

SOUTH CHESHIRE COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 28 SEPTEMBER 2006 COMMENCING AT 3.00PM

Present:

K Lea (Chair of the Corporation)
D J Collins (Principal and Chief Executive)
P Birchall
B Dean
J Dowell
J Dwyer
D Felton
G Fyffe
V Harris
T Wheeler
S Utting
S Yates
A Yusuf (from the point shown)

In attendance:

S Cowell (Deputy Principal and Director of Studies)
G Bebbington (Director of Finance and Administration)
K Gee (Director of Marketing and Operations)
E Davies-Jones (Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

Item

49/06 FORMAL MATTERS

49/01/06 Apologies for Absence

Apologies for absence were received from Ian Carruthers and Margaret Simon.

49/02/06 Declarations of Interest

At this point in the meeting the Chair asked the members attending this meeting to declare any personal or prejudicial interests and the nature of that interest, in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item. No declarations of interest were made.

49/03/06 Approval of Part A Minutes of Meeting held on 20 July 2006

Members reviewed the Part A minutes of the last meeting of the corporation held on 20 July 2006. There were no matters arising which are not covered by the main agenda

Matter arising

Minute No 34/06 : Members noted that the report reviewing the action plan produced as a result of the mock inspection will be presented to the Corporation at its meeting on 30 November 2006.

IT WAS RESOLVED that the minutes of the meeting held on 20 July 2006 be approved as a true and accurate record of that meeting and that the Chair sign them accordingly.

50/06 CAMPUS DEVELOPMENT

50/01/06 Appointment of Architect

The Chair informed members of the detailed process of evaluating the tenders which had been received from the short listed Architects. Members considered the paper providing a detailed comparison of the tenders which was tabled at the meeting and they went on to consider results of the evaluation procedure and interviews which had been undertaken by the interview panel comprising of: the Principal, Ken Lea, Vic Harris, Stan Utting, the Director of Marketing and Operations, the Director of Curriculum Support, the Project Co-ordinator, David Tomlinson and Nigel Nott of Keystone Projects with the short listed firms, namely: Jefferson Sheard Architects (UK) Ltd, Foster & Partners Ltd, Dyer [DA (Cheltenham) Ltd] and John McAslan and Partners Ltd.

Members noted that two of the short listed firms: Bond Bryan LLP, AA (Cheltenham) Ltd, KSS Design Group Ltd had withdrawn from the short list prior to the submission of the tenders having advised the college that they were no longer able to commit to the project.

Members considered the recommendation made by interview panel that Jefferson Sheard had most convincingly demonstrated its ability as Architect to meet the College's requirements.

IT WAS RESOLVED unanimously to approve the recommendation of the interview panel that Jefferson Sheard Architects (UK) Ltd be appointed as the Architect for the new build up to RIBA Stage C, approval of fees as tendered but subject to completion of the OJEU procurement process.

Abdi Yusuf joined the meeting at this point.

50/02/05 Appointment of Project Manager

The Chair informed members of the detailed process of evaluating the tenders which had been received from the short listed Architects. A paper providing a detailed comparison of the tenders was tabled at the meeting and members considered results of the evaluation procedure and interviews which had been undertaken by the interview panel comprising of: the Principal, Ken Lea, Vic Harris, John Dwyer, the Director of Marketing and Operations, the Director of Curriculum Support, the Project Co-ordinator, David Tomlinson and Nigel Nott of Keystone Projects with the short listed firms, namely: AA Projects Ltd, Turner & Townsend Project Management Ltd, Hornagold and Hills and AYH plc.

Members considered the recommendation made by interview panel that Turner Townsend had most convincingly demonstrated its ability as Project Manager to meet the College's requirements.

IT WAS RESOLVED unanimously to approve the recommendation of the interview panel that Turner Townsend Project Management Ltd be appointed as the Project Manager for the new build up to RIBA Stage C, approval of fees as tendered but subject to completion of the OJEU procurement process.

50/03/06 Appointment of remaining members of Design Team

Members considered the procedure and timetable for the appointment of the four remaining members of the design team namely: the Structural Engineer, the Mechanical and Electrical Engineering consultant, the Quantity Surveyor and the Planning Supervisor H & S.

