

# **SOUTH CHESHIRE COLLEGE**

## **MINUTES OF THE MEETING OF THE CORPORATION HELD ON TUESDAY 22 MAY 2007 COMMENCING AT 4.00PM**

### **PART A MINUTES**

#### **Present:**

K Lea	(Chair of the Corporation)
D J Collins	(Principal and Chief Executive)
B Dean	
J Dowell	
J Dwyer	
D Felton	(from the point shown)
S Field	
G Fyffe	
V Harris	(Vice-Chair of the Corporation)
M Simon	
S Utting	
S Yates	
A Yusuf	(from the point shown)

#### **In attendance:**

P Swift	(Deputy Principal and Director of Studies)
G Bebbington	(Director of Finance and Administration)
D Harwood	(Director of Studies)
S Cowell	(Managing Director, South Cheshire Enterprises Limited)
E Davies-Jones	(Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

#### **Item**

#### **24/07 FORMAL MATTERS**

##### **24/01/07 Apologies for Absence**

Apologies for absence were received from Tim Wheeler, Pat Birchall and Ian Carruthers.

##### **24/02/07 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. The following declarations of interest were made at this point in the meeting:

M Simon declared an interest in Agenda Item 10 (Campus Development Committee Report) in her capacity as a member of Crewe and Nantwich Borough Council stating however that she is not a member of the Borough planning committee. J Dwyer also

declared an interest in Agenda Item 10 in his capacity as a member of Crewe and Nantwich Borough Council stating that he is not however a member of the Borough planning committee.

**24/03/07 Approval of Minutes of Meeting held on 29 March 2007**

***IT WAS RESOLVED that the Part A minutes of the meeting held on 29 March 2007 be approved as a true and accurate record of that meeting and that the Chair sign them accordingly.***

**Matters Arising:**

**Minute No: 12/07 : LSC Consultation Document “Delivering World Class Skills in a Demand-led System”**

The Deputy Principal gave a verbal report informing members that the LSC’s response to the consultation had not yet been published.

***IT WAS RESOLVED to receive further updates as and when further information becomes available.***

**Minute No: 18/07/07: Governor CRB Checks**

The Chair informed members that following a further search for a third party, to act as the umbrella body undertaking the checks on behalf of the Corporation, Centric Regeneration Trust Limited , has offered to undertake the CRB checks for a fee of £18.50 per person.

***IT WAS RESOLVED to approve that the enhanced CRB checks on prospective, newly appointed and re-appointed governors should be undertaken using the services of Centric Regeneration Trust Limited.***

**25/07 FINANCIAL STATEMENTS 2006/7 to 30 April 2007**

The Director of Finance presented the financial statements for the period to 30 April 2007 showing:

- closing bank balance £2,070,000 (original estimate £1,217,000);
- the operating surplus of £378,000 against a forecast of £311,000;
- surplus for the year to date £212,000 against an estimate of £140,000;
- closing bank balance projected to the end of the year to be £1,786,000 against an estimate of £1,545,000;
- current ratio of 1.65:1;
- the closing bank balance 12 month rolling forecast to April 2008 to be £454,000 reflecting a cash out-flow of approximately £1,616,000 during the 12 month period and including the first bank loan instalment of £500,000;
- turnover of the college enterprise activities showing:
  - Fitness Centre turnover down by £1,800 on last year’s actual and this years budget due to the decision to reduce weekend opening hours
  - Training Restaurant turnover up by £3,200 compared to last year but £3,000 below budget;
  - The Salon turnover equalling last year’s performance and meeting this year’s budget; and

- The Nursery showing a much improved performance with turnover up by £40,000 on the year and £16,000 above budget.

The Director of Finance informed members that the major items contributing to the projected positive bank balance variance are wage related payments of £272,000, £88,000 additional capital less increased creditor payments of £144,000.

***IT WAS RESOLVED to receive the financial statements to 30 April 2007.***

#### **26/07 2007/08 FUNDING ALLOCATION**

The Principal presented the paper updating members on the progress of discussions with the LSC concerning student number targets and funding for the year 2007/08. He informed members that the Learning and Skills Council had not yet finalised the budget and went on to inform members of the provisional figures details of which were set out in the paper. Members noted that although there were some increases, it is understood that the LSC propose to reduce the funding per student for BTEC courses by 20% from £3,000 to £2,500. Confirmation of this funding reduction has not been confirmed but in the event that it is confirmed such reduction in funding of BTEC courses will need to be managed.

***IT WAS RESOLVED to note the position.***

#### **27/07 COLLEGE PROGRAMME 2007/08**

The Deputy Principal presented the paper providing members with an overview of the key elements of the college programme for 2007/08. including the planned arrangements for franchise provision. He provided members with a broad description of the planned activities with corresponding targets for 2007/08 including the Learning and Skills Council targeted provision for both 16-19 and 19+ and the target allocation for 226 fte places funded by the Higher Education Funding Council.

