



**Minutes of the Corporation meeting held on  
19 May 2009**

Meeting commenced at: 19.01

Meeting closed at: 21.05

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 (Chair)	✓			
N Hainsworth		✓		
M Hopwood	✓			
C Jones	✓			
L Kent	✓		19.02	
R L'Amie	✓			
M Murray	✓			
M A Awan	✓			
G Upadhyaya (Vice Chair)	✓			
<b>2 x vacancies</b>				
Staff Members (2)				
C Atkinson		✓		
M Damant	✓			20.55
Student Members (2)				
Azma Razzaq	✓		19.19	20.55
<b>1 Vacancy</b>				
Principal				
J McAllister	✓			
In attendance				
J Stott (Clerk)	✓			20.55

- 23/09**  
19:01      **Disclosure of Financial and/or personal interest**
- Dr L'Amie declared an interest in agenda item 9.
- 24/09**  
19:01      **To agree agenda and order of business as circulated**
- The agenda and order of business were agreed.
- 25/09**  
19.02      **To agree the minutes of the meeting held on 17<sup>th</sup> March 2009**
- The draft minutes of the meeting held on 17<sup>th</sup> March 2009 were agreed as a true record.
- 26/09**  
19.02      **Matters Arising**
- a) 06/09 c) The Principal reported the 2009/10 allocation was likely to be more or less as forecast.
- b) 15/09 iii) The Clerk outlined the various methods he had tried to attract new members, including mail shots to local Accountants, a letter to Bradford Chamber of Commerce, a letter to the Clerk's of the three merged Leeds Colleges. The Chair informed the meeting of a possible new member and asked the Clerk to forward details to the person. He also asked members to notify the Clerk of anyone they new who maybe interested in joining the Corporation. It was agreed for the Clerk to write to the Directors' of Finance at Bradford Council, Bradford Teaching Hospital, Bradford Health Trust and Bradford PCT.
- 27/09**  
19:09      **To agree the draft minutes of the Special meeting held on 1<sup>st</sup> April 2009**
- The draft minutes of the special meeting were agreed as a true record.
- 28/09**  
19:09      **Matters Arising**
- a)      The Principal informed the meeting that the new Principal, Navtej S Chohan, would be starting on the 6 July 2009.
- 29/09**  
19:10      **To consider reports and proposals from Committees**
- (a)      Finance and General Purposes Committee held on 12<sup>th</sup> May 2009**
- The Chair of the Finance and General Purposes Committee presented the draft minutes and drew Members attention, in particular, to the following:
- 30/09 b) it was reported that it had not been considered necessary to open a voluntary severance scheme for staff.
  - 30/09 d) the Principal's schedule of planned handover meetings with the new Principal and the plans for the Principal's leaving events on the 1 July for Stakeholders and the 3 July for staff.

- 31/09 the consideration of progress relating to the capital project and in particular, that there is to be a joint F&GP and Estates Committee to consider any proposals relating to the possible acquisition by the College of 3 temporary classrooms to address the College's accommodation shortage.
- 32/09 the consideration of the bi-monthly Management Accounts for the period to March 2009.
- 33/09 the consideration of the updated 3-year Financial Forecasts.
- 34/09 the review of the operation of the Treasury Management Policy
- 35/09, the receipt of the progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues and in particular, the risk, as already reported to the Corporation, relating to any failure in the future to find alternative funding for late 09/10 to replace the SRIP funds. The forecasts assume the removal of expenditure to balance the loss of this income stream, if alternative sources of funding cannot be found.
- 36/09 that the F&GP Committee agreed the letting charges to apply for the period 1 August 2009 to 31 July 2010, together with a restructuring of the charges into 3 categories-a community rate, a standard rate and a commercial rate.

The minutes were received.

