



**Draft Minutes of the Corporation meeting held on Tuesday  
9 October 2007**

Meeting commenced at: 19.00

Meeting closed at: 20:58

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (6)				<u>Left / Ret'd</u>
M Brannan (Chair)	✓			
D Quail	✓			
M Dixon	✓			
P Brown	✓			
N Hainsworth		✓		
C Jones	✓			
Coopted Members (3)				
M Hopwood	✓			
M Murray	✓			
R Dugdale (Vice Chair)	✓			
Staff Members (2)				
C Atkinson	✓			20:40
M Damant	✓			20:40
Student Members (2)				
S Jennings	Absent			
1 x vacancy				
Local Community Members (3)				
L Kent	✓			
Dr Geetha Upadhyaya		✓		
1 x vacancy				
Local Authority Members (1)				
R L'Amie	✓		19:04	
Principal				
J McAllister	✓			20:50
In attendance				
J Stott (Clerk)	✓			20:50
S Shaw (Deputy Clerk)	✓			20:43
Student Observer:				
T Johnson	✓			20:40

Mick Brannan took the chair and welcomed members. Introductions were made for the benefit of the new member, Chris Jones.

**62/07 Disclosure of Financial and/or personal interest**

19:02

Members of staff declared a financial interest under item agenda item 5(a) (66/07(a) of these minutes) in respect of a recommendation for the 2007-08 pay rise. There were no other disclosures of financial or personal interest.

**63/07 To agree agenda and order of business as circulated**

19:02

The Principal explained that a Remuneration Committee meeting had been held on 3<sup>rd</sup> October and requested that a confidential paper and proposal for senior postholder salaries be considered under "Any Other Business".

The Chair agreed that this item and item 11 concerning the annual review of confidential papers should be considered taken at the end of the meeting following the departure of staff and student members.

This change is reflected in these minutes.

With this change, the agenda and order of business were agreed.

**64/07 To approve the minutes of the meeting held on 24<sup>th</sup> July 2007**

19:03

The minutes were approved as a true record.

19:04 Roger L'Amie arrived.

**65/07 Matters arising from the minutes of the 24<sup>th</sup> July meeting**

19:04

(a) Page 4 and top of Page 5, 43/07(e), a member asked for a progress report on whether an assessment had been made as to how to deal with a total failure of the electricity supply.

The Clerk explained that he, the Head of Estates and Facilities and the Head of ILT Services had visited Manor Coatings' Disaster Recovery Room. This had been useful and the Head of Estates and Facilities had set up a meeting with an electrical contractor to establish how to deal with a long term power failure. In addition, a review of the critical systems to be maintained in the event of a total power failure was also in hand. Members noted the progress made.

66/07  
19:09

## To consider reports and proposals from Committees

### (a) Finance and General Purposes meeting held on 2<sup>nd</sup> October 2007

The minutes of the Finance and General Purposes Committee were tabled due to the postal strike. The Chair of the Committee presented the minutes and asked members to note the following: -

- (i) the consideration under page 3, 61/03 of the Draft Year End Accounts for the period to 31 July 2007, the improved accounting ratios on page 6 and, in particular, that the end of year position showed a retained surplus of £26k before decisions on pay rises.
- (ii) that the total income for the year was £7,122k, compared to a budgeted income of £7,383k, representing a reduction of £261k against the budget.
- (iii) the financial forecast update at page 6, 62/07 of the minutes and, in particular, the summary of the overall forecast position.
- (iv) at page 2, 60/07 the recommendation to the Corporation for staff pay rises during 2007-08. The Chair of the Committee outlined the discussions held at the meeting and presented the recommendation to Corporation a small improvement on the AoC offer.

In response to a question from a member about the financial impact of implementing the pay rise, the Principal explained that the effect of backdating the pay rise to 1<sup>st</sup> July would be to reduce the 06-07 year end surplus by about £9k. The remaining proposal would not have a significant impact on 07-08. The main impact would be felt in future years. She explained that the Finance and General Purposes Committee had closely considered the impact and felt that the proposal was affordable. Members were concerned that the pay rise should ensure that staff were restored to the pay level that they would have been on had the 11 month freeze not occurred during 06-07. The Principal confirmed that this was the case.

