



MINUTES OF MEETING

Full Corporation

8th December 2008

Present: Robert Bland (Chair) Tony Boucher Liz Hird Cathryn Hodges
Tim Jones David Kilby Philip Langstaff Penny Osborne
Martin Ward (Principal) Cllr Liz Parsons Jenny Priestley Robert Rosson

In attendance: Janet Beedles – Director of Finance
Roz Conway – Director of Curriculum & Student Programmes
Michael Jaffrain – Director of Quality & Standards
Paul Morgan – Director of Information
Janet Jones – Clerk to the Corporation

Apologies: Cllr David Roberts Dominic Wilson

PART 1 – OPEN

17. Declarations of Interest

None

Minutes

18. Resolved:

That the minutes of the meeting held on 29 September 2008 be approved as a correct record.

Matters Arising:

Minute 7 - (Appointment of Governors to Committees)

Pursuant to Minute 7 the Clerk to the Corporation reported that Andy Shannon had resigned from the Corporation on 26 November and that Philip Langstaff had submitted his resignation effective from 31 December and advised on how these resignations affected the composition of the Corporation's Committees.

In respect of the Finance Committee, Tim Jones indicated that, if proposed, he would be prepared to take on the role of Chair to this Committee in place of Andy Shannon.

In response to Governors' questions, the Chair gave details on the reasons why Andy Shannon had resigned and suggested that he write on behalf of all Governors to thank Andy for the valued work he had contributed to the Corporation and the College.

The Principal stated that it would be now be an urgent priority to recruit at least three new Governors and circulated a suggested letter to be sent out to various individuals and organisations inviting applications from those with specific skills and knowledge. He invited comments from Governors on the letter.

MINUTES OF MEETING

Full Corporation

8th December 2008

20. Resolved:-

- a) That Tim Jones and Robert Rosson be appointed to the Remuneration Committee for the remainder of the academic year 2008/09.
- b) That Penny Osborne be appointed to the Appeals Committee for the remainder of the academic year 2008/09.
- c) That the Chair write to Andy Shannon on behalf of the Corporation thanking him for his valued contribution to the work of the Corporation and the College.
- d) That the action proposed by the Principal and Clerk to the Corporation to recruit new Governors be noted.

21. Student Report (Appendix 8/08)

Billy Pritchard and Nick Campbell, Student Governors, submitted a report being for information only, outlining key areas of Student Council business, sport and drama. Particular reference was made to the problems some students had in obtaining Education Maintenance Allowance payments. The Principal advised that the national administration system had changed last year but not proved successful and that it had now been transferred back to the previous provider. Students could contact their Senior Tutors for help if required.

Billy advised that it was disappointing that attendance at Student Council meetings had dropped after the first one of the term and on action now being taken to publicise the meetings more effectively.

David Kilby congratulated the students on the range of sporting activities undertaken.

The Chair thanked the Student Governors for their report.

Terms of Reference (Appendix 9/08)

22. Resolved:

- a) That the amended terms of reference for Search, Curriculum, Quality and Standards, JCNC and Remuneration Committees be approved, as set out in the Appendix to the report.
- b) That, subject to the following alteration, the amended terms of reference of the Audit Committee be approved, and that the same change be made to the previously approved terms of reference of the Finance Committee Membership

2.2 The Committee shall comprise five members (at least 3 who must be Governors of the Corporation), at least one of whom must have relevant financial/audit experience.
(previously stated ("who may or may not be members of the Corporation"))

MINUTES OF MEETING

Full Corporation

8th December 2008

23. Summary of Decisions of Committees (Appendix 10/08)

Summaries of Decisions of Committees held during the Autumn term were submitted for information only.

In respect of Agenda Item 8 (Draft Financial Statement) of the Finance Committee, 10 November, Tim Jones advised that the words "and subject to the outcome of co-location" should be added to the decision.

Reference From Curriculum Committee

The Curriculum Committee on 3 November had requested the Corporation to consider extending the Governor Link Scheme to include all areas of activity of the College and, as a consequence, re-naming the Committee.

