

SOUTH CHESHIRE COLLEGE

MINUTES OF THE CORPORATION MEETING HELD ON FRIDAY 14 MAY 2010 AT 2PM AT LEGENDS, BENTLEY MOTORS

Present:

K Lea (Chair of the Corporation)
P Swift (Principal and Chief Executive)
C Blanchard
J Dowell
F Ellison
R Jones
U Koch
K Newbould
M Simon
D Wright (until the point shown)

In attendance:

A Fau-Goodwin (Vice Principal 14-19 Curriculum & Strategy)
S Wainwright (Vice Principal Adults Skills HE & Business Development)
G Bebbington (Director of Finance and Administration)
N Peet (Director of Operations & ICT)
E Davies-Jones (Clerk to the Corporation)

The College's Equality & Diversity Co-ordinator, Moyra Throssall, attended and led a training session on "Equality & Diversity" as shown.

The Clerk confirmed that the meeting was quorate.

The Chair welcomed members to this special meeting of the Corporation which had been called for the purpose of reviewing the College's strategy.

Item

21/10 FORMAL MATTERS

21/01/10 Apologies for Absence

Apologies for absence were received from John Bache, Vic Harris, Linda Izan, Tim Wheeler, Simon Yates, Francis Ellison and Thomas Howard.

21/02/10 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. No declarations of interest were made by those members present regarding the agenda items to be considered at this meeting.

21/03/10 Approval of Minutes of the Corporation Meeting held on 25 March 2010

IT WAS RESOLVED that the minutes of the meeting held on 25 March 2010 be approved as a true and accurate record of that meeting and that the Chair sign them accordingly.

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21/04/10 Matters arising from the minutes of the last meeting

Minute No: 11/10: Safeguarding Update & Appointment of lead governor

The Principal presented the paper which had been prepared by the College's Director of Organisational Development for tabling at this meeting. The paper provided details of the College's whole organisation approach to safeguarding and the actions which the College has taken and which are on-going with regard to safeguarding issues.

The Chair of the Corporation informed members that he wished to make a recommendation to members that Ron Jones be appointed initially as the governor with responsibility for safeguarding emphasising that the scope and extent of the role would be to oversee and review this area but not take part in management decisions or operational matters.

IT WAS RESOLVED to receive the report and to appoint Ron Jones as the lead governor for safeguarding.

The College's Equality & Diversity Co-ordinator joined the meeting at this point.

Minute No: 16/10: College Policies

The Principal presented the paper providing details of the eight new strategic policies to be developed for approval by the Corporation in the autumn term 2010/11.

IT WAS RESOLVED to approve the proposal that eight new strategic policies will be developed for approval in autumn 2010 with key performance indicators and impact reports to be presented at the same time.

The Chair emphasised that the role of the Chairs of the Corporation's supporting committees, along with the members of those committees, is to probe, enquire and comment on matters presented to the committees and the Chairs must not seek to set the agendas or have input to the papers presented to the committees as it is for the governors to set the strategy and for the Principal to direct and have responsibility for all operational matters.

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.

22/10 REPORTS OF CORPORATION COMMITTEES

22/01/10 Report of the Search Committee

The Chair, in his role as Chair of the Search Committee, presented the report and the recommendation that Julie Wooton should be appointed as an external co-opted member of the Corporation's Quality and Standards Committee.

Members were provided with details of the skills and experience of this candidate who has expressed an interest in becoming a member of the Corporation in due course.

IT WAS RESOLVED to appoint Julie Wooton as an external co-opted member of the Corporation's Quality and Standards Committee with a view to future appointment as a member of the Corporation in due course.

22/02/10 Report of the Campus Development Committee

The Chair, in his role as Chair of the Campus Development Committee, presented the report informing members of the matters which the Campus Development Committee had dealt with at its meetings held on 16 April and on the morning of 14 May. He highlighted the committee's concerns regarding the progress towards completion of the building and informed members that the committee had been assured that the Project Manager was keeping a close watch in order to ensure that the focus was directed towards completion of the project on time and on budget. He informed members that the building contractor has appointed a foreman with responsibility for overseeing the snagging of the building and the progress would be reported to the committee at its next meeting on 11 June.

The Chair informed members that three sub-contractors warranties had been approved for signing and sealing in the period since the last meeting of the Corporation.

