



**Minutes of the Corporation meeting held on
Tuesday 21 July 2009**

Meeting commenced at: 19:05
Meeting closed at: 21:05

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (13)				
R Dugdale (Chair)	√			
M Dixon		√		
P Brown	√			
N Hainsworth		√		
C Jones	√			
M Hopwood	√			
M Murray	√		19.06	
L Kent	√			
G Upadhyaya		√		
R L'Amie	√		19.30	
M A Awan		√		
2 Vacancies				
Staff Members (2)				
C Atkinson	√			20.46
M Damant	√			20.46
Student Members (2)				
2 Vacancies				
Principal				
Nav Chohan	√			20.47
In Attendance				
S Hooton - Ass Principal	√			20.46
S Jones- Ass Principal	√			20.46
M Robson - Ass Principal	√			20.46
J Stott (Clerk)	√			
Susanna Butler (Minute Secretary)	√			20.46

The Chair welcomed the new Principal, Nav Chohan, and the Assistant Principals to the meeting.

43/09
19:05 **Disclosure of Financial and/or personal interest**

There were no disclosures.

44/09
19:05 **To agree agenda and order of business as circulated**

Due to the confidential nature of Items 5f and 8 ii) and the confidential minute from the 19th May Corporation Meeting, it was agreed to move these items to the end under 'any other business'. The agenda was otherwise agreed as written.

45/09
19:07 **To agree the minutes of the meeting held on 19 May 2009**

The minutes were agreed as a true and accurate record.

Members noted the confidential minute is deferred to 'Any Other Business' as a confidential item.

46/09
19:08 **Matters arising**

None to report

47/09
19:08 **To consider reports and proposals from Committees**

a) Estates Committee: 2 June 2009

Members were asked to note the following:

- ❖ Item 04/09 2), page 2 on the need for additional accommodation from September 2009
- ❖ Item 07/09, page 3 - the report on the annual adaptation programme and maintenance investment plan works

The minutes were received and accepted

19:10 **b) Curriculum & Quality Committee: 16 June 2009**

Members were asked to note the following:

- ❖ Item 15/09, pgs 1-2 on the Annual Progress Report on the General Equality Scheme Action Plan
- ❖ Item 16/09, pgs 3-4 on the Single Equality Scheme
- ❖ Item 17/09, p4 on the College's 2009 Quality Improvement Plan arising from the 2007/08 Self Assessment Report
- ❖ Item 18/09, p4 on the report of the recently published Framework for Excellence scores
- ❖ Item 19/09, pgs 4-5 on the key curriculum & quality strategies as part of the updating of the Strategic Plan
- ❖ Item 20/09, p5 on the 2008/09 Staff Development Plan update
- ❖ Item 21/09, p5 on the proposed Benchmarking Targets for retention and achievement 2009/10

- ❖ Item 22/09, p6 on the planned programme of courses for 2008/09 update. *This to be further considered later on in the meeting at Item 15.*
- ❖ Item 23/09, p6 on student attendance monitoring
- ❖ Item 24/09, p7 on the College Charter for Students. *This to be further considered later on in the meeting at Item 18.*
- ❖ Item 25/09, p7 on how to implement the new term of reference

The minutes were received and accepted.

19:14

c) Human Resources Committee: 09 June 2009

Members were asked to note the following:

- ❖ Item 05/09 on the Independent Safeguarding Authority (ISA). It was queried who would pay the registration fee for current and new staff - the College or the staff member.

It was agreed a decision on this would be made at the next HR meeting.

The minutes were received and accepted.

19:15

d) Audit Committee: 30 June 2009

The Vice Chair of the Audit Committee asked Members to note the work of the Audit Committee and recommended the approval of the following:

- ❖ Item 18/09, p2, on the Internal Audit Annual Report 2008-09.
- ❖ Item 19/09, p3 on the Internal Audit Plan for 2009/10.
- ❖ Item 20/09, p3 on the recommendation of the reappointment of TIAA as Internal Auditors

On the Audit Committee's recommendation the Corporation approved:
 * the Internal Audit Annual Report 2008-09
 * the Internal Audit Plan for 2009/10
 * the reappointment of TIAA as Internal Auditors

The minutes were received and accepted.

