



**APPROVED Minutes of the Corporation meeting held on Tuesday
18 December 2007**

Meeting commenced at: 19.07

Meeting closed at: 21:11

Name	Attendance	Apologies	Time arrived (if different from above)	Time left (if different from above)
Business Members (6)				<u>Left</u> <u>Ret'd</u>
M Brannan (Chair)		✓		
D Quail	✓			
M Dixon	✓			
P Brown	✓			
N Hainsworth		✓		
C Jones		✓		
Coopted Members (3)				
M Hopwood	✓			
M Murray	✓			
R Dugdale (Vice Chair)	✓			
Staff Members (2)				
C Atkinson	✓			
M Damant		✓		
Student Member (w/e 18 th December 2007)				
T Johnson	✓			
Azma Razzaq	✓			
Local Community Members (3)				
L Kent	✓			
Dr Geetha Upadhyaya		✓		
1 x vacancy				
Local Authority Members (1)				
R L'Amie	✓			
Principal				
J McAllister	✓			
In attendance				
J Stott (Clerk)	✓			
S Shaw (Deputy Clerk)	✓			

The Clerk welcomed the two Student Members, Azma Razzaq and Thom Johnson, who had been elected by the Student Council as Student Members of Corporation. He explained that Corporation endorsement of these nominations would be sought at item 4 of the Corporation agenda.

Introductions were made for the benefit of the proposed Student Members.

80/07 Disclosure of Financial and/or personal interest

(19.09)

There were no disclosures of financial or personal interest.

81/07 To agree agenda and order of business as circulated

(19.09)

The agenda and order of business were agreed.

82/07 To appoint (a) the Chair of Corporation and (b) the Vice Chair of Corporation to take effect from 11th March

(19.09)

The Clerk informed the meeting that Mick Brannan was prepared to continue as Chair of the Corporation. Phill Brown nominated Mick Brannan to continue. Marjorie Hopwood seconded the nomination.

The Clerk informed Members that Bob Dugdale was prepared to continue as Vice-Chair of the Corporation. Phill Brown nominated Bob Dugdale and Marjorie Hopwood seconded the nomination.

The Corporation agreed unanimously to appoint Mick Brannan as Chair of the Corporation and Bob Dugdale as Vice-Chair for a further year, with effect from 11th March 2008.

(19:10)

The Vice-Chair of the Corporation took the Chair.

84/07 To endorse the appointment of two Student Members, elected by the Student Council, as Corporation Members.

(19.10)

Following a brief introduction by the Principal,

Corporation Members agreed unanimously to endorse the appointment of Azma Razzaq and Thom Johnson as Student Members with immediate effect for an initial term of office of one year.

85/07
(19.11)

To agree the minutes of the meeting held on 9th October 2007

- (a) At item 66/07 (iv) of the minutes, it was agreed to remove the word “unanimous” due to the fact that a declaration of interest had been made by Staff Members and one Corporation Member all of whom had not then voted on the pay rise.
- (a) At item 67/07, second box, the acronym “BME” should be replaced by “Black and Minority Ethnic Background”.

With these amendments, the minutes were approved.

86/07
(19.13)

Matters arising from the minutes of the 9th October and not otherwise included in the current agenda

- (a) It was noted, at item 67/07, page 5 of the minutes, that the following vacancies remained to be filled:
 - an external co-optee to the Audit Committee
 - a Community Governor

It was noted that efforts would be made to encourage applications from people of black or minority ethnic background.

- (b) The Principal updated Members, at item 75/04, that the Friends of Shipley College had been launched at the Awards Evening.

87/07
(19.19)

To consider reports and proposals from Committees

- (a) **Draft Minutes of the Finance and General Purposes meeting held on 4th December 2007**

The Chair of the Finance and General Purposes Committee presented the draft minutes.

