

**Minutes of the Corporation Meeting held on Tuesday, 7<sup>th</sup> October 2008**

Meeting commenced at 19:03

Meeting closed at 20:58

Name	Attendance	Apologies	Time Arrived (if different from above)	Time Left (if different from above)
<b>Members (13)</b>				
P Brown	✓			
M Dixon	✓			
R Dugdale (Chair)	✓			
N Hainsworth	✓			
M Hopwood	✓			
C Jones		✓		
L Kent		✓		
R L'Amie		✓		
M Murray	✓			
D Quail	✓			
Dr Geetha Upadhyaya	✓			20:25
1 x vacancy				
1 x vacancy				
<b>Staff Members (2)</b>				
C Atkinson	✓			
M Damant		✓		
<b>Student Members (2)</b>				
1 x vacancy				
A Razzaq		✓		
<b>Principal</b>				
J McAllister	✓			
<b>In attendance</b>				
J Stott (Clerk)	✓			
S Shaw (Deputy Clerk)	✓			

Before commencing the meeting, the Chair of Corporation expressed regret that David Quail would be resigning his position on the Corporation at the end of October. He wished to thank David, on behalf of all Corporation members for the quality of his contributions and his commitment shown during his 12 years' service. The Principal expressed her particular thanks for David's challenge and support over the years and for his commitment to the College's core values. She thanked him again for his expertise in supporting the financial management of College through the Finance and General Purposes Committee. On behalf of all Corporation members and the College she presented David with an architectural print of Salts Mill which she hoped would remind him of the College.

David thanked the Principal and Chair for their kind words and the Corporation for their gift and for the individual professional support and opportunities for personal development that membership of the Corporation had brought to him over the years. He wished the College and the Principal well for the future.

**64/08 Disclosure of financial and/or personal interest**

19:12

There was no disclosure of financial and/or personal interest.

**65/08 To agree agenda and order of business as circulated**

19:13

The agenda and order of business were agreed as circulated.

**66/08 To agree the minutes of the meeting held on 22<sup>nd</sup> July 2008**

19:13

The Clerk requested that the emboldened passage under 45/08 on page 5 be moved to the top of the following page.

Members noted that the confidential minute from this item was to be tabled at the current meeting.

With this amendment, the minutes of the meeting held on 22<sup>nd</sup> July were approved as a true record.

**67/08 Matters Arising**

19:15

- (a) The Principal confirmed, in relation to 45/08 (i), that the pay rise of 3.2% had been accepted by the trade unions with effect from 1<sup>st</sup> October 2008 and that there would be no further improvement during 2008-09. She reported that the Corporation's pay rise of 3.2% from the 1<sup>st</sup> August 2008 was slightly better than the National Agreement.

68/08  
19:16

**To consider reports and proposals from Committees**

**(a) To receive a copy of the minutes and consider proposals arising from the meeting of the Finance and General Purposes Committee held on 23<sup>rd</sup> September 2008**

The draft minutes were presented by the Chair of the Committee.

Members noted the following:-

- the consideration of the Draft End of Year Accounts for the period to 31 July 2008 that showed an improved financial situation.
- the end of year surplus before FRS17 adjustments of £73k compared to a budgeted surplus of £4k.
- the 3-year Financial Forecast update and the need to ensure that forecast surpluses in future years demonstrated the ability to finance the interest payments on a future loan relating to the capital project.
- the update on the Capital Project Property Developments.
- the progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues.
- the consideration of the annual report on Procurement for the year ended 31st July 2008.
- the Student Union End of Year Accounts to 31 July 2008.

The draft minutes were received.

19:20

**(b) To receive a copy of the minutes and consider proposals from the Search Committee meeting held on 11<sup>th</sup> September 2008**

The Chair of the Committee presented the draft minutes.

Members noted the following:-

- (i) that the Corporation now held 3 Member vacancies (including D Quail's) and 1 Student Member vacancy.

- (ii) the review of the Corporation's Performance Indicators for 2007-08 and the discussion about re-balancing the ethnic mix of the Corporation.
- (iii) the consideration of how to fill current vacancies on the Corporation and that the Committee would re-convene in December to review progress in this area.

