to the Board – Tracy Cottee | | |
| APOLOGIES: | Gordon Channon (Chair) and Josh Prior. | | |

Prior to the meeting, governors received a development briefing from the Group Vice Principal, Curriculum Support and Business Development on the College's participation in the national 'Challenge Pilot' being run by the Department for Education (DFE).

- T-Levels are being developed to improve the quality of technical education, thus improving the technical skills of learners on college courses.
- This follows the Sainsbury Report (2016) and Post-16 Skills Plan (2016). There are skills gaps in the UK economy, where businesses cannot find employees with the sufficient technical skills to fill their positions.
- Work Placements will help meet this gap as learners spend a minimum of 40 days in a role directly relevant to their technical course. They will learn the skills relevant to that industry and improve their soft skills.

The College had completed a DFE survey in early 2017, regarding work experience. As a result, the College was offered an opportunity to be part of the Challenge Pilot as the DFE wishes to evaluate the impact of the proposed increased work experience programmes on learners.

- The purpose of the Pilot is to test and assess how work experience can develop further the employability of young people.
- This College will represent the whole of the West Midlands region in the Pilot.
- The strength of the bid was an emphasis on the challenges of providing work experience in a rural context.
- The College has been asked to select 168 16-18 learners for the Pilot.

Governors were advised of

- key College personnel supporting the project;
- the mission of the work placements to be offered;
- an overview of the Challenge Pilot nationwide;
- the College's aims for the year – statistics;
- success criteria and timeline; and
- Key stakeholders involved.

A launch event will be held on 31 October 2017. Governors would be issued invitations.

PART I – OPEN ITEMS

46/17. Appointment of Chair for the Meeting

In the absence of the Chair, the Vice-Chair, Rob Rosson, assumed the Chair for the meeting.

Rob Rosson in the Chair.

47/17. Declarations of Interest

Richard Heath declared a Standing Interest as an employee of Harper Adams University.

48/17. Minutes

Resolved: That the Minutes of the meeting held on 3 July 2017, were approved.

49/17. Matters Arising

It was recognised that this was Sarah Gibbons' last Board meeting as Academic Staff Governor (London Road Campus). The Chair paid tribute to her hard work and commitment to the Board and College and she received a gift as a token of appreciation.

The Chair welcomed Steve Lewis, newly-appointed Academic Staff Governor (English Bridge and Welsh Bridge campuses) to his first meeting.

Paul Partridge, the newly-appointed Finance Director, was also welcomed to his first Board meeting on the first day of his new employment.

50/17. Principal's Update

The Principal provided a thorough strategic overview on the following topics –

- Total number of students across the group for 2016 – 2017, including 16 – 18 academic and vocational, apprenticeships, adult skills & training and higher education;
- The College's performance against 2016 – 2017 targets. The College achieved against
 - 16 – 18 student numbers;
 - Proportion of full-time students;
 - 16 – 18 retention;
 - improved Apprenticeship achievement rates (provisional);
 - extending opportunities for work experience across College;
 - integrated vetting arrangements and single record for Safeguarding;
 - 90% Good or better observations;
 - improved English and maths GCSE results; and
 - improved HE student satisfaction.

- The College did not achieve against –
- attendance academic and vocational; it was acknowledged that the targets set were aspirational;
 - the target to improve the overall 'A' level pass rate to 98.5%. The College partially improved against the target to improve high level achievement rates; and
 - targets for self-assessment outcomes;
 - Key strategic events since merger, including successful OFSTED Monitoring Visit, successful Matrix Accreditation, appointments to Senior Leadership Team (SLT), including a permanent Principal/Chief Executive, integration of key systems (including IT, MIS, Finance and Payroll) and student support functions, alignment of teacher contracts and curriculum relocation projects completed;
 - Review of 2016 – 2017 with respect to
 - Adult Skills and BDU;
 - Apprenticeships;
 - Higher Education;
 - Student Support;
 - Teaching and Learning and Subject Enhancement;
 - Student competition and sporting achievements; and
 - Campus development at the three campus sites;
 - GCSE Review – national picture and College performance. The Board's attention was drawn to the College's improved performance during 2016 – 2017;
 - Review of Provision –
 - Achievement on Preparation Programmes and L1/L2/L3 technical;
 - BTEC/Cambridge Level 3 (including trends);
 - A Level provision (including trends, the difference between linear and legacy and the impact of Linear A Level, particularly with respect to two-year retention); and
 - AS Level;
 - Issues for 2017 – 2018.
 - Local context with regard to mergers;
 - National policy and financial context
 - Strategic goals
 - Full-time 16-18 enrolments update against the 3,256 target; and
 - The College's approach to target-setting and progress monitoring during 2017 – 2018.

