

SOUTH CHESHIRE COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD IN THE COLLEGE TRAINING RESTAURANT ON FRIDAY 24 JULY 2009 COMMENCING AT 2.00PM

Present:

K Lea	(Chair of the Corporation) (leaving and returning as shown)
D J Collins	(Principal and Chief Executive) (leaving and returning as shown)
J Bache	(leaving and returning as shown)
C Blanchard	
J Dwyer	(acting Chair of this meeting during the periods shown)
F Ellison	(leaving and returning as shown)
R Jones	
S Utting	
T Wheeler	
S Yates	(from the point shown)

The Principal, Chair and Clerk of Priestley College, attended the meeting as observers
Alex Fau-Goodwin attended the meeting as an observer

In attendance:

P Swift	(Principal Designate)
G Bebbington	(Director of Finance and Administration)
D Harwood	(Director of Quality & Operations)
S Wainwright	(Vice Principal)
E Davies-Jones	(Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

The Chair welcomed the Principal, Chair and Clerk of Priestley College to the meeting.

The Chair also welcomed Suzanne Wainwright, Vice Principal, and Alex Fau-Goodwin, Vice Principal as from August 2009, to the meeting.

Item

29/09 FORMAL MATTERS

29/01/09 Apologies for Absence

Apologies for absence were received from Vic Harris, Margaret Simon, Craig Lamont, Ryan Booth and Julia Dowell.

29/02/09 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. There were no declaration of interest made by those members attending this meeting.

29/03/09 Approval of Minutes of Meeting held on 27 March and 14 May 2009

Members reviewed the Part A minutes of the meeting of the Corporation held on 27 March 2009 and the minutes of the meeting of the Corporation held on 14 May 2009.

IT WAS RESOLVED that the minutes of the Part A meeting held on 27 March 2009 and the minutes of the meeting held on 14 May 2009 be approved as a true and accurate record of those meetings and that the Chair sign them accordingly.

Matters Arising:

Minute No: 15/09 : Report on Framework for Excellence

The Director of Quality and Marketing presented the paper informing members of the grades which have been allocated to the College under the Framework for Excellence process for 2008/09. Members considered the paper which provided details of the outcomes benchmarked against the range cores from the provider guide 2007/08 which had been revised by the Learning and Skills Council in February 2009. The Director of Quality and Marketing advised members that the results of this assessment will be used to inform the College's self assessment action plan and Quality Improvement Strategy.

IT WAS RESOLVED to receive the report

Simon Yates joined the meeting at this point.

Minute No: 15/09 : Self Assessment Report – Basic Skills

The Director of Quality and Marketing presented the paper informing members of the progress made in the Basic Skills subject sector area following the decline in performance reported in the College's self assessment report 2007/08. Members considered the progress made against the action plan noting the improvement in the retention levels. Members were informed that at the end of yeqar review further improvement actions had been identified.

IT WAS RESOLVED to receive the report

There were no other matters arising which are not covered by the main agenda.

30/09 APPOINTMENTS & REAPPOINTMENTS

30/01/09 Members of the Corporation

Members received and considered the paper which included an extract taken from the minutes of the Search Committee's meeting, which had been held on 19 June 2009.

Members were informed that Peter Swift is willing to serve as a member of the Corporation, as from the date he takes over the role as Principal on 1 August 2009.

Members were informed that Linda Izan has been nominated to serve as the teaching/academic staff governor, and that she has confirmed that she is willing to serve as a member of the Corporation.

John Bache and Francis Ellison left the meeting at this point

The re-appointments of John Bache and Francis Ellison, following their initial one year terms of office as members, were considered.

John Bache and Francis Ellison returned to the meeting at this point

The re-appointment of Vic Harris, for a fourth term of office as a member, was considered.

Ken Lea left the meeting at this point.

Members appointed John Dwyer to act as the Chair of the meeting during the period Ken Lea was absent

The re-appointment of Ken Lea, for a fifth term of office as a member, was considered.

Ken Lea returned to the meeting and resumed his position as Chair of the meeting at this point.

Re-appointments were considered taking into account the skills and experience of the member concerned, their attendance and contribution during the period they had served as members.

