



MINUTES OF THE MEETING OF THE CORPORATION HELD 29 MARCH 2011

Present	Mr M Bonsier Mr D Attah Mrs L Clayton Mr D Goodlet Ms C Guy Mr I Payne Mr J Spooner Mr U Kaweesa Mr H Gunatra Ms K Miller Mrs G McCarthy Mr R Priestley Ms Y White	(Chair)
In attendance	Mr J Allen Ms T Trotter	-Clerk to the Corporation - Vice Principal Finance & Resources

The meeting commenced at 18.45

TOUR OF THE NEW BUILD

45. Prior to the start of the meeting Governors undertook a tour of the new build and the Chairman requested that the minutes record the Board's thanks to both the Principal and Wilmot Dixon for facilitating the tour.

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

46. Apologies were received from Cllr C Wright. The Clerk confirmed that the meeting was quorate. There were no declared interests against any agenda item.

MINUTES

47. It was **RESOLVED** that the minutes of the meeting of the Corporation held on 7 December 2010 be approved as a correct record and signed by the Chair.

MATTERS ARISING

48. There were no matters arising.

COLLEGE REDEVELOPMENT CAPITAL PROJECT

49. The College report 'Redevelopment Capital Project' was received (copy attached to the signed minutes). The following points were noted:

- The project is within budget. All budget lines are within budget.

- The contingency is currently at £352,908. All Change Orders have been agreed but not all have yet been costed. The expectation is that there will be no spend of the contingency. All services have been agreed with the exception of electricity and money has been set aside for the anticipated cost of connecting this service.
- There will be significant VAT savings on the project.
- The £3.024m allocated by the then LSC to service the debt interest is well within the budget and any surplus at the completion of the project will be returned to the funding body.
- Within the existing surplus and the contingency funds, sufficient monies are available to build a pavilion on the slab where the contractors are currently located. The pavilion would be used as a community building. (This is dependent upon gaining planning permission.) A discussion took place on whether any under-spend would be subject to clawback from the SFA and this would be kept under review.
- Full handover scheduled before the removal days. The Library move is now confirmed as 14th April (some inspection dates already completed).
- The first move date has been moved from 8/4 to 9/4 allowing the 8th to be a packing day for all staff. Removal is completed by 14th April.
- Students will gain access to the new build from 27th April.
- There has been a delay to accessing the server room but it is still expected to be fully operational by the target date of 26/4.
- Phase 3, the landscaping is currently scheduled for completion in September 2011.
- College Project Team currently meets separately twice a week in addition to all the usual project meetings.
- Extra staffing resource is available to the project in April and May.
- The official 'opening' of the new building will probably take place in October and a range of VIPs have been written to asking if they would be prepared to open the building.

49. The Corporation asked the minutes to record their appreciation of the hard work of the Executive in delivering the project ahead of the original completion date and within budget.

50. It was **RESOLVED** to note the capital project update.

ANNUAL REVIEW OF SAFEGUARDING & CHILD PROTECTION

51. The College report '*Annual Review of Safeguarding & Child Protection Arrangements*' was received and presented by the Assistant Principal (copy attached to the signed minutes). Guidance documentation has been issued by the Government

confirming the necessary actions required by FE Governing Bodies to enable them to discharge their responsibilities outlined in the Children's Act.

52. The College report lists all of the required actions supported with a commentary confirming the College's current arrangements.

53. The Corporation welcomed confirmation given in the report that appropriate child protection procedures were followed in the small number of disclosures and allegations received during the year.

54. It was **RESOLVED** to note the annual report and to schedule the next annual review to take place in March 2012.

REPORT FROM THE EMPLOYMENT & REMUNERATION COMMITTEE

55. The draft confidential minutes/report from the Committee meeting held 8 February 2011 were received (copy attached to the signed minutes). It was confirmed that there are no resolutions being proposed for the Corporation's consideration.

56. The Committee reviewed in detail the following as confirmed in the draft minutes:

- HR Strategy
- Monitoring of College performance in the area of staff & HR

57. It was confirmed that the manpower planning section of the HR Strategy is appropriate for 2011/12 but more fundamental restructuring may be required in 2012-2015 in light of the funding cuts arising from the Coalition's Comprehensive Spending Review. Any such proposals for restructuring including the business case will form part of the discussion at the forthcoming Strategy Day with formal support sought through this Committee

58. It was **RESOLVED** to note the unconfirmed confidential minutes of the Employment & Remuneration Committee held 8 February 2011 and the overall assessment of the Committee that there are no concerns/risk associated with the area of staff and human resources.

REPORT FROM THE PLANNING & PERFORMANCE COMMITTEE

59. The draft minutes/report from the Committee meeting held 15 February 2011 were presented (copy attached to the signed minutes). It was confirmed that there were no resolutions proposed by the Committee for the Corporation's consideration.

60. The Committee reviewed in detail the following as confirmed in the draft minutes:

- Quality Improvement Plan
- In-Year Retention
- Student Attendance 1st term
- Lesson Observations 1st term
- Curriculum 2011/12
- Monitoring of College Performance in the area of student experience, teaching and learning

61. The Corporation noted that due to the 'red' assessments relating learner success rates at Level 1 (16-18 Long) and at Vocational Level 3, plus the six 'amber'

assessments around learner recruitment, learner success rates, learner voice, and lesson observation profiles, the Committee's overall assessment for student experience, teaching and learning was 'amber' – some concern/risk. Assurances were given to the Corporation that the Quality Improvement Plan that is subject to review at each meeting of the Committee is robust in seeking improvements in success rates and the experiences for all learners. The Principal made the observation that with the significant improvement of 8% in AS results last year, the expectation is for success rates to further improve this year for A2.