Members agreed the following recommendations:

*(iv) to reappoint Ian Gibson as external co-opted member of the Search Committee for a further 3 years.*

*(v) to re-appoint C Jones and A Razzaq on expiry of their current term of office, subject to their agreement and in the case of A Razzaq subject to a decision of the relevant nominating body.*

*(vi) that, following the outcome of the Skills Audit, priority skills to be sought during recruitment to vacant non-Student member Corporation posts should be professional accountancy experience, marketing and business management.*

The draft minutes were received.

**69/08**  
19:23

### **To consider a progress report on the Capital Project Property Developments**

The Principal introduced the item and tabled the minutes of an additional Estates Committee that had been held on Wednesday 1<sup>st</sup> October.

The Chair of the Estates Committee then presented the minutes in detail and members were asked to comment on the plans and the progress to date.

In response to a question, the Principal explained that a topographical survey would be necessary prior to quantity surveying and further design work being carried out.

There was a discussion about growth assumptions and the uncertainty of the economic climate currently and the potential impact of this upon the proposals. The Principal explained the context in which the College's plans were very modest by regional standards. She

explained the importance of ensuring that the proposals were mentioned in the LSC's legacy document as a "marker" for the funding. She acknowledged that these were uncertain times.

There were no further questions. The draft minutes were received.

**70/08**  
19:42

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

The Principal presented the item, explained the key role of Corporation in reviewing and contributing to the Strategic Plan and gave an overview of the key changes that had been made. In particular, Members were asked to note that all updates agreed by the Corporation during the academic year 2007-08 had been incorporated into this version.

Members then were asked to give further consideration to the following:

- (i) the updated data and analysis of Need (Part 2).

The Principal drew this to Members' attention as part of the rationale for the College's Property Strategy. In particular, she drew Members' attention to Table 2.3(c) in which the College's academic areas had been mapped against the areas of forecast employment growth .

The Principal suggested to Members that analysis of trends and forecast growth areas had led College management to consider offering a Level 2 catering course as a progression offer for students on Foundation Learning programmes. Such provision would not duplicate other local providers' work.

She then drew Members' attention to the following points in relation to the data:

- Most of the data was up to date at 2003-2005.
- Bradford District had, over the past 8 years, registered a significant Educational improvement in the numbers of GCSE grades at A-C. However, the points on entry of College students appeared to be getting lower and lower each year.
- The key cohorts of under-achievers in the District had been registered as "white free school meal boys" and "looked after children".
- The preference of 16+ students in Bradford to stay on in school.

Members wanted to know whether a static or declining employment rate would affect enrolment numbers in future.

The Principal explained that the College had close contacts with the Council's Economic Development Unit and was able to respond to sudden shifts in employment patterns.

(ii) the draft Operating Statement for 2008-09 (Part 6)

The Principal explained that the Governing Body had already agreed the 3-Year Strategic Objectives to 2010. The Operating Statement set out the activities to be engaged during 2009-10 that would further these objectives.

Members noted that the following College-wide Plans had now been inserted into the Strategic Plan and that these all had an influence on the Operating Statement: Personalisation Plan, Employer Responsiveness Plan, Quality Plan, Employer Plan, Human Resources and Staff Development Plan, Marketing Plan, Finance Plan.

The Principal then took members through the Objectives, drawing their attention in particular to Objectives 2, 5, 7, 8 and 14.

More generally, the Principal drew Members attention to the following aspects:

- (a) The College was investigating the feasibility of online enrolment and payment with a view to going "live" in September 2009.
- (b) The College was in the process of commissioning a new website.
- (c) The College hoped to deliver more e-learning via a "blended" approach which offered face-to-face tutor support and electronic methods. She drew Members' attention to the fact that Shipley was the only College in the region offering the LearnDirect training programmes direct to employers.

(iii) whether there were any further points that should be discussed before the Strategic Plan was finalised for the 2008-09 academic year.

One Governor asked about the target readership of the document and the style of its authorship. The Principal

explained that the document was used by auditors and inspectors and that it would be open to public scrutiny as and when required.

Another Governor was concerned about acronyms. The Principal agreed that these should all be explained.

20:25 **Dr Geetha left the meeting.**

**71/08 To receive a termly Finance Monitoring Report:**

20:26

The Principal asked Members to receive the report and drew their attention to the large income target assumption of £478k in 2009-10.

Members received the report.