*The Corporation then approved the implementation of the 07-08 pay rise as follows: a 2.5% increase, backdated to 1<sup>st</sup> July 2007, followed by a further 0.5% increase with effect from 1<sup>st</sup> February 2008.*

- (v) The Corporation noted the progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues at page 7 of the minutes, item 63/07.
- (vi) The Corporation noted the positive balance in the Student Union end of year accounts to 31<sup>st</sup> July 2007, item 64/07 of the minutes and encouraged the Union to come up with ideas to spend some of this balance.

The minutes were received.

19:25

**(b) Minutes of the Search Committee held on 26<sup>th</sup> September 2007**

The Chair of the Corporation asked members to:

- (i) note the apologies of Nigel Hainsworth for the October and December 2007 Corporations (page 1, item 15/07)
- (ii) note that elections would be held for the two positions of Student Governor following Reading Week (page 1, item 15/07(a))
- (iii) consider whether it remained helpful to retain the current categories of Governor or to move to a single External Governor category. The Corporation considered that the categories of Business and Community Governor were helpful in maintaining an even balance of expertise on the Corporation and it was decided to retain this (page 2, item 15/07).
- (iv) consider the recommendation to re-appoint members, subject to their agreement and, in the case of C Atkinson, G Upadhyaya and S Jennings to a decision of the relevant nominating body (page 2, item 16/07)

*Following consideration, the Corporation endorsed the recommendation to re-appoint C Atkinson, S Jennings, M Murray, M Hopwood, G Upadhyaya, P Brown and N Hainsworth, subject to their agreement, for a term to be decided by the Clerk.*

*Members considered and agreed the proposal made by the Principal to permit G Upadhyaya temporary leave of absence from the Corporation if she would still consider attending the Curriculum and Quality Committee.*

*Members considered and agreed to re-appoint Mick Brannan as a member of Corporation on expiry of his term of office for a term to be decided by the Clerk.*

- (v) Members noted the request that Members let the Deputy Clerk know about any College events that they attend during the year so that a record could be kept for audit purposes.
- (vi) Members noted the discussion and review of the Corporation's Performance Indicators for 2006-07 and agreed to consider further at item 10 of the agenda (71/07) below. They noted, in particular, that targets for attendance at Corporation and Committees had been met at 19 out of 28 meetings and that only one Committee meeting had not been quorate during 2006-07.
- (vii) Members noted the consideration of the outcomes of the 2007 Skills Audit and how it had been used to assist in the consideration of vacancies and the balance of the Corporation.
- (viii) Members noted the discussion regarding a possible co-optee of BME background to the Audit Committee and agreed to consider further at item 10 of the agenda.

- (ix) Members noted the figures for turnover of membership during 2006-07 compared with previous years.
- (x) Members decided to leave the terms of reference unchanged and to review when the new Instrument and Articles are published.

The minutes were received.

**67/07**  
19:32

### **To fill vacancies on Committees**

The Clerk presented the item and asked Members to consider whether they could take on additional Committee responsibilities. Malcolm Dixon explained that he would like to withdraw from the Human Resources Committee and would like to take up one of the Estates Committee vacancies.

*Following discussion, Members were appointed to Committees as follows:*

*Phill Brown and Lynne Kent to join the Human Resources Committee  
Malcolm Dixon and Phill Brown to join the Estates Committee  
Bob Dugdale to join the Search Committee  
Chris Jones to join the Curriculum and Quality Committee*

*Malcolm Dixon to withdraw from the Human Resources Committee*

*Members considered and agreed to look to appoint an external co-optee of Black or Minority Ethnic background as a Member of the Audit Committee.*

*With reference to other College Committees on which Governors serve, it was agreed that Christine Atkinson should join the Health and Safety Committee on which she had previously served as Support Staff Member and that Marjorie Hopwood should join the Student Affairs Committee.*

**68/07**  
19:36

### **To consider the updated Strategic Plan**

The Principal presented the item and explained how the annual cycle of the update of the Strategic Plan worked. She explained that the long tradition of the involvement of the Corporation in the College's strategic planning was a strength.

Members noted that all updates agreed by the Corporation during the 2006-07 academic year would be incorporated into the final version.

