

SOUTH CHESHIRE COLLEGE

MINUTES OF THE FOURTEENTH ANNUAL CORPORATION/SMT RETREAT HELD AT THE ROOKERY HALL, WORLESTON, NANTWICH ON FRIDAY 19 JANUARY 2007 COMMENCING AT 9.00 AM

Present:

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

In attendance:

J Barber	Partnership Director, Cheshire and Warrington Learning and Skills Council (until the point shown)
S Cowell	(Managing Director, South Cheshire Enterprises Limited)
P Swift	(Deputy Principal and Director of Studies)
G Bebbington	(Director of Finance and Administration)
D Harwood	(Director of Quality)
K Gee	(Director of Marketing and Operations)
N Peet	(Director of Curriculum Support)
S Salter	(Director of Organisational Development)
E Davies-Jones	(Clerk to the Corporation)

The Chair welcomed John Barber, Partnership Director, Learning and Skills Council to the meeting . The Chair went on to welcome members of the Corporation and SMT, and in particular Peter Swift as the newly appointed Deputy Principal, to the meeting and outlined the objectives of the meeting namely to provide an opportunity for members of the governing body and SMT to discuss important issues relating to the College's strategy, educational character, mission and performance in the forthcoming year and beyond.

Item

01/07 FORMAL MATTERS

01/01/07 Apologies for Absence

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

01/02/07 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.

01/03/07 Approval of Minutes of Meeting held on 30 November 2006 & the Minutes of the Meeting (Part A) held on 8 December 2006

IT WAS RESOLVED that the minutes of the meeting held on 30 November 2006 and the minutes of Part A of the meeting held on 8 December 2006 be approved as a true and accurate records of those meetings and that the Chair sign them accordingly.

**01/04/07 Approval of Design Team fees
Amendments to the Campus Development Committee Terms of Reference
& to the Financial Regulations**

Members considered the paper setting out the details of the total fees of the Design Team members which had been presented at the Corporation meetings held on 28 September 2006 and 19 October 2006 when the tenders had been considered and the appointments of the Design Team members had been made by the Corporation with approval of fees as tendered up to RIBA Stage C (Minute Numbers: 50/01/06, 50/02/06, & 57/01/06).

Members considered the draft amendments to the terms of reference of the Campus Development Committee and the corresponding additions to the Financial Regulations which would, if approved, devolve decision making powers to the Campus Development Committee. Members considered that the proposal to devolve certain executive powers to the Campus Development Committee was in the interests of the Corporation in order to assist the progress of the project to the necessary deadlines without undue delay but with the safeguard of the requirement that the Campus Development Committee keep the Corporation fully and promptly informed as to the use of the delegated powers. Members noted that Corporation members would be informed of all meetings of the Campus Development Committee in advance and that those members of the Corporation who were not members of the Campus Development Committee were invited to attend and observe any meeting of the said committee at any time if they so wished.

IT WAS RESOLVED to:

- ***approve the total amount of the fees of each of the design team members as tendered;***
- ***approve the amended terms of reference of the Campus Development Committee, a copy of which is appended to these minutes;***
- ***approve the additions to the Financial Regulations subject to the additional requirement that the Chair or Vice-Chair sign the contracts; a copy of the additions to the Financial Regulations as approved being appended to these minutes.***

01/05/07 Financial Statements 2006/7 TO 31 December 2006

The Director of Finance and Administration presented the financial statements to 31 December 2006 which showed –

- closing bank balance £2,827,000 (original forecast £2,514,000);
- projected operating surplus of £409,000 and historical cost surplus of £511,000 against original forecasts of £311,000 operating surplus and £413,000 historical cost surplus;
- projected bank balance as at the year end is £1,807,00 (original forecast £1,545,000);
- Current ratio of 2.05:1 maintaining Grade A Financial Status;
- Closing bank balance is forecast to be £1,219,000
- the training restaurant up by £1,000 compared to previous year to date, down £2,000 against budget;
- the nursery £18,000 compared to the previous year to date, £6,000 above budget ;

In answer to questions the Director of Finance and Administration informed members that the accounts for South Cheshire Enterprises Limited would be presented separately from the College accounts as from Easter 2007.

IT WAS RESOLVED to receive and approve the financial statements to 31 December 2006.

01/06/07 Self Assessment Review Questionnaire 2006/07 (SARQ)

Members considered the completed Self Assessment Review Questionnaire setting out the self-assessment review of the financial management and governance frameworks which the College undertakes as part of its annual self-assessment process.

IT WAS RESOLVED to note and approve the completed Self Assessment Review Questionnaire.