**72/08 To consider a report on Student views**

20:28

The Principal asked Members to consider the overview report and the data sheets which included the customary Student Satisfaction Survey analysis and the results of an LSC report. She drew Members' attention to the scores set out in Report 5 against the Framework for Excellence targets.

Members noted the analysis and received the reports.

**73/08 To receive a report on the 07-08 Performance Indicators for the Corporation**

20:33

The Clerk presented the item and explained that the report had been considered in detail by the Search Committee. He drew Members' attention to the key cause of concern which was the number of vacancies which had been open for a period of 6 months or more. He explained that work was currently going forward with a view to recruit more members and asked Members to contribute ideas to him.

The report was received.

**74/08 Confidential Item: To undertake the annual review of all confidential papers, minutes and decisions of the Corporation during 2007-08 and any carried forward from 2006-07**

20:35

The Clerk presented the item explaining that Staff Members were not entitled to view the papers until a decision had been made on whether they were to remain confidential. It was agreed, however, that the Staff Member could remain in the meeting. The confidential

items relating to Corporation meetings and Remuneration Committees were then tabled and non-Staff Members given an opportunity to read them.

The Clerk reminded Members that the decision of Corporation last year had been to retain as confidential all papers containing a name or a salary.

In response to a question from a Member, the Clerk confirmed that confidential papers had not so far been the object of a request under Freedom of Information legislation.

*It was agreed that all papers tabled should remain confidential on the basis that they contained a name or salary.*

**75/08**  
20:40

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

The Principal introduced the item and thanked Christine Atkinson for her active involvement as a Corporation Member on the Health and Safety Committee.

Members noted some improvements in the workplace reporting of accidents and the introduction of e-learning modules. They noted that there had been one Health and Safety Executive reportable accident during 2007-08. Members noted that the College had received a "satisfactory" assessment from the Learning and Skills Council against the criteria of the "Safe Learner Blueprint".

Members asked about training of staff in use of access equipment and disability awareness. The Principal explained that the Curriculum and Quality Committee would normally review this type of training activity. Training had been offered in the use of the EVAC chairs and the College had recently purchased some e-learning materials that incorporated disability awareness. The Principal also confirmed that some staff members had undertaken basic sign language training.

The report was received.

**76/08**  
20:45

**To receive reports in respect of**

**(i) 2007-08 – Funding and Retention**

The Principal presented the reports. Members noted that overall retention for 2007-08 was 85% which was within the target range but slightly below benchmark.

In relation to funding, it was noted that the College had under-achieved its overall LSC target by 4.5% this partly due to the lesser amount of funding allocated by the LSC for each 16-18 year old student. The 19+ target was also under achieved.

The reports were received.

**(ii) 2008-09 - Enrolment**

The Principal introduced an interim report and drew Members' attention to concern about numbers of 16-18 year olds and the need to recruit again in January. The Principal also expressed her concern at the level of adult education enrolments to date.

The report was received.

**77/08  
20:51 Chair's Report**

The Chair had nothing of note to report.

**78/08  
20:51 Principal's Report**

The Principal explained that the LSC circulars would be sent to Members separately.

The Principal then reminded Members about the following:

- Awards Evening, 21<sup>st</sup> November 2008.
- Training and Development Evening on 18<sup>th</sup> November. Phill Brown gave his apologies.

She explained that the College's Self Assessment Report would be considered by the Curriculum and Quality Committee.

**79/08  
20:53 Any other business**

- (a) David Quail reminded Members to look carefully at the impact of power cuts on data security and storage and emphasised the importance of a "fit for purpose" website.
- (b) Christine Atkinson updated Members on College plans to promote languages for business with some successful launch activity in Leeds and Bradford.
- (c) **Dates of Corporation Meetings scheduled to December 2009**

Tuesday 18<sup>th</sup> November 2008 – Training and Development – 7pm  
Tuesday 16<sup>th</sup> December 2008  
Tuesday 17<sup>th</sup> March 2009  
Tuesday 19<sup>th</sup> May 2009  
Tuesday 30<sup>th</sup> June 2009 – Training and Development – 7pm  
Tuesday 21<sup>st</sup> July 2009  
Tuesday 6<sup>th</sup> October 2009  
Tuesday 13<sup>th</sup> October 2009 – Training and Development – 7pm  
Tuesday 15<sup>th</sup> December 2009

**All meetings commence at 7pm.**

There was no other business.

The meeting concluded at 20:58