



**APPROVED Minutes of the Corporation meeting held on Tuesday  
20 May 2008**

Meeting commenced at: 19.00

Meeting closed at: 21.02

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Members (13)				<u>Left</u> <u>Ret'd</u>
P Brown	✓			
M Dixon	✓			
R Dugdale (Vice Chair)	✓			
N Hainsworth	✓			
M Hopwood	✓			
C Jones	✓			
L Kent	✓			
R L'Amie	✓			
M Murray	✓			
D Quail	✓			
Dr Geetha Upadhyaya	✓			
<b>2 x vacancies</b>				
Staff Members (2)				
C Atkinson		✓		
M Damant	✓			
Student Members (2)				
T Johnson	✓			
Azma Razzaq	✓			
Principal				
J McAllister	✓			
In attendance				
J Stott (Clerk)	✓			
S Shaw (Deputy Clerk)	✓			

19:00 The Clerk welcomed members and explained that he would take the Chair until the appointment of the new Chair had been made.

Apologies had been received from Christine Atkinson.

The meeting was declared quorate and was able to commence.

**18/08 Disclosure of Financial and/or personal interest**

19:02

There were no disclosures of financial or personal interest.

**19/08 To agree agenda and order of business as circulated**

19:02

The agenda and order of business were agreed.

**20/08 (a) To appoint a Chair of the Corporation**

19:02

The Clerk explained that one nomination had been received for the position of Chair on behalf of Dr Bob Dugdale. Dr Dugdale had agreed that he was willing to take up the position.

*R L'Amie proposed the nomination of Dr Dugdale as Chair of the Corporation. This proposal was seconded by P Brown and approved by the Corporation Members present.*

The Clerk explained that Dr Dugdale's nomination would mean that nominations were sought for Vice Chair. He asked for nominations.

*M Hopwood nominated Dr Gheeta as Vice Chair. The nomination was seconded by M Murray and approved by the Corporation Members present.*

Dr Dugdale took the Chair and said that he would do his best in that position on behalf of the College.

**21/08 To agree the draft minutes of the meeting held on 11<sup>th</sup> March 2008**

19:05

The draft minutes of the meeting held on 11<sup>th</sup> March 2008 were agreed as a true record.

**22/08 Matters Arising**

19:07

(a) To endorse the 8<sup>th</sup> Edition of the Corporation Code of Conduct. The Clerk explained that this document had been emailed to all Members wherever possible. There had not been significant changes to the Code other than to bring it in line with the new Instrument and Articles. The Corporation Chair asked members to endorse the Code of Conduct. By so doing, the Members were agreeing to respect the Code of Conduct in their work as Governors to the College.

*Members agreed to endorse the 8<sup>th</sup> Edition of the Corporation Code of Conduct and to be bound to its terms.*

- (b) At page 2, paragraph 2, the Clerk said that he was still able to collect contributions for Mick Brannan in order to make a formal acknowledgement and give thanks for his contribution as Chair.
- (c) At page 5, item 06/08, Asma Razzaq confirmed that the students had made progress towards establishing a staff award. Nominations would be made at the beginning of June. A student panel would be constituted with representatives from all academic sectors and decisions would be made, not on the quantity of votes but on the justifications and reasons given for the staff member's nomination.
- (d) At page 10, 13/08, (iii), it was noted that the Corporation Policy on Public Access to meetings had been published on the College Website and in the "Ambitions" prospectus.

**23/08**  
19:11

### **To consider reports and proposals from Committees**

#### **(a) Finance and General Purposes Committee held on 6<sup>th</sup> May 2008**

The Chair of the Finance and General Purposes Committee presented the draft minutes of the meeting held on 6<sup>th</sup> May. He drew Members' attention, in particular, to the following: -

- (i) Item 16/08, page 2, the consideration of the bi-monthly Management Accounts for the period to March 2008 and in particular the Accounting ratios table on page 4.
- (ii) Item 17/08, page 5, the consideration of the updated 3-year Financial Forecasts and in particular the summary of the overall 3-year position, in particular the forecasts for 2008-09 and 2009-10.
- (iii) Item 18/08, page 6, the review of the Treasury Management Policy.
- (iv) Item 19/08, pages 6-7, the receipt of the progress report on the operational effectiveness of the Risk Management Plan with respect to Financial issues.
- (v) Item 20/08, page 7, the briefing from the College Administrator on changes to the Local Government Pension Scheme affecting support staff and how the Committee had found that the new scheme appeared to be more advantageous than the old scheme.
- (vi) Item 21/08, page 7, that the F&GP Committee had agreed the letting charges to apply for the period 1<sup>st</sup> August 2008 to 31<sup>st</sup> July 2009 and that these had increased by 3%.
- (vii) Item 22/08, page 8, that the F&GP Committee had approved, in principle, an arrangement for the College to enter into a Partner Provider arrangement with a local training company.