Members then went on to consider the recommendations of the Search Committee concerning the appointment of Uwe Koch as a member of the Corporation and the appointment of Diane Wright as a co-opted member of a Corporation committee.

The appointment of Uwe Koch as a member resulting from the resolution made by the Corporation at its meeting held on 27 March 2009 (ref: Minute No: 18/09)

IT WAS RESOLVED:

- *express thanks to David Collins for the contribution he has made to the success of the College during the period he has lead the College as its Principal and to wish him well in his new role as head of the LSIS;*
- *to appoint Peter Swift as a member, in his role as Principal, as from 1 August 2009;*
- *to appoint Linda Izan as the teaching/academic staff member, as from 1 August 2009 for an initial one year term of office;*
- *by those members attending, save and except for John Bache, to re-appoint John Bache, as a member for a period of 4 years commencing on 1 August 2009, as a continuation of his first term of office as a member under clause 2(1)(a) of the Instrument of Government;*
- *by those members attending, save and except for Francis Ellison, to re-appoint Francis Ellison, as a member for a period of 4 years commencing on 1 August 2009, as a continuation of his first term of office as a member under clause 2(1)(a) of the Instrument of Government;*
- *to appoint Vic Harris as a member for a period of 4 years commencing on 1 August 2009, this being a re-appointment as a member but to the new category of membership under clause 2(1)(a) of the Instrument of Government;*
- *by those members attending, save and except for Ken Lea, to appoint Ken Lea as a member for a period of 4 years commencing on 1 August 2009, this being a re-appointment as a member but to the new category of membership under clause 2(1)(a) of the Instrument of Government;*
- *to appoint Uwe Koch as a member of the Corporation under clause 2(1)(a) of the Instrument of Government for an initial term of office of 1 year, as from 1 August 2009;*
- *to appoint Diane Wright as a co-opted member of a Corporation committee as from 1 August 2009;and*
- *to request that the Search Committee review the twelve month rule.*

30/02/09 Chair and Vice-Chair of the Corporation

Members were informed that one person, Ken Lea, had been nominated for the position of Chair of the Corporation and that one person, Vic Harris, had been nominated for the position as Vice-Chair of the Corporation and that both Ken Lea and Vic Harris had confirmed that they were willing to continue to serve as the Chair and Vice-Chair of the Corporation respectively.

Ken Lea left the meeting at this point.

Members appointed John Dwyer to act as the Chair of the meeting during the period Ken Lea was absent.

Members considered the term of appointment for Ken Lea as Chair of the Corporation.

Ken Lea returned to the meeting and resumed his position as Chair of the meeting at this point.

Members considered the term of appointment of Vic Harris as Vice-Chair of the Corporation.

IT WAS RESOLVED:

- ***by those members attending, save and except for Ken Lea, to appoint Ken Lea as Chair of the Corporation for a further period of two years until 31 July 2011;and***
- ***to appoint Vic Harris as Vice-Chair of the Corporation for a further period of 3 years until 31 July 2012.***

31/09 FINANCIAL STATEMENTS 2008/09 to 30 JUNE 2009

The Director of Finance and Administration presented the financial statements for the period to 30 June 2009 showing:

- a closing bank balance £1,110,000 with £7,097,000 borrowings (original estimate £1,122,000 which included £14,800,000 borrowings);
- the actual operating deficit of £95,000 against an estimated loss of £293,000 due in the main to a positive variance of £255,000 on staffing costs;
- the projected operating deficit for the year of £309,000 against an original target of £466,000;
- an historical cost deficit of £207,000 against a forecast of £364,000;
- closing bank balance projected to the end of the year to be £1,059,000 with £10,447,00 borrowings against a forecast of £1,081,000 but with £12,300,000 borrowings;
- current ratio of 1.30:1;
- the closing bank balance 12 month rolling forecast for June 2010 to be £1,019,000 with borrowings of £21,247,000 and Learning and Skills Capital support of £39,521,000 claimed;
- the performance of the enterprise activities with:
 - the Training Restaurant turnover on par compared to last year but being £4,000 below the budgeted target, partly due to restricted facilities;
 - the Salon turnover down by £2,000 compared to last year but on par with the budgeted target;
 - the Nursery turnover on par compared to last year but £3,000 down against this year's increased budget.

