



**Minutes of the Corporation meeting held on  
Tuesday 23 March 2010**

Meeting commenced at: 19:00

Meeting closed at: 20:25

<b>Name</b>	<b>Attendance</b>	<b>Apologies</b>	<b>Time arrived (if different from above)</b>	<b>Time left (if different from above)</b>
<b>Business Members (13)</b>				
R Dugdale (Chair)	√			
M Dixon		x		
P Brown	√			
N Hainsworth		x		
C Jones		x		
M Hopwood		x		
M Murray	√			
R L'Amie		x		
M A Awan		x		
J Egan	√			
L Romaniak		x		
S Singh	√			
<b>Non-Business Members</b>				
C Atkinson	√			
M Damant	√			
<b>Staff</b>				
William Ashe	√			
Fakhruddin Jamali	√			
<b>Other</b>				
Nav Chohan - Principal	√			
<b>Guests</b>				
S Hooton - Ass Principal	√			
S Jones- Ass Principal	√			
M Robson - Ass Principal		x		
J Stott - Clerk	√			
Susanna Butler - minutes sec.	√			

**01/10 Disclosure of Financial and/or personal interest**

19:00

There were no disclosures of financial and/or personal interest.

**02/10 To agree agenda and order of business as circulated**

19:00

The agenda and order of business were agreed.

**03/10**

19:01

**i) To agree the minutes of the meeting held on 15 December 2009**

The minutes were agreed, subject to one amendment on page 1, which should read S Singh arrived at 19:11 and not 17.11.

19:02

**ii) To agree the confidential minute of the meeting held on 15 December 2009**

The confidential minute was agreed.

**04/10 Matters arising**

19:03

**a) 95/09 - Financial Management and Control Evaluation - to receive a copy of the Summary of Grades**

i) 93/09 The Principal informed members that the self-assessment grade had been agreed as a Grade 2.

ii) 95/09 The Clerk asked members to note that the Financial Management and Control Evaluation Document had been re-submitted to the LSC as there had been some amended questions. The LSC had agreed the outstanding grade self assessed for this year.

**05/10**

19:07

**a) Finance and General Purposes Committee: To receive a copy of the minutes and consider proposals arising from the meeting held on 9 March 2010**

The F&GP Chair highlighted and commented on the following items:

- ❖ **88/10** on page 2 - the bi-monthly Management Accounts for the period to January 2010. Although they represented an improving picture, we still need to be cautious about achieving targets.
- ❖ **91/10** on page 2 - the 3-year Financial Forecast update prepared in February 2010. The figures are better than expected and we remain cautiously optimistic.

- ❖ **93/10** on page 4 - details of a new Partnership arrangement.

The minutes were received.

19:10

**b) Curriculum & Quality: To receive a copy of the minutes and consider proposals arising from the meeting held on 9 February 2010**

Members were referred to the following items:

- ❖ **49/09** on page 3 - The Quality Improvement Plan for 2009/10. Members were asked to note the three areas for improvement ie (1) improve success rates for Level 3 16-18 (2) improve achievement on ESOL courses (3) ensure that data systems are more responsive.
- ❖ **50/09** on page 4 - the revised Quality Strategy. Members were asked to consider for approval the revised Quality Policy appended to the minutes.

The revised Quality Policy was approved.

The minutes were received.

19:15

**c) Search Committee: To receive a copy of the minutes of the meeting held on 9 March 2010 and a recommendation for the appointment of a new member**

The Chair of the Search Committee was delighted to recommend John Briggs for appointment as a new member of the Corporation. He reported he has had a long career in education.

The Corporation were happy to agree the appointment of J Briggs as a member of the Corporation and the C&Q Committee for an initial term of 1 year.

The minutes were received.

**06/10**  
19:16

**To receive a copy of the minutes of the Academic Board meetings held on 16 December 2009 and 3 February 2010**

The Principal explained that the format of these meetings has changed so that they have become more of a sounding and discussion board. Members were asked to note the following main points:

- a) There is a new procedure for full time admissions with vocational staff now also being involved in the process. The key is to recruit the right number of students onto the right courses and to have a whole College input in this process.

- b) As our final examination results have not normally been available until Christmas, plans are in place in order to obtain this information more quickly which will enable us to prepare Quality documentation much more quickly.

