

C(09)M4

**Minutes of the seventy-eighth meeting of the
Corporation
held on Thursday, 3rd December 2009 at 18.00hrs**

Members present: Dr S Claridge (Chair)
Mr W Archibald
Mr D Burns
Ms J Dann
Mr O Davies
Ms E Emms
Mr M Fairhurst
Mr J Harris-Burland
Mr J McDougall (Principal)
Mr M Nickbakhsh (excluding minutes 56)
Ms H Oliver
Ms P Thorn (excluding minutes 56)

By invitation: Mr M Broomfield (Currie & Brown) (From minute 26-09/10 to 30-09/10 inclusive)
Mr A Minter

In attendance: Mr G Blagdon (Acting Clerk to the Corporation,
Director of Finance and Corporate Services)
Ms H Blagdon (Temporary Minute Taker)
Ms L Nicholls (Assistant Principal)
Ms L Siddall (Deputy Principal)

Training Session: Moodle Demonstration

A discussion followed the Moodle Demonstration. It was agreed that its application would be beneficial to the Corporation and that the Clerk should arrange set up and logins. The Corporation thanked Mr J Illsley for the informative demonstration.

Action: The Clerk

The meeting formally began at 6.30pm

26-09/10 Apologies for Absence

Apologies for absence were received from Ms L Adshead, Dr M Bateman, Mrs B Billings, Mr P Hopkins and Ms S Hopkins. It was agreed that Ms H Blagdon would minute the meeting in Mrs Billings absence due to a family bereavement.

27-09/10 Minutes of Last Meeting

The minutes of the meeting held on 29 September 2009 (C(09)M3) were approved and signed as a correct record.

28-09/10 Actions or Outstanding

The Corporation noted a report on actions taken or outstanding following recent meetings (C(09)63).

*Whilst items preceded by * will be taken as read and not discussed at the meeting it was noted that Item 11 would be revisited.

*Confidential items would be introduced in Any Other Business.

*Agenda Item 21 (C(09)76) was brought forward as Mr M Broomfield was present.

29-09/10 Corporation Membership

- (a) The re-appointment of Ms Trisha Thorn as the elected Staff Member (Support Staff) of the Corporation was confirmed with effect from 1 November 2009.

Action: The Clerk

- (b) The Corporation confirmed the appointment of Mr Andrew Minter as the elected Parent Member of the Corporation with effect from 1 January 2010.

Action: The Clerk

30-09/10 Capital Proposal

The Principal introduced Mr M Broomfield (Currie & Brown) who outlined an initial proposal for a revised capital programme (C(09)76). Mr Broomfield outlined the priorities which informed the development strategy. The revised strategy outlined the acute need for temporary accommodation with planning permission limited for 3 years and that a new building would include a new entrance with presence and profile. The Principal and Director of Finance have been meeting with architects to see if this is feasible. Dr Mike Bateman issued a supporting document and he advised a re-instatement of the Capital Projects Steering Committee. At this point Mr Broomfield explained the various sections of his report to the Corporation.

The Corporation discussed how the College could finance the project and how the capital was to be secured. It was agreed that this must be in place before the College continued to progress the Capital Programme.

It was agreed that if the College was to remain competitive doing nothing was not an option.

The Director of Finance was to begin detailed work on finances in the New Year and the Principal requested that the Capital Projects Steering Committee be reinstated.

35-09/10 Machinery of Government Changes (MoG)

The Principal gave an oral update on the Machinery of Government changes. He outlined the question of a change in Government and what would an incoming government do? A Local Authority could have the power to direct a college in certain areas such as, to take students and also power to appoint governors. At the AoC conference the new Chief Executive gave a very moving apology in respect of issues within the sector.

36-09/10 Development Plan

The Principal reported that progress was going well in relation to the action plan. A detailed progress report was made to the QPRG Committee. The Principal outlined the College management reorganisation including the appointment of the two additional VPs with the existing Vice Principal forming part of the Senior Leadership Team who will each take charge of 1 of 3 faculties. A Consultation in respect of the 15 Subject Managers reducing to 9 Curriculum Directors was to be undertaken in the New Year. Each of the Vice Principal's would teach. The Principal outlined the position that due to a number of posts being fixed term contracts he was confident no redundancies would be required. The new plan was to be in place and operational by September 2010.

The Corporation supported these actions and hoped that this would now ensure a period of stability.

37-09/10 Committee Priorities

The Corporation agreed the Committee priorities for the year 2009/10 (C(09)68). The Corporation discussed whether the Capital Projects Steering Group would have new priorities.

Action: The Principal

38-09/10 Monthly Management Reports

The Director of Finance presented the Monthly Management Accounts to 30 September 2009 and highlighted that overall expenditure was £10k above budget but this situation would adjust over the coming months. The Corporation noted the Monthly Management Reports from 1 August 2009 to 30 September 2009 (C(09)69).

39-09/10 Report and financial Statements for the Year 1 August 2008 to 31 July 2009

The Director of Finance presented the Financial Statements for the year ended 31 July 2009. The Director of Finance highlighted the trading deficit of £88k and that the capital costs for the year amounted to £616k. The Director of Finance also advised the Corporation that had FRS17 charges and exceptional bank costs not been incurred then a small surplus would have been recorded. The Corporation approved the report and financial statements for the year 1 August 2008 to 31 July 2009 (C(09)70).

