

SOUTH CHESHIRE COLLEGE

MINUTES OF THE CORPORATION MEETING HELD AT LEGENDS ON THURSDAY 30 NOVEMBER 2006 AT 2.00PM

Present:

K Lea	(Chair of the Corporation)
V Harris	(Vice-chair of the Corporation)
D J Collins	(Principal and Chief Executive)
P Birchall	
I Carruthers	
B Dean	
J Dowell	(until the point shown)
D Felton	
G Fyffe	
J Hewitt	(appointed as governor from the point shown) (present until the point shown)
M Simon	
S Utting	
T Wheeler	(from the point shown)
S Yates	
A Yusuf	(from the point shown)

In attendance:

G Bebbington	(Director of Finance and Administration)
S Cowell	(Deputy Principal, Director of Studies)
D Harwood	(Director of Quality)
N Peet	(Director of Curriculum Support) (until the point shown)
S Coles	(Multiplex) (from and until the points as shown)
M Perryman	(Project Manager, Turner Townsend) (until the point shown)
E Davies-Jones	(Clerk to the Corporation)

Item

59/06 FORMAL MATTERS

59/01/06 Apologies for Absence

Apologies for absence were received from John Dwyer

59/02/06 Declarations of Interest

The Chair enquired whether any of the members attending this meeting considered that they held any personal interest in the items as listed on the agenda to be considered at this meeting. Simon Yates declared an interest in the agenda item 7.5 (point 1) concerning the matter of the College healthcare scheme provision as the company he works for has business connections with the providers being considered within that agenda item. Simon Yates confirmed that he would not be involved in any discussion during the meeting or in the decision of the Corporation concerning that matter.

Abdi Yusuf joined the meeting at this point.

The Chair welcomed David Harwood, the newly appointed Director of Quality to the meeting

59/03/06 Governor Vacancies/Re-appointments

Student Governor Vacancy

Members considered the nomination of Joshua Hewitt for the position of student governor. Members were informed that Joshua Hewitt was the student receiving the highest number of

votes in the election for student governor which had been held in November in accordance with the Corporation's Standing Orders. The Search Committee had recommended at its meeting on 19 October 2006 that there should be one student governor appointed and that the student polling the highest number of votes in the election should be so appointed.

Re-appointment of Cheshire County Council Nominated Governor

Members considered the re-appointment of Gordon Fyffe as a member nominated by Cheshire County Council for a further term following the expiry of his initial one year term of office on 8 December 2006. The Search Committee had, at its meeting on 19 October 2006, considered the available data including attendance records and the value of the member's expertise and experience and concluded that in the light of his attendance, commitment, contribution and experience the committee would recommend to the Corporation Board that Gordon Fyffe be re-appointed for a further term of office of four years commencing on 9th December 2006.

IT WAS RESOLVED as follows –

- ***to appoint Joshua Hewitt as a student member for a term of office ending 31 July 2006 and that Joshua Hewitt be appointed as a member of the Quality and Standards Committee during that period.***
- ***to reappoint C Cllr Mr Gordon Fyffe as a local authority nominated member for a period of 4 years commencing 9 December 2006***

59/04/06 Approval of Minutes of Meetings held on 28 September 2006 and 19 October 2006

IT WAS RESOLVED that the minutes of the meeting held on 28 September 2006 and the minutes of the meeting held on 19 October 2006 be approved as a true and accurate record of those meetings and that the Chair sign them accordingly.

Matters arising:

Minute Nos: 34/06, 49/06 & 55/06:

Report reviewing the action plan following the Mock Inspection

The Principal provided members with a verbal report informing members that a final report on the action plan would be provided by the Director of Quality at the Corporation Meeting scheduled to be held in March 2007. He went on to inform members of some areas of action specifically that :

- improvements to the self assessment report were being implemented, a standard format template had been introduced to assist introducing more rigour into the reporting system;
- improvements in the grading of teaching and learning were being implemented with the introduction of a moderated process linked to other colleges;
- the criticism of some of the marking systems was being addressed and the recent Ofsted inspection had remarked specifically on the improvements in the marking systems;
- a student tracker system is in the process of being introduced and will be fully operational by September 2007 with improved information available to staff;
- the next meeting of the Quality and Standards Committee will receive information on poorly performing courses.

Minute No: 53/06

Bolton Industrial Doors

The Chair informed members that an update is to be provided to members at the next meeting of the Corporation on 8 December 2006

Minute No: 54/06

Proposed Lease of premises adjacent to Rail House

The Principal informed members that a paper concerning this matter is being presented to the Corporation at its meeting on 8 December 2006.

There were no other matters arising from the minutes of the meetings held on 28 September and 19 October 2006 which were not dealt with as part of the agenda items for this meeting.

