



**Minutes of the Corporation meeting held on
Tuesday 6 October 2009**

Meeting commenced at: 19:03

Meeting closed at: 20.35

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (15)				
R Dugdale (Chair)	✓			
M Dixon	✓			
P Brown	✓			
N Hainsworth	✓			
C Jones	✓			
M Hopwood	✓			
M Murray	✓			
G Upadhyaya	✓			
R L'Amie	✓			
M A Awan	✓			
Staff Members (2)				
C Atkinson	✓			20.11
M Damant	✓			20.11
Principal				
Nav Chohan	✓			
In Attendance				
S Hooton - Ass Principal	✓			20.11
S Jones- Ass Principal	✓			20.11
M Robson - Ass Principal		✓		
J Stott (Clerk)	✓			
Susanna Butler (Minute Secretary)	✓			20.11

68/09 Disclosure of Financial and/or personal interest

19:04

There were no disclosures.

69/09 To agree agenda and order of business as circulated

19:04

The agenda and order of business were agreed.

70/09 To approve the appointment of new members

19:04

The Chair briefly highlighted the CVs of the three new applicants and asked Members if they had any questions about them. The view was that they all looked very good.

It was agreed to appoint Ms L Romaniak, Mr S Singh and Mr J Egan for an initial term of office of 1 year.

71/09 To agree the minutes of the meeting held on 21 July 2009

19:05

The minutes were agreed as a true and accurate record.

72/09 Matters arising

19:06

None to report.

73/09 To consider reports and proposals from Committees

19:06

a) Finance and General Purposes Committee

The Chair of the F&GP Committee presented the minutes and Members were asked to note the following:

- ❖ 62/09 - ways of achieving the 2009/10 unidentified income target.

The Chair of the F&GP Committee asked the Principal to explain the discussion that took place on the tools for measuring efficiencies in College provision. The Principal informed the meeting that it is difficult to mark out income and expenditure therefore the aim is to break it down by sector to produce simple measurements we can use and that both management and staff will be able to understand. This model will involve the use of 3 measures: timetabled hours; income per hour and individual sector contribution. The College is also working with Tenon, a consultancy service, which will provide a report on where we can make savings.

- ❖ 63/09 - the 3 year Financial Forecast Update

The focus is on how to take control and identify unidentified income which, pleasingly, has fallen from £386k to £205k.

- ❖ 64/09 - recommendation to the Corporation for the pay and remuneration of staff.

After long discussion, it was reported that the F&GP Committee had decided to defer a decision until their meeting in December 2009.

One Member asked if the phrase 'unidentified income target' could be replaced with 'shortfall', but it was pointed out it was a necessary phrase as we do get extra income each year from different areas. Each year therefore there is a potential shortfall.

The minutes were received and accepted

19:15 **b) Search Committee**

Members were asked to note the following:

- ❖ 07/09 - to consider for recommendation to the Corporation the re-appointment of Members whose term of office expires during the academic year 2009/10

The Clerk pointed out that there are a number of people whose term of membership is due to expire so he will be contacting them each individually to ask if they wish to continue.

Members were all in favour of the re-appointments.

The minutes were received and accepted.

74/09 To receive a Termly Finance Monitoring Report

19:16

The Principal presented the report and highlighted that, since the report had been produced, an additional £15k project had been received plus the 6 month unemployed scheme had started. This was a risk in the beginning, but we have managed to hit our target. Referrals have improved slightly and the College is working closely with Job Centre Plus, aiming to improve its working relationship and increase referrals. If the scheme continues it will be good for the College and the overall impression is that the College should be proud it has hit its targets.

75/09 To consider a report on the Student Satisfaction Survey

19:20

The Assistant Principal (Quality & Operations) guided Members through the report explaining that it is a huge undertaking which takes place twice per year. This year, rather than taking a global view, the survey has looked at 'hotspots' to try and identify exactly where problems lay. The full time students are generally less satisfied than the adults with an overall message about inadequacies in computing equipment. The questions have also allowed the students free text. In May 2009, 337 students said nice things about the College and 253 were negative, with many comments

about the speed etc of computers. It was noted that many courses require high definition specification computers and that it can be difficult to timetable IT access to computers for other students.

Page 2 of the report was highlighted and the response as to whether students are happy overall with the course and College. A couple of courses came out particularly low. In these cases, the students were contacted for further comments and it turned out reasons ranged from the fact it was end of term and they were tired, to falling out with their tutor. Staff have been encouraged to work with their students on a regular basis, not just at survey time. It is about managing expectations. Students' questions have been analysed in lots of ways and we have tried to do something about it. However, as the College holds itself up to be strong in IT, 55% negative feedback does not look good. More investment is needed in computer equipment. It was pointed out that there was a very poor internet connection last year which would have led to a lot of negative feedback, but that area has been vastly improved this year.

This report is not a requirement and is quite expensive, but it was agreed the learner voice is very important and a worthwhile exercise to continue. The issue, as well as investing more money, is how to manage people's perceptions as that is what is carried out into the community and will ultimately impact on the business of the College.