40-09/10 Key Findings Regarding the Audit of the Financial Statements for the Year Ended 31 July 2009

The Director of Finance presented the Key Findings Report and highlighted the one recommendation in respect of closing the dormant account held with the Yorkshire Building Society. The Corporation gave authority to close the account when he felt it appropriate to do so. The Corporation noted a report on the key findings of the audit of the financial Statements for the Year Ended 31 July 2009, including the Regularity Audit (C(09)71).

The Corporation approved the Letters of Representation (C(09)71).

**Action: The Chair
The Director of Finance**

41-09/10 Emerging Issues

The Corporation noted the paper on the Learning and Skills Sector Emerging Issues (C(098)72).

42-09/10 Annual Internal Audit Report 2008/09

The Director of Finance presented the Annual Internal Audit Report 2008/2009 and advised the Corporation that the highest level of assurance had been given in all areas of Audit. The Corporation approved the Annual Internal Audit Report 2008/09 (C(09)73).

43-09/10 Annual Report Audit Committee

The Corporation approved the Audit Committee Annual Report 2008/09 (C(09)74).

44-09/10 Appointment of Financial (External) Auditors

The Finance Director recommended the reappointment of Baker Tilly for another year. The Clerk and the Director of Finance confirmed that they had checked to ensure there was no issue re time limits on continued appointment. The Corporation approved the re-appointment of Baker Tilly. The Corporation noted a Vote of Thanks to Director of Finance and his team for the timely and accurate completion of the audit.

45-09/10 Financial Management Control Evaluation (FMCE)

The Corporation approved the recommendation of Audit Committee of the FMCE (C(09)75).

46-09/10 Staff Pay Awards 2009/10

Following discussions at the Remuneration and Employment Policy Committee the Principal advised the Corporation of the implementation of a pay

award of 1.5% from 1st Sept 2009 rising to 2.3% as at 1st April 2010 (making an annual increase of 1.84%) for Support staff only. The acceptance of the pay offer to teaching staff has yet to be agreed by the teaching unions.

47-09/10 Learner Performance Targets 2009/10

The Deputy Principal confirmed that the Learner Performance Targets were in accordance with national bench marks. The report from the QPRG Committee (Page 42 table 3) highlighted A2 and AS targets are set nearer to the average nationally of 81% with a College target of 79%. The target was for continuing improvement towards bench marks in line with national 6th Form College average as shown in the tables used by Ofsted.

The Corporation approved learner performance targets for 2009/10 C(09)78.

48-09/10 College Self Assessment Report (SAR)

The Deputy Principal presented the College SAR which was more robust and evaluative, based on the Ofsted Inspection Framework. The Senior Leadership Team had held twenty SAR meetings this year covering all subject areas, rather than the five Divisional meetings as in the previous years, with each section graded according to the Ofsted Inspection Framework. There was an increasing emphasis on safe guarding learners which was a focus of the review.

The Corporation recorded their thanks to the Deputy Principal for the hard work that had gone into the SAR.

The Corporation approved the College SAR 2008/09 (C(09)78).

49-09/10 Report of the Quality Performance Review Group (QPRG)

The Corporation noted the minutes of the Quality Performance Review Group (QPRG) (C(09)79).

50-09/10 Corporation Targets 2009/10

The Corporation noted the progress report for the Corporation's targets for 2009/10 (C(09)80).

51-09/10 Risk Management Framework

- (a) The Director of Finance confirmed that the Risk Management Framework had been reviewed by the Risk Management and Audit Committees. Each risk was now associated with the relevant Committee. A report was to be presented at each Corporation meeting.

The Corporation noted the document (C(09)81).

- (b) The Corporation noted the latest version of the Risk Register (C(09)82).

(c) The Corporation approved the latest version of the Risk Action Plan 2009/10 (C(09)83).

52-09/10 Policy on the Unexpected Incapacity of the Clerk to the Corporation

The Corporation accepted the recommendations of Remuneration and Employment Policy Committee and approved the Policy to cover an unexpected incapacity of the Clerk to the Corporation. (C(098)84).

53-09/10 Corporation Annual Conference 2010

The Principal outlined the likely programme for the Annual Conference to include a presentation on sharing best practice and methods of working together to improve College leadership between Governors and senior staff.

54-09/10 Association of Colleges (AoC) Conference

The Chair of Corporation undertook to write a formal report regarding his attendance, together with the Principal at the Annual AoC Conference.

Action: The Chair

55-09/10 Safeguarding Children and Young People Practice Guidance for Staff Working with Sexually Active Young People

The Corporation approved the policy on Safeguarding Children and Young People Practice Guidance for Staff Working with Sexually Active Young People C(09)85).

56-09/10 Any Other Business

See confidential item. At this point the Staff Governors left the meeting.

57-09/10 Date of Next Meeting

Tuesday 23 March 2010 at 18.00 hrs.

1(b)
BB/BB
G:corporation/minutes/C(09)M4