Members received the appendix 5A to the Financial Statements detailing the outturn positive variance on the income/expenditure account 2008/09.

IT WAS RESOLVED to receive the financial statements to 30 June 2009.

32/09 STRATEGIC PLAN 2009/10 – 2011/12

The Principal Designate presented the College's strategic plan for the three year period 2009/10-2011/12. The plan as presented, being informed by the local, regional and national context, prioritising developments as agreed at the Corporation/Senior Management Team Strategic Planning Retreat held on 14 May 2009.

In answer to questions the Principal Designate informed members that the development of engineering and related employer engagement is a strategic priority for the College going forward.

IT WAS RESOLVED to:

- ***approve the College's strategic plan for 2009/10-2011/12, as presented, for submission to Learning and Skills Council; and***
- ***to receive a termly progress report, from the Principal, on the engineering plan***

33/09 STUDENT NUMBER AND FUNDING UPDATES 2008/09 & 2009/10

The Principal Designate presented the paper updating members on the actual student numbers achieved against LSC targets for the current year, performance to date of the Higher Education Funding Council Provision (HEFCE) together with outline details of the initial allocations for 2009/10 . He informed members that:

- The College has achieved 100.5% of the 16-18 LSE funding target;
- 16-18 full time numbers continue the year on year growth trend, increasing by 18 over last year's record figure;
- Adult Learner Responsive Funding is currently at 92.8% of target which represents an increase of 263 above the position last year which, with the newly published LSC recovery rules suggest that a clawback of 2.2% will be applied;
- The Higher Education strategy continues to be very successful with good growth from 242 full time equivalents in 2007/08 to 296 in 2008/09, generating approximately £1.7 million in income; and
- The Train to Gain activity is slightly behind profile at £77,285 compared to an estimate of £82,781 due mainly to transfers to the Adult Learner Responsive Funding; and

The Principal Designate informed members that the initial LSC allocation for 2009/10 does not correlate, and is lower, than the LSC approved allocation within the plan for the new campus and this fact has been drawn to the attention of the LSC.

IT WAS RESOLVED to receive the report and to note the progress in 2008/09 towards student numbers and financial targets.

34/09 THREE YEAR FINANCIAL FORECAST 2009/10 – 2011/12

The Director of Finance and Administration presented the paper providing members with details of the College's three-year financial forecast for 2009/10-2011/12 including the detailed financial objectives and he highlighted the following key matters and assumptions:

- funding for inflation at 2% each year
- growth in learner numbers (particularly 16-18 year old students) has been included in the three-year development plan discussed with and submitted to the Learning and Skills Council;
- forecasts take into account a slight reduction in adult learner numbers;
- the major re-development of the Dane Bank site estimated at £76 million over the three years of the plan;
- the £76 million being financed by a £10 million bank loan and £58.5 million capital support by the Learning and Skills Council resulting in the college dropping to a Grade B financial health status for the two years covering the major building works; an improving bank balance from 2010-11 onwards due to the sale of land together with increased learner numbers resulting in Grade A status being regained in 2011-12 ;
- the operating deficit of £483,000 and the Bank Balance to £1,090,000 in 2009-10 reflecting the impact of the new build project which commenced in 2008-09;
- the current ratio: 1.14:1 (2009-10), 1.16:1 (2010-11) and 1.27:1 (2011-12);
- reserves as a percentage of income 18.1% (2009-10), 34.2% (2010-11), and 34.0% (2011/12);
- staff costs as a percentage of income: 66.1% (2009-10), 65.6% (2010-11), and 65.3% (2011/12).

