

SOUTH CHESHIRE COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 22 MAY 2008 COMMENCING AT 2 PM

Present:

K Lea	(Chair of the Corporation)
V Harris	(Vice-Chair of the Corporation)
D J Collins	(Principal and Chief Executive)
B Dean	
J Dowell	
J Dwyer	
D Felton	
L Hall	
R Jones	
H Owen	
T Wheeler	(from the point shown)

In attendance:

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

Item

29/08 FORMAL MATTERS

29/01/08 Apologies for Absence

Apologies for absence were received from Stan Utting, Gordon Fyffe, Margaret Simon, Claire Blanchard, Simon Yates and Simon Field.

29/02/08 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:

J Dwyer in his role as Borough Councillor declared an interest in the campus development.

29/03/08 Approval of the Minutes of the Meeting (Part A) held on 20 March 2008

IT WAS RESOLVED that the minutes of Part A of the meeting held on 20 March 2008 be approved as a true and accurate records of that meeting and that the Chair sign them accordingly.

29/04/08 Appointment of Staff Governor

Members were informed that two nominations for a new academic staff governor had been received. An election had been arranged but on the first day of voting one of the candidates withdrew their nomination. Members were informed that Craig Lamont is the member of the academic staff nominated to be appointed as the academic staff governor, following the resignation of Dave Felton and his departure as governor on 31 July 2008.

IT WAS RESOLVED to appoint Craig Lamont as the academic staff governor member of the Corporation for a term of office of one year commencing on 1st August 2008.

**29/05/08 Matter Arising from the Minutes of the Corporation Meeting held on 20/03/08 :
Minute No: 21/08: CRB checks for governors-Curriculum Links programme**

Members were informed that the members of the senior management team had followed the request of the Corporation and had reviewed the requirement that those governors, who had not been subject to a Criminal Records Bureau check on appointment, should be accompanied when undertaking any meeting with students. The members of the senior management team recommend that the current requirements should continue as this policy follows the guidelines which lead inspectors follow when they are reviewing the way in which a college operates and the policy is in line with best practice. Members did not consider the restriction appropriate but to move matters forward with minimum risk, agreed that all current members not already CRB checked should have this achieved.

IT WAS RESOLVED that all governors who have not yet been subject to a CRB check would agree to an immediate CRB check.

30/08 FINANCIAL STATEMENTS 2007/08 TO 30 APRIL 2008

The Director of Finance and Administration presented the financial statements to 30 April 2008 which showed –

- closing bank balance £1,788,000 without recourse to borrowings (original forecast £1,372,000 which included £1,000,000 borrowings);
- projected operating surplus of £214,000 and historical cost surplus of £316,000 against original forecasts of £266,000 operating surplus and £368,000 historical cost surplus;
- projected bank balance as at the year end is £1,104,00 which has £1,200,000 less borrowings than the original forecast £1,095,000 has included;
- Current ratio of 1.6:1 which is in line with the forecast reduction to 1.31:1 for 31 July 2008 due to the new build expenditure;
- Closing bank balance as at end April 2009 is forecast to be £1,056,000 with short term borrowings of £14,300,000 via Revolving Credit Agreement and Learning and Skills Capital support of £11,293,000 claimed (a minimum of £1m balance being required for current account transactions within the terms of the bank loan arrangements);
- College enterprise activities:
 - training restaurant turnover up by £2,000 compared to the previous year but £2,000 down against budget;

- salon turnover up by £3,800 compared to the previous year and £1,000 above budget;
- nursery income down by £1,400 compared to the previous year but on target to exceed this year's budget by £1,000.

IT WAS RESOLVED to receive and approve the financial statements to 30 April 2008.

31/08 PRESENTATION : THE WAY FORWARD / INTERIM MANAGEMENT STRUCTURE

The Principal provided members with an overview of the changes being introduced by government which will affect the funding of the provision and require that the Corporation make fundamental decisions with regard to the future provision at this College. He informed members that the government's consultation with interested parties, which is currently progress, is due to end on 9 June 2008 and that the government will respond at some point after that date. He went on to advise the Corporation that with the current level of uncertainty and confusion it would be sensible for the Corporation to await developments and to maintain a holding position until Autumn 2008 when the government's position with regard to the direction and funding of further education provision may become clearer and more certain.

The Deputy Principal / Director of Studies then went on to present proposals to the Corporation with regard to the strategic focus for the short term and the proposed interim management structure.

Tim Wheeler joined the meeting at this point.

The Chair informed members that both the Principal and the Managing Director of South Cheshire Enterprises Limited had recently given notice of their retirement and that the Deputy Principal would be taking this into account when putting together the detailed proposals for future management structure which would be presented to the Corporation later in the year.

IT WAS RESOLVED that the College should continue to focus on and develop links with employers and to further develop the Train-2-Gain and Apprenticeship programmes. IT WAS FURTHER RESOLVED that the role and responsibilities of the retiring Director of Marketing and Operations should be absorbed by the existing management team with the responsibility for the Operations / Estates to be allocated to the Director of Curriculum Support and the responsibility for Marketing to be allocated to the Director of Quality. The matter of the retirement of the Managing Director of SCEL should be discussed with SCEL's Board of Directors.

32/08 FINANCIAL STATEMENT AUDIT

Members received a report from the Audit Committee following the committee meeting which had been held on 1 May 2008, for the purpose of selecting the shortlist of firms to be invited to tender/interview as financial statements auditors for the 2007/08 financial statements. Members were informed that the three shortlisted firms had been invited to attend for interview on the afternoon of Wednesday 4 June. The interviewing panel will consist of the members of the audit committee together with the Director of Finance and Administration and the Deputy Director of Finance.

IT WAS RESOLVED to receive the report.

33/08 REVIEW OF FINANCIAL MANAGEMENT AND GOVERNANCE FRAMEWORKS

A copy of the letter dated 19 May 2008, sent by the LSC's Regional Audit Manager to the Principal, reporting on the outcome following the LSC's audit inspection visit to the College in March 2008, was tabled.

IT WAS RESOLVED to note that the LSC had given the College Grade 1 Outstanding/ Full assurance with no weaknesses identified following its review of the effectiveness of the financial management and governance frameworks at the College.

34/08 DATES OF THE NEXT MEETING

IT WAS RESOLVED to note the date of the next scheduled Corporation meeting on 17 July 2008 commencing at 2pm.

There being no further business, the meeting concluded at 3.40 p.m.

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(Chair)

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Chair's approval: 29 May 2008
Corporation approval: 18 July 2008