Items noted by Members included the following: -

- the F&GP Committee’s consideration of the External Auditors’ draft Management letter for the Financial Year 2006-07 (page 4, 72/07).
- the detailed discussion regarding the Management Accounts for the period to 30th September 2007. A discussion on the retained (deficit/surplus) as a percentage of income for the period took place and it was agreed that clarification would be provided at the next F&GP meeting.
- the 3-year financial forecast update.
- the annual review of alternatives for cash investment and the decision of the College to continue to give priority to the accessibility of cash at this current time (page 9, 75/07).

- the F&GP Committee's consideration of the review of progress for the Finance Plan (page 9, 76/07).

Corporation Members noted that a full consideration of the End of Year Accounts and Annual Report would be taken at agenda item 9 of the current agenda.

The minutes were received.

(19.24) **(b) Draft Minutes of the Audit Committee held on 27th November 2007 including consideration of the Audit Committee's Annual Report to the Corporation and the Principal**

The Vice-Chair of the Audit Committee presented the draft minutes. Items noted by Members included the following:

- the consideration by the Audit Committee of the draft Financial Statements to inform their review of the Management Letter of the Financial Statements Auditor and the consideration of the statement on Corporation Governance page 2 (32/07).
- the Audit Committee's consideration of the report from the Financial External Auditors on the Draft Management Letter for the financial year 2006-07, in particular, that the auditors were satisfied that there were no accounting issues or adjustments to be drawn to Governors' attention. It was also noted that, in terms of accounting and financial control systems, there were no matters of weakness to be brought to Governors' attention. (page 2, 33/07)
- that the Financial External Auditors had issued an unqualified regularity audit opinion in respect of the Regularity Audit.
- that the overall grade for those areas considered (Controls Review - DSATS Review - Substantive Testing of student data) had risen from Satisfactory to Good (page 4, 36/07) in respect of the additional work commissioned by the College on student data.
- the consideration by the Audit Committee of the progress report on the operational effectiveness of the Risk Management Plan (page 4, 37/07).
- the consideration given to the Audit Committee's Annual Report to the Corporation and the Audit Committee's positive opinion of the internal control systems of the College for 2006-2007.

Corporation approved the Audit Committee's recommendation that the systems control review undertaken by both Internal and External Auditors have shown that the college is operating with economy and efficiency and given reasonable assurance regarding the effective achievement of the College's objectives.

The arrangements for risk management, control and governance processes have been adequate and effective, and

The Governing Body's responsibilities included in the financial statements have been satisfactorily discharged.

- the Audit Committee's monitoring of progress on implementing Audit recommendations (page 5, 39/07), in particular that, with one exception, all recommendations made during the year were either complete or in progress.
- that the performance indicators for the internal auditors (TIAA) had been met to the year end of 31st July 2007 (page 5, 40/07)

The Corporation approved the re-engagement of Tenon as the Financial Statement Auditors for the forthcoming year (page 3, 34/07 of the Audit Committee Minutes).

The Corporation approved the Audit Committee's recommendation that TIAA be re-appointed for the 2007-08 academic year (page 5, 41/07 of the Audit Committee Minutes).

Members were asked to note the annual consideration of the independence of the Clerk and that the Audit Committee had been fully satisfied regarding this. (page 5, 42/07 of the Audit Committee Minutes).

The minutes and the Annual Report of the Audit Committee for 06-07 were received.

(19.33)

(c) Draft Minutes of the Curriculum and Quality Committee held on 3rd December 2007

The Principal introduced the item and, for the benefit of new Members, explained the background to the self-assessment process and how the College management team report regularly on quality issues to the Corporation via its Curriculum and Quality Committee.

The Principal presented the draft minutes of the Curriculum and Quality Committee meeting held on 3rd December.

Items noted by Members included the following:

- consideration of the progress made by the College during 06-07 in relation to addressing the weaknesses recorded in the College's 05-06 Self Assessment Report and the 2006 Ofsted Inspection (pages 2 to 4, 25/07).
- the priorities identified for academic staff in the 2007-08 Staff Development Plan (page 5, 25/07).
- the consideration of the outcomes of work in progress regarding the 06-07 Self-Assessment Report for the College (page 5, 26/07).
- the principles agreed for establishing student-related targets (page 6, 28/07)
- the initial work undertaken on behalf of the Corporation by the Committee in updating the Governance Self Assessment Report (SAR) (page 7, 29/07), in particular the removal of 1 weakness since a review of confidential papers had been undertaken during 06-07.