IT WAS RESOLVED that:

- **the minutes of the meetings held on 28 September and 19 October 2006 be approved as true and accurate records of those meetings and that the Chair sign them accordingly;**
- **that a final report from the Director of Quality concerning the action plan resulting from the mock inspection will be received at the Corporation meeting in March 2007.**

60/06 Campus Development Project Update

The Project Manager presented the first monthly report recording the progress on the delivery of the Campus Development Project and drew members attention to the headlines, key issues and activities detailed in the executive summary of that report. He informed members that the deadlines set out in the written report which had been circulated to members in advance of the meeting had now changed as the dates for submission of the Application in Principle (AiP) to the Learning and Skills (LSC) Council has been brought forward and the deadline for submission was now 14 February 2007.

Tim Wheeler joined the meeting at this point

The Project Manager advised members that he was confident that the design team could meet the new deadlines with submission at this earlier date. However, in view of the illness of David Tomlinson of Keystone Projects, it was proposed that the Project Manager should take over the job of collating the AiP for submission to the LSC.

Members went on to consider the role of the Campus Development Sub-Committee. The Chair informed members that the purpose of this sub-committee, when formed in January 2006, was to undertake an investigative and advisory role reporting to the Finance Committee and the Corporation and that the committee did not have any authority as presently constituted. The Chair proposed to members that the Campus Development Sub-Committee should either be disbanded or its role should be changed with its terms of reference being amended to permit the committee to take decisions and authorise action under authority delegated to it by the Corporation.

Members went on to consider the report reviewing the position concerning the appointment of the Campus Development Design Team and Specialist Consultants providing the detailed evaluation of the tenders received for legal services paper together with the report on the tenders received for the services of the planning consultant , transport consultant and property agent and valuer.

IT WAS RESOLVED:

- ***to receive the first monthly report of the Project Manager's first monthly report;***
 - ***that members shall review and amend the terms of reference of the Campus Development Committee at the Corporation meeting on 8 December 2006;***
 - ***to note the summary of costs of services contracted to date and to approve the appointments for specialist consultant services as follows:***
 - ***JMP Consulting as transport consultants;***
 - ***RPS Consulting as Planning Consultants;***
 - ***Legat Owen as property consultants; and***
 - ***Eversheds LLP as Legal Advisors***
- with approval of the specialist consultant fees as set out in the respective firms tender documents.***

The Project Manager left the meeting at this point

61/06 DISABILITY EQUALITY SCHEME

The Director of Curriculum Support presented the paper informing members of the details of the Scheme developed to cover the general and the specific statutory duties placed on the organisation to promote disability equality and equality of opportunity. He informed members that it a fundamental requirement of the legislation to produce, by 4 December 2006, a

disability equality scheme, to report on progress made and to review and revise the Scheme annually.

He went on to advise members that Section 1 of the Scheme as presented and circulated to members in advance of the meeting did require some minor amendments to the historical details prior to publication. He took members through the content of each section of the Scheme and asked members to consider approval and adoption of the Scheme for publication on the College website on 4 December 2006.

A DVD was then viewed by members. The Director of Curriculum Support informed members that a copy of the DVD which reviewed relevant student experiences at the college would be available to circulate with the minutes of this meeting.

Members considered the content of the Scheme and the purpose of removing obstacles for those persons affected by disability.

Members requested that Appendix 1 Point number 5.1 "Facilities" be amended to include provision that the plans for the new campus fully embrace the relevant European Standard code of practice in addition to the British Standard code of practice BS 8300:2001.

IT WAS RESOLVED to receive the report approve and adopt the Scheme with amendments to Section 1 and Appendix 1 Point number 5.1 as identified, and to fully endorse the Scheme and its associated plan and to continue to monitor its effect on the success of students and the well being of staff for publication in accordance with the statutory requirements of the Disability Equality Duty .

The Director of Curriculum Development left the meeting at this point.

62/06 THREE YEAR DEVELOPMENT PLAN 2006/7 to 2008/9 – UPDATE ON PROGRESS

The Principal presented a report on the College's progress in delivering its three-year development plan. He informed members that good progress is being made towards fulfilling the three year development plan in the first term of its operation. Members noted the following in particular:

- development of the 14-16 programmes, supporting individual school specialisms, for 2007;
- development of South Cheshire Enterprises Ltd to include bidding for adult contracts;
- student numbers in the priority area of 16-19, full-time and full time equivalent targets have already been exceed for this year;
- student success rates have already exceeded the target for 2006/7;
- the latest BSI ISO 9000 audit revealed that the college is regarded as "best in class" by the BSI for its work over the past three years;
- that the college is maintaining its Grade A financial status;
- the enhancement of the tutorial system to include the Health and Safety aspects of "Every Child Matters"

