



**Minutes of the Corporation meeting held on Tuesday
17 March 2009**

Meeting commenced at: 19.06

Meeting closed at: 21:20

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (13)				<u>Left</u> <u>Ret'd</u>
R Dugdale (Chair)	✓			
M Dixon		✓		
P Brown	✓			
N Hainsworth	✓			
C Jones	✓		19.13	
M Hopwood	✓			21.02
M Murray	✓		19.19	
L Kent	✓			
G Upadhyaya	✓			
R L'Amie	✓			
M A Awan	✓			
2 Vacancies				
Staff Members (2)				
C Atkinson	✓			
M Damant	✓			
Student Member (2)				
Asma Razzaq	✓			
Cristian Dinu		✓		
Principal				
J McAllister	✓			
In attendance				
J Stott (Clerk)	✓			

The Chair welcomed Mohammed **Arif** Awan to his first meeting as a Corporation member. He also thanked Asma Razzaq and the other students for their contribution in the selection process for a new Principal.

01/09
19:06 **Disclosure of Financial and/or personal interest**

Dr L'Amie declared an interest in agenda item 8.

02/09
19:06 **To agree agenda and order of business as circulated**

The Clerk explained that he had one item of 'Any Other Business' to raise. With that addition the agenda and order of business were agreed.

03/09
19.06 **To consider a recommendation from the Selection Panel for the appointment of the new Principal of Shipley College**

The Chair informed the meeting that the selection process took place over the 10 to 12 March 2009. He thanked everyone who participated for their contribution in a rigorous and thorough selection process. He explained that the Selection Panel had agreed to invite two candidates back for a second interview on the 31 March 2009.

Members agreed to hold a Special Meeting of the Corporation on the 1 April 2009 at 7.30pm to receive a recommendation from the Selection Panel.

04/09
19:16 **To agree:**

i) the minutes of the meeting held on 16 December 2008

The minutes were agreed as a true record

ii) the confidential minute held on 16 December 2008

The minute was agreed as a true record

05/09
19.17 **Matters Arising**

i) 16 December 2008

(a) 85/08 (c) The Principal reported that following a recent assessment by Ofsted of the College's Self Assessment Report and processes they have confirmed a grade of "Good" for the College.

ii) Confidential minute

There were no matters arising

06/09 To consider reports and proposals from Committees

(a) Curriculum and Quality Committee held on 12 February 2009

19:20

Members noted:

- the detailed presentation received on the "Framework for Excellence"
- the detailed discussion and review of the Equality & Diversity Policy
- the consideration of the second annual progress report on the Disability Equality Scheme Action Plan
- the consideration of the Action Plan arising from the SAR
- the very detailed consideration of the Performance Indicators results and performance in relation to the agreed success rate targets.

The Principal informed the meeting that the Curriculum and Quality Committee felt that some of the proposed targets were not sufficiently challenging and asked Management to use the 2007/08 results as a base for these.

In answer to a question the Student Governor clarified that she felt it would be helpful to prospective students to see demonstrations and examples of coursework.

The minutes were received.

(b) Finance and General Purposes Committee held on 13 January 2009

19:29

Members noted:

- the joint decision of the F&GP and Estates Committees to agree for finalisation of the Heads of Understanding document between Bradford Council and the College regarding site acquisition for the two proposed new build projects.
- the consideration of the 3 year financial forecast update and in particular the overall forecast position and the point at (ii) in the minute relating to the three elements of the new Framework for Excellence (FFE) score, namely surplus levels, the current ratio and the level of borrowing.
- the annual review of alternatives for cash investment
- the consideration of the progress report on the recently updated Risk Management Plan and in particular the two new risks as agreed at

the July 08 Corporation – Employer Responsiveness Income and the three new financial key performance indicators – as well as the regularly reported risk regarding potential failure of the College’s quest for alternative funds to replace SRIP income

- the update on tendering issues and the Committee’s decisions to extend for a further twelve months the banking arrangement with Lloyds Bank and the agreement with Rance, Booth & Smith relating to the Property Strategy.

