



#### **4. Chairman's Action**

The Chairman had approved 15 educational visits that involved overnight stays. These visits complied with the college regulations.

The Chairman had also applied the College Seal to a document relating to the appointment of the architect and Novation Agreement in relation to the Performing Arts Centre. The College Seal had also been applied to the contract in relation to the sale of small portions of surplus land to two neighbours of the college which had previously been agreed by the Corporation.

The action of the Chairman was formally **endorsed**.

#### **5. Draft Ofsted Report & LSC Financial Management and Governance Review**

Copies of the draft documents relating to the recent Ofsted Inspection and the LSC Financial Management and Governance Review had been forwarded to governors for their information. The grades received in both reports were outstanding and the Principal indicated that he did not anticipate any changes to the documents when they were finalised and published, probably towards the end of the month.

Governors congratulated the Principal and all the staff for their excellent work that has achieved these outstanding comments. The Principal was asked to convey the congratulations of the Corporation to all staff.

A press release has been prepared and would be given to the local media when the report is made public.

#### **6. Estates Development**

i) The refurbishment programme for this year was proceeding on schedule and much of the work was expected to be completed by the start of the new academic year.

ii) There had been recent development in the dispute with ROK who had constructed the Performing Arts Centre. ROK were claiming £90,000 off additional costs for an over-run in the contract time which they blamed on the college. Following discussions with the college consultant MEA, this figure had been reduced to £40,000 with the possibility that this could be reduced slightly further. The Principal was recommending that the Corporation accept this new position and it was unanimously agreed that the college be authorised to accept a settlement not exceeding £40,000 to resolve the dispute with ROK.

iii) Senior management had been having discussions with the college consultants about the possibility of proceeding with a fourth new build during the next twelve months or so. MEA would be undertaking a feasibility study on behalf of the college and it was hoped that a report would be ready for a special meeting of the F & E committee to be held in early October. If the report was favourable and the college wished to proceed as quickly as possible, a special meeting of the Corporation would be convened.

## 7. Report of the Principal

The Report of the Principal was received (copy in the minute book)

Arising thereon:

- a) The comments of the Principal were noted following the college taking part in the pilot assessment scheme known as 'Framework for Excellence'. The Principal felt that many improvements were necessary to ensure that the scheme becomes fully acceptable.
- b) Governors noted with interest the number of extra-curricular activities undertaken by the students during the past year.

## 8. Committee Reports

Reports of Committees were received as follows:

### a) **Remuneration** - meeting held on 3 June 2008

Salaries of senior postholders had been discussed.

- i) Governors unanimously **approved** the recommendation of the committee that May O'Keeffe and Martin McCarthy should advance one point up the salary scale for senior postholders at the college from 1 September 2008, subject to a satisfactory appraisal. The salary of Carol Horlock and Dave Cartwright would be reviewed at this time next year.
- ii) The Principal left the meeting whilst the Corporation discussed the recommendation of the committee in relation to his salary.

Members of the Corporation fully endorsed the comments that had been made by members of the Remuneration Committee during their discussions at the meeting. In the circumstances it was unanimously agreed that the recommendation of the Committee be formally **approved** and that the salary of the Principal from 1 September 2008 should be £98,259 per annum together with any cost of living award to be agreed. The award is subject to a satisfactory appraisal

### b) **Human Resources** - meeting held on 3 June 2008

The committee had discussed the difficulty that was now being experienced with the recruitment of teaching staff. The committee would be keeping this matter under review.

### c) **Search**- meeting held on 5 June 2008

- i) The Student Council was recommending the appointment of Jo Thorne and Sonja Polimac as Student Governors for the academic year 2008/09. Governors formally **approved** this recommendation.
- ii) An advertisement would be placed in the local press at the commencement of next term for a governor to replace Michael Goodridge whose term of office expires in December 2008.

d) **Audit** – meeting held on 5 June 2008

A very good internal audit report had been received from Tenon. In the areas audited the college had been top rated ‘good’ in all but one area. Six minor observations had been made that required some action on the part of the college. None of the recommendations were classified as category 1 that needed prompt action by management. Members of the Corporation extended their thanks and congratulations to all the staff involved with financial matters.

e) **Finance and Estates** – meetings held on 16 June and 3 July 2008

i) Governors **endorsed** the Course Fees for 2008/09 as recommended by the committee.

ii) It was noted that new contracts for catering and cleaning had just been awarded. It was felt that these contracts should be reviewed on a three-year basis.

ii) At a recent meeting with Rachel Whittingdon from the LSC it was revealed that Demand Led funding for adult education next year did not involve a ‘claw-back’ should the college fail to reach its targets. The college had been allocated £540,000 for next year for the BTS provision.

f) **Curriculum, Performance and Quality** - meeting held 4 June 2008

The revised Admissions Policy with amendments as recommended by the committee was formally **approved**.

g) **Chairmans Forum** meeting 17 June 2008

i) The Standing Orders for the Corporation had been amended to comply with the revised Instrument and Articles of Government. A copy of the document showing the revisions had been circulated and on the recommendation of the committee was formally **approved**.

ii) It was noted that the Celebration of Achievement event would no longer take place in its present format. Senior Management was looking at alternatives. Governors felt that it was important to have some kind of event to mark the achievement of students and asked that students be consulted for their views on any future format.

