



**Minutes of the Corporation meeting held on Tuesday
11 March 2008**

Meeting commenced at: 19.00

Meeting closed at: 21:05

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (6) M Brannan (Chair) D Quail M Dixon P Brown N Hainsworth C Jones	✓ ✓ ✓	✓ ✓ ✓		<u>Left</u> <u>Ret'd</u>
Coopted Members (3) M Hopwood M Murray R Dugdale (Vice Chair)	✓ ✓ ✓			
Staff Members (2) C Atkinson M Damant	✓ ✓			
Student Member T Johnson Azma Razzaq	✓ ✓			
Local Community Members (3) L Kent Dr Geetha Upadhyaya 1 x vacancy	✓	✓	19.05	
Local Authority Members (1) R L'Amie	✓		19.08	
Principal J McAllister	✓			
In attendance J Stott (Clerk) S Shaw (Deputy Clerk)	✓ ✓			

19:00 The Clerk welcomed members and explained that apologies had been received and accepted from: Mick Brannan, David Quail, Malcolm Dixon and Dr Gheetha Upadhyaya. Lynne Kent and Roger L'Amie were expected to arrive as no apologies had been received. The meeting was declared quorate and was able to commence.

The Clerk explained that Mick Brannan had decided, with much regret, to resign his position as Chair of the Corporation with immediate effect due to personal reasons. Corporation members expressed their concern and regret and requested that the Clerk write to the Chair on their behalf to express their thanks for his exemplary contribution over the years. Members wishing to make a personal contribution to Mick for his work were invited to contact the Clerk who would be organising a suitable gift.

The Clerk explained that the Vice Chair had agreed to chair the current meeting. Bob Dugdale took the Chair.

19:05 Lynne Kent joined the meeting.

01/08 Disclosure of Financial and/or personal interest

19:07

There were no disclosures of financial or personal interest.

02/08 To agree agenda and order of business as circulated

19:07

The agenda and order of business were agreed.

19:08 Roger L'Amie joined the meeting.

03/08 To agree the minutes of the meeting held on 18th December 2007

19:08

- (a) At page 6, item (d) of 87/07 (c), a member questioned whether the items discussed were purely management matters or whether they were rightly matters for Corporation consideration. The Principal reminded members that they had raised these matters appropriately in the context of the Governance Self-Assessment. She therefore proposed and it was agreed that the minute should be changed to read "**(d) The issues mentioned in (d) above were noted to be important areas for further development**". The Principal said that she would update members on progress on the issues mentioned in a later item on the current agenda. It was suggested and agreed that these items would be re-visited again in the July Corporation to ensure that members felt that they had been given the opportunity to consider them fully.

04/08 Matters Arising

19:12

- (a) At page 2, 82/07, and for the benefit of Roger L'Amie and Lynne Kent, the Clerk explained that the Chair of Corporation had decided to resign due to personal reasons. It was proposed that nominations for a new Chair be emailed to the Clerk before the end of April so that the election of a new Chair could take place at the May

Corporation. In the meantime, the Vice Chair, Bob Dugdale, had agreed to take on the role of "Acting Chair". The Clerk also informed members that the Vice Chair had already been approached and had expressed his interest in becoming the Chair of Corporation with effect from May.

It was agreed that the Clerk would write to all members to outline the process for election of a new Chair and to invite formal nominations.

- (b) At page 3, 86/07 (a), it was noted that Mick Brannan had indicated that he would accept a nomination to become the external co-opted member of the Audit Committee. The time commitment would be less than his current commitments and he felt able to undertake this role and thereby maintain his involvement with College.

Following discussion, the Corporation agreed to Mick Brannan being appointed as the external co-opted member of the Audit Committee with immediate effect.

- (c) At page 7, 87/07 (d), it was noted that "no smoking" signs were now going up in the College grounds.

05/08
19:16

To consider reports and proposals from Committees

(a) Finance and General Purposes Committee held on 26th February 2008

Members noted:

- (i) the Committee's receipt of the Management Accounts for the period to November 2007 (page 1, 05/08(i))
- (ii) the consideration of the Management Accounts for the period to January 2008 and in particular the accounting ratio table recording the overall actual position (page 4, 05/08 (ii))
- (iii) the consideration of the 3-year financial forecast update and in particular the summary of the overall forecast position (page 5, 06/08)
- (iv) the consideration of the progress report on the operational effectiveness of the Risk Management Plan with respect to financial issues (page 5, 07/08)
- (v) that the Committee had agreed the proposal for the Fee and Remission Policy for recommendation to the Corporation at item 11 of the current agenda.
- (vi) the Committee's receipt of the Student Union end of year accounts (page 5, 09/08)
- (vii) The Committee's consideration of the Property Strategy update (page 6, 10/08)

The Chair of the Committee drew the Corporation's attention to 05/08 in which he had commended the "strength and depth" of the Finance Team. He also drew the Corporation's attention to the out-turn for the period at page 2 05/08(a) of the minutes in which it was stated that "the accounts showed a retained surplus of

£46k compared to a budgeted deficit of £142k. At this point last year the College had a retained surplus of £199k.