The Principal clarified that, under the new "Framework for Excellence" arrangements within which Colleges would be required to work, a degree of flexibility would be required in the workforce in order to meet the demands of employers for training. This may require working with third party training and assessing companies. She explained that Management were currently in negotiations with

a local company following F&GP approval to use the model contract for this type of arrangement that Corporation had approved early in 2006. College Management would return to the Corporation in the summer with a firm request for approval of the commercial arrangement when negotiations were completed. Until that time, the details of the arrangement would remain commercially confidential.

The minutes were received.

**(b) Finance and General Purposes Committee held on 13th May 2008**

The Chair of the F&GP Committee presented the draft minutes of 13<sup>th</sup> May. He asked Members to note:

- the training item on Capital Project Funding provided by the College's bank
- the ensuing discussion reported in the minutes
- the general principles agreed regarding arrangements for F&GP Committee and Estates Committee in scrutinising different aspects of the project.

The Principal explained that the College had hoped to be able to present the Application in Principle to the Corporation in the summer. The main delay currently was concerned with site purchase. A brief discussion then took place about how a decision on the Application in Principle might be progressed through Corporation.

The minutes were received.

**(c) Audit Committee held on 15<sup>th</sup> April 2008**

19:27

The Chair of the Audit Committee presented the draft minutes of the last meeting and Members noted that Mick Brannan had joined the Committee as the external co-opted Member.

Members noted:

- (i) Under item 05/08, page 1, the consideration of the provisional Internal Audit Report and that the grade of "outstanding" was achieved for Strategic Planning, Curriculum Planning and Risk Management and the grade of "Good" for IT Physical Security and Environmental Controls.
- (ii) Under item 06/08, page 2, the acknowledgement that the external auditors had achieved all the agreed performance indicators.
- (iii) Under item 07/08, page 3, the receipt of the progress report on the Risk Management Plan.
- (iv) Under item 08/08, page 3, the report on the progress in implementing the Internal Auditor's recommendations.
- (v) Under item 09/08, page 4, the consideration of the Terms of Reference and training needs of the Committee.

The minutes were received.

24/08  
19:29

## **To receive the notes of the Student Affairs Committee held on 21<sup>st</sup> April 2008**

The Chair of the Student Affairs Committee asked Members to receive the notes of the Student Affairs Committee held on 21<sup>st</sup> April. Members were asked to note:

- (i) Under item 12/08, page 1, the update on various matters arising, in particular the concerns regarding access to computers in the Study Centre and the students' suggestion for a "Staff Award" to acknowledge the support received from staff.
- (ii) Under item 13/08, the comments from students, in particular, the students' charity fund raising plans.
- (iii) Under item 15/08, the discussion on the value perceived by students of the location of the College.

The minutes were received.

The Chair of the Committee said that she and another Corporation Member had consulted students about their views on the College's "heritage site" and what they felt about the College's historic infrastructure. She reported that students had agreed that the College's Saltaire base was an asset. Students had commented on the friendliness of the College and how they felt "safe" at the heart of a thriving but small community. The Student Governors concurred with this view.

Another Corporation Member distributed some copies of publicity and advertising to illustrate the high profile that Saltaire's World Heritage status had acquired. She expressed her view that Saltaire had always been a centre for the entrepreneurial spirit and that it was entirely appropriate for a 21<sup>st</sup> century College to have its base in the village. She wished to encourage the College to capitalise on the village's entrepreneurial heritage.

It was noted that a further Student Affairs Committee had been held on 19<sup>th</sup> May and that the minutes to this meeting would be considered by the July Corporation. However, the Chair of the Committee wished to give a verbal update as a result of the latest meeting.

It was noted that further discussions had been held around the students' request for a "prom" event. The Principal explained that she had decided to give her support to the initiative provided that the issues of security and health and safety could be managed. The Student Governors explained that they were continuing to research and plan a future event and further reports would come to Corporation.

The Chair of the Committee finished her report by mentioning the plans that the Students had to organise a team building event in the autumn term.

25/08  
19:47

## **To receive a copy of the draft minutes of the Academic Board meeting held on 14<sup>th</sup> May 2008**

The Principal presented the draft minutes of the Academic Board held on 14<sup>th</sup> May 2008.

