

C(09)M3

**Minutes of the seventy-seventh meeting of the  
Corporation  
held on Tuesday, 29<sup>th</sup> September 2009 at 18.30hrs**

Members present: Dr S Claridge (Chair)  
Ms L Adshead  
Mr W Archibald  
Dr M Bateman  
Mr D Burns  
Ms J Dann  
Ms E Emms  
Mr M Fairhurst  
Mr J McDougall (Principal)  
Mr M Nickbakhsh  
Ms P Thorn

In attendance: Mrs B Billings (Clerk to the Corporation)  
Mr G Blagdon (Director of Finance and Corporate  
Services)  
Ms L Nicholls (Assistant Principal)  
Ms L Siddall (Deputy Principal)

**1-09/10 Apologies for Absence**

Apologies for absence were received from Mr O Davies, Mr P Hopkins, Ms S Hopkins and Ms H Oliver.

**2-09/10 Minutes of Last Meeting**

The minutes of the meeting held on 25 June 2009 (C(09)M2) were approved and signed as a correct record.

**3-09/10 Corporation and Committee Membership**

- (a) The Corporation noted its current constitution (C(09)44).
- (b) The Chair gave an oral report regarding Mr Paul Hopkins Corporation membership. The Corporation approved a temporary period of absence from Corporation activities for Mr Hopkins, to be reviewed in February 2010, to enable Mr Hopkins to concentrate on the current demands of his job. It was agreed that the Chair should assume the role of Chair of the Finance and General Purposes Committee during Mr Hopkins absence.

**Action: The Clerk**

- (c) The Corporation noted the current constitutions and terms of reference of its Committees (C(09)45).
- (d) It was noted that Ms J Derbyshire had stepped down from her role as one of the student members of the Corporation and that until the next Student Union Elections, in early 2010, the Corporation would be operating with only one Student Corporation Member.

#### **4-09/10            Actions Taken or Outstanding**

The Corporation noted a report on actions taken or outstanding following recent meetings (C(09)46). With reference to minute 81-08/09 (b) of C(09)M2, the Director of Finance reported that the flu pandemic section of the College Disaster Recovery Plan had been revised; that two members of staff had recently attended a seminar on the current swine flu pandemic and that if necessary the Disaster Recovery Plan would be further revised in the light of information gleaned at the seminar.

#### **5-09/10            Principal's Report Including College Performance Data; Full Time Student Recruitment 2009/10 and Starters and Leavers**

The Corporation noted a report from the Principal covering College performance data; recruitment and starters and leavers (C(09)47). During the ensuing discussion the following points were made:

- (i) With regard to 'A' level results, College performance remained solid, the pass rate had been 97%, with 72% achieving A, B or C grades. 28 subjects had received a 100% pass rate;
- (ii) The AS Level pass rate was slightly down on the previous year, as were the numbers achieving the higher grades. The pass rate had been 84%, with 51% achieving A, B or C grades. 4 subjects had received a 100% pass rate. The College was investigating these results, and dips in some of the value added figures, closely and had already commenced taking steps to improve the situation;
- (iii) Enrolment for 2009/10 had been very good when the Principal's Report had been prepared 1419 full time students had enrolled, against a funding agreement target of 1364; and
- (iv) The College had recently appointed two new Vice Principal's: Ms Jayne Morris (currently Head of Business and Social Sciences, Totton College) to the post of Vice-Principal Teaching and Learning and Ms Jo Shankland (currently Director, Faculty of Management and Leadership, Bournemouth and Poole College) to the post of Vice Principal Student Services.

#### **6-09/10            Funding Agreement 2009/10**

The Principal gave an oral update on the LSC Funding Agreement 2009/10. He reported that he had now signed the contracts relating to the College's key funding income streams for 2009/10.

## **7-09/10 Finance and General Purposes Committee Meeting**

The Corporation noted the minutes of the meeting of the Finance and General Purposes Committee held on 16 September 2009 (FG(09)M3).