The minutes were received.

(b) Curriculum and Quality Committee held on 3rd March 2008

19:20

Members noted:

- (i) the positive report provided by the Principal concerning the outcome of the Ofsted Annual Assessment in January 2008 which had been a desk-based monitoring exercise. The inspector had confirmed that the College remained a "Good" College with a comprehensive SAR and Action Plan (page 1, 04/08(a))
- (ii) the Principal's comments on the success of the Lesson Observation fortnight (page 1, 04/08(b)). Members wanted to know whether a system was in place to support staff who were not reaching satisfactory levels of performance. The Principal confirmed that this was the case.
- (iii) the Corporation Self-Assessment had produced an overall grade of "Good" for governance rather than "Outstanding" due to the fact that student destinations reports were not currently produced for the Corporation. An action in relation to this had been incorporated into the College's Action Plan arising from the SAR.
- (iv) The arrangement for a training item on the development of Specialised Diplomas at the June Curriculum and Quality Committee. It was also noted that a training item on the new funding model would be held in conjunction with the F&GP Committee. Members would be advised of this in advance.
- (v) The detailed discussion and review of progress on implementing the Equal Opportunities Action Plan (page 2, 05/08).
- (vi) A small number of amendments to the wording of the current Equality and Diversity Policy Statement.
- (vii) The consideration of the first annual progress report on the Disability Equality Scheme Action Plan (page 4, 06/08).
- (viii) The Committee's consideration of the Performance Indicators and performance during 06/07 in relation to the agreed LSC success rate targets and that each of these targets had been met. The Corporation noted that this item would be considered in detail at item 8 of the current agenda.

The Corporation further noted:

- (ix) the update provided by the Principal on LSC priorities for 14-19 and 19+ Policy as part of the Committee's ongoing overview of Curriculum Development (page 5, 08/08).
- (x) The Committee's endorsement of the College's Quality Policy and Strategy (page 6, 09/08) and that this had been added formally to the Committee's Terms of Reference.
- (xi) The consideration of the annual report on complaints (page 6, 10/08)

The minutes were received.

06/08
19:30

To receive notes of the Student Affairs Committee held on 3rd March 2008

Members received the notes of the meeting held on 3rd March. They discussed the students' suggestion of establishing an award for excellent staff support and asked the Student Members to work on a more detailed proposal focussing on the practicalities of implementation.

07/08
19:41

To consider various Strategic Plan Documents:

The Principal explained the background to the item in that the College was now in Year 1 of a 3 year plan. She took Members through the following documents:

- (i) the Annual Review of Strategic Objectives for 2007-10 (item 7(iv))
It was not considered necessary to update these within the current Strategic Plan period.
- (ii) the outline of the 2007-2010 Strategic Plan (item 7(ii))
It was noted that this outline had been shared with staff at the January Review Day. Minor amendments to formatting were agreed and it was noted that the document should be reviewed for consistency in terminology. No other changes were suggested.
- (iii) the Mission and Direction as part of the Strategic Plan Update
These were reviewed and re-affirmed. No change was considered necessary (item 7(iii)).
- (iv) A review of progress against the Strategic Objectives for 06-07 as part of the Strategic Plan Update (item 7(i))
 - (a) In relation to Strategic Objective 2, it was suggested it would be helpful to have information on companies accessing training for their employees through first Full Level 2 Government funding and those providing support for their employees' training.
 - (b) In relation to Strategic Objective 3, Members noted the continued good work of the College in community regeneration.
 - (c) In relation to Strategic Objective 4 concerning targets, it was noted that all ages 06-07 achievement was 3% above benchmark at Level 1; 4% above benchmark at Level 2, 2% at Level 3 and 3% above at Level 4 for long courses. However, it was 14% below benchmark on short courses and 2% below on very short courses. In some cases, there had been cause for concern where minimum levels of performance (MLP) had not been achieved in some short courses. This could be attributed to the re-alignment of the adult short course provision in line

with LSC priorities and the levels were expected to stabilise for 07-08.

The Principal explained in detail the reasons for some below minimum level of performance. The total volume of short course provision below MLP approximated 97 students. In some cases, retention was the main issue. In other cases, achievement was poor, for example where students had been reluctant to take the formal examination or did not need or want the formal accreditation.

