

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Corporation Meeting held on Thursday 14th May 2009 in Room 149 at 17.30 hours

- C 1026 Present**
- | | |
|----------------|------------|
| Harry Grove | Chair |
| Jonathan Grice | Vice Chair |
| David Cory | |
| Sonia Farnaby | |
| Mark Garnier | |
| Andrew Miller | |
| Karen Stevens | |
| Ivan Vaux | |
| Carol Warren | |
- C 1027 Quorum** 6
- C 1028 In Attendance**
- | | |
|----------------|--------------------------------------|
| Derek Harrison | Director of Finance & Administration |
| Alan Hopkins | Clerk to the Corporation |
- C 1029 Apologies**
- Derek Arnold
Paul Crowley
Adrian Davis
Stella Hammond
Linda Pierce
- C 1030 Declaration of Members' Conflict of Interests**
No declarations made
- C 1031 Minutes**
The minutes of the meeting held on 5th March 2009, having been circulated, were agreed and signed by the Chair.
- C 1032 Matters Arising**
- i) *Key Performance Indicators*
The Clerk issued a KPI Individual Self Assessment Report Form, which it was proposed each Governor should complete at the end of the Academic Year. It was confirmed that Andy Dobson had contributed to the design of the Form so that it complied with the College's Self Assessment processes. Governors were asked to review the content of the Form and pass any comments on to the Clerk.
 - ii) *Governor Training*
The Clerk stated that the feedback from Governors on the Child Protection Policies training session run by Tim Mason had been first class. It was suggested that future Governor training should include sessions run by staff members where the topics related to specialist subjects and new College initiatives.

It was now necessary to have a Governor who would be designated as being the person at Corporation level who would be responsible for Child Protection Safeguarding Policies. Sonia Farnaby offered to take on this role. This was agreed and accepted by Members.

iii) *Governor Appointments 2009*

The Clerk confirmed that Mark Garnier and Karen Stevens had been re-elected to serve a further term of four years commencing from 1st August 2009 at the December 2008 Corporation meeting.

Discussions had been held with Paul Crowley and he had indicated he would be willing to serve a further two years with effect from 1st August 2009. The Search Committee was recommending that the Corporation approve this appointment. This was agreed and approved by Members.

The Clerk reported on the position of Harry Grove who would complete two four-year terms in July 2009. In accordance with the Nolan Principles and the Corporation Standing Order 1.6 it would be exceptional for a Member to serve more than 2 terms of four years. The Chair however had indicated he would wish to continue for a further term of four years. The matter had been discussed at the Search committee meeting held earlier that afternoon and it had been agreed that the question should be referred to a full Corporation meeting.

The Clerk had reported that he had reviewed current practice with Evesheds, the legal firm and the Chair of the West Midlands Regional Group of Clerks. The position could be summarised as: -

- a) Nolan principles were not mandatory, but were regarded as best practice for the sector.
- b) There was limited evidence in the sector of Governors, particularly Chairs serving a third term.
- c) It was important that Governors in making decisions on extending terms could prove that they had acted independently, including a thorough review by the Search Committee.
- d) Exceptional circumstances should be identified and set out. A shortage of appropriate skills/knowledge was seen as a good example.
- e) The Corporation had to demonstrate transparency in taking their decisions.

Members recognised that it may be necessary to change the current Standing Orders, if it was decided to extend the Chair's term to a four-year period.

It was agreed that Members would advise the Principal or the Clerk on their views on an extended reappointment.

iv) *Framework For Excellence – Consultation With Colleges*

This was referred to in the Principal's Report

v) *Carpet Museum*

a) College Representative on the Management Committee

It was agreed that for the time being, Ivan Vaux would continue as the College's representative on this Committee. Ivan was thanked for this offer. David Cory indicated that at a later date he might be in a position to become involved.

b) Feedback to Museum Trustees

Andrew Miller stated that this had not been done, but he would attend to this shortly. It was believed that some assistance with the production of art work was required.

vi) *Development/Strategic Planning Review – Governors*

The discussion on the paper circulated at the March Corporation meeting, suggested that Members recognised the need to be more involved in the strategic planning process.

The Strategic Forum was a help but it was agreed that more needed to be done.

Strategic “away days” were thought to be a good idea. Some Governors felt these could be based at the College to reduce costs. Newer Governors felt that more contact with senior managers was also necessary. The Child Protection Policies training session had been a good example. The Principal stated he would welcome any other ideas and he would discuss the matter further with the Clerk.

C 1033 Principal’s Report

Details had been circulated. Andrew Miller highlighted the following: -

- i) Since the preparation of the Report, T2G funding had become less of an issue, due to the College being advised that they would receive further funding for the training that had been carried out. The LSC were providing additional funding and the 3 Counties consortium funding was more secure. In reply to a question regarding a strategy to decrease the emphasis on the training of taxi drivers, Andrew Miller stated that plans were being developed for next year, which would involve other areas.
- ii) Within the last two days, information had been received that the College would receive shortly, its grades and results relating to the Framework For Excellence scheme. No other information had however been received relating to the proposed consultation with Colleges on the 2009 – 10 version of the scheme.
- iii) The College had been advised that funding of £67,500 would be made to cover training for the six-month unemployed under a new Government initiative. This would support approximately 50 learners in the period from April 2009 to July 2010. Discussions would be held with Job Centre Plus on the application of the programme.

Members expressed their congratulation to staff following the LSC confirming that the College’s arrangements for managing health & safety were outstanding.