Members noted that Part 2 (the Needs Analysis) had been further updated on the basis of more recent data, in particular, that which had been included in the Property Strategy document.

Members noted that changes had been made to the Operating Statement (Part 6).

In response to a question the Principal explained the various Funding Council requirements in the past regarding the content of the Strategic Plan. A lively discussion ensued during which the identification of the target readership was duly considered.

*It was agreed that a short summary version should be produced for the benefit of staff, the Governors and learners.*

**69/07 To receive a Termly Finance Report to Corporation at September 2007**

19:56

The Principal presented the item.

Members noted that the two sections of the report – the actual ratios for the year 2006-07 and the forecast financial indicators were as reported to the Finance and General Purposes Committee on 2<sup>nd</sup> October.

Members noted the surplus for 06-07 of £26k compared to the budgeted surplus of nil. It was noted that, at this point in 2006, the College had a retained deficit of £257k. They also noted that the current ratio for 06-07 was 1.14 (compared to the target of 1.5) and the improvement in staff costs as a percentage of income at 72.6% compared to 75% in 2005-06. Cash days for 06-07 were 32.6 and the General Reserve as a percentage of income for 06-07 was 6.8% (1.8% over the target of 5%).

Members noted the forecast financial indicators as at September 2007 as follows:

Ratio (all stated excluding pension reserves as appropriate)	2007-08	2008-09	2009-10
Total income (excluding release of Deferred Capital Grants)	£7,098k	£6,929k	£7,024k
Total income (including released Deferred Capital Grants)	£7,237k	£7,037k	£7,107k
Total expenditure	£7,228k	£7,026k	£7,091k
Retained Surplus / (Deficit)	£13k	£15k	£21k
I/E Acc Balance (General Reserve)	£488k	£503k	£524k
Cash Balance	£3,387k	£340k	£397k
Retained Surplus as % of income	0.2%	0.2%	0.3%
I/E Acc Balance (General Reserve) % Income	6.9%	7.3%	7.5%
Current Ratio	1.13	1.19	1.24
Cash Days in Hand	19.9	17.9	20.6
Payroll as % of Income	74.9%	75.8%	76.5%
Net Catering Income	£(31)k	£(28)k	£(28)k

The list of assumptions incorporated in the forecasts was noted. It was noted that the next report to Corporation would be updated for the cost of pay rises.

Members noted that the overall financial position had now returned to Band A and that the Management Plan to further Effectiveness and Efficiency was kept under review.

The report was received.

**70/07**  
19:59

**To consider a report on Student Views (May 2007)**

The Principal presented the report and explained that it consisted of four parts (two at induction in August 2006, two at exit in May 2007). In each case, there was a 5-year comparative report and a benchmarking comparison of the outcome of the Autumn 2006 survey with the average outcome of 155 colleges participating in the survey.

Members noted the favourable outcomes of the reports as a whole and that areas of downward trend were being investigated.

**71/07**  
20:04

**To receive a report on the previous year's Performance Indicators for the Corporation**

The Clerk presented the report.

Members agreed to receive the report which had been fully considered by the Search Committee at its 26<sup>th</sup> September meeting.

**72/07**  
20:05

**To consider the College's Annual Health and Safety Report**

The Principal introduced the item. She asked members to note that the Committee had met on three occasions during the previous academic year. Members were asked to note the significant matters at 1a to 1n and that there had been one reportable accident during the year.

Members received what they considered to be a very comprehensive and helpful report. They noted that the Health and Safety Officer had now taken up another position. A new appointment had already been made.

In response to a question, the Clerk confirmed that Corporation Members' governors' liability insurance would cover members in the event of new legislation as long as they had acted in good faith and with a reasonable level of skill and care.

The report was received.

**73/07**  
20:08

**To receive a copy of the Student Planner (ref: item 84/07 of the Corporation minutes of 24<sup>th</sup> July 2007)**

The Principal commended the Student Planner to Corporation members and explained that the size had been changed this year in response to student requests. There had also been an attempt to make the language more accessible for students. The Student Observer commented that, in his opinion, the new style Planner was an improvement on the previous version.