IT WAS RESOLVED –

- ***to approve the three-year financial forecast as presented and to note the reconciliation to the college budget for 2009/10;***
- ***that the most appropriate financial health group for the College is Grade B for the 2009/10 and 2010/11.***

35/09 RISK MANAGEMENT PLAN 2009/10

The Director of Finance and Administration presented the College's risk management plan highlighting the following-

- the updated risk management policy, plan and implementation timetable;
- the three separate proposed risk registers for 2009/10:
 - the risk register pertaining to main college activities incorporating the same risk assessment methodology as in previous years;
 - the campus re-development project risk register covering those specific risks associated with a major building project particularly in terms of financial control and regulations and health and safety issues; and
 - the separate risk register for the college's subsidiary company monitored by the Board of Directors of that company;

He informed members that the College's internal auditors will be facilitating a risk management workshop in autumn 2009 with the aim of developing the mechanism for reporting under the risk register.

IT WAS RESOLVED to approve the risk management plan for 2009/10 and its underlying process for submission to the Learning and Skills Council alongside the Strategic Plan.

36/09 OPERATIONAL PLAN 2008/09

The Principal Designate presented the College's operational plan for the year, setting out the performance and progress towards implementation of the strategic plan as approved by the Corporation at its meeting held on 18 July 2008.

IT WAS RESOLVED to receive the updated operational plan and note the progress towards its implementation.

37/09 COLLEGE BUDGET 2009/10

The Director of Finance and Administration presented the College budget for 2009/10. He advised that the members of the Finance Committee had previously considered and approved a draft of the budget at its meeting held in June 2009 and that as a result of recommendations made at that meeting the draft budget has been amended to include provision for payment of a staff bonus to employed staff at the sole discretion of the Corporation. Members considered the key features of the budget.

IT WAS RESOLVED to receive and approve the College budget for the year commencing 1 August 2009.

38/09 REPORTS OF THE CHAIR, CHIEF EXECUTIVE AND COMMITTEES

38/01/09 Report of the Chair

The Chair reported to members that he had undertaken the formal appraisal of the Principal Designate and the formal appraisal of the Clerk and Solicitor to the Corporation.

The Chair informed members that in addition to chairing the monthly meetings of the Campus Development Committee he had attended a meeting with representatives of CWEA concerning the strategic development of engineering including the prospect of a Rail Academy.

IT WAS RESOLVED to receive the report.

38/02/09 Report of the Chief Executive

The Principal Designate presented the report to the Corporation.

Members were informed that the overall student attendance remains high at 90% which is above the current target of 85%.

The Principal Designate informed members that the College had been notified in June of its performance within the new Framework for Excellence and that there was a concern regarding the unannounced changes to the scoring grid which has had an impact on the overall grading for success rates and the grading system is considered to be inconsistent and does not, under the present scoring system, allow for fair comparison across the sector.

Members were also informed of key changes being made to the Ofsted framework for inspection.

IT WAS RESOLVED to receive the report.

Report of the Campus Development Committee

Members received copies of the minutes of the Campus Development meetings which had been held on 15 May, 19 June and 17 July 2009. The Chair went on to present the report informing members of the matters which had been considered by the Campus Development Committee and which were being brought to the specific attention of the Corporation for approval.

IT WAS RESOLVED to:

- **confirm approval of the transfer of the provisional sum for Design Fees (£297,020.00) to the Design and Build Contract in January 2009, following novation of the contracts for design consultancy services from the College to the Building Contractor;**
- **confirm approval of the amount of the correction to the value of the Employer's Requirements occupancy rates as being £6,117.00 (rather than ££1,125.00 as previously reported to the Corporation in March 2009);**
- **approve the terms of the lease of the new electricity substation to SP Manweb plc with rights for access and the laying of cables and to approve that the lease should be concluded and should be signed by the Corporation's authorised signatories and sealed;**
- **approve that the Highways Act section 278 agreement should be concluded and should be signed by its authorised signatories and sealed;**
- **approve the Committee's action in :**
 - **approving the appointment of Turner & Townsend as Specialist DDA /Access Consultant, the cost being funded by the transfer of £8,000 from the Specialist Consultants' budget contingency to Turner & Townsend's agreed budget for the provision of the DDA Consultancy services;**
 - **approving the contractual discrepancy relating to the temporary car park (cost of £44,912.70 met from the contingency budget);**
 - **approving the following modifications & associated costs:**
 - **Instruction 20, "Additional commando sockets required to each server room" (cost increase of £604.94);**
 - **Instruction 21, " Building A – all changes made to internal layouts & plans (4 Nr additional power sockets; glazed area to partition wall; and BAM OH & P)" (cost increase of £832.00);**
 - **Instruction 22, "Building B - all changes made to internal layouts & plans (additional door; BAM OH & P) (cost increase of £832.00);**
 - **Instruction 23, Building C - all changes made to internal layouts & plans (stable door to replace single door; services to handwash basins, eyewash & jet wash; and BAM OH&P) (cost increase of £1352.00);**
 - **Instruction 26, Building F – all changes to internal layouts and plans (additional door to glazed screen; BAM OH & P) (cost increase of £1248.00);**