#### 19:22 (b) **Audit Committee held on 21st April 2009**

The Chair of the Corporation asked Members to note, in particular, the following:

- 04/09 the Head of Finance's explanation that feasibility costs of the Capital Project would have to be capitalised if the Project did not proceed.
- 05/09 the very detailed and informative presentation to the Committee by the Head of Registry and Information Services regarding student data audit requirements.
- 06/09 the Committee's consideration of the Internal Audit Report on the February 09 Visit and the successful outcome of that Audit. The grade of Outstanding was given to the aspects of Governance and Risk Management examined.
- 07/09 the initial consideration of the Internal Audit Plan for 09/10.
- 08/09 the review of key performance indicators set for the Internal Auditors and that, in the view of the Head of Finance, all the indicators had been met.
- 09/09 the Committee's consideration of the progress report on the operational effectiveness of the Risk Management Plan and in particular, the measures taken in April to mitigate against further problems arising from the installation of new network storage.
- 10/09 the Committee's consideration of the College's progress in implementing the Auditors' recommendations.
- 11/09 the consideration of a progress report on the Partner Provider arrangement with Bradford & Airedale Care School. The two quality audits undertaken by the College had gone well. It was also noted that a recent agreement with an additional potential partner for NVQ Level 2 Road Passenger Vehicle Driving had not been progressed, as the LSC cannot now fund the College in excess of its target for Employer Responsiveness provision.

The minutes were received.

**19.23 (c) Remuneration Committee held on 1 April 2009**

The Chair of the Corporation reported that the minutes of the Remuneration Committee were reported to the Special Corporation Meeting held on the 1 April.

The minutes were received.

**30/09  
19:23 To receive the notes of the Student Affairs Committee held on 30th March 2009**

Lynne Kent, Vice Chair of the Student Affairs Committee, asked Members to receive the notes of the Student Affairs Committee and note, in particular:

- 07/09 update on various matters arising, in particular the perception of some improvement in Catering provision, progress with the organisation of a College Prom, and the discussions relating to facilities for student activities.  
The Student Governor updated the meeting on further progress that has been made in the organisation of the Prom
- the comments from the students on PSD and on effective ways of contacting students and the College's moves to standardise the involvement of student representatives at course team meetings. It was reported that the Section Leaders had been given additional responsibilities to monitor and review PSD activity.
- 08/09 the discussion on difficulties with one of the vending machines.

The minutes were received.

She went on to report on the meeting of the Student Affairs Committee meeting held on the 18<sup>th</sup> May and explained that the notes would be presented to the July Corporation meeting. She drew Members' attention to:

- improved and wider publicity for enrichment activities
- the concern over spitting and that the health consequences of spitting would be included in the Student Induction in September.
- following research some of the reasons students leave College were noted. These included, students attend College for their EMA and not the Course, they followed friends who left and boredom when they were not in class.

**31/09  
19:29 To receive consider progress in the Capital Project Property Development**

The Principal introduced the document entitled "An illustrated outline of Shipley College's Capital Project" and explained that the document had been used to increase the profile of the College locally, regionally and nationally.

She asked Members to note:

- that the design work in readiness for the submission of the Application in Principle (AiP) is nearly complete.
- that the work of the Quantity Surveyors is similarly well advanced.
- that the College will soon be in a position to begin the detailed Investment Appraisal calculations which will then be scrutinised and carefully considered by F&GP. Joint meetings with the Estates Committee are also planned.
- that negotiations between the respective agents of the College and the Salt Foundation are now underway and that there remains the intention that, if possible, these should be concluded by the end of the calendar year. It was reported that the LSC would be considering, on the 22 May, whether or not Shipley College has a special case for capital funding to help with the lease premium element of the project.
- that significant delays are expected in relation to Capital Projects in light of the over-commitment of the 08/09 and 09/10 national capital budget. A prioritisation assessment exercise of high priority projects capable of passing a stringent "readiness" test is currently being undertaken by external consultants. The outcome will be considered nationally in early June. There will be a further round of assessment exercises early in the new academic year.
- that the Principal and the Head of Estates have been engaged in various activity to create pressure for the prioritisation of this College's capital project particularly in relation to the lease premium and the College's shortage of accommodation.
- that the local MP, Philip Davies, has been successful in securing a meeting in London between the relevant Minister, the Principal and himself to press the College's case.

