



**Minutes of the Corporation meeting held on  
Tuesday 15 December 2009**

Meeting commenced at: 19:05

Meeting closed at: 21:04

<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 (15)</b>				
R Dugdale (Chair)	✓			
M Dixon	✓			
P Brown	✓			
N Hainsworth	✓			
C Jones		✓		
M Hopwood	✓			
M Murray	✓			
G Upadhyaya		✓		
R L'Amie		✓		
M A Awan	✓			
J Egan		✓		
L Romaniak	✓			
S Singh	✓		19:11	
<b>Staff Members (2)</b>				
C Atkinson	✓			20.58
M Damant		✓		
<b>Student Members (2)</b>				
William Ashe	✓			20.00
Fakhruddin Jamali	✓			20.00
<b>Principal</b>				
Nav Chohan	✓			20.58
<b>In Attendance</b>				
S Hooton - Ass Principal	✓			20.58
S Jones- Ass Principal	✓			20.58
M Robson - Ass Principal	✓			20.58
J Stott (Clerk)	✓			
Susanna Butler (minutes sec.)	✓			20.58
Mohammed Shahid (Student)	✓			20.58

The Chair began by welcoming the two new student governors, William Ashe and Fakhruddin Jamali, to the Corporation, as well as student observer Mohammed Shahid.

**83/09 Disclosure of Financial and/or personal interest**

19:05

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

**84/09 To agree agenda and order of business as circulated**

19:05

It was agreed to deal with item 8v) Student Affairs Committee before items 8i) to 8iv). Otherwise the agenda and order of business were agreed.

**85/09 To appoint**

19:07

**a) Chair of the Committee**

Bob Dugdale was nominated, seconded and agreed to continue as Chair.

19:08

**b) Vice Chair of the Committee**

Vice Chair, Geetha Upadhyaya, will be standing down soon due to her very busy schedule. The Chair expressed the Corporation's thanks for all her contributions saying a formal letter would be sent to her shortly.

Phill Brown was nominated, seconded and agreed to be to be the new Vice Chair.

**To take effect from the 23 March 2010 meeting**

**86/09 To endorse the appointment of**

19:10

**i) a student(s) from the Student Council to be a Student Member on the Corporation**

Members endorsed the appointment of the two new student governors, William Ashe and Fakhruddin Jamali, as members of the Corporation. The Chair said they were very welcome to contribute.

19:11

**ii) the appointment of an Academic Staff Governor**

Members endorsed the re-appointment of Margaret Damant as Academic Staff Governor.

**87/09 To receive a presentation from the Marketing Manager**

19:12

The Marketing Manager gave a PowerPoint presentation to members highlighting as follows:

The range of activities they are involved in are aimed at getting students onto courses. It has been a very busy year reviewing ideas and opportunities, with a focus on targets for young people.

They have an established brand, 'Great People, Great Place' and promote the lovely environment of the College. 'Jelly people' have been introduced as part of the advertising campaign and effort has been made to attract difficult groups of students. Jelly people have also been used on billboards and posters etc. As part of the summer campaign a mobile van was also utilised.

Sub-brands have been created in a cartoon style which have been popular and is something to build on. Prospectuses have been sent out to supermarkets, stations, door to door drops, among other places, to help raise the profile of the College. There has been work focused training to help those who have lost their job with distributions to job centres and community centres.

An employer pack has been developed to look professional and business like as well as course leaflets for key courses. Adverts and publications are made for Business Link and local magazines.

Radio ads are also used on Pulse and Galaxy to promote, for example, Open Days (of which there are 4 per year). This is fairly costly at £2,500. As well as Open Days, events are organised plus full time taster days. At these events promotional items are distributed eg pens at 21p, key-rings at 55p and stress cubes at 99p.

Marketing offer support to the sectors and services eg Floristry, whose intake doubled in 2009. The team also liaise with external agencies to ensure they are aware of what they offer as well as preparing press releases eg Jean McAllister's retirement and student success stories.

Immediate upcoming tasks for promotion are the Awards evening in January, Open Day in February and P/T short courses.

Members queried which was the more effective approach. The Marketing Manager confirmed that it was a multi-channel approach which was the most effective but, if she had to prioritise, signs, billboards and radio had proved very helpful.

