

C(08)M6

**Minutes of the seventy-third meeting of the
Corporation
held on Tuesday, 30th September 2008 at 18.00hrs**

Members present: Dr S Claridge (Chair)
Mr W Archibald
Dr M Bateman
Mr D Burns
Ms E Emms
Ms S Hopkins
Mr J McDougall (Principal)
Ms P Thorn
Mr D Todman
Mr D Wood
Mr F Yoward

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)

1-08/09 Apologies for Absence

Apologies for absence were received from Ms J Dann, Mr O Davies, Mr M Fairhurst, Mr P Hopkins and Ms H Oliver.

2-08/09 Minutes of Last Meeting

- (a) The minutes of the meeting held on 8 July 2008 (C(08)M4) were approved and signed as a correct record.
- (b) The minutes of the meeting held on 26 August 2008 (C(08)M5) were approved and signed as a correct record. The Chair thanked Ms Hopkins for Chairing the meeting and the Director of Finance for acting as its Clerk.

3-08/09 Corporation and Committee Membership

- (a) The Corporation noted its current constitution (C(08)53).
- (b) The Corporation noted the current constitutions and terms of reference of its Committees (C(08)54).

4-08/09 Actions Taken or Outstanding

The Corporation noted a report on actions taken or outstanding following recent meetings (C(08)55). With reference to minute 104-07/08 of C(08)M4, the Director of Finance reported that he was endeavouring to obtain benchmarking data concerning health and safety accidents and incidents at colleges, via the Hampshire Finance Directors Group, and would report back to the Corporation in due course.

Action: The Director of Finance

5-08/09 Principal's Report and College Performance Data

- (a) The Corporation noted a report from the Principal covering the College activities between 1 July 2008 and 1 September 2008 and College performance data (C(08)56). During the ensuing discussion the following points were made:
- (i) With regard to 'A' level results, the pass rate had been 97%, with 74% achieving A, B or C grades. 29 subjects had received a 100% pass rate. Concerning AS levels results, the pass rate had been 87%, with 54% achieving A, B or C grades. 8 subjects had received a 100% pass rate. A record number of students had also achieved Oxbridge entrance; and
 - (ii) It was somewhat disappointing that the AS Level pass rate was slightly down on the previous year, as were the numbers achieving the higher grades. The College would be investigating these results, and dips in some of the value added figures, more closely and taking steps to improve the situation, for example, there appeared to be a correlation between attendance/punctuality and results and as a consequence policies to improve attendance had recently been introduced.
- (b) The Corporation agreed to forward a vote of thanks and congratulations to all the College staff and students on the College's excellent results in summer 2008.

Action: The Principal

6-08/09 Full Time Student Recruitment 2008/09

- (a) The Vice Principal introduced and the Corporation noted a report on recruitment trends over the past 7 years and included full time student recruitment for 2008/09 (C(08)57). During the ensuing discussion the following points were made:
- (i) With regard to recruitment for 2008/09, as at 23 September 2008 the College had recruited 1393 full-time 16-18 students, an increase of some 20% in first year enrolments. This had resulted in some pressures for the College and its staff but the latter were coping with the situation;

- (ii) With regard to the 14-16 Accelerated Learning Programme, 50% of those who completed their studies converted to full-time students this year and enrolments were up by 110% with 84 pupils enrolled compared to 40 in 2007/08;
 - (iii) With regard to adult recruitment, numbers were down on previous years. This could be partly explained by the decrease in LSC funding for such courses and the consequent need for the College to charge them at full cost. There were 103 adult learners on skills for life programmes compared to 243 in 2007/08. Enrolment on adult leisure and pleasure courses would continue throughout the year but currently stood at 490 (770 in 2007/08). The introduction of Train to Gain had had some impact on recruitment and this was currently being assessed; and
 - (iv) It was hoped that the growth in full –time student numbers would be built into the 2009/10 funding agreement with the LSC.
- (b) The Corporation expressed its pleasure at such excellent recruitment figures.

7-08/09 Capital Projects

- (a) The Chair introduced the update on the capital projects by stating that the “shifting sands” nature of programme was a source of frustration to all those involved, including Corporation members, and he asked members to remain patient. The Principal gave an oral update on matters concerning the College capital projects and during the ensuing discussion the following points were made:
- (i) The LSC had recently advised the Principal that, due to the sheer volume of applications, the College’s Application in Principle (AiP) was now unlikely to be considered at the October 2008 LSC Regional Committee and hence would probably not go to the December 2008 National Committee. The College was therefore unlikely to receive a final decision regarding its AiP before Christmas; the decision would now more likely be made in February 2009;
 - (ii) Representatives from the LSC were due to attend the next meeting of the Capital Projects Steering Committee and this would present Committee members with the opportunity to raise questions regarding the delays in presenting the AiP to the relevant LSC Committees;
 - (iii) The Principal was proposing that the Corporation continue with the actions it had agreed at its meeting on 26 August 2008, namely the use of regular review points and a commitment to spend up to approximately £430k to the end of December 2008 on the projects. He further suggested that the Corporation should review the matter, assess progress and decide its next course of action in January 2009; and

- (iv) Dr Bateman, Chair of the Capital Projects Steering Committee, supported the Principal's proposals, believing it important to keep the momentum associated with the projects going. He welcomed the opportunity to speak to Mr Martin Lamb (LSC Area Director) at the next meeting of the CPSC on 7 October 2008 and, in particular, receive reassurance that other colleges with capital projects were having to take the sorts of financial risks that Havant was being exposed to.
- (b) The Corporation agreed to support the proposals outlined by the Principal in paragraph (iii) above.

