

# CORPORATION OF KIDDERMINSTER COLLEGE

## Minutes of the Corporation Meeting held on Thursday 5<sup>th</sup> March 2009 in Room 149 at 17.30 hours

- C 1013 Present**
- |                |            |
|----------------|------------|
| Harry Grove    | Chair      |
| Jonathan Grice | Vice Chair |
| David Cory     |            |
| Paul Crowley   |            |
| Adrian Davis   |            |
| Mark Garnier   |            |
| Stella Hammond |            |
| Andrew Miller  |            |
| Karen Stevens  |            |
| Ivan Vaux      |            |
| Carol Warren   |            |
- C 1014 Quorum** 6
- C 1015 In Attendance**
- |                |                                      |
|----------------|--------------------------------------|
| Derek Harrison | Director of Finance & Administration |
| Alan Hopkins   | Clerk to the Corporation             |
- C 1016 Apologies**
- Derek Arnold  
Sonia Farnaby  
Linda Pierce  
Mike Stevens  
Catherine Wassel
- C 1017 Declaration of Members' Conflict of Interests**  
Stella Hammond referred to Item 1021, which related to her position as a member of staff affected by possible accommodation changes.
- C 1018 Minutes**  
The minutes of the meeting held on 22<sup>nd</sup> January 2009, having been circulated, were agreed and signed by the Chair.
- C 1019 Matters Arising**
- i) *Key Performance Indicators*  
The Clerk confirmed that he had agreed with Andy Dobson on the format of an assessment form for the agreed KPIs. This would be circulated to Members for completion in the summer Term.
  - ii) *Governor Appointments*  
The Clerk reported that no conclusions had been reached regarding the two Governors whose term of office was due to finish at 31<sup>st</sup> July 2009.
- C 1020 Principal's Report**  
Details had been circulated. Prior to commenting on the Report, Andrew Miller tabled a summary of proposals contained in the new Apprenticeships, Skills, Children & Learning Bill. He then went on to highlight the following matters in his Report: -

- i) Though WBL starts may lead to lower income in the year, the College was hopeful of exceeding the target number on E2E starts. T2G is continuing to do very well with numbers well ahead of our contract.
- ii) The results of the internal auditors review of key Financial Controls showed a “Substantial Assurance” which represents the highest audit grading.
- iii) The College will receive £100,000 towards the refurbishment costs involved in creating new hairdressing & beauty salons on the Market Street site.
- iv) Information on LSC Funding allocations for 2009/10 is expected by 31st March 2009.
- v) The College had received an outstanding grade following the LSC’s audit of the College’s health & safety arrangements.
- vi) With regard to the Sladen Project some information had been received on national funding priorities relating to LSC capital programmes. It seemed that 9 projects that had received AiP approval were to continue. A system of priority had to be drawn up covering 79 schemes where the AiP had been approved. A further 65 applications which had not received AiP approval were under review. It was not clear where the College application was in relation to this information.
- vii) The LSC have been reviewing the arrangements for its Framework For Excellence policies, and it was likely that changes would be made. There will be consultation with colleges in coming months.
- viii) The College is involved through ContinU with a bid for the establishment of a community based professional centre to support the delivery of the Society, Health & Development Diploma qualifications. The Department for Children Schools & Families will decide on the allocation of funding. If successful, the centre is likely to be located at Baxter School.

In response to a question from the Chair, Andrew Miller explained that NOCN was a reference to “National Open College Network”.

The Principal’s Report was noted.

### **C 1021 Short Term Accommodation Proposals**

A paper setting out proposals to secure additional accommodation from May 2009 to 31<sup>st</sup> July 2012 at Elgar House, Green Street, Kidderminster had been circulated. Derek Harrison gave a detailed explanation of the proposal. The facility would accommodate administrative staff, thus releasing space at Market Street for new hairdressing & beauty salons, and additional classroom space for an additional group of Public Services students. The space to be rented measures 2,121 sq ft. The lease agreement would include an initial rent-free period of 6 months.

Derek Harrison tabled a financial forecast covering an income and expenditure budget for the period 2008/09 to 2012/13 and a cash flow forecast.

In the discussion that followed, Members sought assurances that the development, which would need the allocation of £140,000 from College reserves, would improve present accommodation utilisation issues. This was given by Andrew Miller. Further comments from Members suggested that in view of current uncertainties over the timing of the Sladen project, there should be an option to extend the lease until 31<sup>st</sup> July 2013.

(Paul Crowley left the meeting at 18.40 hours)

The following resolutions were then unanimously agreed: -

1. Proposed by David Cory and seconded by Adrian Davis, that a lease for the ground floor accommodation in Elgar House for the period 1<sup>st</sup> May 2009 to 31<sup>st</sup> July 2013 be completed.
2. Proposed by Ivan Vaux and seconded by Jonathan Grice that the budget for the refurbishment and running costs for Elgar House and Market Street including a contribution of £140,000 from College reserves as tabled be approved.

(Details attached to the minutes)

**C 1022 Development/Strategic Planning Review**

A paper had been tabled setting a number of strategic issues Governors needed to consider over the next 12 months. In particular, Governors need to consider how they wish to be further involved in the strategic planning process relating to these issues.

It was agreed that this matter would be subject to further review at the May meeting of the Corporation.

**C 1023 Committee Reports**

- i) *Standards Committee Minutes 12<sup>th</sup> February 2009*

Details had been circulated. The minutes were noted.

(Karen Stevens left the meeting at 19.15 hours)

- iii) *Remuneration Committee Meeting 22<sup>nd</sup> January 2009*

The Clerk tabled a series of papers relating to discussions held at this meeting. He asked that Members let him have their comments on the proposals made prior to the May Corporation meeting.

(Andrew Miller, Stella Hammond & Derek Harrison were not present for this item)

**C 1024 Any Other Business**

- i) *Carpet Museum*

Ivan Vaux expressed concern that despite being the College's representative on the Museum's management committee, he had not been made aware of a meeting in December between College representatives and trustees of the Museum. He was also concerned that promised feedback from the College on matters discussed had not been received.

Ivan Vaux reminded Members that since he would not be continuing as a Governor after July 2009, a new representative from the College would be needed on the Museum committee.

**C 1025 Date of Next Meeting**

Thursday 14<sup>th</sup> May 2009 at 17.30 hours.

The meeting closed at 19.30 hours

Chair \_\_\_\_\_ Date \_\_\_\_\_

Agreed and signed by the Chair 14<sup>th</sup> May 2009

18<sup>th</sup> March 2009