



**Minutes of the Corporation meeting held on Tuesday  
16 December 2008**

Meeting commenced at: 19.18

Meeting closed at: 21:09

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Members (13)				<u>Left</u> <u>Ret'd</u>
R Dugdale (Chair)	✓			
M Dixon	✓			
P Brown	✓			
N Hainsworth	✓			
C Jones		✓		
M Hopwood	✓			
M Murray	✓			
L Kent	✓			
Dr Geetha Upadhyaya	✓			
R L'Amie	✓			
3 x vacancies				
Staff Members (2)				
C Atkinson	✓			20.22
M Damant		✓		
Student Member (2)				
A Razzaq	✓			20.22
1 vacancy				
Principal				
J McAllister	✓			21.01
In attendance				
J Stott (Clerk)	✓			
S Shaw (Deputy Clerk)		✓		

**79/08**  
(19.15)

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

There were no disclosures of financial or personal interest.

**80/08**  
(19.15)

**To agree agenda and order of business as circulated**

The agenda and order of business were agreed.

**81/08**  
(19.15)

**To appoint (a) the Chair of Corporation and (b) the Vice Chair of Corporation to take effect from 17<sup>th</sup> March 2009**

(a) The Clerk asked for nominations for the Chair of the Corporation. Dr Bob Dugdale was nominated and seconded and agreed to continue.

(b) The Chair asked for nominations for Vice Chair of the Corporation. Dr Geetha Upadhyaya was nominated and seconded and agreed to continue.

*The Corporation agreed unanimously to appoint Bob Dugdale as Chair of the Corporation and Geetha Upadhyaya as Vice-Chair for a further year, with effect from 17<sup>th</sup> March 2009.*

**82/08**  
(19.16)

**To endorse the appointment of two Student Members from the Student Council as Corporation Members.**

Following a brief introduction by the Principal,

*Corporation Members agreed unanimously to endorse the appointment of Asma Razzaq for a further term of one year and Cristian Dinu for an initial term of office of one year.*

**83/08**  
(19.17)

**To agree the minutes of the meeting held on 9<sup>th</sup> October 2007**

The minutes were approved as a true record.

**84/08**  
(19.18)

**Matters arising**

There were no matters arising

**85/08**  
(19.18)

**To consider reports and proposals from Committees**

**(a) Draft Minutes of the Finance and General Purposes meeting held on 16<sup>th</sup> December 2008**

The Chair of the Finance and General Purposes Committee reported on the meeting held immediately before the Corporation meeting.

Members noted the following:

- that the Heads of Understanding document would be considered under agenda item 20.
- that an update on the End of Year Accounts would be considered under agenda item 9.

The report was received.

**(b) Draft Minutes of the Audit Committee held on 25<sup>th</sup> November 2008 including consideration of the Audit Committee's Annual Report to the Corporation and the Principal**

The Chair of the Audit Committee presented the draft minutes. Items noted by Members included the following:

- the consideration by the Audit Committee of the draft Financial Statements to inform the Committee's review of the Management Letter from the Financial Statements Auditor and the consideration of the statement on Corporation Governance.
- the Audit Committee's consideration of the report from the Financial External Auditors on the Draft Management Letter for the financial year 2007-08, in particular, that the auditors were satisfied that there were no accounting issues or adjustments to be drawn to Governors' attention. It was also noted that, in terms of accounting and financial control systems, there were no matters of weakness to be brought to Governors' attention.
- that the Financial External Auditors had issued an unqualified regularity audit opinion in respect of the Regularity Audit.
- the consideration by the Audit Committee of the progress report on the operational effectiveness of the Risk Management Plan.
- the consideration by the Audit Committee of the College's Draft Self Assessment using the Financial Management and Control Evaluation document.
- the consideration given by the Audit Committee to its Annual Report to the Corporation and the Principal and within this, the Audit Committee's positive opinion of the internal control systems of the College for 2007-2008.
  - the Audit Committee's monitoring of progress on implementing Audit recommendations.
  - the annual consideration of the independence of the Clerk and that the Audit Committee had been fully satisfied regarding this. (page 5, 42/07 of the Audit Committee Minutes).