19:18

e) Finance and General Purposes Committee

Members were asked to note the following:

1) Draft F&GP minutes of 23 June 09

- ❖ Item 40/09, pgs 1-3 on the Capital Project Property Developments
- ❖ Item 44/09, p4 on the Bi-Monthly Management Accounts for the period to May 2009
- ❖ Item 45/09, p6 on the updated Finance Strategy and Plan

The minutes were received and accepted

2) **Draft F&GP minutes of 14 July 09**

- ❖ Item 52/09, p3 on the College vigorously pursuing income target
- ❖ Item 53/09, p3 on the recommendation to the Corporation for the pay and remuneration of staff. *This to be further considered later on in the meeting at Item 8 i) and 8 ii) in the confidential item at the end of the meeting.*
- ❖ Item 54/09, p4 on the 2009/10 estimates of income and expenditure for recommendation to the Corporation. *This to be further considered later on in the meeting at Item 9.*
- ❖ Item 55/09, p4 on changes to Financial Regulations - a number of technical changes and new Regulations were considered and endorsed by the Corporation.

The minutes were received and accepted.

19:24

e) Remuneration Committee: 23 June 2009-07-23

Members noted the minutes are deferred to 'Any Other Business' as a confidential item.

48/09

To receive the notes of the Student Affairs Committee held on 18 May 09

19:25

The term PSD was queried which means Personal and Social Development. Members noted that due to poor ticket sales the Student Prom did not take place.

49/09

Academic Board: To receive a copy of the minutes of the meeting held on 19 June 2009

19:25

The notes of the meeting were received.

50/09

To consider

19:26

- i) A recommendation for the 2009/2010 Pay Award for Lecturing and Support Staff:

Following a discussion it was agreed to defer this decision until the September meeting of the F&GP Committee and the October Meeting of the Corporation, but that a 1.5% pay increase had been projected in the Financial Forecasts.

- ii) A recommendation from the Remuneration Committee for the Pay of Senior Post Holders

This Item deferred to 'Any Other Business' as a confidential item.

51/09

To consider for approval the 2009/2010 Income and Expenditure estimates and approve the 3 year financial forecasts to forward to the L+SC

19:28

The Chair of the F&GP Committee gave an overview to the meeting. Members were asked to note the discussion at the F&GP meeting on the 14 July at Item 51/09. Various factors have meant that only 2 out of the 6 target indicators had been met. This is mainly as a result of the effect of the write off of the capital project costs to date and the assumption that no further fee support will be received from the LSC. The College's financial health score assessment comes out as satisfactory for the period 2009-12. It was reported that as the capital project will not be going ahead at this time more spend on planned maintenance would be needed on the buildings.

The Principal addressed the Corporation asking them to be aware of several things:

- ❖ There is a £420k income target, the majority of which has still to be identified
- ❖ Government emphasis is now on training for the unemployed
- ❖ There is currently a £300k shortfall of next year's income target and there is still a shortfall in funding to be able to hit targets
- ❖ There are opportunities elsewhere for funding but it will be a struggle and very challenging

The Principal requested members give himself and the SMT a few months to consider how they are going to communicate this message to staff.

Discussion followed on the financial situation. It was suggested that the College had been in this situation before and that something would probably replace the E2E funding. However, the College is still waiting to hear what funding is to be associated with that yet. It is not all doom and gloom but the College needs to remain cautious.

The Chair asked SMT to comment. The Assistant Principals confirmed that there are funding opportunities out there and they are making their best efforts to chase them. The Assistant Principals expressed their concerns for the income target in 2010/2011.

Further comments followed. There may be a possibility that these sources of income will not exist as before and it's dangerous to assume they will. The Management team were asked if action would be taken if the figures are not achieved and they confirmed it would. The plan is to proceed with the forecasts, but be ready to change if we need to. The College needs to have a worse case scenario plan as a backup.

After further discussions the Corporation approved the 2009/2010 Income and Expenditure estimates and approved the 3-year financial forecasts to forward to the L+SC with a Management action plan to follow.

