



**MINUTES OF THE PART I MEETING OF THE CORPORATION HELD  
12 JULY 2010**

- |               |   |  |
|---------------|---|--|
| Present       | Mr M Bonsier (Chairman)<br>Mr D Attah<br>Ms L Clayton<br>Ms C Guy<br>Mr D Goodlet<br>Mrs G McCarthy<br>Ms K Miller<br>Mr I Payne<br>Mr R Priestley<br>Mr J Spooner<br>Ms Y White<br>Cllr C Wright |  |
| In attendance | Mr J Allen<br>Ms T Trotter<br>Ms Y Botham   | -Clerk to the Corporation<br>-Director of Finance<br>-Deputy Principal |

The meeting commenced at 6.00 pm

**APOLOGIES & DECLARATION OF INTERESTS**

99. There were no apologies. Cllr C Wright declared his interest in being a local Councillor and member of the Planning Committee. The Clerk confirmed that the meeting was quorate.

**MINUTES**

100. It was **RESOLVED** that the minutes of the meeting of the Corporation held on 23 March 2010 be approved as a correct record and signed by the Chair.

**SUMMARY ACTION LIST & MATTERS ARISING**

101. The College report '*Summary Action List*' was received (copy attached to the signed minutes). The following updates were made available.

MIN REF	ACTION POINT	COMMENTARY / UPDATE FOR MEETING 12/7/10
35	At the next review of the remuneration of the Principal, review PRP.	Review undertaken by E&R – S agenda item 13
74	It was <b>RESOLVED</b> to also submit a corporate response to the	Corporate response submitted - still waiting outcomes from the

	AoC/LSIS Review of Governance and for governors to make the views known to the Clerk who would then formulate a corporate response.	consultation process
97(i)	For the Principal to arrange a meeting prior to May 22 <sup>nd</sup> between the design company, the Chairman and Vice Chairman to enable the design company to hear the views from governors what they see as being the brand of the College.	Completed
P&P	It was agreed to present the different levels of retention at the Corporation Meeting	Agenda item 7(ii)

102. It was **RESOLVED** to note the report.

### **COLLEGE CAPITAL PROJECT**

103. The College report '*Capital Project Update*' was received (copy attached to the signed minutes). As report to the F&GP Committee the project is ahead of schedule with a planned completion date of Phase 2 by 26<sup>th</sup> April 2011. There has been verbal agreement of the majority of the Value Engineering Savings and to some of the emerging Change Orders. Made available at the meeting was the latest Cost report from Woodley Coles that confirmed the cost agreements (copy attached to the signed minutes). Contingency stands at £508,750.74. A predicted overspend of £43,132,26 has been identified but this figure is expected to be less following client instructions and savings generated through value engineering.

104. Prior to the start of the meeting Governors undertook a tour of the capital build and were pleased with the progress made.

105. It was **RESOLVED** to note the report.

### **REBRAND OF THE COLLEGE**

106. The Principal updated Members on the work being done on the rebranding of the College. Following these discussions it was **RESOLVED**:

- (i) To approve the new College logo as presented at the meeting and for the colour of the logo to be dark blue;
- (II) To formally approve the name of the College to be Coulsdon Sixth Form College; and
- (ii) To agree that the person invited to officially open the new building should be someone with whom the learners can identify with.

### **GOVERNANCE REPORT**

107. The College report '*Governance*' was received and presented by the Clerk (copy attached to the signed minutes).

108. Following review of the report it was **RESOLVED**:

- (i) That the Corporation agrees to appoint Mike Bonsier to serve as Chairman and Colleen Guy and Lynne Clayton to serve as Vice Chairman for the period 1 August 2010 – 31 July 2011;
- (ii) To note dates of meetings for 2010/11
- (iii) That following the annual review of confidential minutes for the minutes relating to the remuneration of named individuals to remain confidential; and
- (iv) To note the report.