IT WAS RESOLVED that the approved Architect and Project Manager should join the interview panel undertaking the evaluation and interviewing of the four remaining members of the design team, which comprise principally the same people as referred to above save that members of the Corporation would not be required to be involved in interviewing the short listed Structural Engineers, Quantity Surveyors and the Planning Supervisors H & S. Ken Lea would join the interview panel undertaking the evaluation and interviewing of the Mechanical and Electrical Engineering consultants. Following the evaluation of the tenders and the process of interviewing the short listed firms, the recommendations of the interview panel concerning the appointments of the four remaining members of the design team will be considered for approval by the Corporation at its meeting on 19 October 2006.

51/06 SELECTION PANELS FOR APPOINTMENT OF SENIOR POST HOLDERS

51/01/06 DIRECTOR OF QUALITY

Vic Harris and John Dwyer having given notice that they would not be able to attend the interviews and form part of the Selection Panel of members considering the appointment of the Director of Quality, members considered the membership of the Selection Panel to be appointed in accordance with Article 12 of the Articles of Government.

IT WAS RESOLVED that Gordon Fyffe and Abdi Yusuf be appointed to the Selection Panel and that the Selection Panel for the post of Director of Quality should comprise: the Principal, Ken Lea, Pat Birchall, Gordon Fyffe and Abdi Yusuf

51/02/06 DIRECTOR OF STUDIES / DEPUTY PRINCIPAL

Members considered the membership of the Selection Panel to be appointed in accordance with Article 12 of the Articles of Government.

IT WAS RESOLVED that the Selection Panel for the post of Director of Studies/Deputy Principal should comprise: the Principal, Ken Lea, Vic Harris, Tim Wheeler and Simon Yates

52/06 SOUTH CHESHIRE ENTERPRISES LTD :

52/01/06 COMPOSITION OF THE BOARD OF DIRECTORS OF THE COMPANY

Members considered the composition of the Board of Directors of the Company.

IT WAS RESOLVED that Stan Cowell be appointed as Managing Director, Simon Yates be appointed director and chairman, Vic Harris be appointed as director of South Cheshire Enterprises Limited and that Julia Dowell be appointed as company secretary of South Cheshire Enterprises Limited as from 1st October 2006

52/02/06 BUSINESS PLAN AND FUTURE DEVELOPMENTS

Stan Cowell presented the draft business plan which had been prepared for the company, South Cheshire Enterprises Limited, for operation from 1st October 2006. Members considered the content of the business plan from the perspective of the Corporation as sole shareholder in the company. Members considered the letter which had been received prior to the meeting from the Unison representative concerning the transfer of staff from Sodexho.

IT WAS RESOLVED to note the business proposals of the company and to note the terms and conditions proposed for the staff to be employed by the company IT WAS FURTHER RESOLVED that the Chair should respond to the letter received from the Unison representative advising that the letter had been passed on to the Managing Director of South Cheshire Enterprises Limited as the matter was a matter for consideration by the Directors of the limited company as employer rather than the Corporation as shareholder of the company.

53/06 PROPOSED ACTION FOR BREACH OF CONTRACT : BOLTON INDUSTRIAL DOORS

The Chair presented the paper informing members of the potential legal action which could be taken against the company which had supplied and installed the automatic electronic door sensors to seven sets of doors in the Tower block which had proved defective and had been removed earlier in the year by the supplier due to concerns over health and safety.

IT WAS RESOLVED that a civil action for recover of loss should be pursued in the small claims court

54/06 PROPOSED LEASE OF PREMISES

The Principal presented the paper informing members of the proposal to take a three year lease of premises fronting onto Nantwich Road adjacent to Rail House, for the purposes of accommodating the requirements for delivery of courses in English as a second language due to unprecedented demand with such additional accommodation cover requirements until the completion of the new build.

IT WAS RESOLVED to approve the proposal and authorise the Director of Marketing and Operations in conjunction with the College solicitor to proceed to procure the lease at a total rent inclusive of service charge of no more than £100,132 for the three year period.

There being no further business, the meeting concluded at 5 p.m.

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(Chair)

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Chair's approval: 10 October 2006
Corporation approval: 30 November 2006