

SOUTH CHESHIRE COLLEGE

MINUTES OF THE CORPORATION MEETING HELD ON THURSDAY 3 DECEMBER 2009 AT 2.00PM AT LEGENDS, BENTLEY MOTORS

Present:

V Harris (Vice-chair of the Corporation & Chair of this meeting)
P Swift (Principal and Chief Executive)
J Bache
C Blanchard
J Dowell
F Ellison
T Howard (attending as a member from the point shown)
R Jones
L Izan
U Koch
D Roddis (attending as a member from the point shown)
M Simon (from the point shown)
T Wheeler
S Utting
S Yates

In attendance:

A Fau-Goodwin (Vice Principal, 14-19 Curriculum & Strategy)
S Wainwright (Vice Principal, Adult Skills, HE & Business Development)
G Bebbington (Director of Finance and Administration)
D Harwood (Director of Quality)
N Peet (Director of Curriculum Support and Operations) (until the point shown)
E Davies-Jones (Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

Item

41/09 FORMAL MATTERS

41/01/09 Apologies for Absence

Apologies for absence were received from Ken Lea and John Dwyer.

41/02/09 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. Linda Izan, informed members that, with regard to Agenda Item 4 (Corporate Identity) she had been part of the College's team developing the new corporate identity which was to be considered for approval at this meeting. No other declarations of interest were made by those members attending this meeting.

The Chair welcomed those members attending their first meeting as members of the Corporation.

41/03/09 Appointment of Student Governors

Members had been informed that nominations for the positions of student members had been sought from students and two nominations had been received.

IT WAS RESOLVED to appoint David Roddis and Thomas Howard as student members for a term of office ending 31 July 2010 and that they should also be appointed to serve as a members of the Quality and Standards Committee during that period.

41/04/09 Approval of Minutes of the Part A Meeting held on 24 July 2009

IT WAS RESOLVED that the minutes of the Part A meeting held on 24 July 2009 be approved as true and accurate record of that Part A meeting and that the Chair of this meeting sign them accordingly.

Matters arising

Minute No: 32/09
Engineering Plan

The Principal gave a verbal report to fellow members informing them that the space for use by Total People Ltd had been identified and that the arrangements for the proposed contract and lease were being progressed in a very positive way with both parties working collaboratively to develop the apprenticeship programmes. The Principal informed members that the details of the contract and proposed lease would be presented to the Corporation for approval when the negotiations have been concluded.

IT WAS RESOLVED to receive the verbal report.

There were no other matters arising from the minutes of the last meeting which were not dealt with as part of the agenda items for this meeting.

42/09 CORPORATE IDENTITY

The Principal and the Vice Principal, Adult Skills, HE & Business Development, presented the paper providing members with the final proposal for which approval was being sought. Members were informed of the Chair's Action which had been taken to approve use of a quantity of prospectuses which had been printed with the new logo. Members were informed that further research had been undertaken following the Corporation meeting which had taken place on 14 May 2009. Members considered the proposed launch of the new corporate identity and the stages and timings of the launch. Members were also asked to approve the employer training aspect of the primary sub-branding "Work-Related Learning".

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

- ***new corporate logo and identity as presented;***
- ***primary sub-brand for the work-related training and its visual representation as presented;***
- ***launch plan for the new corporate identity as presented; and***
- ***the action taken by the Chair signed and dated 28 November 2009 to approve the use and circulation of printed copies of the prospectus prior to this Corporation meeting taking place.***

Margaret Simon joined the meeting during the presentation of the following agenda item.

43/09 CAMPUS DEVELOPMENT PROJECT: DECANT PROCESS

The Director of Curriculum Support and Operations gave the presentation to members detailing the phased plan for the move into the new College building. He informed members that the College is to have access to certain buildings when they have been completed on a staged basis between April and July 2010 prior to the practical completion date for the whole site which is scheduled to take place on 1 July 2010, as originally planned.

In answer to questions raised by members, he confirmed that:

- the health and safety aspects of the demolition of the existing campus buildings had been considered in detail;
- the risk exists that a period of bad weather could delay the anticipated dates for the staged access to the new building;
- staff holidays have been scheduled to tie in with the requirements to meet the deadline for the move into the new building;
- a marketing plan for the launch and opening of the new building is being developed.