The minutes were received.

**07/10**      **To receive the notes of the Student Affairs Committee held on 11**  
*19:17*      **March 2010**

In the absence of the Chair the 2 student members were asked to make comment. They briefly highlighted some of the main discussions and the plans around Sports Relief where the aim had been to get the non-sports students more involved in sports activities.

The main discussions were noted and the minutes were received.

**08/10**      **Annual Performance Monitoring**

*19:19*      **a) To consider an analysis of the College's 2006/07 to 2008/09**  
**Benchmarking Data**

The Principal explained that this is a restatement of data that has been seen before and for members to consider the report.

*19:20*      **b) In Year Learner Responsive Retention Report to monitor the**  
**College's performance in relation to the Benchmarking**  
**Targets**

The Principal presented this item and took members through the data on pages 3 & 4. He explained that this data shows the current position, not as they will be at the end of the year. We need to keep an eye on Level 2, and there has been an improvement in retention at Level 3. Overall, the figures look encouraging as the majority of early leavers occur at the start of the year.

One member asked that, as there are particular problems with Level 3, what have we done to tackle this? The Principal replied that the main point is to get the right people onto the right courses and secondly, greater general data awareness across college. In reply to a question he explained the basis for the benchmark comes from the national average. However, as most of our courses are 2 years, unlike the 1 year AS Level or A2 courses, our retention against national benchmarks is likely to be lower.

Members said that they found this information really useful and helped them to monitor the College against its targets. They asked the Principal to provide a regular update at Corporation meetings on the In Year Retention Report to enable them to monitor the College's performance in relation to the benchmarking targets.

This proposal was accepted.

**09/10**

19:28

## **To receive the Termly Finance Monitoring Report**

The Principal presented the report showing the forecast financial indicators as at February 2010. He explained that the numbers are good for retained surplus and deficit and that payroll as a percentage of income is expected to come down.

The report was accepted.

**10/10**

19:28

## **i) To approve a draft Safeguarding Children & Vulnerable Adults Policy**

The Assistant Principal, Learner Support, presented the draft Policy. He explained the college is already known to have a safe and friendly environment so we have already spent time on safeguarding in practise. The Child Protection Officer for the college is Steph Tinsley, Head of Care. Members were referred to 4.5 of the report on page 4 which shows all the safeguarding features we should have in place. We are developing an e-learning safety module which has been tested with some of the more vulnerable students. Appendix 1 on page 6 was also highlighted where more definitions had been inserted for clarity.

One obvious risk to take into account is that the college is multi-sited which means we do not have security at every door and people who are not students could potentially get into the buildings. However, staff and teachers tend to be very aware of who the students are and when someone looks out of place, but vigilance is the key.

Our target is that everyone who has contact with children should be trained. This also applies to governors if they come into contact with children.

It was agreed to put Safeguarding and Child Protection as a training item on the next Corporation Training & Development Agenda
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There were a few comments as follows:

- ❖ It needs to be clear that false accusations will be considered a disciplinary matter.
- ❖ There was a discussion on one of the definitions of 'vulnerable adult' in respect of a substance abuser who is not necessarily vulnerable and could be a criminal.
- ❖ It was agreed for a report to be provided to the Human Resources Committee on the numbers of staff who have been CRB checked and the numbers who have received Safeguarding and Equality & Diversity Training

The draft report was received.

19:50

**ii) To nominate a Governor for Safeguarding**

The Clerk introduced the item and explained Marjorie Hopwood had already been contacted in advance and she voiced her interest in taking on the role which would seem appropriate considering her nursing background. One member questioned if this was an appropriate step however. He was concerned as to why we need to have a named safeguarding governor as we do not have named representatives for lots of other areas. It seemed like a knee-jerk reaction and also falls into the operational area. The Clerk explained that it is seen as best practice to have a nominated governor.

The Principal proposed removing the following bullet points (2 and 4) from the requirements of the safeguarding governor:

- ❖ Ensure that the policy and associated procedure are monitored
- ❖ Oversee the procedures relating to handling allegations against staff

On the proviso that the above points were removed, members agreed to endorse M Hopwood as the Governor for Safeguarding.