IT WAS RESOLVED to:

- ***receive the report and note good progress towards implementing the development plan;***
- ***to undertake a review of tutorial system at the Corporation meeting which is scheduled to take place on 19 January 2007.***

63/06 RISK MANAGEMENT ANNUAL REPORT 2005/06

The Director of Finance and Administration presented a report informing members that the report had been considered by the Audit committee members at their meeting held on 23 November 2006. He informed members in particular –

- how the College had dealt with specific risks in 2005/6, namely vandalism and theft; insufficient accommodation, building project overspends; potential loss of key personnel; possibility of fraud; failure to manage health and safety adequately; network problems;

- inability to recruit and retain competent personnel; failure to provide high quality teaching; and failure to maximise student potential and success rates;
- changes to the risk register for 2005/6 including the development of a separate risk register to be introduced for 2006-7 to cover the Campus Development Project;

Members considered that the section of the Risk Register risks related to the subsidiary company South Cheshire College should be reviewed by the Board of Directors of South Cheshire Enterprises Limited with reports being made on a regular basis to the Corporation as shareholder at general meetings of the company.

IT WAS RESOLVED to :

- ***receive the annual report on risk management and to note the current position in respect of the risks described in the risk register;***
- ***require the Campus Development Committee to hold responsibility for development and monitoring of the section of the Risk Register relating to the new build***

Stephen Coles joined the meeting at this point

64/06 REPORTS OF THE CHAIR, CHIEF EXECUTIVE AND COMMITTEES

64/01/06 Report of the Organisational Development Committee

Simon Yates, having declared an interest in the following matter did not take part in discussion during the meeting or the resolution concerning this matter. Ian Carruthers presented the recommendations of the Organisational Development Committee to members concerning the health care scheme provision and Stephen Coles of Multiplex answered members questions concerning the similarities and differences between the schemes being considered namely the scheme offered by BUPA and the scheme offered by PruHealth informing members that the contract for the preferred scheme would be subject to annual renewal on an annual basis at which time it would be possible to change to a different provider is that was the preferred option at that time. Members also considered the results of the staff survey undertaken in the period since the last meeting of the Organisational Development Committee which had resulted in a 2:1 preference in favour of the BUPA scheme by those members of staff who had expressed a preference.

IT WAS RESOLVED unanimously that the College should adopt the BUPA healthcare scheme for a period of 12 months with a review of the preferred option at the end of that period.

Stephen Coles left the meeting at this point

Simon Yates, as Chair of the Organisational Development Committee presented the report informing members of the other matters which had been considered by Organisational Development Committee members at the meeting held on 2 November 2006 and in particular the recommendations put forward by the Organisational Development Committee for consideration by the Corporation namely the following policies and procedures:

- The Critical Incident Policy;
- The new policy concerning Age Discrimination;
- The updated procedure for dealing with Requests for Information about Students;
- The updated procedure for Dealing with the Death of a Student;
- The amended Child Protection Policy;
- The approval of the Clerk to the Corporation and College Solicitor assuming the role of the specified person for first stage appeals in the procedure for dealing with the resolution of internal disputes concerning the Local Government Pension Scheme

IT WAS RESOLVED to receive the report to receive this report and to:

- ***approve the continuation of the Critical Incident Policy SCCPOL 05***
- ***approve and adopt the Age Discrimination Policy***
- ***approve and adopt the Request for Information about Students Procedure SCCPOL 17***
- ***approve and adopt the Procedure for Dealing with the Death of a Student SCCPOL 08***
- ***approve and adopt the Child Protection Policy SCCPOL 02***
- ***approve that the Clerk to the Corporation and College Solicitor shall be the specified person for first stage appeals under the Local Government Pension Scheme Internal Dispute Resolution Procedure***

64/02/06 Report of the Chair

The Chair reported that in the period since the last report given in July 2006 he had been involved, along with other members in the interviews of the Campus Development design team appointment. He went on to inform members that he had, for the first time, attended the Association of Colleges Annual Conference in Birmingham during the previous week, He gave members a brief summary of the event and the information and signals which had been forthcoming from the conference speeches.

IT WAS RESOLVED to receive the report.