Members were informed of the arrangements for those members wishing to visit the site.

IT WAS RESOLVED to receive the presentation and the verbal report.

44/09 2009/10 OPERATIONAL PLAN UPDATE

The Principal presented the paper providing a detailed report on the progress towards achieving the organisation's strategic objectives. He informed members that milestone targets have been set for each objective and that the College is making good progress with all actions on target and some well ahead of target.

IT WAS RESOLVED to receive the report.

45/09 DISABILITY EQUALITY SCHEME

The Director of Curriculum Support and Operations presented the paper providing members with the third and final annual update on the progress against the planned developments agreed in December 2006. The report provided details of the actions which had been completed and those ongoing actions which have been embedded. He informed members that he was satisfied that the scheme is working successfully. Members were informed that the scheme will be subsumed within the single equality duty going forward.

IT WAS RESOLVED to receive the report.

46/09 OFSTED: NEW INSPECTION ARRANGEMENTS

The Director of Quality, assisted by the Director of Finance and Administration, gave a presentation to members summarising the changes introduced within the Ofsted Inspection Handbook 2009. He informed members of the increased detail level of the inspection process covering the College's capacity to improve across the following three areas:

- outcomes for learners;
- quality of provision and
- leadership and management

He informed members that the College's self assessment report is now based on these criteria and provides the evidence base for the inspection process.

IT WAS RESOLVED to receive the presentation.

The Director of Curriculum Support & Operations left the meeting at this point.

A ten minute break was taken at this point in the meeting and the meeting re-convened at 3.35pm.

47/09 REPORTS OF THE CHAIR, CHIEF EXECUTIVE AND COMMITTEES

47/01/09 Report of the Chair of the Corporation

The Vice Chair of the Corporation presented the report on behalf of the Chair detailing the action taken by the Chair in accordance with paragraph 23.8(c) of the Corporation's Standing Orders. He went on to give a verbal report following his attendance, on behalf of the Chair, at the AoC North West full members' meeting held on 14th October 2009.

IT WAS RESOLVED to receive the report and to approve the actions taken by the Chair namely:

- ***the action signed and dated 11 September 2009 to approve certain potential instructions and to approve that subject to limits set by the Campus Development Committee, the Director of Curriculum Support and Operations has been authorised to approve certain potential instructions which have cost implications; and***
- ***the action signed and dated 5 November 2009 with regard to the provision of the private health care scheme.***

47/02/09 Report of the Chief Executive

The Principal presented his report to the Corporation providing details of local and national issues which affect the College's activities and provision. He informed fellow members that:

- the outturn for 2008/09 is still to be finalised with the Learning and Skills Council with the FO4 return having been submitted on 18 November 2009 with the final claim, FO5 due in January 2010;
- the College achieved 99.1% of its target for 16-18 year old learners (2,543 against a target of 2565) and a SLN value of 3,887 against a target of 3,876 resulting in an over-performance against contract of approximately £30,000;
- the College outturn for adults is 93% of target (a SLN of 1,305 against a target of 1,398) resulting in a clawback adjustment of £70,475 by the Learning and Skill Council.

The Principal then went on to inform members of the funding allocation and recruitment figures to date for 2009/10. The paper gave details of national developments and local developments including the significant progress to date regarding the possible development of an academy for Railway Engineering.

IT WAS RESOLVED to receive the report.

47/03/09 Report of the Campus Development Committee

The Vice Chair of the Corporation, on behalf of the Chair, presented the report informing members of the matters which the Campus Development Committee had dealt with during the term. Members had received copies of the minutes of the three meetings of the committee which had taken place on 24 September, 14 October and 14 November 2008. Members noted the content of the minutes of the three meetings and were informed that the Campus Development Committee, acting in accordance with the authorisation of the Corporation as set out in the Committee's terms of reference had authorised the short extension of the occupation of Telefonica O2 UK Limited under a lease contracted out of the 1954 Landlord and Tenant Act and ending 31 March 2009.