The Principal wished to thank the Head, Deputy Head of Registry and Heads of Sector for their painstaking analysis in relation to areas below the minimum level of performance and plans for improvement.

- (d) In relation to Strategic Objective 7 – promoting effective use of e-learning – the Principal reported that the College had been successful in a consortium bid for funding for mobile technology and that a proportion of this would be allocated to learners with special needs.
- (e) In relation to Strategic Objective 8 – the progress to make effective use of ICT to ensure the efficiency and effectiveness of the business operations of the College was noted. In respect of on-line enrolment, it was noted that very few Colleges were operating this because the administration and security systems were proving complex to implement. The development nevertheless remained under review.
- (f) In relation to Strategic Objective 14 – Marketing – the Corporation noted a range of student number statistics as evidence of marketing performance. It was also noted that the website was currently under review.

08/08
20:18

Annual Performance Monitoring

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

(a) To consider an analysis of the College's 04-05 to 06-07 Benchmarking Data

Members were asked to note the analysis of 3 year trends derived from the College SAR. It was noted that the data had been updated since December. It was noted that All Ages Success rates for long courses had improved at all levels in 06-07. The headline improvement target of 61% agreed with the LSC had been exceeded by 3%. The Success Rate for under 19s was the most problematic for the College where the College rate was 13 points beneath the national rate. Low retention had been identified as the main issue for which various improvement strategies were incorporated into the

Action Plan arising from the SAR. By contrast, achievement was good overall and Shipley College had recently been rated as the top General Further Education College in West Yorkshire for Level 3 under 19 achievement in the DCSF 06-07 tables.

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

See below.

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

Corporation Members considered the two papers (one for 16-18 year olds and one for 19+ students) which set out the performance for 06-07 in relation to retention, achievement and success rate in comparison with the target and GFE National Average and indicated a proposed target for 2007-08.

The Principal reminded them of the general principles for setting targets as previously agreed by Curriculum and Quality and Corporation.

Success rates for 07-08 were agreed as follows:

16-18 year olds – Major Programmes

Level 1	70%	1% above Benchmark (BM)
Level 2	66%	equal to BM
Level 3	70%	equal to BM

19+ - Major Programmes

Level 1	65%	equal to BM
Level 2	68%	2% above BM
Level 3	65%	2% above BM

In response to a question from the Corporation, the Principal explained that she felt that all targets were achievable although the 16-18 Level 3 might be hard to reach.

It was noted that the key concern related to the performance of short courses.

09/08
20:28

To consider Diversity Reports for students

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

The Principal explained that analysis of these results was on-going but that the initial analysis had revealed a concern about the results of

19+ Pakistani students, many of whom were enrolled on community courses.

Corporation members were interested to know whether the data could differentiate between British origin and other EU origin students. This data was not currently available but a process for gathering and recording this within the database fields could be looked into for the future.

The Staff Governor with responsibility as Deputy Head of Registry explained that the data would only be as reliable as the students' self-declaration at the point of enrolment.

The Corporation received the reports.

10/08 20:32 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 improvement in the following accounting ratios at 31st January 2008: -

	<i>31/01/08</i>	<i>Target</i>	<i>31/01/07</i>
<i>Retained (deficit)/surplus as a percentage of income for the period</i>	<i>(1.3%)</i>	<i>Positive</i>	<i>(6.00%)</i>
<i>Cash days in hand</i>	<i>34</i>	<i>25</i>	<i>6.7</i>
<i>Current ratio</i>	<i>1.01</i>	<i>1.5</i>	<i>0.79</i>
<i>General reserve as a percentage of forecast total income for the year (excluding release of deferred capital grants)</i>	<i>5.8%</i>	<i>5</i>	<i>3.5%</i>
<i>Loans as a percentage of reserves</i>	<i>nil</i>	<i>Below 50%</i>	<i>8.8%</i>
<i>Staff costs as a percentage of income (excluding redundancy)</i>	<i>71.7%</i>	<i>N/a</i>	<i>77.3%</i>

Members noted the Forecast Financial Indicators as at February 2008 and the assumptions incorporated into current forecasts.

The report was received.

Members also received a full copy of the Report and Financial Statements for the Year ended 31st July 2007.

11/08
20:36

To approve the 2008-09 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 08-09 would be tempered by an element of market sensitivity as required.

It was noted that remission categories remained unchanged from the previous year.

Members received and approved the proposed Fee and Remissions Policy for 2008-09 as recommended by F&GP Committee

12/08
20:37

To consider for approval the Corporation's Statement of Intent in respect of Health and Safety

The Principal presented this item and explained that the document had been reformatted by the new Health and Safety Officer according to good practice. Members considered the "Corporation Statement of Intent" in respect to Health and Safety Matters and approved it with immediate effect. It was noted that the next review would occur in February 2010.