- that there were no proposed changes to the terms of reference of the Committee.

- the agreement of the Committee for a training item on FRS17 and on fund raising

The minutes were received.

(c) Finance and General Purposes Committee held on 24 February 2009

Members noted:

- the consideration of the Management Accounts for the period to January 2009 and in particular the accounting ratio table recording the overall actual position.
- the consideration of the 3-year financial forecast update and in particular the summary of the overall forecast position.

The Principal informed the Corporation that there were ongoing discussions with the LSC regarding the 2009/10 allocation and that the current indication was that the allocation was likely to be less than expected. As a result she would be asking Heads of Sector and Heads of Service to reintroduce efficiency plans.

- the consideration of the Property Strategy update.
- The agreement of changes to the Financial Regulations.
- the discussion on the risk management plan with respect to financial issues and, in particular, the effect of the FRS17 provision on the College’s net assets and therefore the College’s ability to raise finance. The Principal explained that the Heads of Service Team had recorded this as a new risk in the register and had assessed it as ‘significant’. A discussion took place and members commented that this was a call option that may never be needed. In answer to a question the Principal explained that the bank had indicated that the College could secure funds if it was able to demonstrate the ability to fulfil the loan repayments.

- the Committee's receipt of the Student Union end of year accounts.

The minutes were received.

07/09 To receive notes of the Student Affairs Committee held on 9 February 2009

19:50

Members noted:

- the range of items discussed in particular the issues raised in relation to recreational student facilities, the offer by students to be used as a resource for promoting a campaign against guns and knives and the Student Governor's thanks regards the opportunities for development provided to her by the College.

In answer to a question the Student Governor explained that the students were planning a short movie to promote awareness for a campaign about the carrying of knives and guns.

The Meeting was told that the candidates for the post of Principal were very impressed with the level of student involvement.

The notes were received.

08/09 To consider progress in the Capital Project Property Developments

19:55

The Principal introduced the item and provided members with an update on the Capital Project. She referred, in particular to:

- a series of positive meetings with Bradford Council, the Planning Department, English Heritage, the Environmental Agency and Sport England
- the design work is now underway regarding the two new build projects, the upgrading of the Mill Building and adaptations to the Salt Building quadrangle
- the review of the LSC's Capital Programme as a result of the over commitment of the 2008/09 and 2009/10 budgets and the likelihood that no funds will become available from the Capital Programme until 2011.
- The involvement of the AOC in assisting the LSC to develop criteria for use in prioritising future projects, which are likely to include:
 - local regeneration objectives addressed by the project
 - timing of partner contributions
 - the readiness of the project
 - regional priorities addressed by the project.
- The College's project could score well against these criteria but those College's that have already obtained Application in Principle (AIP) approval may take precedence.

It was reported that the F&GP Committee had endorsed the proposal to continue with the AIP. The Chair of F&GP informed the meeting that the Committee will be scrutinising very carefully the expenditure incurred.

In answer to a question the Principal explained that a decision as to which of the sub projects to undertake first has not been taken as it depended on a number of factors including, which project Bradford Council feels can be released first for the new build.

A suggestion was made that if any of the sub projects could help with the NEET (Not in Education, Employment or Training) problem that would be an advantage. The Principal explained that the new builds in Gaisby Lane for Sport and Shipley Town Centre for Creative and Digital Industries would help.

The Principal then took members through the drawings of all of the projects which will accompany the AIP.

The progress report was received.

09/09
20.18

To consider:

- i) An update on the Strategic Plan Operating Statement and 3 year Development Plan.

The Principal explained that the paper provides a progress report on the Performance Indicators within each Strategic Objective. She highlighted, in particular progress in:

- Objective 1: 'to place the learner at the centre of the College and the curriculum' – She reported on the new MIS to provide better tracking of individual learner's journey.
- Objective 2: 'to engage with employers in meeting their changing workforce skills needs' – She reported on the conditional accreditation achievement of the Training Quality Standard (TQS) with excellence in Adult Social Care.
- Objective 5: 'to promote equality and diversity and combat discrimination' – She reported on the recently introduced equality and diversity e-learning training module for staff.