- ***Instruction 28, 4 extra on line & 7 extra off line security doors (cost increase of £13,670.80);***
- ***the installation of the infrastructure for the additional 18 drinking fountains (cost increase £2,620.80);***
- ***Install the ducts and feed through for the services to be situated in the copse seating area (cost increase £3,500.00);***
- ***install services to the copse seating area (Cost increase £4,604.81);***
- ***Instruction 38/45 “Motor Vehicle Workshop” (total cost £66,134.79 to met from the F F & E budget to the Design & Build contract budget);***
- ***Instruction 47 “Accessible parking bay” (cost £780.00 transferred from the Contingency budget to the Design & Build contract budget);***
- ***Instruction 31 “Additional services required to vending machine areas “(Cost £5,755.51 funded by transfer from the Contingency budget to Design and Build Budget);***
- ***the installation of steelwork to accommodate Entre-Prises climbing wall.***

IT WAS FURTHER RESOLVED that the Director of Curriculum Support and Operations should involve and keep Ron Jones informed with regard to the work being undertaken by the Specialist DDA Consultant.

38/04/09 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 meeting held on 18 June 2009, confirming that the committee members had undertaken a review of the performance of the committee using the self assessment checklist provided by the Chartered Institute of Public Finance and Accountancy. The report informed members of those internal audit reports which had been received and considered by the committee.

IT WAS RESOLVED to receive the report and to approve and adopt the updated Freedom of Information Publication Scheme as presented.

David Collins left the meeting at this point

38/05/09 Report of the Finance Committee

The Chair of the Corporation, being a member 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 25 June 2009 and in particular informed members of the recommendations put forward by the Finance Committee for consideration by the Corporation namely the approval of the:

- proposed banking/investment strategy for 2009/10;
- college budget as already considered by members (ref: minute no. 36/09);
- Capital and ICT procurement and general leasing proposal for 2009/10;

Members considered the proposed amendments to the Memorandum of Understanding between the College and the subsidiary company.

Members were informed that the Finance Committee had considered the Business plan for the subsidiary company, South Cheshire Enterprises Limited, in line with the requirements set out in the Memorandum of Understanding.

IT WAS RESOLVED to receive the report and to approve

- ***the Banking/Investment Strategy for 2009/10, the continued use of the Business/Premium Account on a daily basis and maintenance of minimum cash balance of £1,000,000 in Barclays current and premium accounts;***
- ***the amount of the capital equipment spend and the leasing and licensing costs, as included within the College budget;***
- ***the amendments to the Memorandum of Understanding between the College and the subsidiary company;***
- ***the business plan of the subsidiary company, South Cheshire Enterprises Limited.***

38/06/09

Report of the Organisational Development Committee

The Chair of the Committee presented the report informing members of the matters which had been considered by Organisational Development Committee members at the meeting held on 16 June 2009 and in particular the recommendations put forward by the Organisational Development Committee for consideration by the Corporation namely:

- the framework for pay and conditions of staff with the percentage pay increase from 1 August 2009 of 1.5%, as recommended by the Association of Colleges;
- the College's current policies which have been reviewed and are to continue without amendment;
- the College's policies which, following review, have been updated and amended; and
- the proposed new Pay Policy.