## 9. Development Plan & Risk Register 2007/08

All relevant committees had had the opportunity of discussing sections of the documents during the current cycle of meetings. The Human Resources, Curriculum, Performance and Quality and the Finance and Estates Committees had discussed those sections dealing with their particular areas within the document and the Chairmans Forum had discussed all the sections. Governors noted the various comments made at committee meetings.

All committees had agreed to the changes that had been made at the May 2008 review by Senior Management and had commended the up-dated documents to the Corporation for approval.

On the recommendations of the committees, Corporation members unanimously **approved** the updated documents.

The plan would be finalised in September.

## 10. Draft Budget 2008/09

The Finance and Estates Committee had discussed in detail the draft budget for the year 2008/09 which had been circulated to members.

In the absence of the Chairman of the committee, the Principal outlined the various assumptions that had been made to finalise the budget. Some governors were again anxious at being asked to approve a deficit budget. It was explained that this deficit was caused by the requirement of the LSC that the depreciation of the value of buildings be taken into account each year. With all the new buildings depreciation was now well in excess of £800k per year and without this factor the budget would balance. It was emphasised that the college would still remain in category 'A' for financial health under the present regulations despite the budget showing a deficit of some £430,577. After a brief discussion and assurances

It was proposed, seconded and unanimously

**RESOLVED** that the draft budget for the college for the year 2008/09, as recommended by the Finance and Estates Committee, be formally **approved**.

## 11. Three Year Financial Forecast 2008/2011

The Finance and Estates Committee had considered in detail the three-year forecast 2008/2011 at a meeting held just prior to the meeting of the Corporation.

A copy of the three-year forecast had been forwarded to governors in the past few days.

Brenda Jenner, who had taken the Chair at the F & E committee, explained that the Corporation was being asked to approve the three year forecast document to be forwarded to the LSC as required but that it was not necessarily the plan that governors would follow over the period in question. Budgets would continue to be considered by governors on an annual basis.

The Acting Chairman highlighted the main points in the document particularly the assumptions that had been made.

The Acting Chairman again explained that although the forecasts showed a deficit in all the years in question because of the requirement to account for depreciation of the buildings, the college would remain in category A for financial health for the next two years but on a re-assessment of categories from 2010/11 would fall into the second category rating out of five.

After a brief discussion, it was proposed, seconded and unanimously

**RESOLVED** that the three year forecast for the college for the years 2008-2011, as recommended by the Finance and Estates Committee be formally **approved**.

Governors asked that their thanks and appreciation be extended to Shaneel Shajpal, College Accountant for producing such a clear but complex document in such a short timescale.

## **12. Appointments 2008/09**

a) Appointment of Chairman and Vice-Chairman for 2008/09 (For this discussion Hugh Pile and Sharon Ward left the meeting)

Governors noted the discussions that had taken place at meetings of the Search Committee in relation to the appointment of the Chairman and Vice Chairman of the Corporation for the next academic year.

On the recommendation of the Search Committee

It was proposed, seconded and unanimously

**RESOLVED** that Hugh Pile be appointed as Chairman of the Corporation for the academic year 2008/09 and that Sharon Ward be appointed as Vice-Chairman of the Corporation for the same academic year.

b) Committee Membership 2008/09

Members of the Corporation unanimously **agreed** to the recommendations of the Search Committee in respect of committee membership, including the nomination of Chairmen of the committees, as set out in the appendix attached to the minutes of the meeting of the committee held on 5 June 2008 and forwarded to members with the agenda.

## **13. Dates of future meetings**

The next scheduled meeting of the Corporation would be held on 29 September 2008 commencing at 7.00pm. Future meetings of the Corporation and its committees would be held according to the schedule circulated with the agenda and approved earlier in the meeting on the recommendation of the Chairmans Forum.

## **Vote of Thanks**

Hugh Pile on behalf of members expressed thanks and appreciation to Margaret Jack and Michael Goodridge, who were standing down as Chairman and Vice Chairman respectively, for all their hard work and dedication to the college whilst they have held these positions.

The Chairman reported that this was the Clerk's final meeting and on behalf of the Corporation thanked him for his contribution to the work of the College over the past 16 years. She reminded members that a dinner was being held for him on Tuesday next week.