IT WAS RESOLVED to receive the report and to approve:

- ***the actions of the Campus Development Committee taken under its delegated authority with regard to the termination of the occupation of part of the Tower Block roof space by Telefonica O2 UK Limited;***
- ***the signing and sealing of the sub-contractor warranty given by Bachy Soletanche Limited;***
- ***the signing and sealing of the remaining sub-contractor warranties as and when these are received.***

47/04/09 Report of the Audit Committee

The Chair of the Audit Committee presented the report informing members of the matters which had been considered by Audit Committee members at the meeting held on 8 October 2009. Members were also given a copy of the draft minutes of the Committee meeting held on 30 November which had been approved by the Chair of the Committee on 2 December 2009. The

Chair of the Committee informed members that the Committee had received and considered the Internal Auditor's draft annual report and the report of the Director of Finance and Administration concerning the college's controls for securing value for money. Members were also informed that at the request of the Audit Committee, the Campus Development Committee had received and commented on the recommendations set out in the Internal Audit Report on Capital Projects and that, having considered those comments and the report, the Audit Committee had resolved to respond to the Internal Auditors concerning certain of the recommendations contained in that report.

IT WAS RESOLVED to receive the report and to;

- ***approve the Internal Audit Strategy 2009/10 to 2011/12 as presented;***
- ***note the Audit Committee's advice that the college's controls for securing value for money are considered to be effective; and***
- ***approve the continuation of the Fraud Policy (SCCPOL 029)***

47/05/09 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 meeting held on 22 October 2009 when the following annual reports were received by the Committee:

- Student Numbers 2008/09
- Capital Replacements
- Bad and Doubtful Debts

IT WAS RESOLVED to receive the report.

47/06/09 Report of the Organisational Development Committee

The Chair of the Organisational Development Committee presented the report informing members of the matters which had been considered by Organisational Development Committee members at the meeting held on 22 October 2009 which included receipt of the following annual reports:

- Health and Safety
- Critical Incident
- Equality and Diversity (Staff)
- Staff Disciplinary & Grievances Procedures
- Staff Sickness
- Staff Development & Training
- Staff Recruitment and Retention
- Protocol National (Agency Staff)
- Race Equality Action Plan 2008-2011 – updated progress to date

He drew members' attention to the recommendation put forward by the Organisational Development Committee that the Corporation approve the BUPA Select private health care scheme as from 1 December 2009 and the Chair's Action which had been referred to earlier during this meeting (ref: Minute No.: 48/01/09).

He informed members of the Committee's recommendation regarding the payment of a Staff Bonus for the year 2008/09 and the eligibility criteria should the Corporation exercise its discretion at a future date to make a bonus payment to staff in relation to the year 2009/10.

Members also considered the Committee's recommendations concerning the approval of the following policies and procedures:

- the continuation of the following policies unchanged : SCCPOL 028 – Dealing with Unwanted Persons;
- the amended policies: SCCPOL 05 – Critical Incident Policy and SCCPOL 25 – Continuing Professional development Policy; and
- the new policy "Use of Force to Control or Restrain in FE"

IT WAS RESOLVED to receive the report and the updated Race Equality Scheme and to approve:

- ***the Chair's Action approving the provision for staff of the BUPA Select private healthcare scheme as from 1 December 2009;***
- ***payment of a bonus of £250 to members of the College's staff who are not members of the senior management team.***
- ***the eligibility criteria as presented at this meeting, to be used in the event that the Corporation should choose to exercise its discretion to pay a staff bonus for the year 2009/10;***
- ***the new policy "Use of Force to Control or Restrain in FE";***
- ***the amended policy "Continued Professional Development Policy"(SCCPOL 25);***
- ***the amended policy "Critical Incident Policy"(SCCOPL 05);***
- ***that the policy " Dealing with Unwanted Persons" (SCCPOL 28) should continue in its current form until the next review date; and***

47/07/09 Report of the Search Committee

Members were informed of the matters which had been considered by Search Committee members at the meeting held on 22 October 2009 and in particular the recommendations put forward by the Search Committee for consideration by the Corporation.