IT WAS RESOLVED to receive the report and to –

- ***approve the framework for pay and conditions of staff in 2009/10 with the pay increase for employed staff, other than SMT members, to be in line with that recommended by the Association of Colleges to be effective from 1 August 2009;***
- ***that the following policies are to continue in the current format until the next cycle review date unless a change in circumstances requires a review at an earlier date :***
 - ***SCCPOL 03 – Code of Conduct for College Staff;***
 - ***SCCPOL 26 – Grievance Procedure;***
 - ***SCCPOL 27 – Disciplinary Procedure;***
 - ***SCCPOL 35 – Phased Retirement;***
 - ***SCCPOL 36 – Transgender Equality in Employment;***
 - ***SCCPOL 37 – Gender Equality in Employment; and***
 - ***SCCPOL 18 – Residentials and Exchanges***
- ***approve the amended policies as presented:***
 - ***SCCPOL 02 – Policy for the Protection of Children, Young People and Vulnerable Adults; and***
 - ***Staff Handbook – Redundancy Guidelines***
- ***approve and adopt the Pay Policy for inclusion in the Staff Handbook.***

38/07/09

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 on 19 June 2009 and in particular the recommendations put forward by

the Search Committee regarding the composition of the Corporation's supporting committees.

IT WAS RESOLVED to receive the report and to approve:

- ***the changes to the composition of the Corporation's committees for 2009/10, as appended to the minutes of this meeting; and***
- ***the updated terms of reference of the Corporation's committees as appended to the minutes of this meeting***

David Collins returned to the meeting at this point

38/08/09 Report of the Quality and Standards Committee

The Chair of the Committee presented the report of the Committee's meeting held on 11 June 2009, detailing those matters which had been considered at that meeting, namely:

- data on student retention and attendance;
- details of complaints and accolades received;
- the progress in concluding the current programme of governor visits to curriculum areas;
- the results of the learner satisfaction survey; and.
- the results of the community perception survey

IT WAS RESOLVED to receive the report.

38/09/09 Report of the Clerk

The Clerk reported the details of members' attendance records for 2008/09 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 2008/09.

39/09 DATES OF MEETINGS

Members considered the proposed dates for meetings of the Corporation and its committees for the remainder of 2009 and 2010 together with a schedule of the key business matters to form the agendas for those meetings.

IT WAS RESOLVED to note the dates proposed for meetings for the remainder of 2009 and in 2010 and the schedule of key business matters for consideration at those meetings.

There being no further business, the meeting concluded after Part B confidential items at 4.55p.m.

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(Chair)

Production: 27 July 2009
Chair's approval: 29 July 2009
Corporation approval: 3 December 2009

CORPORATION COMMITTEES

Ref: Minute No S13/09:

COMMITTEE MEMBERSHIP NUMBERS & CHAIRING

AUDIT COMMITTEE

Dr S Utting (Chair)
Mrs C Blanchard
Mr R Jones
Mr S Yates
Mr G Martin (External co-opted)

FINANCE COMMITTEE

Mr V Harris (Chair)
Mr J Bache
Mr F Ellison
Ms L Izan (Staff Governor)
Mr K E Lea
Mr P Swift

ORGANISATIONAL DEVELOPMENT

Mr J Bache (Chair)
Mr R Jones
Mr U Koch
Mr P Swift
Miss K Newbould (external co-opted)
Mrs D Wright (external co-opted)

SEARCH COMMITTEE

Mr K E Lea (Chair)
Mr J Dwyer
Mr V Harris
Mr P Swift

REMUNERATION COMMITTEE

Mr V Harris (Chair)
Mr K E Lea
Mrs M Simon
Mr S Yates
Mrs C Blanchard

QUALITY AND STANDARDS COMMITTEE

Mr F Ellison (Chair)
Mrs C Blanchard
Mrs J Dowell (Staff Governor)
Mr J Dwyer
Mr P Swift
Dr S Utting
Student Governor
Student Governor

CAMPUS DEVELOPMENT COMMITTEE

Mr K Lea (Chair)
Mr V Harris
Mr J Dwyer
Mrs M Simon
Mr P Swift

Amended Terms of Reference of the Corporation's supporting committees

FINANCE COMMITTEE TERMS OF REFERENCE (1.08.09)