The student governors were asked how they found out about the College and they said it was word of mouth and the prospectus which was in their school. Another reason for choosing Shipley was due to its better access for disabled students than other places in the area.

The Chair thanked the Marketing Manager for her informative presentation.

**88/09 To agree:**

19:35 **i) the minutes of the meeting held on 6 October 2009**

The minutes were agreed.

19:36 **ii) the confidential minute from the meeting held on 6 October 2009**

The minute was agreed.

**89/09 Matters arising**

19:37

There were no matters arising.

**90/09 To consider reports and proposals from committees**

19:37 **i) Student Affairs Committee:** To receive a copy of the minutes and consider proposals arising from the meeting held on 10 December 2010

The Vice Chair of the Committee summarised the main points from the meeting which members were asked to note.

The minutes were received.

19:40 **ii) Finance & General Purposes:** To consider proposals arising from the meeting held on 8 December 2009

Members were asked to note the following:

- ❖ The end of year accounts, minute 73/09, and Pay Award, minute 83/09a, will be considered under items 9 and 10a of the Agenda.
- ❖ 74/09 - to consider the draft Sector and Service accounts for the year to 31 July 2009. We now have fairly accurate income and expenditure figures for Sectors and Services to see which areas of the College bring in what income.
- ❖ 76/09 - to receive the 3 year Financial Forecast update. Members noted that the unidentified income target was around £185k

The minutes were received.

19:45 **iii) Audit:** To receive a copy of the minutes and consider proposals arising from the meeting held on 1 December 2009, including approval of the Audit Committee's Annual Report to the Corporation and the Principal

Members were asked to consider the following:

- ❖ 33/09 - consider for approval the re-appointment of Tenon.

After the excellent service they have continually provided members agreed with this re-appointment.

- ❖ 35/09 - self assessment of the Financial Management & Control Arrangements. This is to be considered under item 13 of the agenda.
- ❖ 39/09 - to consider the Audit Committee's Annual Report 08/09 to the Corporation and the Principal.

Members considered and approved the Audit Committee's Annual Report 08/09 to the Corporation and the Principal

- ❖ 42/09 - to consider for approval the recommendation regarding the reappointment of TIAA as Internal Auditors.

Members approved the re-appointment

The minutes were received.

- 19:47 **iv) Curriculum & Quality:** To receive a copy of the minutes and consider proposals arising from the meeting on 8 December 2009

Members were asked to note:

- ❖ 36/09 on the headline figures on retention, achievement and success rates 2008/09.

The minutes were received.

- 18:48 **v) Human Resources:** To receive a copy of the minutes and consider proposal arising from the meeting held on 10 November 2009

Discussions from this meeting focused on stress issues, extended safety checks and updates on the ISA. Members were therefore asked to note the following:

- ❖ 19/09 a) on safeguarding
- ❖ 19.09 b) update on the introduction of the Independent Safeguarding Authority
- ❖ 19/09 c) on payment of the ISA registration fee and the CRB disclosure fee for staff

The recommendation that the College meet the cost for ISA registration and CRB fees for new and existing staff was accepted by the Corporation, with the understanding that, should the financial situation change, the management Team will have the discretion to review the policy, if necessary.

The minutes were received.

**91/09**  
19:50

**To consider for acceptance the end of year accounts to 31 July 2009 and annual report by the Corporation**

The Principal presented the report highlighting as follows:

Page 5 of the report shows a surplus of £65k for the last financial year though FRS 17 calculations lead to a £255k deficit. It was noted that this is common across the sector.

The draft accounts reflect the financial position already reported to the earlier meetings of F&GP and recorded in the Committee's minutes.

Members were asked to agree 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 08/09 accounts and the accuracy and acceptability of the Corporation's Statement.

Members were asked to consider the joint recommendation from F&GP and Audit to accept the accounts and the Annual Report. The accounts were accepted.

**92/09**

**To consider:**

19:53

**a) A recommendation for the 2009/2010 Pay Award for Lecturing and Support Staff**

This was discussed at length at the last F&GP Committee meeting.

The Principal explained that we cannot with full confidence offer a whole year pay rise at the moment so the recommendation is a 1.5% rise from 1 February 2010 for half a year. This keeps us on the national pay scale. If we do reach our unidentified income target with a surplus then serious consideration to backdate the 1.5% pay rise will be given.

The Pay Award proposal was accepted.