62. It was **RESOLVED** to note the unconfirmed minutes/draft report from the Planning & Performance Committee held 15 February 2011 and the overall assessment of the Committee of some concern/risk for the area of student experience, teaching and learning.

REPORT FROM THE AUDIT COMMITTEE

63. The draft minutes/report from the Committee meeting held 8 March 2011 were presented (copy attached to the signed minutes).

64. The Committee reviewed in detail the following as confirmed in the draft minutes:

- Internal Auditor's Report
- Annual Review of Value for Money
- Termly Risk Management Report
- Capital Works Register
- Monitoring of College performance in the area of audit

65. The Audit Committee noted and welcomed the positive report from the internal from the internal audit service. The overall assessment of the risk management and framework and the control environment established to achieve College objectives for the areas subject to audit review were summarised as follows:

			Recommendations
Key Financial Controls	Green	Good	None
Capital project planning, management and evaluation	Green	Good	None
Risk management and governance	Green	Good	1 medium and 2 low recommendations
Treasury management	Green	n/a	None
Learner number systems	Green	Satisfactory	2 medium and 2 low recommendations
Long term planning	Green	Green	None

66. It was **RESOLVED** to note the draft minutes/report of the Audit Committee held 8 March 2011 and the overall assessment of the Committee that there are no concerns/risk associated with the area of audit.

REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE

67. The draft minutes/report from the Committee meeting held 15 March 2011 were presented (copy attached to the signed minutes). It was confirmed that there was one

resolution being proposed for the Corporation's consideration, the approval of the 2011/12 Tuition Fee Policy.

68. The Committee reviewed in detail the following:

- Finance & Management Accounts January 2011
- Tuition Fee Policy 2011/12
- Capital Project
- Monitoring of College performance in the area of finance & estates

69. The Corporation noted that the minutes record a forecast an out-turn projection, based on plan-led student numbers agreed with the SFA and forecast income and expenditure, of a year-end surplus on operations of £88,182 against a budget surplus of £28,191; a positive variance of £59,991. Such a year-end out-turn would result in a surplus of 1.1% against income (the objective set for the year was 1%).

70. Reviewing the Tuition Fee Policy 2011/12 (copy attached to the signed minutes), Member's attention was drawn to the proposed enrichment contribution of £25 per student as a contribution to the cost of activities and facilities specific to the College that are not funded through the funding body or other funding source; e.g. enrichment and sporting activities, student union, minibuss and coach travel. Non-payment would mean that a student would not be able to access the enrichment programme provided by the College. The student governors agreed that the fee represents value for money but suggested that some students may object to paying the charge. The Principal confirmed that for those students who could not afford the fee then it may be possible to gain funding from the Learner Support Fund.

71. After discussion it was **RESOLVED**

- To approve the Tuition Fee Policy 2011/12; and
- To note that the draft minutes/report of the Finance & General Purposes Committee held 15 March 2011 and the overall assessment of the Committee that there are no concerns/risk associated with the area of.

MONITORING OF COLLEGE PERFORMANCE – GOVERNANCE, LEADERSHIP AND MANAGEMENT

72. The College report '*Monitoring of College Performance – Governance, Leadership & Management*' was received (copy attached to the signed minutes). The Clerk confirmed that as there has been no meeting of the Governance & Search Committee this term the monitoring of College performance in this area has to be undertaken by the Board.

73. It was **RESOLVED** to approve the following overall assessment for the area of governance, leadership & management:

Governance, leadership & management	No concern/risk
-------------------------------------	------------------------

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

74. 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.

75. 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)	Some concern/risk
2	Financial & Estates (Agreed by the F&GP Committee)	No concern/risk
3	Audit (Agreed by the Audit Committee)	No concern/risk
4	Staff & Human Resources (Agreed by the E&R Committee)	No concern/risk
5	Governance, Leadership & Management (Agreed by the Corporation)	No concern/risk

76. 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 reference 61).

ANY OTHER BUSINESS

77. The Principal provided the meeting with an update on recent announcements made on EMA/Discretionary Learner Support. For those students who are already in receipt of an EMA they will now be entitled to receive £20 a week in their second year of study (as against £30 a week that is the current EMA rate) and that a new support fund for new students will be available under the heading 'Discretionary Learner Support'. The detail of how the Discretionary Learner Support Fund will work has still to be announced. Both student governors welcomed this announcement.

78. The staff governor invited governors to participate in the Higher education/Employment Day that is scheduled for 30th June 2011. A follow-up email will be sent to all governors with more details of the event.

DATE OF NEXT MEETING

79. Saturday 21 May 2011 @ 09.30 – Strategy Meeting in the New Boardroom, Coulsdon College and Tuesday 5 July 2011 @ 1830 for the next meeting of the Corporation.

The meeting closed at 19.50

Signed: _____ Date: _____
(Chairman)