52/09
19:42

To consider progress in the Capital Project Property Development

The Principal presented this item informing members that Colleges had been asked to blend their schemes to support learners. There are 180 bids in some stage of process, 13 of which had been approved. Shipley has not made its Application in Principle (AiP), but has now managed to cut down its bid into sizable chunks so that we can go for different pots

of money to support these. Options of support could come from Yorkshire Forward or the Local Council. A loan from the Council would be explored and would be cheaper to take out rather than from a financial organisation. He explained the need to increase our planned maintenance budget and find a way to fit in more 16-18 year olds from September.

Thanks were expressed in particular to Ian Durham, Head of Estates and Facilities and Lorraine Swift, Head of Finance for all their excellent work to date. The links they have made will be very useful to the College in the future.

53/09
19:50

To consider for approval:

- a) **The Internal Audit Annual Report 2008/09**
- b) **The Internal Audit Plan 2009/10**

These two items were approved under the Audit Committee's report (minute 47 (d)) earlier in the meeting.

54/09
19:50

To consider

- i) **The Annual Report on The Risk Management and Corporate Governance Arrangements**

This Report is asking for the Corporation to acknowledge responsibility and agree to the points on the last page. To be agreed later after next discussion.

After discussion at ii) below, the Corporation agreed its annual assessment for the year ended 31 July 2009 of the College's Risk Management arrangements and the points on the last page of the report.

- ii) **The updated Risk Analysis and Contingency Planning Documentation (Parts 1 and 2)**

The documents were received. All changes had been highlighted in bold i.e.

- ❖ Accommodation issues
- ❖ Delay in completion of the Part Time Lecturing (PTL) software as part of the Student Data Management Information System (Unit E) installation - there have been major issues installing the new PTL software and the whole implementation has been very time consuming.

The Principal pointed out that an additional action may be needed for swine flu. Interim steps are in the process of being introduced such as increasing sanitising hand gels and wipes etc in toilets and offices and it will be kept under close review over the summer.

There is worry that local competition will take students from us, especially with the Leeds City College new build in Keighley and that not enough people know we exist. The Principal stressed how important it is that we maintain our links with external organisations.

55/09
20:00

To consider the next stage of the update of the Strategic Plan

The report was received.

56/09
20:00

To consider a progress report on the 2008/2009 Operating Statement and the Operating Statement for 2009/2010

The Principal presented this item. The following areas were highlighted:

- ❖ 1(v), p13 on the maintenance of vigorous, consistent systems to deliver high performance

It was queried what defined 'at risk' learners. The College emphasise that every child matters and risk is identified by using 5 criteria points such as attendance record. The last 2 points on the grid are in red, which identifies the learner at risk. This grid now forces course teams to consider and address each and every student under the set criteria.

- ❖ 2(i), p13 on the promotion of the employer-focused mission of the College

There has been a large increase in Train to Gain and NVQs in the workplace, but the funding for this is capped. We have already achieved the level we require, so increasing numbers will not increase funding levels. It was agreed to send to members the employers promotional pack of case studies.

- ❖ 2 (ii), p14

The meeting noted the excellent employer satisfaction results in the Summer 2009.

- ❖ 2(iv), p15 on Curriculum and Staff Development

The new client relationship management (CRM) software is very important. The College's attainment of the Training Quality Standard status is a major achievement and very few College's have so far managed it.

- ❖ 4(i), p17 on achieving targets set nationally, locally and within College.

The College is likely to achieve its 16-18 enrolment target and is making links with Job Centre Plus.

- ❖ 4(ii), p17 on retention

Retention is an important focus for the College, especially for Level 3 FT 16-18 provision.

- ❖ 7, p19 on promoting effective use of e-learning

There has been a big improvement with Internet connection, which was very slow in the past. This should lead to a better connection and improved support for learners.

- ❖ 8(ii), p20 on Unit E

The installation of the Student Data Management Information System (Unit E) has been very time consuming but, once embedded, should provide a good basis for 09-10 developments

The report was received.

The Principal informed the meeting that he will be reviewing the content and number of the strategic objectives and will be making some proposals to a future meeting.

57/09

20:15

To receive an update on the 2009/10 planned programme of courses

The paper was received. A Comment was made on the withdrawn courses, particularly those in Early Years and members found the reason for withdrawal helpful. Airport Customer Service is a new course, which is very well supported by Jet 2 with good promotional opportunities.