1. To determine from time to time the regulations governing the financial administration of the Corporation and standing orders relating to contracts to be entered into by the Corporation and to oversee compliance with such regulations and standing orders
2. To oversee the finances, accounts, investments and assets of the Corporation including reviewing arrangements for securing solvency and safeguarding of assets
3. To monitor the effective and efficient use of the Corporation's resources including reviewing arrangements for securing value for money
4. To ensure that proper accounts and financial records are kept by the Corporation
5. To consider reports and advise the Corporation on the College's funding and its sources and the terms and conditions upon which it is provided including (without limitation):
 - Tuition and other fees and the College's policy for providing financial support for students;
 - Funding applications to and allocations from the Learning and Skills Council and Higher Education Funding Council and their successors from time to time;
 - Enrolments of full-time and part-time students;
 - Franchising (in accordance with the requirements of Learning and Skills Council guidance applicable from time to time);
 - European Social Fund
6. To consider reports periodically in accordance with the schedule set out in the Corporation's Standing Orders on the monitoring and control of the Corporation's budget and financial position and to report to the Corporation upon the financial results of each accounting year
7. To consider and report to the Corporation upon the annual estimates of income and expenditure, capital expenditure requirements (including loans) and the Corporation accommodation strategy ; and to consider and determine subject to the approval of the Corporation the annual allocation of funds to approved expenditure headings in accordance with the Corporation's financial policy and Strategic Plan
8. Approving capital expenditure within the approved programme, including the College's annual capital equipment and ICT procurement and general leasing proposals
9. Monitoring building projects in accordance with the financial regulations and making appropriate recommendations to the Corporation on the following:
 - initial approval of the project;
 - consideration of the implications of any alternative procurement routes;
 - receipt of a report of the results of the tender process for major contractors and timetable for the project;
 - review and approval of the results of the tender process for any necessary funding;
 - monitoring of progress as appropriate and consideration of action proposed to correct significant departures from forecast outcome (in respect of cost overrun, 10% or more of the original contract value is regarded as significant);
 - review of outcomes to establish whether objectives have been met and any relevant lessons learnt.
10. To consider and determine subject to the approval of the Corporation the Corporation investment, borrowing and information technology policies and reviewing the College's banking arrangements
11. To consider and advise the Corporation upon, and to review the progress of, new ventures (defined as any substantial arrangement proposed to be entered into for business purposes, whether extending the College's provision, or of a commercial nature).
12. To produce and submit to the Corporation an annual report summarising the work undertaken by the Committee during the academic year preceding the report.
13. To consider matters which are within the responsibilities of the Corporation as specified in article 3 of the articles of government of the Corporation and –
 - do not fall within the terms of reference of any other committee of the Corporation; and
 - do not fall within the non-delegable responsibilities of the Corporation specified in article 9 of the articles of government of the Corporation
14. To consider matters referred to the Committee by the Corporation

AUDIT COMMITTEE TERMS OF REFERENCE (1.08.09)

The Audit Committee shall advise on matters relating to the Corporation's audit arrangements and systems of internal control. The Committee's terms of reference shall be as set out in paragraphs (1)-(12) below and it shall operate in accordance with any requirements of the Learning and Skills Council. The Corporation must not add to these terms of reference responsibilities that require the Audit Committee to adopt an executive role, or its members to offer professional advice to the Corporation. Advice should be given only in committee members' capacity as governors, and only within their terms of reference. Rather than adopt an executive role, the Audit Committee should seek formal professional opinions from the internal audit service, financial statements auditor or other professional advisers to the Corporation.