## **8-09/10 Monthly Management Reports 1 August 2009 to 31 August 2009**

The Director of Finance introduced and the Corporation noted the Management Reports from 1 August 2009 to 31 August 2009 (C(09)48). During the ensuing discussion the following points were made:

- (a) The Reports showed an operating surplus for the month of £354k (against a budget figure of £214k), the surplus was higher than predicted due to non pay expenditure being below budget;
- (b) The fact that the College's funding profile was heavily frontloaded distorted the figures in the monthly management reports for the early months of the financial year;
- (c) During the month the College's Train to Gain contract had generated £45k of income which was ahead of schedule;
- (d) The budget for 2009/10 included a provision of 4% to cover the 2009/10 staff pay award and any increase in employers pension contributions; and
- (e) The College was working on the basis that it was unlikely to receive any further monies back concerning the sums it had spent on professional fees during the preparation of the Application in Principle/Application in Detail regarding its aborted capital projects.

## **9-09/10 Revised College Budget 2009/10**

- (a) The Director of Finance introduced and the Corporation noted a paper on the revised College Budget for 2009/2010 (C(09)49). He took the Committee through the main changes to the income and expenditure streams between the 2008/09 budget and the 2009/10 budget. During the ensuing discussion the following points were made:
  - (i) In the 2009/10 budget total income was just over £7.9m and expenditure just over £7.4m. In the budget the College would end the period with a surplus of just over £0.5m. The use of the College overdraft facility would peak in March 2010 at approximately £368k;
  - (ii) The Finance and General Purposes Committee had discussed the revised budget in detail at its meeting on 16 September 2009 and had agreed to recommend its approval to the Corporation;
  - (iii) The Principal and Director of Finance were looking at ways to try to minimise the College's use of its overdraft facility in an effort to reduce the bank charges it would incur, for example the College

Departmental Managers might be given spending profiles to adhere to when making purchases;

- (iv) If the College had not spent the monies on the professional fees during the preparation of the Application in Principle/Application in Detail regarding its aborted capital projects, the College would have started the 2009/10 financial year with an additional £300k in the bank; and
  - (v) Within the budget the staff costs as a percentage of income would be 68%.
- (b) The Corporation approved the revised budget.

**Action:           The Director of Finance**

- (c) The Corporation thanked the Director of Finance for his work in preparing the budget.

#### **10-09/10           Staff Pay Awards 2009/10**

The Principal gave an oral report on the national and College position regarding staff pay and conditions 2009/10. He reported that with regard to teaching staff a national offer had been made to the teaching unions of 1.5% as from 1 September 2009 plus a further 1.3% as from 1 April 2010 and the NUT was in the process of balloting its members concerning this offer. The matter would again be discussed by the SFCF on 15 October 2009 when the results of this ballot would be known. The national recommendation regarding support staff was that they be offered whatever was agreed for the teaching staff.

#### **11-09/10           College Educational Character and Mission**

- (a) The Principal introduced and the Corporation noted a paper reviewing the College's approach to widening participation and the implications for its educational character (C(09)50). The Principal also tabled a paper, which the Corporation noted, providing further details about the enrolments onto the relevant programmes over recent years (C(09)62; placed on the table). During the ensuing discussion the following points were made:
- (i) On his appointment the Principal was keen to develop a closer relationship with the College's feeder schools, to build curriculum links, improve marketing and recruitment. A key aspect in doing this has been to develop a broader curriculum at both ends of the ability range. This had led to a wider range of BTEC programmes, an extended GCSE offer, a new Foundation Art course and the introduction of the International Baccalaureate;
  - (ii) Paper C(09)62 showed that the College had made significant improvement in widening its offer and widening participation, though the number of students participating in these programmes was still small in comparison to the overall cohort. The Principal was proud of

progress to date and would continue driving the development of a broader curriculum which he believed was entirely consistent with the College Mission;

- (iii) Although the provision of A2 programmes would remain the “core business” of the College it must also address the needs of the local community by also broadening the curriculum offer; and
- (iii) Following comments made at the recent Ofsted Inspection, for 2009/10 the entry requirements onto the College’s GCSE courses have been increased which should improve the success rates in this area.

