

Queen Elizabeth Sixth Form College

Minutes of the Meeting of the Board of the College Corporation held on Thursday 18 September 2008

Present: Mr C Wiper (Chairman)
Mrs S Barnes
Mrs H Barron
Mr P Davison
Mr T Fisher
Miss J Grundy
Mr M Ithurralde
Mrs G Laws
Cllr E Lister
Mrs E Lyle
Mr C McCain
Prof L Oglesby
Mr J Ramsden
Ms S Robinson
Mr D Warman

In Attendance: Ms J Barker
Mrs A Blackburn
Dr S D Hunnisett
Mr T M Loftus
Mrs J Wilson
Mr M Hirst (AA Projects)
Mr S Parker (Seven Architects)

08/61 Welcome

Mr Wiper welcomed Mr Justin Ramsden and Miss Jessica Grundy to their first meeting as Student Members of the Corporation. Justin and Jessica outlined the courses they were studying and their personal aspirations.

08/62 Apologies

Apologies were received from Mr Shaw, Mr Waterfall-Brown, Mr Wilson and Mr Brookes and were **accepted** by the Board.

In Mr Brookes' absence, it was agreed that Mr Loftus should Clerk the meeting.

08/63 Minutes of the meeting held on 3rd July 2008

Subject to noting that Cllr Lister had tendered her apologies for not attending the meeting, the minutes of the meeting held on 3 July 2008 were **accepted** as a true record by the Board and were signed by the Chairman.

08/64 Matters Arising

There were no matters arising.

08/65 Outstanding References

Ref 07/56 regarding 'NE Sport' is ongoing pending further information from the sponsors.
Action Mr Fisher/Mr Davison

08/66 Urgent Business

No urgent business was raised.

08/67 Publications distributed since the last meeting

Mr Loftus referred to the publications which were presented at the meeting.

08/68 Capital Project

[The Board agreed to take the item on the Capital Project at this stage in the meeting.]

68.1 Mr Wiper welcomed Matthew Hirst of AA Projects and Simon Parker of Seven Architects to the meeting. Mr Hirst and Mr Parker gave a presentation to explain the progress to date and outline the way forward.

68.2 Mr Hirst gave an update on the Options Appraisal and explained how the preferred option had been identified. Mr Hirst described how the preferred option involves purchasing a portion of land at the rear of the Arts Centre from the local authority. It was noted that the current aim is to submit an Application in Principle to the LSC in February 2009 and to secure LSC approval by June 2009.

68.3 Mr Parker outlined the aims of the project and presented "masterplan" drawings to describe how the project would be phased. It was noted that the aim is to complete the project by summer 2013 at the latest but it was explained that careful planning may enable this to be brought forward by 18 months.

68.4 Members raised a number of questions regarding planning issues, timescales, student-growth assumptions and the disruption to students. Mr Hirst and Mr Parker responded to each query.

68.5 Mr Wiper summarised the discussion and explained that the Board would need to approve the proposals for the project to proceed to the next stage.

The Board **approved** the proposals.

Mr Hirst and Mr Parker left the meeting at 7.30pm.

08/69 Governor Training – Curriculum Developments

Dr Hunnisett gave a presentation on recent developments in the 14 – 19 curriculum. The presentation covered:

- new A level specifications from September 2008;
- the implications for the College of new GCSE specifications in schools;
- the introduction of the Extended Project; and
- an overview of the new Diplomas.

08/70 Committee Reports

70.1 Finance and Resources Committee

Mr Wiper referred to the minutes of the meeting held on 1st September 2008 and reported that actions had been completed or were to be covered later on the agenda.

08/71 College Performance Reports

71.1 Examination Results 2008

Dr Hunnisett referred to the summary of examination results for 2008 and reported that the performances were very good, particularly when compared to national rates.

The Board **accepted** the report.

71.2 Examination Results 2008 (KPI Whole College Report)

Ms Barker referred to the Whole College KPI report and confirmed that the College is still “adding value” to the examination achievements of its students. The performance grades claimed by the College were explained and a comparison was made to the previous year’s targets.

The Board **accepted** the report.

71.3 Student Enrolments by School 2008/09

Mrs Blackburn referred to the analysis of new students by previous school and explained the year-on-year variances between some schools.

The Board **accepted** the report.