64/03/06 Report of the Chief Executive

The Principal presented his report to the Corporation. He drew members' attention particularly to the following points:

- the good progress being made in all areas of the College's Strategic Plan for the period 2006/7 to 2008/9;
- the opportunities for developing and being able to award foundation degrees as highlighted in the Queen's Speech;
- the appointment of Peter Swift as the new Deputy Principal/Director Studies, David Harwood as the new Director of Quality and Stan Cowell as the new Managing Director of South Cheshire Enterprises Limited;
- the Ofsted "best practice" inspections scheduled this term in Business Administration and Law and in Engineering and Manufacturing Technology;
- the recent publication of the history best practice report specifically praising the work undertaken by Jonathan Hills in developing e-learning materials;
- the government's announcement of the introduction of International Baccalaureate qualifications

IT WAS RESOLVED to :

- ***receive the report;***
- ***review the possibilities for introducing an International Baccalaureate at the Corporation Meeting on 19 January 2007***

64/04/06 Report of the Audit Committee

The Chair of the committee, presented the report informing members of the matters which had been considered by Audit Committee members at the meetings held on 5 October and 23 November 2006 and in particular the recommendations put forward by the Audit Committee to the Corporation namely:

- the re-appointment of the Internal Auditors;
- approval to the amendment of contact details stated in the College's Whistleblowing Code;
- approval and adoption of a procedure for dealing with requests received under the provisions of the Freedom of Information Act 2000.

IT WAS RESOLVED to receive the report and –

- note the Committee's advice that the College's controls for securing value for money are considered to be effective;
- approve the re-appointment of the Internal Auditors;
- approve the amendments to the contact details as stated in the Whistleblowing Policy SCCPOL 23;
- approve and adopt the new procedure "Freedom of Information: Procedure for Handling Requests for Information".

64/05/06 Report of the Finance Committee

The Chair of the Finance Committee, presented the report informing members of the matters which had been considered by Finance Committee members at the Committee's meetings held on 19 October and 23 November 2006. He informed members of the recommendations put forward by the Finance Committee for consideration by the Corporation namely the:

- approval of the current Energy Policy for a further period;
- approval of the amended version of the Financial Regulations , a copy of which was tabled at this meeting of the Corporation with amendments clearly marked for ease of reference;
- provided that planning permission is obtained for the erection of the log cabin on the campus site, that the Corporation approve the purchase of a Log Cabin for an amount of £63,000 plus VAT plus the additional costs of installation;
- approval of the payment of the staff bonus of £250, linked to the achievement of an operating surplus of £500,000, for non-senior post holders

IT WAS RESOLVED to:

- ***receive the report and approve the Energy Policy as appended to the minutes of the Finance Committee meeting held on 19 October 2006;***
- ***approve the Financial Regulations with such amendments recommended by the Finance Committee at its meeting on 23 November 2006 and as appended to the minutes of that meeting;***
- ***approve the recommendations of the Finance Committee concerning the purchase of the Log Cabin as set out in the minutes of the Committee meeting held on 23 November 2006;***
- ***approve payment of the Staff Bonus for 2005/06***

Margaret Simon, Julia Dowell and Joshua Hewitt left the meeting during the report of the Finance Committee

64/06/06 Report of the Search Committee

The Chair of the committee, presented the report informing members of the matters which had been considered by Search Committee members at the meeting held on 19 October 2006 and in particular the recommendations put forward by the Search Committee for consideration by the Corporation namely: the re-appointment of Gordon Fyffe as the members nominated by Cheshire County Council and the appointment of the student governor.

IT WAS RESOLVED to receive the report.

64/07/06 Report of the Quality and Standards Committee

The Chair of the committee, presented the report informing members of the matters which had been considered by Quality and Standards Committee members at the meeting held on 2 November 2006 and in particular the recommendations put forward by the Quality and Standards Committee for consideration by the Corporation namely the following policies and action plan:

- approval of the revised Disability Statement;
- approval of the Race Equality action plan for the period 2005-2008;
- approval of the amended version of the Student Harassment and Bullying policy SCCPOL 21;

- approval of the amended Student Attendance Policy SCCPO 31, the amended Student Assignments Policy SCCPOL 30, and the amended Student Disciplinary Code SCCPOL 20

IT WAS RESOLVED to receive the report and to

- ***approve and adopt the College Disability Statement***
- ***approve and adopt the Race Equality Action Plan***
- ***approve and adopt the Management of Student Assignments Policy SCCPOL 30***
- ***approve and adopt the Student Attendance Policy SCCPOL 31***
- ***approve and adopt the Student Disciplinary Code SCCPOL 20***

64/08/06 Report of the Clerk

The Clerk reported the details of members' attendance records for 2006/7 as required by the attendance policy adopted by the Corporation at its meeting held on 6 December 2001.

IT WAS RESOLVED to note the attendance of members at meetings to date in 2006/7

There being no further business, the meeting concluded at 4.50 p.m.

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(Chair)

Production: 5 December 2006
Chair's approval: 6 December 2006
Corporation approval: 19 January 2007