The in-year report on progress was received.

- ii) The annual review of the Mission and Direction as part of the Strategic Plan Update

The Principal introduced the item and explained that 2009/10 is year 3 of the 3 year Strategic Plan and the Corporation need to start thinking about planning for the next 3 year Plan between 2010/11 and 2012/13.

She highlighted the current Mission, Core values and Strategic Direction and proposed that no changes are made.

Following discussion members agreed to reaffirm the Mission, Core values and Strategic Direction

(iii) The Strategic Objectives as part of the Strategic Plan Update

The Principal introduced the item and explained that good work was done on the Strategic Objectives 18 months ago and proposed they are retained.

In answer to a question the Principal said she would look at including greater reference to 'learner involvement' as part of the next update.

Following discussion members agreed to maintain the current Strategic Objectives

10/09
20:34

Annual Performance Monitoring

The Principal presented this item and reminded Members that a detailed discussion had been held at the Curriculum and Quality Committee meeting.

(a) To consider an analysis of the College's 05-06 to 07-08 Benchmarking Data

Members were asked to note:

- the analysis of 3 year trends derived from the College SAR.
- that the 07/08 under 19 success rates are now above benchmark at levels 1 and 2 but still below at level 3 because of poor retention and that Under 19 success rates improved significantly at all levels.
- that the 07/08 19+ success rates are now in line with benchmark at levels 1 and 2 and significantly above benchmark at level 4 and 19+ success rates improved at all levels except at level 3 where there was a slight decline, primarily because of the effect of increasing fees on retention between year 1 and 2.

(b) To monitor the College's performance in relation to the Benchmarking Targets set for retention and achievement

Members were asked to note:

- that for 16-18 success rate and retention targets, only the level 1 targets were achieved and for 16-18 achievement the targets at all three levels were exceeded.
- that for 19+ success rates targeted for all levels except level 3 were achieved. Retention targets were not achieved but, as with the 16-18 learners, achievement targets were exceeded.

(c) To consider proposed Benchmarking Targets for retention and achievement for 2007-08

The Principal explained the proposed benchmarking targets for success rates for 2008-09 have been prepared on the basis of the principles agreed by the Curriculum & Quality Committee and the amendments sought by the Committee that certain targets should be increased.

The Corporation considered and following the Curriculum and Quality Committee's intervention agreed the proposed success rate targets.

A discussion took place and it was acknowledged that success rates need to take careful account of the retention and achievement at the various levels. It was suggested and agreed to consider setting targets for 2009/10 earlier than the Corporation currently does.

11/09 To consider Diversity Reports for students

20:49

The Principal presented this item and drew Members' attention to the data for Success Rates, Retention and Achievement according to ethnicity, disability and gender.

Members were asked to note:

- that at levels 1 and 3 under 19 success rates were higher for females in 07-08 than for males under 19 and Female success rates over 19 were higher than the male success rates at all levels.
- that for 19+ students declaring a disability or health problem overall Success rates were 8% lower at Level 1, 28% lower at Level 2, 19% lower at Level 3 and 21% higher at Level 4 than for 19+ students not declaring a disability or health problem. For under 19's the respective figures were 11% higher at Level 1, inline with benchmark at Level 2 and 27% lower at Level 3 because of very poor retention. She reported this is to be investigated further, at the request of the Curriculum & Quality Committee.
- the analysis in terms of ethnicity that shows for 16-18 year olds success rates at all levels, particularly levels 2 and 3 were higher for students of Pakistani origin than for their white counterparts. At Levels 2 and 3, performance of Pakistani students improved in 07-08. Success rates for 19+ Pakistani learners have improved at all levels and are now above benchmark at all levels except level 1. For these students performance improved in 07/08 at Levels 1 and 2.

A discussion took place and members agreed that you can easily over complicate the picture by going into too much detail and that you need to take a realistic view.

The Corporation received the reports.

12/09
20:58

To receive the termly Finance Monitoring Report to 31st January 2008

The Principal introduced the item and explained how the report was structured.