There was a discussion on the actions the College would need to take if there was an outbreak of swine flu amongst students or staff, particularly later in the year. Governors were assured that advice had been forthcoming from the LSC, and that in the event of an outbreak the local health authority would take control of proceedings.

The Principal’s Report was accepted.

C 1034 Short Term Accommodation Update – Elgar House

Derek Harrison explained the need for the Corporation to approve the Resolution agreed at the meeting of the F & P Committee on 19th March 2009. It was therefore proposed by David Cory, seconded by Sonia Farnaby and unanimously agreed by Members, that “The capital cost of the refurbishment of Elgar House and Market Street should be funded by an LEA grant of £100,000 plus £140,000 from College Reserve funds. Recurrent costs would be funded from additional income generated by LSC 16 – 18 growth funding and T2G activities”.

Derek Harrison tabled a revised paper setting out the project budget to date excluding recurrent income and expenditure. He confirmed that final arrangements were now in the process of being settled for the project. Any staffing issues relating to moving to Elgar House had been resolved. It was intended that a member of the Senior Management Team, Andy Dobson, would be located at Elgar House. It was agreed that when appropriate Governors would have an opportunity to view the site. The plan was to move into the premises during the first week in July.

C 1035 Sladen Project Update

A letter from the LSC dated 24th April 2009 on their Further Education Capital Programme had been circulated. Andrew Miller explained that whilst the letter referred to additional funding of £300 million in the current period, this would only allow the LSC to give approval to projects that were “share ready”. Other projects would be subject to a prioritisation assessment based on new criteria. The College had already completed a self-assessment form relating to this process. Consultants would take information provided by the Colleges to recommend future capital priorities. It was felt that the Sladen Project looked favourable against the criteria. The results of the process were not likely to be made known however, until the New Year. What was probable was that the overall funding available would be lower and spread over a longer period.

There had been discussions with the LEA over the possibility of other alternatives for funding, including the capital programme for schools (Building Schools for the future) but this could prove to be very difficult to access.

A Member suggested looking at the Regeneration Project for the Horsefair area. It was agreed that contact with the District Council should be made on this. It was further suggested that the College needs to develop a strong relationship with the local community to gain their support for a campaign to get the project funded. Andrew Miller agreed to investigate the possibility of producing a newsletter for residents in the area.

The Principal was asked to try to arrange a meeting with the County’s Director of Children Services. The Chair, Principal and Mark Garnier were nominated to attend such a meeting.

C 1036 OfSTED Pre Publication Report

The Report had been circulated. This was a confidential document until the official Report was published. The College had done very well and the areas that need further attention were not of a major nature. It was agreed that maximum publicity would be given to statements in the Report once it was published. It was noted that an area for Governor training mentioned in the Report in the future, was the subject of Race Relations. The Chair asked that thanks be recorded to all staff involved in the Inspection process.

C 1037 Operating Statements 2008/09 Monitoring Report

Details had been circulated. Andrew Miller agreed to provide a glossary of terms covered by the acronyms in the Statement. In reply to a question on the reference to long term staff

sickness in KCT causing operational difficulties, Andrew Miller stated that this matter was still under review.

The Report was noted as satisfactory.

C 1038 Risk Management Plan 2008/09 Monitoring Report

Details had been circulated. Andrew Miller identified the significant changes that had been made. These were: -

- i) A new significant risk based on the College not securing its targeted T2G income.
- ii) LSC Funding policies leading to a failure to support the College's growth plan, leading to financial problems, was also seen as a significant risk.

The Chair suggested that the reference to a failure to open the Sladen centre by September 2011 needed to be reviewed, particularly in relation to the actions relating to implementing contingency plans.

Members noted the content of the Report.

C 1039 Appointment of Clerk to the Corporation

Andrew Miller stated that following interviews held for the position of Clerk to the Corporation, the selection panel were recommending the appointment of Angharad Hale. Mrs. Hale, who lived in Stourport, currently was employed at Redditch Borough Council. Very good references had been obtained. She would have to serve a month's notice.

It was proposed by Mark Garnier, seconded by David Cory and unanimously agreed by all Members, that the selection panel's recommendation be approved. Andrew Miller was asked to arrange with Mrs. Hale her possible starting date.

(Since Mrs. Hale was the daughter of Governor Carol Warren, the meeting were made aware of this fact. Carol Warren was not present for this part of the Agenda having declared an interest.)

(Ivan Vaux left the meeting at 19.45 hours.)

C 1040 Committee Reports

- i) *Strategic Forum – 12th March 2009*

Details had been circulated. Andrew Miller had made Members aware of the delay in circulating the Draft development Plan.

- ii) *Search Committee – 14th May 2009*

The Clerk gave a verbal report of the meeting held earlier that afternoon. He drew Members attention to the fact that both student Governors, Catherine Wassell and Mike Stevens, had advised the College that they did not want to remain as Governors. This was accepted with regret. The Clerk stated he would circulate a paper on the kind of practices adopted at other colleges to obtain better representation from students. Governors' reaction to the content of the paper would be welcome.

C 1041 Any Other Business

i) *Remuneration Committee*

Karen Stevens asked whether any progress had been made on implementing the recommendations agreed at the January 2009 meeting of the Committee. The Chair stated that no further actions had been taken. He would however review with the Clerk over the next 2 weeks, what steps were now necessary.

(Andrew Miller and Derek Harrison were not present for this item)

C 1042 Date of Next Meeting

Thursday 9th July 2009 at 17.30 hours.

The meeting closed at 20.05 hours

Agreed and signed by the Chair 9th July 2009

Chair _____ Date _____

31st May 2009