Members noted that the Search Committee had considered the two matters referred to it by the Corporation and that the Search Committee would be meeting on 18 December 2009 for the specific purpose of considering a policy for succession planning for members of the Corporation.

Members were informed of the Search Committee's recommendation that an amendment should be made to the Corporation's Standing Orders to enable the Corporation to exercise its discretion with regard to the initial period for which a new member, who had already served as an external co-opted committee, may serve before being considered for re-appointment.

IT WAS RESOLVED to receive the report and to approve:

- ***the amendment as proposed to Appendix 1 of the Corporation Standing Orders;***
- ***the appointment of Kate Newbould as a member of the Corporation for an initial period of one year;***
- ***the appointment of Ron Jones as the Chair of the Audit Committee;***
- ***the appointment of Jeff Atkinson as an external co-opted member of the Audit Committee.***

47/08/09 Report of the Quality and Standards Committee

The Chair of the committee, presented the report informing members of those matters which had been considered by Quality and Standards Committee members at the meeting held on 12 November 2009 including:

- data on student retention and attendance for the year ending 31 July 2009;
- details of complaints and accolade received by the College during 2008/09;
- the progress in concluding the current programme of governor visits to Faculty areas;
- the following annual reports:
 - Careers Team;
 - Student Work Experience;
 - Student Attendance ;
 - Academic Appeals;
 - Student Destination Analysis;
 - Classroom Observations;
 - Equality and Diversity (Students);
 - Advice Service; and
 - Counselling Service.

The Chair of the Committee informed members of the Committee's concern regarding the level of paperwork which now needs to be completed for student work experience placements and the evidence that this is deterring employers and leading to a reduction in the number of placements available.

Members' considered the recommendations put forward by the Quality and Standards Committee concerning the approval of college policies.

IT WAS RESOLVED to receive this report and to approve:

- ***the College's Disability Statement 2009;***
- ***the Financial Support for Students 2009/10 (SCCPOL 10);***
- ***that the policy SCCPOL 31 "Student Attendance Policy" should continue in the current format until the next cycle review date unless a change in circumstances requires a review at an earlier date;***
- ***the amended policies:***
 - ***"Work Experience for Students Guidelines" (SCCPOL 24);***
 - ***"Management of Student Assignments" (SCCPOL 30);***
 - ***"Student Disciplinary Policy" (SCCPOL 20);***
- ***the new policy "Student Code of Conduct"; and***
- ***the introduction of the new "Employer Charter".***

47/09/09 Report of the Clerk

The Clerk reported the details of members' attendance records for 2009/10 as required by the attendance policy adopted by the Corporation at its meeting held on 6 December 2001. Members reviewed the College's Register of detailing the interests which have been declared by members of the Corporation.

IT WAS RESOLVED to receive this report and to:

- ***note attendance at meetings to date in 2009/10;***
- ***receive the College's Register of Members' Interests***

48/09 ANY OTHER BUSINESS:

48/01/09 European Investment Bank Funding

The Director of Finance and Administration presented the paper informing members that the College has been given the opportunity to accept the sum of £190,000 as funding from the European Investment Bank, in support of the loan which the College has taken out to finance the building of the new campus. Members considered the additional terms and conditions of the funding as set out in the standard disclosure letter provided by Barclays Bank plc.

IT WAS RESOLVED to :

- **accept the additional terms and conditions as set out in the Standard Disclosure Letter presented at the meeting and their inclusion within the Facility Letter;**
- **authorise Peter Swift, Principal, and Graham Bebbington, Director of Finance and Administration, to sign and return the Standard Disclosure Letter to Barclays Bank plc.**

48/02/09 LSIS document" The world we're in- A stock-take of the policy context for the learning and skills sector"

Members considered the report which had been circulated prior to the meeting. A paper summarising the report was provided to members by the Vice Principal, 14-19 Curriculum & Strategy.

IT WAS RESOLVED that members should read the summary paper and provide comments at the Corporation meeting on 11 December 2009.

There being no further business, the meeting concluded after Part B confidential items at 4.45p.m.

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(Chair)

Production: 4 December 2009
Chair's approval: 10 December 2009
Corporation approval: 15 January 2010