#### **REPORT FROM THE PLANNING & PERFORMANCE COMMITTEE**

109. The draft minutes/report from the Committee meeting held 8 June 2010 were presented by the Chairman (copy attached to the signed minutes)

110. The Committee reviewed the following:

- Quality Improvement Plan
- Termly Monitoring Reports on:
  - (i) In Year Student retention
  - (ii) Student attendance 2<sup>nd</sup> term
  - (iii) Lesson observation profiles 2<sup>nd</sup> term
- Monitoring of College performance and the assessment of risk in the area of Student Experience, Teaching & Learning.

111. The Committee welcomed confirmation that there were no red assessments. Amber assessments were agreed by the Committee for:

- Learner success rates Level 1 16-18 (same assessment agreed at the last meeting)
- Learner success rates Level 3 16 -18 (same assessment agreed at the last meeting)
- Learner Attendance (same assessment agreed at the last meeting). Although there was a 4% increase in attendance rates compared against term 2 in 2008/09, the assessment of amber is to remain due to the issues around AS attendance

112. It was **RESOLVED** to note the unconfirmed minutes/draft report from the Planning & Development Committee held 8 June 2010.

#### **REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE**

113. The Chair of the Committee presented the draft minutes/report from the Committee meeting held 22 June 2010 (copy attached to the signed minutes).

114. The Committee reviewed the following:

- Finance & Management Accounts up to 30 April 2010
- College Revenue & Capital Budget 2009/10
- 3-Year Financial Forecast 2010-2013
- Annual review of Financial Regulations
- Estates & Accommodation
- Monitoring of College performance in the area of finance & estates.

115. The Corporation received the following documents (copies attached to the signed minutes):

- College Revenue & Capital Budget 2010/11
- 3-Year Financial Forecasts 2010-2013

116. The Corporation noted that the Management Accounts record an estimated outturn deficit of £30,039 against the budget deficit of £298,957. Although a year-end deficit is forecast, the Board welcomed confirmation that the forecast deficit is considerably less than the budget and that the year-end forecast is for a £56k historic cost surplus.

117. The College's budget setting procedures ensure that the budget is built in a consistent and systematic manner taking account of the following:

- The strategic objectives set by the Corporation
- The targets contained within the Financial objectives set by the Corporation
- Student numbers agreed with the LSC
- The College's property strategy

118. The budget for 2009/10 is set on an income of £7,619,459 with total expenditure forecast at £7,591,268, resulting in a forecast surplus on operations of £28,191. Income is based on the confirmed allocation of 1,240 16-18 year olds and approximately 90 19+ learners. The Principal was able to confirm that the Coalition Government has decided against introducing in-year reconciliation on 16-18 funding allocations. Staff costs are forecast at £5,068,692, 66.9% of total income. £747,543 is forecast for interest payable on borrowing. A capital budget of £205k has been identified - £50k land & buildings; £120k for IT; and £35k for equipment.

119. The following factors have been taken into consideration when setting the budget:

- To ensure that the College maintains sound financial health throughout the life of the capital project and to regain 'Outstanding' status as soon as possible after the completion of the capital project
- To ensure that all financial risks are managed while the College implements the accommodation strategy
- To set a budget framework that ensures a break-even position can be achieved following the completion of the capital project
- To maintain staff costs below 70% of total income
- To continue to improve retention and achievement of students
- Maintain annual capital expenditure at a value of at least 2.5% of income

120. The College Budget 2010/11 confirms the forecast achievement of all the financial objectives set by the Board with the exception of the following:

- Dependency on LSC income will be 96.2% against the objective of being below 95%.
- Borrowing as a % of income will be 236% against the target of being below 40% - due to the borrowing required to finance the capital project.

121. The 3-year financial forecasts record a grade of 'Satisfactory' for financial health for the years ending 2010, 2011, and 2012, and a grade of 'Good' for the year ended 2013.

122. It was **RESOLVED**

- (i) To approve the College Revenue & Capital Budget 2010/11; and the 3-Year Financial Forecasts 2010-13; and
- (ii) To note the unconfirmed minutes of the meeting of the Finance & General Purposes Committee held 22 June 2010.

