



GOVERNORS' MEETING

Minutes of the meeting on 19 May 2016

Present: Ms Michelle Balcombe, Mr Martin Churchward, Mr Rob Doran, Mrs Diane Evans, Dr Jonathan Godfrey, Dr Marion Hawkins, Mr Clive Hodgeman, Mr Chris Hodson, Dr Ken Hopkins (Chair), Mr Shubham Kulkarni, Mr James Miller, Mr Rob Newton, Dr Amber Tahir, Mr Phil Tranter, Mrs Shirley Tully

(15)

In attendance: Mr Robert Gorman (Clerk), Mr Peter Cooper (Deputy Principal), Mrs Sallyanne Griffiths (Finance Director)

1. GOVERNOR TRAINING SESSION ON SEND

Mrs Ann Snee, Head of Learning Support, gave a presentation on the recent SEND reforms, outlining the new Code of Practice, how it affects students at the College with special educational needs and disabilities and what the reforms mean for Governors. The vision is to join up support across education, health and care from 0 to 25, with a focus on inclusive practice and removing barriers to learning.

The Chair thanked Ann for a comprehensive and informative training session.

2. APOLOGIES FOR ABSENCE

Mrs Carol Clapham, Mr Rob Doran, Mrs Heidi Macdougall, Mr Ravi Tandon (4)

3. DECLARATIONS OF INTERESTS AND GIFTS

None

4. MINUTES OF THE MEETING HELD ON 12 MARCH 2016

The Minutes were approved as an accurate record and signed

5. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

The Chair congratulated the Principal and staff on the College's success at being the inaugural winner of the TES Sixth Form College of the Year Award. The award was in recognition of the College's 'innovative provision and impressive student outcomes'.

6. CLERK'S REPORT

The Clerk confirmed membership of the Governing Body at 19, but 6 members would retire in early October, and therefore, the next meeting on 30 June would be their last. On a positive note, 4 co-opted members have or are about to attend their first committee meetings. The Clerk reminded Governors that any interested candidates should be referred, in the first instance, to the Principal for further information.

The Clerk, commenting that all Governors, Parent, Student, Staff and Independent were treated equally, reminded Governors of the confidentiality issues attached to some College business. Unwanted copies of papers or minutes should be destroyed, and could be returned to the Clerk at the end of a meeting.

The Clerk **notified the Board** that the election of the Chair and Vice Chair of Governors for 2016-17 will take place at the next Board meeting on 30 June, and that any nominations should be communicated to the Clerk.

7. PRINCIPAL'S REPORT

The Principal presented his report including governance, staffing, students' successes, quality assurance and national issues. The College had recently been invited Sandhurst to attend a Passing Out Parade and to meet ex-College students currently undergoing training. More students from HSFC enter Sandhurst (usually after a degree) than from any other SFC.

In referring to the TES SFC of the Year Award, the Principal stated that the judges, noting the 'College's focus on supporting and stretching students' had agreed that HSFC was 'an all-round outstanding place to study'.

The Principal went on to outline the White Paper *Education Excellence Everywhere* issued on 17 March, and the key proposals impacting on SFCs, in particular the academisation of schools.

AREA BASED REVIEW

The Chair and the Principal presented a summary of the College's ABR outcomes to date.

The Chair and Principal had attended further Steering Group meetings on 21 March and 18 April, where future development options for college provision and recommendations of the steering group had been discussed. The steering group make recommendations and Governing Bodies make final decisions. Recommendations that affected Hereford colleges were:

The three colleges (Hereford College of Arts, Herefordshire and Ludlow College, Hereford SFC) remain independent, building on current collaboration and exploring opportunities to strengthen the base of each college to provide good quality post-16 education in the county and south of Shropshire.

Hereford Sixth Form College develops its proposal for academy conversion whilst continuing to provide its core, good quality offer.

The Academisation process involves:

- business case agreed by Governing Body
- application to DfE
- action plan for consultation and legal work
- an Academy Order granted by DfE
- dissolution of existing Corporation in parallel with setting up the new Academy

The Principal indicated that if HSFC became a Single Academy Trust (SAT) nothing in the College would change and communications to stakeholders would have to make this clear. The Chair, with the Principal, had already been meeting with heads of local schools who would be potential collaborators.

In response to a member's question about the option of becoming a SAT, the Principal confirmed that the Schools Commissioner had confirmed that this was an option available to SFCs. The DfE's application form *sixth-form colleges – apply to become an academy* is fairly straightforward, and asks for details of any consultants used by the college.