**93/09**  
19:55

**To consider for approval the draft whole College Self Assessment Report (SAR) 2008/09**

The Principal explained to members that the SAR is a key document which is produced yearly and used by Ofsted. The full SAR Report had been emailed to members but, for the purposes of this discussion, a condensed report has been provided.

Members were asked to consider the sections on effectiveness of the College, strengths and areas of improvement and the College's capacity to improve. The Principal highlighted several areas including:

- ❖ Of our strengths, key areas are the high student satisfaction rates and excellent employer based provision.
- ❖
- ❖ Key Areas for Improvement include retention for 18-19 year olds. We have success rate concerns on particular courses which, if addressed, will bring up the overall success rates.
- ❖ We need a strong focus on improving the responsiveness of data to enable us to make more timely judgments.
- ❖ The Senior Management Team are not ready to formally agree the self assessment grade. Members were therefore asked for their views on the plan to seek 3rd party advice.

The Chair first asked the Assistant Principals for their comments on this proposal, then for Members' comments.

One Member was uncomfortable with a 3rd party assessing what should essentially be our own self assessment. After discussion, and assuming the 3rd party involvement was in seeking an opinion only, Members endorsed the proposal.

**94/09**  
20:30

**To receive the outcome of the recent Investors in People Review Report**

The Principal presented the report which paints a very positive picture. The College has had IiP status for nearly a decade now. 13% of staff were interviewed and a full range of views were obtained. The review does cost approximately £3,000 but the report is useful, highlighting developmental sections and points which are backed up by our own judgements. It highlights areas for development and may be useful for funding purposes.

The Report was received.

**95/09**

**To consider the College's Self Assessment of their Financial**

20:35

### **Management Control Arrangements using the Financial Management and Control Evaluation document**

This self assessment has already been fully considered by the Audit Committee and Members were asked to endorse their assessment as outstanding.

Members endorsed the assessment as outstanding.

**96/09**

20:37

### **To consider a draft Governance Self Assessment Report**

The Clerk asked Members to consider the proposed strengths and areas for improvement of the Corporation and to self assess the grade for the performance of the Corporation for 08/09.

As we will shortly have two vacancies due to the departure of Geetha Upadhyaya and Chris Jones, consideration will be given to trying to increase the number of female Members.

Taking into account the identified strengths and areas for improvement Members agreed to grade themselves as 'good' for 08/09.

**97/09**

20:45

### **To approve an updated Grievance Procedure for employees**

The Clerk explained that this updated document is based on the joint agreement reached between the Association of Colleges and the recognised Trade Unions, including Unison and UCU and it has been out for consultation.

Members approved the updated Grievance Procedure.

**98/09**

20:46

### **To receive a progress report on the operational effectiveness of the Risk Management Arrangements**

The Principal explained the purpose was to address the key risks the College is facing and that we have already started looking at the Risk Register again. Members were asked to note the report on each of the significant risk areas which had already been considered by the Audit Committee.

The report was received.

**99/09**

20:48

### **To receive reports in respect of:**

#### **a) Enrolments and Initial report on Funding Target**

The Principal explained that enrolments figures have only become clear in the last week so we need to improve the response times of our systems.

Members were guided to the figures in the table at the bottom of the report which were then explained by the Principal.

It has been a slow process developing a good relationship with Job Centres but we have now had visits from their offices and they have been very impressed by our provision. We are now getting more referrals through as a result.

Members understood that it is a developing picture and accepted the report.

**100/09**      **Chair's Report**  
*20:55*

The Chair informed Members how he had recently made several visits to different sectors within the College which had given him the opportunity to see the infrastructures in place which are very impressive and he has been able to further his knowledge.

**101/09**      **Principal's Report**  
*20:57*

The principal explained that it had been a hard term for staff with the introduction of new data systems which had caused a level of frustration. Senior Management must address this over the next year.

The Ofsted visit could happen early after Christmas where we will be given 2-3 weeks' notice and staff will need a lot of support through this time.

We have been successful in our enhancement fund bid with Apprenticeships in the NHS - this is worth £90k over the next calendar year.

Finally, the Principal invited all Members to the staff Xmas buffet on Friday 18 December between 12:30 and 14:30.

**102/09**      **Any Other Business**

*20.58*

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

- ❖ Tuesday 23 March 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**

**103/09**      **b)      Confidential Item**