The Principal asked Members to consider the list of strengths and weaknesses of the Corporation as identified by the Curriculum and Quality Committee and to determine whether there were any other areas of weakness.

Members discussed the following:

- (a) the importance of the Corporation's role in the determination of the strategic direction of the College
- (b) the need for Corporation membership to represent the diverse backgrounds of the community and its students
- (c) the lack of a destinations report and whether this constituted a weakness.
- (d) in some Members' view, various matters raised by the Corporation required more development. These included:
 - i. Marketing and in particular the website;
 - ii. Integration of internal data systems;
 - iii The promotion of e-learning.

In response to these items, the following was agreed:

- (a) The Term 2 consideration of the Corporation's Strategic Direction could be extended into a longer item.
- (b) Every effort would be made to use the current Corporation vacancies to recruit Members from black or minority ethnic backgrounds.
- (c) The lack of a destinations report should remain a weakness since this was useful data and a process for capturing this could be set in place.
- (d) The issues mentioned in (d) above were not strictly speaking Governance issues.

The minutes of the Curriculum and Quality Committee were received.

(20.07)

(d) Draft minutes of the Human Resources Committee held on 13th November 2007

The Chair of the Human Resources Committee presented the minutes.

Items noted by Members included:

- the consideration given by the Human Resources Committee to the Disability and Gender Equality Schemes and the intention to produce a single College Equality Scheme combining race, disability and gender by May 2008 (page 1, 18/07).
- the Human Resources Committee's annual consideration of the Diversity/Equal Opportunities Monitoring Report.
- the consideration of the Sickness and Absence Report.
- the review of the Human Resources Plan (page 5, 21/07) and, in particular the considerable work done by the College Administrator and Head of Finance in order to implement the statutory requirement for "un-rolled up" pay and the implementation of a new variable hours part-time lecturer contract.

At 17/07 (ii) of the Human Resources Committee minutes, a Student Member questioned whether the "no smoking" policy had been entirely successful. It was suggested that "no smoking" notices should be posted around the campus. The Clerk, in his capacity as College Administrator, agreed to follow this up with the Head of Estates.

The minutes were received.

88/07

(20.11)

To receive the minutes of the Academic Board held on 12th December 2007

The Principal presented the item.

Members noted:

- the Academic Board's consideration of a progress report on the Action Plan arising from the 05-06 SAR (page 1, (15/07))
- the involvement of the Board in the process of updating the College's Self Assessment Report (page 3, (16/07)).
- the consideration of the 06/07 Student Diversity Data Reports (page 4, (17/07)).
- the receipt of the 06/07 Staff Development Report and 07/08 Plan (page 4, 18/07).

- the arrangements for the Academic Board's involvement in updating of the Equal Opportunities Action Plan (page 4, (19/07)).

The minutes were received.

89/07
(20.14)

To consider for acceptance the end of year accounts to 31 July 2007 and annual report by the Corporation

The Principal presented the item.

Members noted that the draft accounts reflected the financial position already reported to the earlier meetings of the Finance and General Purposes Committee as recorded in the minutes of these meetings. It was noted that, in overall terms, the College had met 5 of its 6 financial targets compared to 2 in the previous year and that the College had returned to Band A financial status.

The Corporation agreed the recommendation for the Members' Report and the Governance Statement regarding the true and fair view of the College's financial position given in the 06-07 accounts regarding the accuracy and acceptability of the Corporation's Statement.

The Corporation considered and agreed the joint recommendation from Finance and General Purposes Committee and the Audit Committee to accept the End of Year Accounts to 31 July 2007 and the Corporation Annual Report.