Action: The Principal

8-08/09 Funding Agreement 2008/09

The Principal gave an oral update on the LSC Funding Agreement 2008/09. He reported that no formal funding agreement had been received as yet but that the College had been sent an extended interim notification of its indicative allocation and the monies expected from the LSC had started to be received.

9-08/09 Finance and General Purposes Committee Meeting

- (a) The Corporation noted the minutes of the meeting of the Finance and General Purposes Committee held on 17 September 2008 (FG(08)M3).
- (b) The Corporation approved, as recommended by the Finance and General Purposes Committee, that one of the bullet points in the Committee's terms of reference be amended to read "To review each ~~September~~, June, or as may be required, the Insurance Services available to the Corporation".

Action: The Clerk

10-08/09 Monthly Management Reports 1 August 2008 to 31 August 2008

- (a) The Director of Finance introduced and the Corporation noted the Management Reports from 1 August 2008 to 31 August 2008 (C(08)58). He reported that they had been presented in a new format as recommended by the National Finance Directors Committee and that at its recent meeting the Finance and General Purposes Committee had suggested further improvements, some of which had yet to be incorporated. The Director of Finance took the Committee through the new format. During the ensuing discussion the following points were made:
 - (i) The latest actuarial valuation of the College's liability in relation to the Local Government Pension Scheme was £1.12m; this was an increase of approximately £200k on the previous figure. This liability was a book transaction and not a cash transaction; and
 - (ii) Care should be taken that the use of "unit costing" in the Management Reports did not become divisive.

- (b) The Corporation agreed to support the new format for the Management Reports. It was also agreed that in future they should include a bullet point commentary of key points as part of the summary information presented at the beginning of the document.

Action: The Director of Finance

11-08/09 College Budget 2008/09

- (a) The Director of Finance introduced and the Corporation noted a paper on the annual revenue and capital budgets 1 August 2008 to 31 July 2009 (C(08)59). During the ensuing discussion the following points were made:
- (i) The budget document comprised: a commentary; a cash flow and budget without any AiP or AiD income or expenditure (revenue budget); a cash flow and budget with AiP and AiD income and expenditure to December 2008 for both the Skills Centre and campus re-development; breakdowns of the costs behind the revenue budget and pie charts showing income and expenditure expressed as percentages;
 - (ii) The cash flow and budget without any AiP or AiD income or expenditure (revenue budget) was a cash positive budget which showed a year end credit of £192, 729; and
 - (iii) The budget did not currently contain any provision for increased costs as a result of the higher than anticipated full time student recruitment for 2008/09.
- (b) The Corporation approved the revenue budget as detailed in C(08)59 whilst noting that it was based on an extended interim notification of the College's indicative funding allocation from the LSC, as the actual Funding Agreement was still awaited.

Action: The Director of Finance

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

12-08/09 Staff Pay Awards 2008/09

The Principal gave an oral update on the staff pay awards for 2008/09. It was reported that no actual recommendations had been agreed as yet but that the unions were considering an offer of 2.45%.

13-08/09 College Development Plan 2008-2011

The Principal introduced and the Corporation noted the College 3 Year Development Plan (C(08)60). The Principal reported that the document contained the

operational objectives for the year based on the Strategic Plan Summary 2008-2011 (C(08)36) approved by the Corporation on 8 July 2008. It was commented that members of the Senior Leadership Team had been designated responsibility for the achievement of the various objectives. The Corporation approved the Plan.

Action: The Principal

14-08/09 Governance Performance and Targets

- (a) The Corporation noted Corporation and Committee meeting attendances for 2007/08 (C(08)61).

- (b) The Chair introduced and the Corporation noted a paper on the achievement of the governance targets for 2007/08 (C(08)62). It was commented that the Corporation has met its targets for 2007/08 with two main exceptions, namely “Minimum attendance (%) by Corporation Members at meetings” (target 13) and, in addition, the slow progress made with regard to the re-launch of the Link Governor Scheme. The Chair reported that it had been agreed that the operation of the Link Governor Scheme should be reviewed by the Search Committee at its meeting on 21 October 2008.

- (c) The Chair introduced and the Corporation approved the Governance Self Assessment Report for 2007/08 (C(08)63). The Chair 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 2006/07, the Corporation Targets for 2007/08, the College Development Plan 2007/08 – 2010/11 and the College Strategic Plan Summary 2008-2011; 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 2008/09 (C(08)64). The Corporation approved the targets as detailed in the paper.

Action: The Clerk

15-08/09 Quality Performance Review Group

The Corporation noted the minutes of the most recent meetings of the Quality Performance Review Group held on 6 June 2008 and 3 July 2008 (C(08)65).

16-08/09 Attendance at QPRG Meetings by Corporation Members

The Clerk an oral update on the attendance at meetings of the Quality Performance Review Group of members of the Corporation during 2007/08. It was reported that four Corporation Members had attended meetings of the Group between

1 September 2007 and 31 July 2008. 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

17-08/09 Risk Management Action Plan 2008/09

The Corporation approved the Draft Risk Action Plan for 2008/09 (C(08)66).

Action: The Principal

18-08/09 Self Assessment Report Validation Panel Meetings

The Deputy Principal gave an oral update on the SAR Validation Panel meetings and asked Corporation Members to participate in these meetings when possible. The Clerk undertook to advise members of the dates for the Panel meetings.

Action: The Clerk

19-08/09 Chair's Birthday

On behalf of the Corporation members, the Principal wished the Chair a happy birthday and thanked him for Chairing the meeting on this day.

20-08/09 Date of Next Meeting

Thursday, 4th December 2008 at 18.00hrs.

1(b)
BB/BB
G:corporation/minutes/C(08)M6