(b) The Corporation congratulated the College on its achievements in this area.

### **12-09/10 College Development Plan 2008-2011**

The Principal introduced and the Corporation noted a paper on progress during 2008/09 toward the College 3 Year Development Plan 2008-2011(C(09)51). It was reported that the decision to conduct the staff satisfaction survey every other year (not annually as in the past) and hold focus group meetings during the intervening years, had arisen out of discussions at the Remuneration and Employment Policy Committee and was an attempt to try to obtain some additional qualitative data. The Principal was planning to use an external body to analyse the organisational culture at the College and, in particular, identify any barriers preventing acceptance of the need to improve performance.

### **13-09/10 Strategic Plan Summary 2009-2012**

The Principal introduced and the Corporation approved the College Strategic Plan Summary 2009-2012 (C(09)52). The Corporation also approved the priorities for 2009/10 arising out of the Three Year Development Plan (C(09)61; placed on the table). During the ensuing discussion the following points were made:

- (a) The strategic plan summary 2009/2012 represented the strategic aims of the College in response to the LSC’s national and regional priorities for the next three years; and
- (b) The actions to be taken in the College’s Post Inspection Action Plan were subsumed within the Three Year Development Plan priorities for 2009/10 (document C(09)61).

### **14-09/10 Capital Projects and Future Accommodation Strategy**

- (a) The Principal gave an oral update on matters concerning the College capital projects. He reported on discussions that had taken place at the Finance and General Purposes Committee meeting on 16 September 2009 regarding the development of an alternative accommodation strategy for the College following the collapse of the planned programme for a Skills Centre and campus redevelopment. During the ensuing discussion the following points were made:

- (i) The Finance and General Purposes Committee had supported the principle of developing a new accommodation strategy and agreed that proposals on how to develop this strategy should be submitted to the December 2009 Corporation meeting;
  - (ii) Any new strategy would have to try to address the issue of a possible change in Government during 2010 and the fact that the College must not be exposed to significant financial risks; and
  - (iii) It was not practicable for the College to do nothing with its estate and it must explore feasible options whilst at the same time being aware of the economic and political environment.
- (b) It was agreed that proposals be submitted to the December 2009 meeting of the Corporation regarding the production of a new accommodation strategy.

**Action:        The Principal**

**15-09/10        Machinery of Government (MoG)**

- (a) The Principal gave an oral update with regard to the machinery of government changes. He outlined the role of the three funding agencies (The Skills Funding Agency, Young People’s Learning Agency and Local Authorities) that would become operational in April 2010. He reported that the commissioning process was still being developed and was currently in a somewhat chaotic state.
- (b) It was agreed that for the foreseeable future every Corporation meeting agenda should include a standing item to update Corporation members with regard to the machinery of government changes.

**Action:        The Clerk**

**16-09/10        Governance Performance and Targets**

- (a) The Corporation noted Corporation and Committee meeting attendances for 2008/09 (C(09)53).
- (b) The Clerk introduced and the Corporation noted a paper on the achievement of the governance targets for 2008/09 (C(09)54). It was commented that the Corporation has met its targets for 2008/09 with two main exceptions, namely “Minimum attendance (%) by Corporation Members at meetings” (target 12) and “CRB checks to be completed for all Corporation members” where one check remained to be undertaken (target 16).
- (c) The Clerk introduced and the Corporation approved the Governance Self Assessment Report for 2008/09 (C(09)55). It was reported that the Report had been developed by an *ad hoc* group of Corporation members comprising the Chair and Vice-Chair of the Corporation and the Chairs of the Corporation’s

Committees. The governance performance for the year had been reviewed using the Governance SAR 2007/08, the Corporation Targets for 2008/09 and the College Three Year Development Plan; with the strengths and weaknesses being identified.