The items agreed by Members were as follows:

*The Corporation approved the Audit Committee's recommendation to accept the Financial Management and Control Evaluation document and the overall grade of 'Outstanding'.*

*The Corporation approved the Audit Committee's recommendation of the Internal Audit Plan for 2008/09*

*The Corporation approved the Audit Committee's recommendation that the systems control review undertaken by both Internal and External Auditors had shown that the college was operating with economy and efficiency and had given reasonable assurance regarding the effective achievement of the College's objectives, The arrangements for risk management, control and governance processes had been adequate and effective, and the Governing Body's responsibilities included in the financial statements had been satisfactorily discharged.*

*The Corporation approved the re-engagement of Tenon as the Financial Statement Auditors for the forthcoming year.*

*The Corporation approved the Audit Committee's recommendation that TIAA be re-appointed for the 2008-09 academic year.*

The minutes were received.

**(c) Draft Minutes of the Curriculum and Quality Committee held on 9th December 2008**

The Chair of the Curriculum & Quality Committee presented the draft minutes of the meeting.

Items noted by Members included the following:

- consideration of the progress made by the College during 07-08 in relation to addressing the weaknesses recorded in the College's 06-07 Self Assessment Report and the 2006 Ofsted Inspection.
- the report on the CPD and Staff Development Report and the recommendations highlighted in the report for the 2008/09 Staff Development Plan.
- the consideration of the College's draft Strategies for Personalisation and Community Responsiveness which compliment the Employer Responsive Strategy agreed in July.
- the principles agreed for establishing student-related targets.
- the initial work undertaken on behalf of the Corporation by the Committee in updating the Governance Self Assessment Report (SAR), in particular the removal of the weakness relating to Destination Reports which has been redesignated as an area for improvement and the proposal of two new strengths.
- the report on student attendance monitoring.

- the consideration of the 2007/08 Annual Report on Complaints and that there are no areas of concern.

The minutes of the Curriculum and Quality Committee were received.

**(d) Draft minutes of the Human Resources Committee held on 11<sup>th</sup> November 2008**

The Chair of the Human Resources Committee presented the minutes.

Items noted by Members included:

- the training item on the introduction of the Independent Safeguarding Authority from October 2009.
- the Human Resources Committee's annual consideration of the Diversity/Equal Opportunities Monitoring Report.
- the Committee's consideration of the review and updating of the College's Publication Scheme as required by the Freedom of Information Act (2000) and that further consideration would take place under agenda item 13.
- the consideration of the Sickness and Absence Report.
- the review of the Human Resources Plan.

The minutes were received.

**(e) Draft minutes of the Search Committee held on 9<sup>th</sup> December 2008**

The Chair of the Committee presented the minutes.

Items noted by Members included:

- the consideration of the actions taken to attract new members
- the meeting with a prospective new member.

<p><i>The Corporation approved the Committee's recommendation of the appointment of Mr Mohammed Arif Awan as a member of the Corporation for an initial term of 1 year.</i></p>
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- the consideration of the next steps to fill the vacancies

The minutes were received.

**(f) Draft minutes of the Student Affairs Committee held on 1 December 2008**

The Vice Chair of the Committee presented the draft notes of the meeting.

Items noted by Members included:

- that Students would share the role of Chair of the Committee
- the various matters raised regarding student welfare and facilities
- a report on the Student Union Funds at the 31/07/08

The minutes were received.

**86/08**  
(19.33)

**To receive the minutes of the Academic Board held on 8<sup>th</sup> December 2008**

The Principal presented the item and asked members to note the close relationship between the items discussed by the Curriculum and Quality Committee and the Academic Board.

Members received the minutes.

**87/08**  
(19.35)

**To consider for acceptance the end of year accounts to 31 July 2008 and annual report by the Corporation**

The Principal presented the item and explained that the Audit Committee had carefully considered the report and the Finance and General Purposes Committee had carefully considered the figures.

She explained a late adjustment to the accounts. With the agreement, in writing, of the College Auditors (Tenon) two items of income earned in 2007/08 but originally put into 2008/09 had been accounted for in the financial year 2007/08. This had resulted in an increase in income of £23k. She reported the explanation of the adjustment to the figures had been accepted by the F&GP Committee, in particular, as the Auditors had agreed the change in writing.

*The Corporation considered and agreed the joint recommendation from Finance and General Purposes Committee and the Audit Committee to accept the End of Year Accounts to 31 July 2008 and the Corporation Annual Report.*

**88/08**  
(19.42)

**To consider for approval the whole college self-assessment report (SAR) for 2006-07**

The Principal presented the item and asked members to note that the SAR had been through a number of quality processes, including the C&Q Committee, the Academic Board and the Self Assessment Review Group (SARG), membership of which included external members.