90/07
(20.16)

To consider for approval the whole college self-assessment report for 2006-07

The Principal presented the item.

Members considered the work in progress and noted, in particular, the following overall self-assessment grades:

- Achievement – Good
- Quality of Education, Teaching and Learning – Good
- Leadership and Management - Good

The Principal reminded Members that the Quality of Education, Teaching and Learning had been judged as "Satisfactory" in the last Ofsted report. Since then a number of measures had been introduced and, whilst these needed to be tested, management were confident that the impact of these changes would result in an improved grading in this area at a future Ofsted.

Members reviewed the "Schedule of Key Strengths and Weaknesses" for 2006-07.

With reference to one of the key weaknesses identified, the Principal explained that in-depth analysis of the reasons for the poor Retention was on-going. She drew Members' attention to the positive trends in Success Rates and Achievement.

Members noted the favourable outcomes in the self-assessment as a whole and that areas of downward trend were being investigated.

The self-assessment work in progress was received.

91/07
(20.51) **To receive a progress report on the operational effectiveness of the Risk Management Arrangements**

The Principal presented the item and asked Members to note the report on significant risk areas. She explained that the report had already been considered and received by the Audit Committee.

The report was received.

92/07
(20.52) **To approve an updated Disciplinary Procedure for Staff other than Senior Post-holders**

The Principal introduced the item and explained that teaching unions and staff had been consulted.

Members considered and agreed the updated procedure for immediate implementation.

93/07
(20.53) **To consider a draft outline of the 2007-2010 Strategic Plan**

The Principal presented the draft document and explained that the audience would be four-fold: students, staff, Governors and the general public.

She explained that staff would be given a copy as part of the Strategic Briefing in January.

Members suggested that it should be reviewed in further detail in Term 2 along with the annual consideration of the strategic direction of the College.

94/07
(20.57) **To receive a report on the College's Procurement Practices**

The Principal presented the report prepared by the College Administrator.

It was noted that the National Audit Office and Public Accounts Committee had made a recommendation that College Governors should use their skills and experience and become involved in the work of improving procurement in FE Colleges.

Members noted the recent changes to financial regulations that had led to purchasing efficiencies and savings.

Members supported the proposal that the College's Heads of Service Team (HOST) were well placed to perform the role of "Procurement Liaison Officer" as recommended by the National Audit Office.

Members considered the draft of the "Procurement Strategy" prepared by the College Administrator. It was noted that HOST would be responsible to the Principal for the implementation of the Procurement Strategy and would report annually on progress to the Corporation.

The report was received.

95/07
(21.06)

To receive reports in respect of 2006-07 and 2007-08 Academic Years

The Principal presented this item.

(a) 2006-07 Academic Year

Detailed funding reports were received and considered.

(i) Funding Target

It was noted that the overall funding target had been over-achieved for 2006-07.

(ii) Retention

It was noted that retention had been identified as an area of concern for both under and over 19s in the College's Self-Assessment Report.

(iii) Achievement

Overall achievement for under 19s was 63% for long courses. Overall achievement for over 19s was 64% for long courses.

(b) 2007-08 Academic Year

(i) Enrolments

(ii) Initial Report on Funding Target

A detailed funding report was received and considered. It was noted that enrolments for full time under 19s were healthy but that the overall target for the year may not be reached due to changes in adult education provision.

It was noted that additional resources had been dedicated to marketing and that Ambitions would be re-issued in-year.

96/07
(21.10)

Chairs Report

The Vice-Chair said that the Awards Evening held in November had been very successful.

97/07
(21.10)

Principal's Report

The list of LSC circulars would be circulated with the minutes.

The Principal informed Members of the planned Open Days.

98/07
(21.11)

Any other business

- a) Members wished to pass their best wishes on to Mick Brannan who had not been able to attend the meeting due to illness.
- b) Dates of Corporation Meetings scheduled to December 2008.
 - Tuesday 11 March 2008
 - Tuesday 20 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 closed at 21:11pm