**Action: The Deputy Principal**

- (d) The Chair introduced and the Corporation noted a document detailing suggested targets for the operation of the Corporation for 2009/10, this document having been produced as part of the Governance self assessment process (C(09)56). The Corporation approved the targets as detailed in the paper.

**Action: The Clerk**

**17-09/10 Quality, Standards and Planning Committee Meeting**

The Corporation noted the minutes of the meeting of the Quality, Standards and Planning Committee held on 9 September 2009 (QS(09)M3).

**18-09/10 Quality Performance Review Group**

The Corporation noted the minutes of the most recent meeting of the Quality Performance Review Group held on 8 July 2009 (C(09)57).

**19-09/10 Attendance at QPRG Meetings by Corporation Members**

The Chair gave an oral update on the attendance at meetings of the Quality Performance Review Group of members of the Corporation during 2008/09. It was reported that three Corporation Members had attended meetings of the Group between 1 September 2008 and 31 July 2009. It was agreed to use the same process of inviting Corporation members to attend meetings of the QPRG on an ad hoc basis and the Clerk undertook to write to members with the dates of forthcoming QPRG meetings.

**Action: The Clerk**

**20-09/10 Opportunities for Corporation Members to Get Involved in the College Quality Process**

The Principal introduced and the Corporation noted a paper on opportunities for Corporation Members to get involved in the College quality process (C(09)58). It was reported that this paper had been drafted following discussions at a recent meeting of the Quality, Standards and Planning Committee, where it has been suggested that it might be advantageous in assessing the robustness and implementation of the Post Inspection Action Plan if Corporation members were given more opportunities to experience first hand the operation of the College. It was agreed that the Clerk should write to members with any dates for the activities that were available and also act as a point of contact in arranging visits.

**Action: The Clerk**

**21-09/10 Risk Management Action Plan 2009/10**

The Corporation approved the Draft Risk Action Plan for 2009/10 (C(09)59).

**Action: The Principal**

**22-09/10 Moodle Virtual Learning Environment – Discussion Document**

- (a) The Chair introduced and the Corporation noted a discussion paper on the use of Moodle in relation to Corporation activities (C(09)60). During the ensuing discussion the following points were made:
- (i) Some members spoke in favour of accessing all papers via Moodle instead of receiving paper copies, others felt that this was not practicable;
  - (ii) Each Member should perhaps be given the choice as to whether they wished to receive agendas and papers via the post or via Moodle; and
  - (iii) Every effort should be made to reduce the number of times the same document was circulated, for example if minutes were sent out shortly after a meeting they should not also be included as part of the papers for the next meeting.
- (b) It was agreed that the matter should be discussed further at the next meeting of the Corporation and that a demonstration of Moodle should also be given at this meeting.

**Action: The Clerk**

**23-09/10 Materials for Corporation Members**

The Clerk placed on the table the following material for Corporation members:

- (a) Final version of the Ofsted Inspection Report as published in June 2009;
- (b) Governors Magazine Autumn Term 2009, as published by the Department of Children, Schools and Families; and
- (c) Leadership Skills for Governance – programme and support guide 2009/10, as published by the Learning and Skills Improvement Service.

**24-09/10 Disciplinary and Grievance Procedures**

The Clerk reported that she had recently attended a workshop, organised by the SFCF, on the role of the Corporation in grievance and disciplinary matters and she undertook to circulate a relevant briefing note to members of the Corporation.

(Note by the Clerk: the Briefing Note is circulated with these minutes)

**25-09/10      Date of Next Meeting**

Thursday, 3rd December 2009 at 18.30hrs (Moodle demonstration session at 6.00pm).

1(b)  
BB/BB  
G:corporation/minutes/C(09)M3