In answer to a number of questions the Principal:

- explained that the College had been advised to present the capital project as one programme, but circumstances have changed, and it maybe necessary to deal with the lease premium, as a special case, separate from the rest of the project.
- informed the meeting that agents representing the College and the Salt Foundation had agreed a figure for a new 125 year lease.
- explained that she will be meeting with the Director of Regeneration on the 5 June to discuss the location for the Shipley new build.
- The Principal reported on the discussion at the F&GP meeting regarding the possible acquisition by the College of 3 temporary classrooms to address the College's accommodation shortage. She explained the proposal would be fully considered at joint meetings of the Estates and F&GP Committees at their meetings scheduled for the 2 June and the 23 June.

Following a discussion the Corporation agreed to delegate to the F&GP Committee, at their meeting on the 14 July, the power to act on any recommendation regarding the acquisition of 3 temporary classrooms.
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The report was received

**32/09**  
19:59

**To consider progress towards updating the Strategic Plan**

The Principal introduced the item and asked Members to note:

- that Parts 1 and 3 of the May 2009 Update of the 2007-10 Strategic Plan incorporate the outcome of the March Corporation's review of those elements of the Plan. At the March meeting Members agreed to reaffirm the Mission, Core Values and Strategic Direction of the College and to retain the current Strategic Objectives.
- that Part 2 will be updated later in the year as appropriate when updated statistics are acquired.
- that the July Corporation will consider Parts 4 and 6.
- that, in line with the Corporation's annual schedule of Strategic Planning, the June meetings of the Human Resources and Curriculum & Quality Committees will review the remaining elements of Part 5, as appropriate .

The Principal went on to outline the changes made to Part 5a and 5b noting that, regarding the suggestion made at the March meeting that greater reference be made to learner involvement, this is provided for within the Personalisation Plan in support of the indicator on effective learner involvement strategies.

The update was received.

**33/09**  
20:10

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

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

- that this is the second report this academic year to the full Corporation.
- that the Risk Register, Risk Management Plan and Risk Mitigation Programme have been kept under review since these were approved by the Corporation in July 2008
- the very favourable assessment of the College's Risk Management Arrangements from Internal Audit at their February 2009 visit.
- the status of each of the risk factors that are recorded as significant in the Register (cross-referenced to the numbering of the Risk Management Plan, February 2009 Update).

The report was received.

**34/09**  
20:13

**To review the Equal Opportunities Policy (parts 1 and 2) in line with the Race Relations (Amendment) Act**

The Principal presented this item and asked Members to review the current Equality and Diversity Policy. Members noted that the wording of Part 2 of the policy was slightly amended by the Curriculum and Quality Committee in February, as reported to the Corporation meeting in March.

Following a discussion Members agreed to reaffirm the updated policy, subject to any additional changes proposed by the next meeting of the Academic Board, due to take place in June. They noted that in the event of any additional amendments, these would be considered by the July Corporation meeting.

**35/09**  
20:14

**To approve an updated Disciplinary Procedure and Grievance Procedure for Senior Post Holders**

The Principal introduced the item and informed the meeting that the procedures were circulated internally for consultation, as agreed at the March Corporation meeting, and that no requests for alterations were received during the consultation period. She reported the updated Procedure takes account of recent legislation and the current structure of the College.

Following a discussion Members agreed the updated procedures for use in the case of Senior Post Holders.

**36/09**  
20:16

**To consider the Termly Finance Monitoring Report**

The Principal introduced the item and referred the meeting to the guide, asking Members to note the following:

- the forecast financial indicators, as reported to the F&GP meeting on 12 May 2009, in particular the forecast for the next three years for the retained surplus/deficit, the I/E Account Balance (GR) as percentage of income, the forecast current ratio and forecast cash days in hand and the listed assumptions incorporated into the financial forecasts for 09-10 and 10-11.