The Corporation Statement of Intent in respect of Health and Safety reference: SCHSP 02 was approved.

13/08
20:38

Governance Matters

The Clerk presented these items.

- (i) To receive, for information, a copy of the Further Education (Replacement of Instrument & Articles of Government) Order 2007 which came into effect on 1st January 2008

The Clerk presented a briefing note summarising the key changes enshrined in the new Instrument & Articles and confirmed that the Standing Orders had been updated accordingly. He drew particular attention to the following:-

- the enhanced role of the Search Committee
- the requirement to publish minutes and a policy on attendance at meetings on the College website
- the tightening of Corporation's responsibilities, all of which had been undertaken for a number of years at Shipley
- information on the Clerk's new specific responsibilities

Members received the briefing note and the full text of the new Instrument and Articles "The Further Education Corporations (Replacement of Instruments and Articles of Government) Order 2007".

- (ii) To consider changes to the Corporation's Standing Orders as a result of (i) above

The Clerk presented the revised Standing Orders and Members noted that the changes had been highlighted in the document for ease of reference. In particular, the Clerk drew Members' attention to the removal of membership categories such as "Community", "Business" and "Local Authority" in favour of a generic "Member" title within which the Corporation would attempt to ensure good representation of its membership from stakeholder groups. It was noted that the staff members were no longer required to withdraw from the meeting when the Corporation was discussing the annual pay settlement for all staff. It was noted that minutes would only be posted on the website in their fully approved format.

- (iii) To consider a Corporation Policy on Public Access to meetings

Members received the document entitled "Corporation Policy on Public Access to Meetings" circulated as item 13(iii) with the papers to the meeting.

Members suggested that a comment referring to the "Chair's discretion" in respect of public attendance should be incorporated into the wording.

With this amendment, the Corporation's Policy on Public Access to Meetings was approved for publication on the College Website and in its annual programme of courses, "Ambitions".

- (iv) Further work to do as a result of the new Instrument and Articles of Government

Members noted that further legal advice was pending concerning the Corporation's Code of Conduct and the Discipline and Grievance Procedures in light of the new Instrument and Articles.

14/08
20:52

To receive

(a) The Final Funding Report for 2006-07

The Principal presented the report entitled "FE Learner Numbers with Funding", being the FO5 report for 2006-07, printed on 6 March 2008 and annotated to show the target learner number and Full Time Equivalent (FTE) figures for last academic year. It was noted, as previously reported that the 19+ learner number figure had been under-achieved by 50 but that the FTE figure had been exceeded by 39.

It was noted that the College had exceeded its all ages funding target for 06-07.

(b) The Interim Funding Report for 2007-08

The Principal presented the report entitled "FE Learner Numbers with Funding", being the F04 report for 2007-08, printed on 6th March 2008 and annotated to show the target learner number and Full Time Equivalent (FTE) figures for the current academic year.

The Corporation noted that the LSC had been informed that the College would undershoot its funding target for the current year. Whilst under 16 numbers were roughly as targeted, the 19+ adult headcount had been disappointing. The Principal explained that College management had arranged for a further initiative to increase adult enrolment.

15/08
20:56

Chair's report

The Meeting Chair wished to pass on the best wishes of all Corporation Members to Mick Brannan.

16/08
20:56

Principal's Report

(a) LSC circulars received since the last meeting

These would be distributed with the minutes to the meeting.

(b) Update on the Property Strategy

The Principal drew Members' attention to the paper updating them on progress with the College's Property Strategy and explained the rationale behind the strategy for the benefit of new Members. The report was received and members thanked the Principal for her update.

(c) To receive a "Quick Guide" note about citizenship and the "Every Child Matters" agenda

Members noted that this guide had been produced by the Quality Improvement Agency as a training tool to support its post 16 Citizenship Support Programme. The Principal drew members' attention to the fact that Shipley College had been featured in the guide as an example of good practice.

17/08
21:03

Any other business

(a) Arrangements for ensuring continuity of the Chair function during the absence of the current Chair.

At the Principal's request and with the consent of the Vice Chair, Members agreed that the Vice Chair should act as the Interim Chair of Corporation until the May Corporation when a new Chair would be elected.

Dates of Corporation meetings to December 2008

- Tuesday 20th May 2008
- Tuesday 1st July 2008 (Training and Development)
- Tuesday 22nd July 2008
- Tuesday 7th October 2008
- Tuesday 14th October 2008 (Training and Development)
- Tuesday 16th December 2008

The meeting finished at 21.05pm.