19:56

**iii) To consider a report on CRB checks for Governors**

The Clerk took members through the report explaining that, as more and more Corporations are deciding to CRB check their governors, the proposal is do we want to introduce this. Strong views were put forward that we should resist this as it is political correctness. However, in the event that we do go down this route, it was stressed that CRBs should be for existing governors as well as new ones.

After further discussion, the stronger view was that the Corporation should not introduce CRB checks for governors as they do not meet the definition for a CRB check in FE as they do not regularly care for, train, supervise or are in sole charge of under 18 year olds or vulnerable adults.

**11/10 Governance Matters**

20:02

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

The Clerk asked members to note the review of the standing orders and confirmed that no changes were necessary and that the current standing orders should be maintained.

20:03

**ii) To consider filling vacancies on Corporation Committees**

The Clerk confirmed that Mr J Briggs who is to be newly appointed has agreed to fill the vacancy on the C&Q Committee. There is still a vacancy on the Student Affairs Committee for anyone who would like to volunteer.

As several members were missing, it was agreed to look at this again at the next meeting.

20:04

**iii) To receive a summary report on the Review of Governance and Strategic Leadership**

The Clerk asked members to note the review and consider the outcome of the report of Governance and Strategic Leadership. It was proposed to leave things as they are for now. The comments in column 2 have been inserted by the Clerk in response to the recommendations in column 1.

Members agreed to accept the suggested proposal.

20:07

**iv) To receive a report on a proposal to review the structure of Corporation and Committee meetings**

The Clerk explained that our current structure is that of a Corporation supported by lots of Committees. However, there are alternative structures we could consider. One of these is an adapted Carver model which would entail the Corporation meeting more frequently but would only retain the statutory committees (Audit and Search). This would cut down the number of yearly meetings from around 26 to 13 /14. Of course, this would need very careful planning.

As our current structure has worked very well up until now, it was agreed that should we change to a new model, it would need to serve us better. Members therefore agreed for the Clerk to undertake a more thorough review on this.

20:12

**v) To receive an update on filling vacancies on the Corporation**

The Clerk explained that with the appointment of John Briggs we will have full membership but that will only last a short while as 2 members are due to stand down this year, M Dixon and C Jones. Members were asked to notify the Clerk if they have any contacts who may be interested. It was stressed to bear in mind the balance of the Corporation ie we need a member with a financial background and to try and maintain a better balance of female members.

**12/10**

**Chair's Report**

20:15

The chair confirmed he had nothing to report other than what had already been discussed.

**13/10**

**Principal's Report**

20:15

**a) 3 Year Funding Summary**

The Principal drew members' attention to the table on page 2 of the report on LSC funding allocations and explained the figures. The most significant change thus far is that many lifestyle courses will be converting to full cost.

Train to Gain funding has been reduced and there are question marks over the future of both Train to Gain and PCDL funding. Overall, we have a challenging year ahead.

There has been a call out for voluntary severance but the end date is not here yet to be able to report any outcomes from that. As ever the key is to enrol sufficient 16-18 learners in September.

The Principal also wanted to make the following points:

- ❖ We have successfully passed our Training Quality Standards submission which is very positive news.
- ❖ The SRIP project has done very well over the past years bringing in over £1 million. This was overseen by Assistant Principal, Margaret Robson who, after starting work at the college in 1980, is due to retire at the end of the this month.
- ❖ The Principal formally noted his appreciation for the work of Margaret Robson. As well as being such a long term devoted servant of the College, she has been a great source of advice for him during this year.
- ❖ Members were informed of a farewell party at the college for Margaret Robson on 31 March at 4 pm to which they are all invited.
- ❖ A new Director of Quality and Innovation has been appointed, Julie Bales, who is from Leeds City College (formerly Thomas Danby College). She is due to start in May.
- ❖ There has been a recent HSE visit and they were very impressed with the college.

It was agreed for the governors to send a formal letter to Margaret Robson in light of her upcoming retirement.

## **14/10 Any Other Business**

### **a) Dates of Corporation Meetings scheduled to December 2010**

- ❖ Tuesday 18 May 2010
- ❖ Tuesday 6 July 2010                      Training & Development
- ❖ Tuesday 20 July 2010
- ❖ Tuesday 5 October 2010
- ❖ Tuesday 2 November 2010              Training & Development
- ❖ Tuesday 14 December 2010

**All meetings commence at 7 pm**