Members considered the work in progress and noted, in particular, the following overall self-assessment grades:

- Achievement and Standards – Good
- Quality of Education, Teaching and Training – Good
- Leadership and Management – Good

The Principal said she was very pleased to inform the Corporation that the College had recently been awarded the Training Quality Standard and thanked Margaret Robson (Assistant Principal) and her Employer Responsiveness Team for all their hard work. Members congratulated the College and the Team on the achievement of the Standard.

She reported there was nothing less than 'satisfactory' in the curriculum grades but no curriculum grades of 'outstanding'.

In respect of Every Child Matters (ECM) 4 out of 5 of the areas had been graded as 'outstanding' with Work Based Learning (WBL) graded as 'good'

Members reviewed the "Schedule of Key Strengths and Weaknesses" for 2007-08.

Members noted the change to the weakness relating to success rates on some WBL programmes and the addition of the strength relating to outstanding financial management and control. In answer to a proposal, the Principal agreed to look at a strength to counter-balance the level 3 weakness.

In respect of retention, the Student Member commented that students do not always know what they want to do when they join a course, there are personal reasons for leaving, staff have high expectations of students and place pressure on them in order to ensure the completion of all the assignments on time to achieve success on the course. She suggested Open Day activities in demonstrating past course work and hands-on experience of the courses.

The Principal took members through the data tables highlighting that level 3 under 19 retention was still significantly below the national rate with a difference of -15, yet the under 19 level 3 achievement continued to be well above the national rate, by +9 in 07/08. Members noted the level 1 & 2 achievement was above the national rate by +5 and +9 respectively and that, compared to the national rate, the level 1 and 2 retention was +2 and -5 respectively.

The Principal concluded that SARG felt a grade of 'outstanding' for both Effectiveness of Provision and Capacity for Improvement was merited and advised that the College should try to identify objective evidence to back this up.

The self-assessment work in progress was accepted.

(20.11) **Management and Control Arrangements using the Financial Management and Control Evaluation document**

The Principal introduced the item and explained the Audit Committee had thoroughly considered the College's self assessment of their financial management and control arrangements.

*Members endorsed the grade of 'outstanding' as recommended by the Audit Committee*

**89/08**  
(20.13) **To consider an update on the Capital Project Property Developments**

The Principal provided a verbal update on the latest developments for members.

The update was received.

**90/08**  
(20.15) **To consider for approval the Freedom of Information Act – Model Publication Scheme to take effect from the 1 January 2009.**

The Clerk introduced the item and explained the Scheme had been fully considered by the Human Resources Committee.

*Following a discussion, members approved the recommendation from the Human Resources Committee that the Model Publication Scheme, the College's Publication Scheme and the guide to information be published with effect from the 1 January 2009.*

**91/08**  
(20.16) **To consider a draft Governance Self Assessment Report**

The Principal introduced the item and asked members to note the work undertaken by the C&Q Committee. She asked members to consider the recommendation to remove the weakness relating to Destination Reports and its redesignation as an area for improvement. She also proposed two new strengths relating to active members and the successful involvement at Corporation meetings from the two Student Governors.

*Members considered the recommendation and endorsed the key strengths and weaknesses of the Corporation.*

**92/08**  
(20.17) **To receive a progress report on the operational effectiveness of the Risk Management Arrangements**

The Principal presented the item and asked Members to note the report on significant risk areas. She explained that the report had already been considered and received by the Audit Committee.

The report was received.

**93/08**      **To receive reports in respect of 2007-08 and 2008-09 Academic**  
(20.17)      **Years**

The Principal presented this item.

**(a) 2007-08 Academic Year**

She explained that funding, retention and achievement had been considered earlier in the meeting during the discussion on the SAR.

**(b) 2008-09 Academic Year**

**(i) Enrolments**

She explained that Adult enrolment had been good but further enrolments for 16-18 would be needed.

**(ii) Initial Report on Funding Target**

She explained it was still early in the year but, against a target of £3.31m for 16-18 £2.73m had been achieved and against a target of £1.54m for 19+ £1.46m had been achieved.

The report was received.

**94/08**      **Chairs Report**  
(20.21)

The Chair said that the Awards Evening held in November had been well organised, very successful and a very enjoyable event.

**95/08**      **Principal's Report**  
(20.21)

(a) The list of LSC circulars would be circulated.

(b) There were no planned events to report.

**96/08**      **Any other business**  
(20.22)

a)      Dates of Corporation Meetings scheduled to December 2009.

- Tuesday 17 March 2009
- Tuesday 19 May 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

**97/08**      **Confidential Items**  
(20.25)

Separate minute taken