He went on to inform members of the franchise and partnership arrangements as follows:

- Expansion of the 14-16 Your Apprenticeship Programme with 60 places for the Science programme in partnership with Shavington High School and up to 30 places on a new young apprenticeship programme in Sport Leadership, Coaching and Management in partnership with Ruskin High School;
- Planned work with training providers including Total People Ltd and Vale Royal Borough Council;
- Continued franchise arrangements to support the delivery of Entry-level awards for 85 students with learning difficulties and disabilities with Petty Pool Trust;
- Franchise arrangements with 5 local high schools for the provision of adult education; and
- A proposed contract with the Local Authority for Community Learning details of which have yet to be agreed.

***IT WAS RESOLVED to receive the report and approve the College Programme as presented.***

#### **28/07 REPORT OF THE CHIEF EXECUTIVE**

The Principal presented the paper informing members that although the final budgets and allocations for the next year have not yet been received from the Learning and Skills Council the indication are that the college will not receive all of the projected

growth it has asked for with 15 fewer 16-19 fte's being funded than requested and a further reduction in adult provision. He informed members of adjustments which are being made in anticipation of the need to accommodate the effect of the funding provision. In answer to members' questions he confirmed that with an increase in demand for places and restrictions in funding would give rise to a conflict in supply and demand which would need to be managed. He went on to inform members of staffing matters including the staff recruitment programme underway for September 2007, the proposed operational changes, the positive position reflected in the increased level of application for 16-19 places. He informed members that a full inspection of the college is anticipated in 2007/08.

***IT WAS RESOLVED to receive the report***

At this point in the meeting Simon Yates and Vic Harris declared an interest as non-executive Directors of the College's subsidiary company, South Cheshire Enterprises Limited

#### **29/07 REPORT OF THE FINANCE COMMITTEE**

The Vice-Chair, as Chair of the Finance Committee, presented the report informing members of the matters which had been considered by Finance Committee members at the meeting held on 10 May 2007 and in particular the recommendations put forward by the Finance Committee to the Corporation concerning the cleaning services contract. He informed members that the committee members had considered the alternative options of bringing the cleaning contract in-house or contracting for the services to be provided by the College's subsidiary company, South Cheshire Enterprises Limited. He informed members that the Finance Committee's recommendation to the Corporation is that South Cheshire Enterprises should be invited to contract to provide cleaning services to the College as from 31 July 2007 when the current contract which the College has comes to an end. .

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

- ***note that the Financial Memorandum Part 1 has been revised; and***
- ***approve the recommendation made by the Finance Committee that South Cheshire Enterprises Limited should be invited to contract to provide cleaning services to the College from 1 August 2007***

#### **30/07 REPORT OF THE CAMPUS DEVELOPMENT COMMITTEE**

The Chair presented the paper providing a report, highlighting the actions which had been taken by the Committee in using the powers delegated to it by the Corporation on 19 January 2007. He informed members of those matters which had been considered and dealt with by the committee at its meetings held on 5 April, 20 April and on the 22 May 2007 immediately prior to this Corporation meeting.

He went on to inform members that the Committee was closely monitoring the progress of the work of the design team. The Project Manager has received specific direction from the Committee that the requirement for an integrated design is of paramount importance and must be emphasised to all team members. The Committee has demanded that the Architect and Building Services Engineer provide an integrated report making a preliminary presentation to members on 8 June 2007, in order that the Committee may satisfy itself that the direction has been taken on board, and that an integrated design will be delivered on 22 June 2007 at which time a decision on the continuation of the contracts for services of design team members will be taken.

The Principal informed members that the presentation of the Application-in-Principle to the National Capital Committee of the Learning and Skills Council was scheduled to take place on Thursday 24 May 2007.

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

- ***note that the Committee , acting with the authority and on behalf of the Corporation:***
  - ***has approved the appointment of Legat Owen as the Land Agent;***
  - ***has approved the signing of the ICE Conditions of Contract: Ground Investigation;***
  - ***will be receiving a preliminary presentation by the Architect and Building Services Engineer on 8 June 2007 with details of the integrated design being presented on 22 June 2007.***

**Abdi Yusuf joined the meeting whilst the report of the Campus Development Committee was being delivered**

**Dave Felton joined the meeting at this point**

### **31/07 FE SECTOR SELF REGULATION IMPLEMENTATION GROUP SURVEY**

Members considered the paper detailing the questions and request for responses which had been received from the Chair of the Self Regulation Implementation Group. Members considered the answers to the consultation questionnaire which had been prepared by the Principal and the Chair.

***IT WAS RESOLVED to note the position and approve the response to be forwarded to the Chair of the Self Regulation Implementation Group***

### **32/07 DATE OF NEXT MEETING**

***IT WAS RESOLVED to note the date of the next Corporation meeting taking place on Thursday 19 July 2007.***

There being no further business, the meeting concluded after Part B business at 5.07 p.m.

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(Chair)

Production: 25 May 2007  
Chair's approval 1 June 2007  
Corporation approval: 19 July 2007