71.4 Student Performance Report: Data Summary for 2007/08

Ms Barker reported on the examination results by individual subject and commented on the three-year Value Added performance.

The Board **accepted** the report.

08/72 Personnel Reports

72.1 Staff Changes 2008/09

Mr Fisher referred to the report which gave details of all staffing changes during 2007/08 and included a “who’s who” of staff for 2008/09. Mr Fisher noted the number of recent internal promotions and confirmed that the College was fully staffed for the start of the current academic year.

The Board **accepted** the report.

72.2 Appointment of Assistant Principal

Mr Wiper congratulated Ms Barker on her appointment as Principal of Winstanley College, Wigan and explained that the College would need to appoint a replacement for Ms Barker with effect from January 2009.

The Members of the Board discussed proposals at length and **approved:**

- a. The recruitment schedule
- b. The Personal Specification and that:

- c. The information and remuneration package for applicants (including the job description) be produced by the Principal and approved by the Chairman.
- d. A Shortlisting Panel be chosen by the Chairman.
- e. A Selection Panel of at least 3 Members plus the Principal to be chosen by the Chairman.
- f. The detailed programme for interview day be produced by the Principal and the Chairman.

Action Mr Wiper/Mr Fisher

Also, that the Clerk contacts eligible Members to ascertain their availability to serve on the Shortlisting and Selection panels.

Action: Mr Brookes

72.3 Staff Development Analysis 2007/08

Mrs Wilson reported on the large number of staff development activities that had taken place over the past year. Mrs Wilson apologised for the inclusion of an incorrect page in the report and provided a replacement. Mrs Wilson drew attention to a year-on-year analysis of the amount spent of staff development and to an evaluative summary of individual activities.

The Board **accepted** the report.

72.4 Health and Safety Report

Mr Fisher referred to a schedule of first aid incidents during 2007/08 and confirmed that a full report will be provided later in the year.

Action: Mr Fisher

08/73 Premises Report

Mr Fisher referred to the various works and improvements that had been undertaken over the summer period. It was noted that a number of additional rooms in the Arts Centre are to be used by the College this year and that these rooms have been refurbished to a standard that will enable high quality teaching and learning to take place.

Mr Fisher also noted that an energy efficiency grant received by the College has funded the upgrade of loft insulation and the installation of motion sensing lighting controls.

The Board **accepted** the report.

08/74 Finance Reports

74.1 Finance Report for the year ending 31st July 2008

Mr Loftus referred to the report for the 12 months to 31st July 2008 and noted that:

- the higher than budgeted surplus for the year positioned the College well for the proposed capital project;
- the reported surplus excluded the implications of the Local Government Pension Scheme because the actuary's report has not yet been received; and
- the accounts are subject to confirmation by KPMG, the College's auditors.

The Board **accepted** the report.

74.2 Teaching and Support Staff Salaries

Mr Fisher reported that salary increases for Teaching and Support Staff were still subject to negotiation between the Sixth Form Colleges' Forum and the recognised unions. The Board **approved** an increase in salaries for Teaching and Support Staff effective from 1st September 2008, as recommended by the SFCF, provided that the amount did not exceed the 3% increase for which the College had budgeted.

Action: Mr Fisher

08/75 Planning Reports

75.1 Operational Plan Evaluation 2008

Ms Barker referred to the report on progress against operational plan targets for 2008 and explained the revised format which separated high level whole-College targets from individual subject area targets.

The Board **accepted** the report.

08/76 Governance Issues

76.1 Governor Training Events

Mr Loftus referred to the booklet that had been distributed under item 08/67 and confirmed that the Clerk would provide further details if any of the courses were of interest.

76.2 Annual Timetable and Board Items

Mr Loftus reported that the Clerk and the College's Senior Management Team were in the process of preparing a schedule to specify which Board Meetings regular reports would be presented to. The schedule will be presented to a future meeting for acceptance.

Action: Mr Brookes

08/77 Other Business raised under item 08/65

No other business was raised.

08/78 Confidentiality

It was agreed that matters discussed concerning the new Capital Project (ref 08/67) and the Personnel Reports (ref 08/71) are confidential.

08/79 Date and Agenda for the Next Meeting

The next meeting will be held on Thursday 4 December 2008 at 7.00pm.

There being no further business, the meeting closed at 8.40pm.