She explained to the meeting that:

- (i) the LSC has changed the Financial Health Scores under Framework for Excellence (FfE) from the existing A, B or C grading to Outstanding, Good, Satisfactory or Inadequate. In the change from 3 grades to 4, the LSC anticipated that the old "A" graded Colleges would spread over the new "Outstanding" and "Good" Scores.
- (ii) using the previous method and based on the April 09 forecasts, the College would have scored as "A", achieving 174 points. A score of over 168 was needed to get an "A" grade for financial health.
- (iii) on the new FfE basis, the April 09 forecasts produce a score of 260 for both the current year and 09-10 and a score of 270 for 10/11, subject to achievement of the levels of assumed income in future years. The "Good" score uses the range between 220 and 300.

(iv) to be graded as "Outstanding" , ie to achieve a score of over 300, the College would have to achieve all 3 of the main FfE targets, these being:

- a) a current ratio of over 1.2,
- b) a surplus of Operating Profit of at least 1% of income
- c) borrowing as a % of Reserves and Debt of less than 60%.

She reported the April 09 forecasts do not assume achievement of b) above.

(v) in order to improve the FfE score to Outstanding, or to maintain the score of Good in the event that a decision is taken by the Corporation to purchase temporary classrooms, the College would need to achieve an annual operating surplus of at least 1% of income.

In answer to a question the Principal explained why it had been important for the college to be graded 'A' for financial health under the previous scoring system and that in the future it would be important to aim to be 'good' under the new FfE grades.

The report was received.

**37/09**

**(i) To consider possible subjects for the Corporation Training on the 30 June 2009**

20.29

The Principal informed Members that the items discussed at tonight's meeting on the Capital Project and the overview of the financial health scores could be considered as training items.

Following a discussion, it was agreed for the Principal to present aspects of the handover documentation she would be going through with the new Principal to the Corporation as the training item on the 30 June.

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

As a new member Mr Awan explained that he would find it helpful, as part of his induction, to attend Committee meetings as an observer. Members agreed this was a good way to find out how the committees operate and feed into the Corporation meeting.

In answer to a question the Principal outlined why she believed the work of the Corporation has regularly been graded as outstanding and that she has been inspired and led by the Corporation over many years. She explained that it has been demonstrated to Inspectors and Auditors how the work of the Corporation has, over a series of meetings, led to change.

**38/09**  
20:47

**Insurance Renewal: to consider whether any Member is aware of 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.*

**39/09**  
20:48

**Chair's Report**

- a) The Chair reported that the Clerk and he had been invited to a meeting with the Chair and Clerk at Bradford College and that he would report back to the next meeting of the Corporation in July.
- b) He reported that tonight's meeting was the last full meeting of the Corporation that the Principal would attend. He went on to explain one of the main reasons why the College is successful is down to her commitment, beliefs and leadership.

**40/09**  
20:50

**Principal's Report**

- (a) The Principal paid special thanks to the contribution of the Student Governor, Asma Razzaq, to the work of the Corporation, the Student Affairs Committee and the Student Council and wished her all the best for her continued studies at University.
- (b) The Principal reported on the success of the Floristry students at the Harrogate Flower Show with their interpretation of "the Sword in the Stone" which won a Gold Award. She explained that she would write, on behalf of the Corporation, to congratulate the staff and students on their success.  
A suggestion was made that a display of photographs or a rolling powerpoint presentation could be available at the Awards Evening in November highlighting student work and achievement.

**41/09**  
20.55

**Any Other Business**

- (a) Dates of Corporation meetings to December 2009
  - Tuesday 30 June 2009 (Training and Development)
  - Tuesday 21 July 2009
  - Tuesday 6 October 2009
  - Tuesday 13 October 2009 (Training and Development)
  - Tuesday 15 December 2009

Meetings to commence at 7pm.

**42/09**

**Confidential Item**