#### **REPORT FROM THE AUDIT COMMITTEE**

123. The draft minutes/report of the meeting held on 15 June 2010 was received (copy attached to the signed minutes). The Chair of the Committee provided the Corporation with a summary on the following topics covered at the meeting:

- Internal Audit Strategy and Audit Plan 2010/11
- Financial Statement & Regularity Audit Plan for the period 2009/10
- Risk Management
- Laptop thefts
- Annual re-appointment of Audit Services
- Monitoring of College performance in the area of audit

124. The Corporation received through the minutes the proposed internal audit strategy and audit plan for 2010/11 and the proposed audit plan for the financial statements and regularity audit for the financial year-end 31 July 2010.

125. The Corporation received confirmation through the minutes of the annual review of performance from the internal audit service and financial statement auditor.

126. It was **RESOLVED**

- (i) That the Corporation approves the Internal Audit Strategy and Annual Plan 2010/11;
- (ii) That the Corporation approves the Financial Statement & Regularity Audit Plan for the financial year-end 31 July 2010;
- (iii) That the Corporation approves the annual appointment of RSM Tenon as the College's Internal Audit Service for 2010-11;
- (iv) That the Corporation approves the annual appointment of Baker Tilly as the College's Financial Statement Auditor for 2010-11; and
- (v) That the Corporation notes the draft report/minutes from the Audit Committee held 15 June 2010.

#### **REPORT FROM THE EMPLOYMENT & REMUNERATION COMMITTEE**

127. The Chair of the Committee presented the draft minutes/report from the Part I Committee meeting held 18 May 2010 (copy attached to the signed minutes).

128. The Committee reviewed the following at its meeting:

- Termly monitoring reports on:
  - Format of the Annual HR Report;

- Confirmation of the service review of clerking services;
- Annual Review of the framework for remuneration and conditions of College staff.
- Monitoring of College performance in the area of staff & human resources.

129. It was **RESOLVED**

- (i) To continue with the existing arrangements of agreeing to implement any nationally agreed pay award between the employers and unions (with the exception of senior post holders), subject to the College being able to pay any agreed pay award. In addition, all hourly paid employees to receive a fair rate of pay taking into account the minimum wage level, market forces, and available benchmark data; and
- (ii) To note the minutes of the Part I meeting of the Employment & Remuneration Committee held 18 May 2010.

**MONITORING OF COLLEGE PERFORMANCE – OVERALL SUMMARY  
ASSESSMENT OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK**

130. The College report ‘*Monitoring of College Performance – Overall Summary Assessment of College Performance & Assessment of Risk*’ was received (copy attached to the signed minutes). The monitoring framework approved by the Corporation requires the overall assessments undertaken by each Committee during the term to be made available to the Corporation.

131. It was **RESOLVED** to note the following overall summary of College performance and assessment of risk:

1	The Student Experience, Teaching & Learning (Agreed by the P&P Committee)	<b>Some concern/risk</b>
2	Financial & Estates (Agreed by the F&GP Committee)	<b>No concern/risk</b>
3	Audit (Agreed by the Audit Committee)	<b>No concern/risk</b>
4	Staff & Human Resources (Agreed by the E&R Committee)	<b>No concern/risk</b>
5	Governance, Leadership & Management (Agreed by the Corporation)	<b>No concern/risk</b>

132. The details behind the reasons for the amber assessment made by the Planning & Performance Committee for the area of student experience, teaching & learning have already been brought to the attention of the Corporation (see minute 111).

**DATE OF NEXT MEETING**

133. Tuesday 19 October 2010 @ 1500 (Strategy Session)  
Tuesday 7 December 2010 @ 1830

**ANY OTHER BUSINESS**

134. The Chairman reported that this was the last meeting for Yolanda Botham (Deputy Principal/Senior Post Holder) who is leaving the College to take up a Principalship appointment. Members asked for the minutes to record their sincere appreciation for the outstanding contributions made by Yolanda Botham during her period as Assistant Principal and Deputy Principal. All Members wished Yolanda well in her new appointment.

135. Members were also informed of the retirement on Mr John Bulmer and Mrs Donko, both of whom have been long serving members of staff. The Corporation wished them well and also all other staff who are leaving the College at the end of this term.

The meeting closed at 19.30.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)