58/09

20:17

Governance Matters

i) Update of filling vacancies on the Corporation

The paper was received. At this point the Chair felt it was appropriate to formally acknowledge the departure of Lynne Kent. She was thanked for her dedication and commitment to the work of the Corporation, Committee's and the Student affairs Committee and was wished well by the Corporation for her new job in Manchester.

ii) To consider for approval the Calendar of Corporation and Committee meetings to December 2010 and an indication of the main Agenda Items

Members noted the proposed Calendar with likely agenda items. The Seminar Room will not be suitable/large enough for full Corporation Meetings from September, so the College will be looking to use a room in Victoria Hall instead.

59/09

20:20

To receive the Annual Report of any instances of Fraud within the College

No instances of fraud were reported and the report was received.

60/09
20:20

To consider the update of the College Charter for Students

It was queried how accessible this Charter is and the meeting was informed that it is displayed in classrooms, is available at Induction and will go on the website. One member noted that the Charter is all about what the College does for the students and nothing about what the students do for the College so a two-way process was suggested. The meeting was told this is addressed in the Student Code of Conduct. It was agreed to leave the Charter as it is for now and prepare an update for next year taking into account a two-way process.

61/09
20:29

To receive a report on Student Destinations

The meeting noted the content and members expressed a concern that the sections reported on in the LSC report were not clear in the context they were presented. It was felt the format could be improved upon, for example, if it showed a comparison to previous years.

The reports were received.

62/09
20:30

To receive the Annual report from the Student Affairs Committee for 2008/2009

It was a good year for students attending the meetings and with a lot of 1st years coming back it is hoped for a good attendance at meetings in 2009/2010. It was queried whether the report could be circulated to more staff as it is very informative and this action was recommended.

63/09
20:35

To receive the 008/2009 Annual Reports from Corporation Committees

- a) **Finance and General Purposes Committee**
Received and accepted
- b) **Human Resources Committee**
Received and accepted
- c) **Estates Committee**
Received and accepted
- d) **Search Committee**
Received and accepted

A discussion took place on ways of attracting new members and in answer to a question the Clerk expressed his concern that it is proving extremely difficult to fill vacancies. People have not been volunteering as they once did. The Clerk put forward an option to consider reducing the membership but the Chair said we should wait and see if any of the various attempts to fill the vacancies are successful. A suggestion to target local groups or an advert in the free press (though cost is an issue) was discussed. The meeting agreed for another major push, as it is important we have a full board for the Ofsted visit. The Clerk informed the meeting that he would arrange a visit to the College for members in the Autumn term.

e) Curriculum & Quality Committee

Received and accepted

64/09

20:40

Chair's Report

The Chair formally welcomed the new Principal, Nav Chohan and expressed how grateful Jean McAllister had been for all the efforts of members at meetings, the support they gave her and the lovely presents received. She has continued to be very supportive to Nav. It will be a very testing climate over the next few years and everyone is ready and happy to support the new Principal

65/09

20:41

Principal's Report

The Principal explained that, in his 2 weeks and 2 days so far at Shipley College, he has met lots of wonderful people, in a caring and supportive atmosphere. From his meetings, some of the same issues kept arising such as:

- ❖ Competition. Shipley is surrounded by large Colleges and many staff see that as a threat. However, the Government are not now pushing for mergers so staff worries can be reduced
- ❖ Many feel the College is unknown. Marketing needs to address this.
- ❖ Lack of communication. The College operates on 3 separate sites as well as community work, so we need to develop and improve communication between staff cited in different buildings.

OFSTED - The College is preparing for an Ofsted visit. The Principal made clear that what they are basically looking for is data so the Corporation will know in advance whether or not to feel confident on this issue. If the data is poor, the next thing Ofsted will be looking for is to see if we understand why, and what our weaknesses are, which will help our situation if we are clear on this.

66/09

20:45

Any other business

A final note was made about future Agendas. To allow more focus, the Principal proposed a less crowded agenda, though it was acknowledged that the breadth of data was also important for the Corporation to receive and consider.

a) Dates of Corporation Meetings scheduled to December 2009

- ❖ Tuesday 6 October 2009
- ❖ Tuesday 13 October 2009
- ❖ Tuesday 15 December 2009

Meetings to commence at 7 pm

b) Confidential Items

20:50

Confidential minutes taken