1. To advise the governing body on the adequacy and effectiveness of the college's systems of internal control and its arrangements for risk management, control and governance processes, and controls for securing economy, efficiency and effectiveness (value for money)
2. To advise the governing body on the appointment, reappointment, dismissal, and remuneration of the financial statements auditor and the internal audit service
3. To advise the governing body on the scope and objectives of the work of the internal audit service, financial statements auditor and the funding auditor (where appointed)
4. To ensure effective co-ordination between the internal audit service, the funding auditor (where appointed) and the financial statements auditor including whether the work of the funding auditor should be relied on for internal audit purposes
5. To consider and advise the governing body on the audit strategy and annual internal audit plans for the internal audit service
6. To advise the governing body on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor (including their work on regularity) and the funding auditor (where appointed), and management's response to these
7. To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports, the funding auditor's management letter and spot-check reports (where appropriate) and the financial statements auditor's management letter
8. To consider and advise the governing body on relevant reports by the National Audit Office, the Learning and Skills Council and other funding bodies, and where appropriate, management's response to these
9. To establish, in conjunction with college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the internal audit service, and financial statements auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate
10. To produce an annual report for the governing body and accounting officer, which should include the committee's advice on the effectiveness of the college's risk management, control and governance processes, and any significant matters arising from the work of the internal audit service, the funding auditor (where appointed) and the financial statements auditor
11. To ensure that all allegations of fraud and irregularity are properly followed up; and
12. To be informed of all additional services undertaken by the internal audit service, the financial statements auditor and the funding auditor (where appointed).
13. To review its own performance to ensure that this committee is operating at maximum effectiveness and recommend any changes it considers necessary to the Corporation for approval

ORGANISATIONAL DEVELOPMENT COMMITTEE TERMS OF REFERENCE (1.08/09)

1. To advise the Corporation on the framework for the pay and conditions of service of staff other than the holders of senior posts
2. To monitor and review all policies and procedures that relate to the conduct and welfare of staff, including equality and diversity issues and the response to any surveys of staff opinion
3. To monitor and review the College's policy and arrangements for safeguarding the health and safety of staff and students
4. To monitor sickness absence of staff
5. To advise the Corporation on procedures for the suspension and dismissal of staff and for the conduct of grievances
6. To monitor and review the Corporation's personnel procedures, including the operation of the Corporation's third-party lecturing arrangements
7. To monitor and review the Corporation's staff development policies and their implementation
8. To consider matters referred to the Committee by the Corporation

QUALITY AND STANDARDS COMMITTEE TERMS OF REFERENCE (1.08.09)

1. To recommend to the Corporation and monitor targets and college performance in respect of student achievement, retention, progression, attendance and destinations.
2. To review and report to the Corporation on the College's inspection and self assessment processes, including the College's self assessment reports.
3. To monitor and report to the Corporation on surveys of student opinion and complaints.
4. To monitor and review all policies and procedures that relate to the conduct and welfare of students, including equality and diversity issues, policies relating to disciplinary action, substance misuse and child protection but excluding health and safety.
5. To monitor and report to the Corporation on the College's quality systems.
6. To monitor and report to the Corporation on curriculum and learning support development.

REMUNERATION COMMITTEE TERMS OF REFERENCE (1.08.09)

The Remuneration Committee's terms of reference shall be to advise the Corporation on –

1. the remuneration of the Principal and other senior postholders, including basic salary, benefits in kind, annual bonus/performance related elements, pension provisions and the main terms and conditions in the service agreement of the Principal and each senior postholder, with particular reference to notice provisions;
2. succession planning in respect of senior postholders;
3. the remuneration of the Clerk to the Corporation.

SEARCH COMMITTEE TERMS OF REFERENCE (1.08.09)

1. To advise the Corporation on the appointment and reappointment of members of the Corporation in accordance with clause 5(2) of the Instrument of Government and such other matters relating to membership and appointments as the Corporation shall remit to it having regard at all times to the provisions of the Instrument and Articles of Government and the policy of the Corporation.
2. To initiate searches for potential candidates and gather nominations in respect of vacancies on the Corporation and to determine and apply the processes whereby such nominees are screened and shortlisted.
3. To consider from time to time and to make recommendations to the Corporation on the composition and balance of the Corporation and its Committees.
4. To undertake a regular skills audit in order to test the range of skills and experience on the Corporation.
5. To review annually or more frequently if necessary the Corporation's governance and decision-making processes and procedures, standing orders and records of attendance of members and to make such recommendations as may be appropriate.
6. To consider matters referred to the Committee by the Corporation.

CAMPUS DEVELOPMENT COMMITTEE - Terms of reference (1.08.09)

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
- monitor the modification change control system and approve such potential instructions including cost changes as the Committee deems appropriate

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 on a monthly basis or as frequently as the Committee deems appropriate

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.