The Principal/Chief Executive advised the Board of general targets for the College 2017 – 2018.

The Chair congratulated the Principal/Chief Executive and Senior Leadership Team on a year of achievement and asked for an update on the College's progress in developing relationships with major employers to provide apprenticeship opportunities.

In response to a question from a governor, the GVP, Strategic and Information Development gave an update on the development of a governor Dashboard. The Principal/Chief Executive undertook to take this issue forward with the Chair of the Quality, Standards & Curriculum Committee. The Chair of that Committee also referred to the focus on English and maths in that committee's work during 2016 – 2017 and passed the Committee's congratulations to all staff involved in the improved English and maths results.

In response to a question from a governor, the Principal/Chief Executive provided a verbal update on the local context with respect to school sixth forms.

With respect to HE enrolment numbers, it was confirmed that the College was likely to achieve its stretch target.

A governor queried the HE student satisfaction outcomes 2016 -2017 and sought assurance on measures to improve this going into 2017 – 2018. The Principal/Chief Executive observed that, in some areas, provision should be improved. The College was also addressing outcomes with respect to accommodation improvements.

Resolved: That -

- 1. the report of the Principal/Chief Executive be noted; and**
- 2. the Board's thanks be passed to all staff involved in areas where the College's performance had improved in 2016 – 2017, particularly with respect to English and maths.**

51/17. Draft Board Timetable 2017 – 2018

Governors were presented (previously circulated) with a Draft Annual Timetable of Board Business 2017 – 2018. Governors noted that a Strategic Planning Day was likely to be held on Friday, 26 January 2018.

Resolved: That the Annual Timetable of Business for the Board 2017 – 2018, be noted.

52/17. Governance Issues

The Clerk to the Corporation submitted a report (previously circulated).

Further to Board Minute No. 10 of the meeting held in September 2016, the attendance record for the Board and committees, 2016 – 2017 was noted. Overall average attendance was 84% - above the KPI of 80% set and above the national average.

With respect to progress with the staff and student governor appointments, the Clerk reported that –

- Following an election, Paula Tucker had been selected as the Nominee to the vacancy for the Support Staff Governor (English Bridge, London Road & Welsh Bridge campuses);
- Following a Notice of Vacancy for the Academic Staff Governor (London Road Campus), one Nomination from Linda Carroll (Quality Assurance Co-ordinator) had been received. Therefore, no election was held.
- Following a Notice of Vacancy H.E./Post-18 Student Governor), one Nomination from Jae Evans (a two-year PGCE student) had been received. Therefore, no election was held.

The Board noted that the Board Calendar of Meetings 2016 -2017, had been revised slightly to accommodate the College's new Target Setting and Progress Monitoring timetable.

The Board noted that the Search & Governance Committee would meet on 4 October 2017. The Board agreed to delegate authority to the Committee to appoint newly-appointed governors to committees from this term.

Resolved: That

- 1. Board attendance 2016 – 2017, be noted;**
- 2. Paula Tucker be appointed as Support Staff Governor (EB, LR & WB campuses) for a Four Year Term, with effect from 26 September 2017;**
- 3. Linda Carroll be appointed as Academic Staff Governor (LR campus) for a Four Year Term, with effect from 1 October 2017;**
- 4. Jae Evans be appointed as Student Governor (H.E./Post-18) for a Two Year Term, with effect from 26 September 2017; and**

5. The Search & Governance Committee be granted delegated authority to appoint newly-appointed governors to committees.

ACTION: Clerk

53/17. Branding Task Force – 18 September 2017 – Draft Minutes

In introducing the Draft Minutes (previously circulated), the Committee Chair explained that -

- The Branding Task Force had been created in May 2017 (Board Min No. 25/17 refers), as a result of a strategic debate on the College's identify and branding going forward prompted by the newly-appointed Principal/Chief Executive's first presentation to the Board.
- The Task Force had recognised the positive work that had been undertaken by the College post-merger to review branding to support the College's aims and had AGREED that -
 1. the legal basis of the College as a designated sixth form be retained;
 2. the revised branding presented and operational work being undertaken be supported;
 3. staff involved in the Branding review be congratulated for their hard work, particularly Harriet Leith, Design Intern;
 4. branding be kept under operational review and included in strategic planning going forward; and
 5. Having received positive assurances, the Task Force be held in abeyance to allow the Principal and SLT to continue to work on the matter at an operational level.

Resolved that the Terms of Reference of the Branding Task Force be agreed.

54/17. Date of Next Meeting – Monday, 11 December September 2017 @ 6.00 p.m. Venue – Origins Restaurant, London Road Campus.

The meeting concluded at 7.50 p.m.