Members noted:

- (i) The consideration of the progress on the College's Action Plan arising from the 06-07 Self-Assessment Report. She drew Members' attention in particular to the actions being introduced to address the consistency of systems to support adult learners in the community and at work (many of whom were working part-time). She also drew Members' attention to the concern about retention in the College's Year 2 BTEC National cohorts. She referred to the Students' opinion that a prom event may help to bolster retention rates. However, she stressed that many of the reasons for poor retention were due to personal circumstances. In respect of the other major area of concern – lack of sports facilities – the Principal reminded Members that this was being addressed by the College's Property Strategy.
- (ii) Under item 05/08, the Principal drew Members' attention to the discussion of the Student Diversity Report and the observation that Bangladeshi students appeared to be performing less well than other groups.
- (iii) Under item 06/08, the consideration of the Equality and Diversity Policy and how the College would demonstrate its opposition to discrimination and would expect partners and contractors to do the same.
- (iv) Under item 07/08, the consideration of progress on implementing the Gender Equality Scheme.
- (v) Under item 08/08, the agreement to refer the Employer Charter to the relevant Assistant Principal for updating.
- (vi) Under item 10/08, the agreement that a final version of the "Emergency Evacuation Procedure" for use during examinations should be considered and approved by SMT.

*The Principal agreed to make the minute clearer at page 3 under item 05/08 regarding the comparative data descriptions for the retention reports and that this would be presented to the next Academic Board for approval.*

26/08  
19:56

## **To consider an update on the preparation of the Capital Project Application in Principle**

The Principal referred Members to the update report which had been circulated with the meeting papers and referred to recent consultations with staff likely to be affected by relocation.

The Principal then outlined some of the risk elements of the scheme, particularly in relation to potential time slippages. She explained that this item would henceforth be a regular item on Corporation agendas.

The Corporation Chair asked how the College was planning to manage additional revenue spend requirements in relation to the new builds and campus re-design. The Principal explained that the rents payable to the Salt Foundation were currently a large revenue outlay and so successful lease negotiation as part of the capital project would free up revenue spend. Also the project assumed additional income from increased student numbers.

Another Member asked about the extent to which income would need to increase and the Principal explained that the increase represented approximately 200 additional students.

Another Member suggested that outline planning permission could be sought as soon as a site was identified.

The Principal reminded Members that the 13<sup>th</sup> May special F&GP Meeting had considered funding-related aspects of the Project and that the 10<sup>th</sup> June Estates Committee would consider design-related aspects of the project.

The update was received.

**27/08**  
20:08

### **To continue to progress the updating of the Strategic and Development Plans**

The Principal took members through the detail of the update on progress by the College towards its 07-08 Annual Development Plan. She explained that the Annual Development Plan was required by the LSC and that the College needed to report on its progress towards agreed targets.

She reported good progress in most areas. In particular, she drew Members' attention to the likelihood that the College would achieve its 16-18 FTE (Full Time Equivalent) student numbers. She also explained that improvements on 06-07 success rates were being pursued but that Level 2 and Level 3 were likely to be disappointing due to the poor retention at these levels.

She indicated that the College would over-achieve its 19+ Full Level 2 targets but that the 19+ Skills for Life target was likely to be underachieved.

Members noted that the College continued to participate actively in 14-19 Confederation issues and were pleased to note that the College had been successful in a Specialist Diploma bid for Land-based and Environmental Industries, due to commence from September 2009.

The Principal reminded members that, in general terms, the College retained its commitment to a broad-based curriculum that would appeal to both 16-18 learners and adults. She explained that the College was trying to increase its Level 4 provision. Some adult provision had been moved into the "independent" programme.

The Principal explained that the College was currently involved in applying for the new "Training Quality Standard" with a number of curriculum areas "in scope". This was a necessary part of responding to the Leitch agenda of developing a World Class FE system.

In relation to standards of teaching, it was noted that 16% of teachers had achieved a top Grade 1. 153 out of 165 staff had now registered with the Institute for Learning.

**28/08**  
20:31

**To consider an update on the Victoria Hall Managing Agency and a proposal to continue for a further period of time**

The Principal presented the report on the Managing Agency for Victoria Hall and commended the work put into this by the Victoria Hall Manager, the Estates and Facilities Manager and the Head of Finance.

Members noted the costs of managing Victoria Hall on behalf of the Salts Foundation and the benefits of occupying the basement of the Hall and having preferential booking rates on some rooms.

*Members agreed to the general principle of extending the Managing Agency for Victoria Hall for a further 5 years. It was agreed that the College would review the management fee with the Chair of Corporation and the F&GP Committee prior to putting a formal proposal to the Salts Foundation. This would enable the Corporation to consider the item again in July for a final decision.*

**29/08**  
20:44

**To receive a progress report on the operational effectiveness of the Risk Management Arrangements**

The Principal presented this item. She asked Members to note:

- (i) That this was the second report this academic year to the full Corporation.
- (ii) That this report provided an overview of the operations of the arrangements since then and that the Audit Committee had already considered the report at its May meeting.
- (iii) That the Risk Register, Risk Management Plan and Risk Mitigation Programme had been kept under review since they were approved by Corporation in July 2007.
- (iv) No recommendations for improvement had been made by the internal auditor during their March 2008 visit.
- (v) The status of each of the risk factors recorded as "significant" in the Register (cross-referenced to the numbering of the Risk Management Plan July 2007).

