

Approved by Full Governing Body	11 July 2016
Signature of Chair of Governors:	

## **DEREHAM SIXTH FORM COLLEGE**

### **SIXTH FORM ORGANISATION AND MANAGEMENT**

#### **Statement of intent**

Dereham Sixth Form College (DSFC), which is located on the Crown Road site in Dereham, provides post-16 education for students from across mid-Norfolk. The College is led by Northgate High School Trust in partnership with schools and other education providers in the area. The relationship with other providers is structured in two main ways referred to, for convenience, as “Partners” and “Stakeholders”.

The relationship with “Partners” may take different forms. The arrangements will be agreed formally with each partner and set out in separate annexes attached to this document. The one common feature is that each partner will appoint a member to the Dereham Sixth Form College Committee of governors – a committee of Northgate High School Trust.

The relationship with “Stakeholders” may take different forms. The links with each may change over time and there will not necessarily be any formally agreed arrangements. Stakeholders may include schools in the Dereham Cluster or those outside it which have close links with Dereham Sixth Form College in that (for example) significant numbers of their pupils elect to pursue their post-16 education at the College. Stakeholders are listed in an annex to this document and are collectively represented on the DSFC Committee of governors by one person appointed by the Directors of Northgate High School Trust after consultation with the stakeholder group.

Subject to any specific separate provisions agreed with “Partners” as set out in the attached annexes:

- Students registered at DSFC will be placed on the roll of Northgate High School;
- Teachers and other staff who work exclusively or mainly at DSFC will be employed by Northgate High School;
- Payment for work at DSFC by other teaching or support staff employed by schools or other institutions will be reimbursed to their employing institution;
- DSFC will be treated as a separate cost centre within the Northgate High School Trust academy financial Year (1 September – 31 August) accounts to ensure that all funds received for post-16 education are used for that purpose.

Day-to-day management of the College is the responsibility of the Director who has the status of a Northgate High School Deputy Headteacher and reports to Northgate’s Headteacher and to the Dereham Sixth Form College Committee.

The governance of the College is the responsibility of the Dereham Sixth Form College Committee which is accountable to the full Governing Body of Northgate High School. The

“Partner” and “Stakeholder” members of the Committee are responsible for reporting back to their institutions.

**1. The Role of the Director**

- (1) The Director will be responsible for the day-to-day management of the College as defined in her/his terms and conditions of employment.
- (2) The Director will be responsible to the Headteacher of Northgate High School. The Director and Deputy Director will be members of Northgate’s Senior Leadership Team.
- (3) The Director will report to the Dereham Sixth Form College Committee which will be responsible for keeping under review all matters relating to the Sixth Form.

**2. Dereham Sixth Form College Committee**

- (1) Northgate High School Trust’s Articles of Association enable it to establish committees which include persons who are not its Governors provided that the majority of members of any such committee are its Governors.
- (2) Accordingly, the Governing Body of Northgate High School has established the DSFC Committee to give governance to the College and will appoint to the Committee three of its Governors (or such greater number as is necessary to ensure a majority, depending on the number of “partners”). “Partners” will appoint one person each and one person will be appointed to represent “Stakeholders”. Each group may appoint one named substitute. The agenda and papers for meetings of the Committee will be sent to all members, including named substitutes who may attend and participate in meetings but may not vote unless one of the persons for whom they substitute is absent.
- (3) The Committee will meet at least once a term. It will be chaired by a Governor from Northgate High School and the quorum will be three members. All members will be entitled to vote but, in accordance with Northgate’s Articles of Association, no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Northgate High School Governors.
- (4) The Committee may co-opt other non-voting members and may establish sub-committees or groups to advise it.
- (5) The Chair in conjunction with the Headteacher of Northgate and the Director of DSFC will be responsible for agendas and the Clerk to the Committee will keep minutes of all meetings.
- (6) The terms of reference of the Committee, which will be reviewed annually, are:
  - to keep under review all matters relating to DSFC and sixth form provision and to advise the Governing Body of Northgate High School on these matters;
  - to plan and agree with the Headteacher of Northgate and the Director of DSFC an annual schedule of meetings and monitoring of standards, achievement, attainment, finance and such other matters to fulfil the

Committee's responsibilities in accordance with the above term of reference.

**3. DSFC students**

- (1) From September 2016 all students registered at DSFC will be added to the roll of Northgate High School unless different arrangements are agreed for individual Partners as set out in attached annexes.
- (2) The Headteacher and Governing Body of the institution on whose roll an individual student appears will ultimately be responsible for disciplinary procedures relating to any exclusion. However, the matter will initially be dealt with by the Director of DSFC in consultation with Headteacher of Northgate and the Head of the relevant partner institution.

**4. DSFC staff**

- (1) All staff who work wholly or mainly at DSFC will be legally employed by Northgate High School. Selection Committees for the appointment to all such posts will normally include at least one member of the Dereham Sixth Form College Committee. Appraisal, pay, disciplinary, grievance and other personnel arrangements will be undertaken in accordance with procedures operated by Northgate High School.
- (2) The annual appraisal and pay review of the Director will be conducted by the Headteacher of Northgate.
- (3) The Director will be responsible for arrangements for the appraisal and pay review of DSFC staff, and will make reports and recommendations in accordance with the policies operated by Northgate High School.

**5. Other staff**

- (1) Teachers and other staff legally employed by Northgate High School or other schools and education providers may be requested to offer teaching or support services for DSFC. The input from such staff will be agreed between the Head of the other provider and the Headteacher of Northgate and Director of DSFC.
- (2) Payment to the employing institution for the teaching or other services provided will be calculated by reference to the fte salary of the person concerned for the teaching periods or service hours delivered, plus on-costs.
- (3) If requested by the relevant employer, the Director of DSFC will provide an annual report on the work of teaching and other staff for the purposes of that employer's quality assurance processes.

**6. Finance and Premises**

- (1) DSFC will be treated as separate cost centre within the Northgate High School accounts. An annual budget will be prepared for DSFC and any surpluses or deficits will be carried forward so that taking one year with another income and expenditure are balanced. Income will include all recurrent and capital grants

from the Education Funding Agency or elsewhere to support post -16 education at DSFC as well as funds from students for sale of resources, on-site catering, exam re-sits, lettings, general donations etc. Expenditure will include DSFC staff, other staff and sixth form running costs (eg staff development, supply staff, catering, site costs, energy, learning resources, travel, administrative supplies, insurance, payments to other institutions for the use of specialist facilities).

- (2) Northgate High School Trust has been granted use of the Crown Road site by Norfolk County Council for the purpose of sixth form provision. DSFC teaching will take place at Crown Road or elsewhere if specialist facilities are needed.

**7. Curriculum and Examination results.**

- (1) The Sixth Form curriculum will be reviewed annually.
- (2) The examination results for the College will be published as Dereham Sixth Form College and may also be claimed by Northgate High School and also by “Partners” as appropriate in line with the enrolment of student numbers.