IT WAS RESOLVED to receive the report noting the approval of the three subcontractor warranties.

23/10 PREMISES LICENCE

Members considered the paper and the most appropriate persons to be named as the holder of the Premises Licence and the designated premises supervisor.

IT WAS RESOLVED that application for the Premises Licence for the new campus building should name the Corporation as the holder of the licence and that the curriculum area manager should be named as the designated premises supervisor.

24/10 FINANCIAL STATEMENTS 2009/10 TO 31 MARCH 2010

The Director of Finance and Administration presented the financial statements to 31 March 2010 which showed –

- closing bank balance £16,800,000 with £30,951,000 borrowings (original forecast £1,008,000 with £34,995,000 borrowings);
- actual operating deficit was £222,000 as opposed to the estimated deficit of £305,000, due in the main to a positive variance of £138,000 on staffing costs;
- projected operating deficit of £363,000 against the original forecast of an operating loss of £483,000, representing a positive variance of £120,000 for the year;
- projected bank balance as at the year end is £1,004,000 with £26,995,000 borrowings as opposed to the original forecast £1,037,000 with £20,345,000 borrowings;
- Current ratio of 1.28:1 which is temporarily ahead of the three year financial forecast during the new build construction phase due to accelerated capital support from the Learning and Skills Council;
- Closing bank balance as at end March 2011 is forecast to be £1,028,000 with borrowings of £30,992,000 and Learning and Skills Council's capital support of £39,002,000 claimed;

- LSE/HEFC funds for the year to date are up by £41,000 in receipt terms and the year end projections are for an additional £68,000 (over recruitment of 16-18 year old learners plus £46,000 earned from the six month plus unemployed contract. Offset against this are reserves of £20,000 for the ALR allocation rebasing and £17,000 for the ALR claw back for 2008/09.
- College enterprise activities:
 - training restaurant turnover up by £7,000 compared to the previous year and £3,000 above budget;
 - salon turnover is up by £900 compared to the previous year and is on a par with this year's budget;
 - nursery income is up by £2,600 compared to the previous year but £1,000 below the increased budget target.

The Director of Finance and Administration informed members that the financial statements to end April 2010 will be sent by mail to the members of the Corporation's Finance Committee towards the end of May 2010.

IT WAS RESOLVED to receive and approve the financial statements to 31 March 2010.

25/10 EQUALITY & DIVERSITY

The Principal introduced Moyra Throssall, the College's Equality & Diversity Co-ordinator, who lead a training session informing members of the legal requirements regarding Equality and Diversity within the College and emphasising the duties which governors hold in this respect. She informed members of the requirements which Ofsted examine when inspecting the College's involvement and activity in this area.

IT WAS RESOLVED to:

- ***thank the College's Equality and Diversity Co-ordinator for the excellent presentation and input into this training session; and***
- ***receive a training session updating members on this area on an annual basis.***

The College's Equality & Diversity Co-ordinator left the meeting at this point.

26/10 STRATEGIC PRIORITIES & DEVELOPMENTS

The Principal and the College's two Vice-Principals gave a presentation on the development of the College's strategic priorities and the developments which had taken place in the period since the Corporation meeting on 15 January 2010. The Principal outlined the anticipated financial position/budget for 2010/11 and the presentation went on to cover the College's key strategic priorities, the 14-19 curriculum and strategy, the College's public relations and marketing activities and the developments in the areas of adult provision and employer engagement.

IT WAS RESOLVED to receive the report.

Diane Wright left the meeting shortly before this agenda item was concluded.

27/10 SUMMARY OF KEY DECISIONS

The Chair thanked the members of the senior management team for the presentation and on behalf of members stated that it was pleasing to receive this assurance and the details of these positive developments. He emphasised the need to continue the focus on the areas of employer engagement, apprenticeships and skills.

IT WAS RESOLVED to receive the presentation and agree that the strategic plan for 2010/11 which is to be presented to the Corporation at its meeting on 8 July will include a focus towards the following areas:

- ***Employer Engagement(including staff development in this key area);***
- ***Apprenticeships (including emphasis on engineering and railways);***
- ***Collaboration with partner providers; and***
- ***Proposed key performance indicators across all areas.***

There being no further business, the meeting concluded at 5p.m.

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(Chair)

Production: 14 May 2010
Chair's approval: 18 May 2010
Corporation approval: 8 July 2010