The report was received.

**30/08**      **To review the Equal Opportunities Policy (parts 1 and 2) in line**  
 20:46      **with the Race Relations (Amendment) Act**

The Principal presented this item.

Members noted the amendment suggested by Academic Board to incorporate the expectation of non-discriminatory behaviour from contractors and partners and agreed its inclusion.

*With the above amendment, the Corporation re-affirmed the Equality and Diversity Policy (parts 1 and 2).*

**31/08**      **To consider the Termly Finance Monitoring Report**  
 20:47

The Principal introduced the item and asked members to receive the report, noting the forecast financial indicators as reported to the F&GP Committee at its meeting on 6<sup>th</sup> May as follows: -

	<i>31/03/08</i>	<i>Target</i>	<i>31/03/07</i>
<i>Retained (deficit)/surplus as a percentage of income for the period</i>	<i>2.1%</i>	<i>Positive</i>	<i>(2.8%)</i>
<i>Cash days in hand</i>	<i>27.3</i>	<i>25</i>	<i>6.17</i>
<i>Current ratio</i>	<i>1.21</i>	<i>1.5</i>	<i>0.91</i>
<i>General reserve as a percentage of forecast total income for the year (excluding release of deferred capital grants)</i>	<i>7.9%</i>	<i>5</i>	<i>4.5%</i>
<i>Loans as a percentage of reserves</i>	<i>nil</i>	<i>Below 50%</i>	<i>1.6%</i>
<i>Staff costs as a percentage of income (excluding redundancy)</i>	<i>70.4%</i>	<i>N/a</i>	<i>75.5%</i>

Members noted the Forecast Financial Indicators as at March 2008 and the assumptions incorporated into current forecasts.

Members noted that the financial health of the College was rated at Band A.

The Principal reminded members that two major risk areas were the uncertainty about the effect of the new demand-led funding methodology to be introduced during 2009 and the fact that the SRIP funding would finish in 2009-10 and a replacement funding source would be needed.

The report was received.

**32/08**  
20:51

**Membership: to fill vacancies on Committees**

The Clerk presented a paper outlining the vacancies in Committees and asked for nominations.

The following nominations were received and agreed with immediate effect:

- Dr Dugdale to move from Audit to F&GP Committee
- Dr Dugdale to join Estates Committee
- Phill Brown to join the Remuneration Committee
- Margaret Damant to join the Curriculum and Quality Committee
- Chris Jones to join the Search Committee

The following vacancies remained unappointed to:

Audit Committee – 1 vacancy  
Human Resources – 1 vacancy

**33/08**  
20:57

**(i) To consider subjects for Member training**

Members were asked to note the following training items:

- 10-jun-08 Estates Committee – Environmental and Sustainability issues for an FE College
- 10-Jun-08 Human Resources Committee – Briefing on the Local Government Pension Scheme that took effect from 1<sup>st</sup> April 2008
- 17-Jun-08 Curriculum and Quality Committee – Briefing on the Development of Specialised Diplomas
- 01-Jul-08 Corporation – Briefing on the new Funding Methodology.

**(ii) To consider whether there are any individual member training needs**

Members were asked to send requests to the Clerk or Deputy Clerk.

**34/08**      **Insurance Renewal: to consider whether any Member is aware of**  
20:58      **any circumstance or incident that may give rise to a claim**

Members noted that this request related to the College's insurance arrangements for Governors' Liability.

*Members declared that they were not aware of any circumstance or issue that might give rise to a claim.*

**35/08**      **Chair's Report**

20:59

The Chair had nothing additional to report.

**36/08**      **Principal's Report**

20:59

(a)      Details of future events

An Art Exhibition would be running in the Exhibition Hall between 16<sup>th</sup> to 18<sup>th</sup> June. Further details would be sent to Governors.

(b)      To receive information on LSC updates

The LSC updates for January to May were received.

**37/08**      **Any Other Business**

21:01

(a)      Dates of Corporation meetings to December 2008

- Tuesday 1<sup>st</sup> July 2008 (Training and Development)
- Tuesday 22<sup>nd</sup> July 2008
- Tuesday 7<sup>th</sup> October 2008
- Tuesday 14<sup>th</sup> October 2008 (Training and Development)
- Tuesday 16<sup>th</sup> December 2008

Meetings to commence at 7pm.

The meeting closed at 21:02pm.