02/07 “AGENDA FOR CHANGE”

John Barber gave apologies on behalf of Liz Davis, Executive Director of the Learning and Skills Council who had been unable to attend this meeting to give the presentation. John Barber delivered his presentation informing members of the vision of the Learning and Skills Council for the “Agenda for Change” within the current policy context . He went on to highlight the LSC’s national priorities, plans for 2007/08, key changes in the funding policy . He went on to summarise the LSC’s priorities within the local context of Crewe and Nantwich. Members received copies of the slides presented. Members questioned various points made to comment on their views as to some of the expected problems or to seek clarification with reference to local matters.

The Chair thanked John Barber for his presentation and his attendance at this meeting. The Chair assured John Barber that the Board would respond to the challenge of the change when formulating their strategic vision whilst at the same time having some concerns about the implementation path as currently foreseen. He commented that no doubt the LSC’s actions would respond to changes throughout.

A coffee break was taken and John Barber left the meeting at this point .

03/07 STRATEGIC VISION : THE COLLEGE IN 2012

The Principal lead the session which examined the main risks and main opportunities facing the college taking into account the priorities of the Learning and Skills Council as highlighted by John Barber in the previous presentation. Members considered the impact which the raising of the school leaving age to 18 may have, the provision of more active work based learning including the development of provision of apprenticeships and the provision through the services of South Cheshire Enterprises Limited

04/07 CURRICULUM DEVELOPMENT

04/01/07 14-16 Diploma

The Principal gave a presentation to members providing members with details of the background to the development of the 14-16 diploma programmes informing members that 14 new diploma lines are being planned for introduction nationally by September 2010 with phased implementation from 2008 with a national entitlement for learner to study any of the diplomas by 2013. He went on to inform members of he diploma model and the issues and challenges which need to be considered and addressed as the process of delivering the diplomas is developed. Members received a paper copy of the slide presentation.

IT WAS RESOLVED to support the implementation of the programme.

Stan Utting left the meeting during the course of the 14-16 diploma presentation

04/02/07 Foundation Degrees

The Deputy Principal,/Director of Studies gave the presentation informing members of the background to and development of the Foundation Degree courses. He went on to clarify the key features of the foundation degree programmes, the development opportunities and options for the future provision of these degree qualifications by the college. Members received a paper copy of the slide presentation.

IT WAS RESOLVED to support the principle and to request the Deputy Principal to develop the strategy.

04/03/07 International Baccalaureate

The Deputy Principal, Director of Studies gave the presentation detailing the background to the qualification, the content, structure and benefits of the diploma and the initial proposals for its introduction at South Cheshire College. Members received a paper copy of the slide presentation.

IT WAS RESOLVED that the International Baccalaureate should become part of the College programme.

04/04/07 Personalisation

The Director of Quality gave the presentation to members focusing on the consultation document "Personalising Further Education – Developing a Vision" issued by the DfES informing members of the requirements to develop more individually tailored approaches working in partnership with individual learners and employers in order to enhance personal development with the governments stated intentions of bringing the benefits of improved retention, improved achievement, development of a more responsive, better skilled and informed workforce with greater social inclusion and better economic productivity. Members received a paper copy of the slide presentation.

04/04/07 Expansion of Apprenticeships

The Managing Director of South Cheshire Enterprises Limited tabled the paper informing members of the development of the Young Apprenticeship Programme and the proposals for further development of the Science and Sports Young Apprenticeship programmes within the college over the three year period to 2008/09. He went on to highlight the options and possible Apprenticeship challenges for the college as detailed in the paper, a copy of which was provided to each member at the meeting.

IT WAS RESOLVED to support the further expansion of the schemes as appropriate as a priority.

Lunch was taken at this point.

Tim Wheeler joined and Stan Utting re-joined the meeting at this point

05/07 STUDENT SUPPORT

05/01/07 Tutorial Programme, IT & the Curriculum

The Director of Curriculum Support gave the presentation to members reminding members of the key themes of "Every Child Matters". He provided members with details of the development of the group and individual tutorial programmes, the development of the student on-line tracker

system, these approaches assisting the development of knowledge of the needs of the individual student and therefore the delivery of "Personalisation" and "Every Child Matters". He went on to provide members with a demonstration of the development of IT and gave members a brief overview of the development of IT and its increased use by young people as a social networking tool with discussion on how this use of IT may in time be developed to the advantage of the learner. Members received a paper copy of the slide presentation.

IT WAS RESOLVED to note the situation.

05/02/07 Staff Development Programme

The Director of Organisational Development presented the paper informing members of the new frameworks for Initial Teacher Training and Continued Professional Development together with the College's proposals for developing work experience. Members raised a number of questions but in general ***IT WAS RESOLVED to support the programme.***

Tea was served at this point

06/07 CAMPUS DEVELOPMENT PROJECT

The Director of Marketing and Organisational Development updated members with regard to the proposed design of the new build. She referred members to the Project Manager's second monthly report which paper had been circulated prior to the meeting, and drew members attention to the planned programme of approval deadlines. She went on to present slides showing the latest design of the new campus informing members that the Campus Development Committee would need to meet to approve the Application in Principle on 9th February in order to meet the deadline for submission of that document to the Learning and Skills Council. Members received a copy of the slide presentation and the Director of Marketing and Operations also provided each member with a copy of the newsletter which was in the process of being mailed to residents in ten vicinity of the College. She informed members that the second consultation meeting with the local community was scheduled to take place on 31 January at 7pm.