**74/07**  
20:10

**To receive reports in respect of:**

The Principal presented the reports and the Corporation noted the following: -

**(i) 2006-07 – Funding and Retention**

- (a) in respect of funding, the provisional reports showed that the College had over-achieved its LSC funding target by 4.73%, over-achieved its 16-19 learner numbers target by 3.16%, under-achieved its 16-19 Full Time Equivalent target by 1.24%; over-achieved its 19+ learner numbers target by 0.33% and over-achieved its 19+ Full Time Equivalent target by 2.6%.
- (b) in respect of retention, the provisional report indicated that the College had achieved overall retention of 85%, 1% below the benchmark (within the College target range of 84-87%).

**(ii) 2007-08 – Enrolment**

- (a) in respect of the provisional enrolment report, it was noted that some enrolments had yet to be processed. Despite this, it was noted that major programme enrolments were set to meet targets. It was too early for a clear picture in respect of part-time 16-18 and 19+ courses. The Principal drew to the Corporation's attention a recent letter from an adult student concerning the increase in fees. She indicated that fee increases may have affected adult independent programme enrolments. She explained that further updates would be given to Corporation as the year proceeded.

A discussion followed during which various suggestions were made as to alternative sources of funding for the adult programme. These were noted by the Principal.

The reports were received.

**75/04**  
20:25

**To consider a proposal to form a "Friends of Shipley College" Network**

The Principal presented a draft proposal for the creation of a "Friends of Shipley College" and asked Corporation Members for their initial views. Members made a number of suggestions, including;

- (a) offering some form of incentive or "privilege" to members;
- (b) having an over-arching campaign on which to fund-raise;
- (c) ensuring that the volunteer framework for the "Friends" is well-coordinated from the beginning;
- (d) the possibility of contacting previous students to become an "alumni" association;
- (e) to avoid over-burdening existing staff resources.

**76/07**  
20:35

### **The Chair's report**

The Chair reported that there would be a Members' visit in early November. Members were asked to contact the Deputy Clerk with their availability. The visit would look at media suite adaptations and the new server room as well as visiting Student Services and staff.

It was suggested that another visit, focussing on the Horticulture work of the College, might be organised during the Spring Term.

The Chair reminded Members that the Awards Evening would take place on 23<sup>rd</sup> November.

The report was received.

**77/07**  
20:38

### **The Principal's report**

- (a) The Principal reported that she had been invited as one of 3 West Yorkshire College Principals to meet with Bill Rammell (Minister of State Lifelong Learning, Further and Higher Education at the Department for Innovation, Universities and Skills). Park Lane and Wakefield Colleges had also been represented. During the meeting, the Minister had emphasised the Government determination to move further funding from adult education into the key areas of Adult Level 2/3 and 16-18 education as key priorities. A clear lead was being given for the promotion of adult skills. The Principal had impressed upon the Minister the need for Colleges to retain their Corporate identity despite the future re-direction of 16-19 funding from the LSC to the Local Authorities.
- (b) The Principal presented the list of LSC Circulars received since the last meeting.
- (c) The Principal reminded Members that the Training and Development Evening on 16<sup>th</sup> October would cover the subjects of (i) the services provided by Careers Bradford, and (ii) the "machinery of government" changes and a discussion about their implications for Corporations.

The report was received.

20:40

All Staff and Student Members except The Principal, the Clerk and the Deputy Clerk withdrew from the meeting.

**78/07 Confidential Item: To undertake the annual review of all confidential papers, minutes and decisions of the Corporation during 2006-07 and any carried forward from 2005-06**

20:42

The Corporation Chair proposed that all papers containing the name of a person or a salary should remain confidential.

Members agreed to this proposal and requested that the Clerk release all other minutes and papers into the public domain.

20:43

The Deputy Clerk withdrew from the meeting.

**79/07 Any other business**

20:43

**a) Confidential Item: To consider a proposal for senior postholder salaries following the Remuneration Committee held on 3<sup>rd</sup> October**

The Principal introduced the item and the withdrew from the meeting with the Clerk.

20:45

**Confidential Minute.**

**b) Dates of Corporation Meetings scheduled to December 2008.**

- Tuesday 16 October 2007 (Training and Development)
- Tuesday 18 December 2007
- Tuesday 11 March 2008
- Tuesday 20 May 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

The meeting closed at 20:58pm