The Principal endorsed the principle of links with all staff areas but suggested was a need to review the structure of Committees and the college staffing structure before establishing additional links. He stated that a revised structure could combine Curriculum with Quality and Standards and that a new Personal Committee be established to fit the revised structure and roles and responsibilities of the Management Team and Governors. Options would be submitted to the next meeting and the issue of Governor Links would be considered at this time.

24. Resolved

That the reference from the Curriculum Committee be noted and the oral report from the Principal recommending that consideration of extending Governing Links be agreed in principle and re-considered following a review of the current College structures, be approved.

Governor Links (Appendix 11/08)

The Clerk to the Corporation advised that no further links had been requested from Subject Heads since 27 November and reported on the further vacancies created as a result of the resignation of Andy Shannon and Philip Langstaff.

The Director of Curriculum suggested that, in view of the review of college structures, as outlined in 24 above, and the recruitment drive for new Governors, consideration of Governor Links be considered at the next meeting but that Governors advise the Clerk to the Corporation if they wished to form links. She confirmed that it was a statutory requirement for the Corporation to have a Governor Link for Child Protection.

25. Resolved:

- a) That Governor Links be considered at the next meeting of the Corporation on 16 March 2009.
- b) That Cathryn Hodges be the Governor Link for Child Protection.

Year End Financial Statements 31/07/08 (Appendix 12/08)

The Director of Finance submitted financial statements, including the Co-location project adjustments for 2007/08 for approval.

MINUTES OF MEETING

Full Corporation

8th December 2008

Robert Rosson referred to page 8 of the report and asked that parents be added to the list of stakeholders.

In response to questions from Governors, the Director advised on the financial health of the College and stated that, in respect of LSC categories, the college would be rated C in 2007/08, B in 2008/09 and A in future years. If a new capital project was undertaken then it would be expected that the Category would drop to C.

26. Resolved:-

That the Report and Financial Statements for the year ended 31 July 2008 be approved.

Financial Management and Control Evaluation (Appendix 13/08)

The Director of Finance submitted the Financial Management and Control Evaluation (FMCE) which was required to be submitted to the LSC by 12 December. The document was part of the Framework for Excellence process and used as a tool for colleges to self assess their financial management and control arrangements. The Internal Auditors had given advice on the responses.

The Director advised that a presentation on the FMCE and Framework for Excellence would be given to the Audit Committee at its next meeting.

Governors were advised that the document was part of a pilot scheme and would be refined in the future and submitted to Audit Committee prior to Full Corporation. Robert Rosson suggested that it form part of the Validation Day in the future.

27. Resolved:

That the Financial Management and Control Evaluation Document be approved and submitted to the Learning Skills Council by 12 December 2008.

Self Assessment Report for the 2007-08 Academic Year (Appendix 14/08)

(Note: The Student Governors withdrew during discussion of this item.)

The Director of Quality submitted a report and drew particular attention to the summary comments for each of the key areas. He advised that the outcome of the Validation would be reported to the next Quality and Standards Committee before being considered by Full Corporation at its next meeting. Tony Boucher confirmed he had been involved in the process for validation which had been robust and thorough.

28. Resolved:

That the Self Assessment Report for the 2007-08 academic year be approved to go forward to validation

MINUTES OF MEETING

Full Corporation

8th December 2008

Strategic Planning (Appendix 15/08)

The Principal submitted a report setting out amendments made to the Strategic Plan following the decision regarding the Co-Location Project and feedback from the College Management Team, Governors and staff on the future strategic direction.

Jenny Priestley commented that she considered more emphasis should be given on action to help vulnerable students. The Principal undertook to re-write the section concerned to reflect commitment to these students and outlined the arrangements in place to help vulnerable students.

The Principal advised that the Strategic Plan would be monitored and the Action Plan considered by the Quality and Standards Committee and Full Corporation.

29. Resolved:

That the Strategic Plan 2008/08-2010/11 be approved.

30. Date and Time Of Next Meeting – 16 March 2009 at 6.00 pm