Members noted the following accounting ratios at 31st January 2009:

	<i>31/01/09</i>	<i>Target</i>	<i>31/01/08</i>
<i>Retained (deficit)/surplus as a percentage of income for the period</i>	0.8%	<i>Positive</i>	<i>(1.3%)</i>
<i>Cash days in hand</i>	<i>22.9</i>	<i>25</i>	<i>34</i>
<i>Current ratio</i>	<i>1.09</i>	<i>1.2</i>	<i>1.01</i>
<i>General reserve as a percentage of forecast total income for the year (excluding release of deferred capital grants)</i>	<i>7.3%</i>	<i>5%</i>	<i>5.8%</i>
<i>Loans as a percentage of reserves</i>	<i>nil</i>	<i>Below 60%</i>	<i>nil</i>
<i>Staff costs as a percentage of income (excluding redundancy)</i>	<i>73.87%</i>	<i>N/a</i>	<i>71.7%</i>

Members noted the Forecast Financial Indicators as at February 2009 and the assumptions incorporated into current forecasts. The Principal reiterated the need to find alternative income to replace the SRIP funds or reduce expenditure accordingly.

The report was received.

Members also received a full copy of the Report and Financial Statements for the Year ended 31st July 2008.

13/09
21.02

To approve the 2009-10 Fee and Remission Policy

The Principal introduced the paper which, she reminded Members, had been considered and recommended for approval by the Finance and General Purposes Committee.

As previously, the headline increase in fees for 09-10 would be tempered by an element of market sensitivity as required.

A member commented on why there is a narrow range (£2.31 to £2.47) on the LSC funded Vocational Course Fees. The Principal agreed to discuss this with the Head of Finance.

Members received and approved the proposed Fee and Remissions Policy for 2009-10 as recommended by F&GP Committee

14/09 To approve an updated Disciplinary Procedure for Senior Post Holders

21.06

The Principal introduced the item and explained that it is necessary to update the Disciplinary Procedure for Senior Post holders in order to bring the procedure in line with recent legislation and with the current structure.

Members agreed the circulation of the paper internally for consultation

15/09 Governance Matters

21.08

The Clerk presented these items.

- (i) To receive a report on the review of the Corporation's Standing Orders

Members agreed that following the Clerks review no changes are required to the Standing Orders.

- (ii) To consider filling vacancies on Corporation Committees

The Clerk explained that there is currently a vacancy on the F&GP committee and one vacancy on the Audit Committee.

Mr Awan agreed to join the Audit Committee.

- (iii) To receive an update on filling vacancies on the Corporation

The Clerk explained the different approaches that have been tried to fill the two vacancies on the Corporation and although one enquiry was received it did not materialise into a firm application.

A discussion took place with various suggestions made to attract new members, including:

- a press release
- contacting Bradford Chamber of Commerce
- personal contacts
- advertising on the National Volunteers database

16/09 To receive

21:14

(a) The Final Funding Report for 2007-08

The Principal asked members to note that the comparison of the final claim (F05) for 07/08 to the original Funding Agreement shows that the College's 07-08 programme of LSC provision generated a notional value of £4,865,491 against a target allocation of £5,133,877. This represents

a 5.23% under achievement and, as already reported to F&GP, is likely to affect 09/10 funding.

(b) The Interim Funding Report for 2008-09

The Principal explained that the College expects to achieve the overall 08/09 funding allocation. She told the meeting that the detail of the employer responsive and learner responsive funding to date will be reported to F&GP.

17/09 **Chair's report**
21.16

The Chair thanked everybody involved for their time and commitment in the recruitment and selection so far of the new Principal.

18/09 **Principal's Report**
21.17

(a) LSC circulars received since the last meeting

These would be distributed with the minutes to the meeting.

(b) She reported on the positive comments made by the External Assessor on the recruitment process and the Selection Panel

19/09 **Any other business**
21:19

(a) Dates of Corporation meetings to December 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

(b) The Clerk reminded members about the AOC Regional Governor Network Meeting to be held at York College on the 25 March 2009 at 4.30pm and if anyone was interested in attending to contact him for details.