In response to a member's question about the complexity of the VAT regulations involved, the Finance Director confirmed that the College was aware of issues, and would use a consultant to assist in the process.

The SFCA will be liaising with unions at a national level to advise progress from ABR recommendations and discuss transition issues, such as TUPE.

The Board discussed several technical points around Academisation in some detail, and then **AGREED** that the College proceed with its **APPLICATION** to become a **SINGLE ACADEMY TRUST**. *Amber Tahir left the meeting at this point*

8. REVIEW OF GOVERNORS' CONFERENCE ON 11/12 MARCH 2016

All aspects of the conference and the Governors' Meeting included were felt in the most part to be 'very useful', particularly the 'constructive debate and conclusions' on ABR Options and Academisation, and the 'excellent' updates from Heads of English and Maths.

9. COMMITTEE REPORTS

I Remuneration Committee on 28 April

The Principal, Deputy Principal and Clerk left the meeting for this item

In the absence of the Committee Chair, the Chair confirmed that the main business of the Committee had been to review the remuneration of the senior post holders. All College teaching staff had received the nationally negotiated 1% pay award, and support staff 0.9%. The Principal and Deputy Principal, as senior post holders, had not automatically received the national award.

After a brief discussion of the report, the Board **AGREED TO APPROVE** the Committee's proposals for the salaries of the Senior Post Holders.

The Principal, Deputy Principal and Clerk returned for the remainder of the meeting.

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD.**

ii. Finance & Premises Committee on 28 April

The Committee Chair outlined the business of the meeting, and the discussion of the Monthly Management Accounts for March. The Finance Director had reported the College's balance sheet remains strong with net current assets at £1.46m. Net surplus for the year is forecast at £141k against a budget of £36k deficit. New Wi-Fi controller kit is planned to be installed during May half term, and planned software improvements were moving forward. All with a view for readiness by September.

The Committee had also discussed the Fees and Charges Policy and recommended no substantive changes.

After a brief discussion, the Board **AGREED TO APPROVE** the

- Monthly Management Accounts for March 2016
- Fees & Charges Policy and Procedures 2016-17 with no substantive changes

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD.**

Shubham Kulkarni left the meeting at this point

iii. Staff & Students Committee on 3 May

The Committee had received an excellent report on the activities of the Student Representative Council (SRC) for 2015/16. These included fundraising events for Children in Need, which had raised £460.

The Committee had reviewed:

- the Pay Policy and Procedures, with no changes
- the Appraisal Policy and Procedures, with no changes
- the Anti-Bullying and Harassment Policy and Procedures, with no changes

The Committee had also received updates on Safeguarding, staffing and the nationally negotiated pay awards.

The Board discussed the Committee's Report and then **AGREED TO APPROVE:**

- the Pay Policy and Procedures, with no changes
- the Appraisal and Performance Review Policy and Procedures, with no changes
- the Anti-Bullying and Harassment (Student) Policy and Procedures, with no changes

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD**

iv. Curriculum Committee on 5 May

The Committee had reviewed its Terms of Reference and recommended no changes. The College's Curriculum Policy & Procedures had also been reviewed with only minor changes recommended. Retention was agreed to be at a good level. In relation to the student cross-college and course questionnaires, student responses continue to be very positive and very reassuring. Total applications to 29 April were very encouraging for this point in the year. In response to a member's question, a Staff Governor, as Director of Studies, confirmed that applications currently stood at 1484.

The Board discussed the Committee's Report and then **AGREED TO APPROVE**

- the Curriculum Committee's Terms of Reference, with no changes
- the College's Curriculum Policy & Procedures, with minor changes

The Committee's Minutes were also considered and **APPROVED AS A CORRECT RECORD**

10. ANY OTHER BUSINESS

The Chair announced that the College Chaplain, a Staff Governor, was leaving HSFC at the end of the academic year to take a Masters in Applied Theology at Oxford University. Governors thanked her for her work at the College and wished her every success.

The Principal announced that, following the success of 'Hay Levels', (short films aimed at A level students), this year groups of our students would be filmed with visiting speakers from the Hay Festival in seminars to be uploaded to You Tube in a similar way to the Hay Levels. Subjects covered are English Literature, History, Maths, Biology and Physics.

11. DATE OF NEXT MEETING

Thursday 30 June 2016, at 6.00pm