The report was received

76/09

Governance Matters

19:40

- i) To receive a recommendation from the Search Committee on the 2008/09 Performance Indicators for the Corporation

The Clerk drew Members' attention to the summary of the report informing them that:

- ❖ The 3 vacancies had now been filled, leaving just 2 student vacancies to fill.
- ❖ The balance of membership stands at 5:16 female members.
- ❖ Targets have been met for attendance in 4 out of 6 Corporation and 16 out of 19 Committee meetings (better than previous years).

The annual report on Performance Indicators for the College was received.

19:41

- ii) To consider filling vacancies on Committees

The 3 Corporation Committee vacancies were agreed by Members as follows:

Liz Romaniak F & GP Committee
Sukhdev Singh Curriculum & Quality Committee
John Egan Human Resources Committee

The 4th and final vacancy is for a Member on the Student Affairs Committee which has opened up due to the recent departure of Lynne Kent. It would be helpful to have someone to continue the good work. There are 4-5 meetings per year which take place at lunch time (with lunch provided). The next meeting will probably take place early November - date to be confirmed.

Anyone interested in taking up this position to contact the Clerk.

77/09

19:45

To consider the College's Annual Health and Safety Report

The Principal presented the paper which had been prepared by the College's Health & Safety Officer. We have a satisfactory rating with the LSC, but are keen to move that to good. One Member commented on whether it was really necessary to carry out inspections every week and, if so, what safety hazards are being discovered? A response was that it can be necessary, especially with heritage buildings and that things can and do crop up on a daily basis.

Action: It was agreed for a report on the weekly inspection of buildings to be discussed at the next meeting of the Estates Committee.

78/09

19:50

To receive reports in respect of:

i) Provisional Retention Report 2008/09

The Chair stated that, with the Ofsted visit imminent, this report is critical and needs to be given detailed consideration.

The Principal guided Members through the report. Success is measured by retention and achievement but the report focuses on retention as we are unable to fully identify achievement at this stage. The report highlights the College's retention rates compared with benchmark figures. From this set of figures we are able to make an assessment of how we are doing. For example, in the 16-18 Long Level 1 courses, the figure is 87, which matches the benchmark figure of 87. Most of the 16-18 Long Level courses 1 and 2 have come very close to the benchmark figures. Those that fall short are Long Level 3 (LL3) (our problem area) and short courses. Reasons for low retention in LL3 range from financial to personal issues. It was recommended that this be taken to the Curriculum and Quality meeting to consider the reasons for the low retention and undertake some actions.

It was stressed that poor figures would not necessarily impact adversely on the Ofsted report, as long as we can demonstrate that we understand why and address the problems going forward.

20:00

ii) 2009/10 Enrolment

The numbers are still moving, so it is still a best guess as to true enrolment figures. We currently stand at approximately 20 short (570) of the target (590), though people are still leaving and starting. Although that sounds quite good, other FE Colleges are bursting at the seams, but this is with an expansion of trade types of courses offered so the picture is vaguely positive for us. We are full to capacity with the 19+, Adult Part-Time, Language and Literacy and Numeracy. Numbers are so high that we may outstrip our budget quite soon and may have to pull some courses later in the year.

79/09

20:02

To decide on a training item for 3 November 200

The 3 new Governors have been invited to the training event which has been designed to provide basic tools to Governors /refresher training, as well as impart upcoming changes. It has been designed for Governors to experience this training in the way a 16-18 year old would so teaching methods at Shipley College may be observed and compared. There will also be short talks on funding changes and a look at strategic objectives.

The Chair encouraged all Members to attend.

80/09

20:05

Chair's Report

The Chair briefly wanted to state how pleased he was with the 3 new appointments and that there had also been another enquiry so the message is definitely getting out there now.

81/09

20:06

Principal's Report

The Principal told Members he has had an enjoyable time since starting in July and has some important sessions planned with staff and management on what he will be starting to focus on going forward. He has been discussing with senior management changes to the planning cycle which are currently very labour intensive. The model for producing individual sector accounts will be crucial as more financial focus is needed. It would be good to be able to increase income for next year, but this can only be done by Apprenticeships so we need to look to start and develop these. We already have placements with the NHS, but employers on the whole do prefer 19+ and we mainly have 16-18. However we need to push as it will be good for both the students and the employer, as well as financially.

82/09

20:10

Any Other Business

a) Dates of Corporation Meetings scheduled to December 2010

1. Tuesday 3 November 2009 *Training & Development*
2. Tuesday 15 December 2009
3. Tuesday 23 March 2010
4. Tuesday 18 May 2010
5. Tuesday 6 July 2010 *Training & Development*
6. Tuesday 20 July 2010
7. Tuesday 5 October 2010
8. Tuesday 2 November 2010 *Training & Development*
9. Tuesday 14 December 2010

Meetings to commence at 7 pm

b) **Confidential Items**

All members of staff left at this point as the confidential items were considered.