IT WAS RESOLVED to receive the report and note the latest position with regard to the progress of the Campus Development Project.

07/07 SUMMARY OF KEY DECISIONS

The Chair of the Corporation outlined the strategic plans and the academic priorities for the year ahead taking into account the challenges set by the DfES and the priorities identified by the LSC as presented to and discuss by members during the course of the day namely development of:

- the apprenticeship programme;
- the provision of adult learning through the services of South Cheshire Enterprises Limited;
- the Foundation Degree programmes;
- the International Baccalaureate qualification for delivery as from September 2008

There being no further business, the meeting concluded after Part B business at 4.20 p.m.

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(Chair)

Production: 25 January 2007
Chair's approval: 31 January 2007
Corporation approval: 29 March 2007

SOUTH CHESHIRE COLLEGE CAMPUS DEVELOPMENT COMMITTEE

Terms of reference

1. Constitution

1.1 The Committee will be a Committee of the Corporation Board.

2. Membership

2.1 The Committee shall consist of:

- the Principal
- Ken Lea
- Vic Harris
- Margaret Simon
- John Dwyer

2.2 The chair of the Committee shall be Ken Lea and in the event that he is not able to attend any meeting of the committee Vic Harris.

2.3 A quorum will be 3 members.

3. Duties

3.1 Subject to the provisions of paragraph 3.2 below, the Committee shall be advisory in nature. It will consider the following matters in detail and make recommendations to the Corporation as appropriate:

- planning, progress and implementation of the campus development project
- risk management issues associated with the campus development project
- financial implications of the campus development project

3.2 Subject to and in accordance with the provisions of the Corporation's Financial Regulations the Committee is authorised by the Corporation to:

- approve the content of the Application in Principle and the submission of that document to the Learning and Skills Council
- approve the submission of the detailed funding bid to the Learning and Skills Council;
- approve the tender list following a pre-qualification process for construction contractors
- approve the appointment of the preferred bidder for the construction contract
- approve the tender list following a pre-qualification process for demolition contractors

- approve the appointment of the preferred bidder for the demolition contract
- approve the tender list for provision of bank finance
- approve the appointment of the preferred bidder for provision of bank finance
- approve the tender list for estate agents to handle the sale of excess disposal
- approve the appointment of the preferred bidder for the provision of estate agency services to handle the sale of the excess land
- approve & sign off the Stage D design
- approve the legal advice and implementation of the same to terminate the existing leases with third parties
- develop and monitor the risk register for the new build programme

PROVIDED ALWAYS that the Committee delivers detailed and timely reports to the Corporation as to the use of the delegated powers referred to in this paragraph 3.2

- 3.3 The -Committee may visit, and obtain information from, other college building projects for comparative purposes.

4. Frequency of meetings

- 4.1 Meetings shall be held as appropriate but there shall be at least one per month.

5. Reporting procedures

- 5.1 The Clerk to the Corporation shall be Clerk to the Committee.
- 5.2 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to the Corporation.

Ref: Minute Number: 01/04/07

Addition to the Financial Regulations: be inserted within the Financial Regulations at 8.3 Section **Purchase Ordering arrangements and Expenditure Approval**

“ Campus Development Project Contracts

- Appointments of Lead Advisor, consultants, professional services including bank borrowings and legal services, estate agents and building contractors will be approved by the Corporation following correct tender procedures
- Approval for expenditure for the above at the various stages of the project will be approved by the Campus Development Committee and confirmed by the Corporation
- Contracts to be signed by the Chair of the Corporation (or the Vice-Chair in the absence of the Chair) and the Principal on behalf of the Corporation once finalised by the Legal Services firm appointed for the purposes of the Campus Development Project and reviewed by the and Director of Finance and Administration and the College Solicitor & Clerk to the Corporation
- Purchase requisitions to be authorised by the College Project Director ,Director of Finance and Administration **and** the Principal not exceeding the value approved by the Corporation/Campus Development Committee
- Invoices raised against the purchase requisitions shall in the first instance will be approved for payment against work completed by the appointed Project Manager and then the College Project Director **and** the Director of Finance and Administration. In the case of Project Management Fees the invoices will be approved by the College Project Director and Director of Finance and Administration
- Invoices for Legal Services provided shall be approved for payment by the Clerk to the Corporation prior to authorisation by the College Project Director and Director of Finance and Administration
- Bank loan arrangement and associated fee invoices to be approved for payment by the Director of Finance and Administration prior to authorisation by the College Project Director **and** the Principal
- The principal shall receive a monthly report on invoices approved for payment by category ”