

# CORPORATION OF KIDDERMINSTER COLLEGE

## Minutes of the Corporation Meeting held on Thursday 9<sup>th</sup> July 2009 in Room 149 at 17.30 hours

- C 1049 Present**
- |                |            |
|----------------|------------|
| Harry Grove    | Chair      |
| Jonathan Grice | Vice Chair |
| Derek Arnold   |            |
| Paul Crowley   |            |
| Adrian Davis   |            |
| Sonia Farnaby  |            |
| Mark Garnier   |            |
| Stella Hammond |            |
| Andrew Miller  |            |
| Karen Stevens  |            |
| Carol Warren   |            |
- C 1050 Quorum** 6
- C 1051 In Attendance**
- |                 |                                      |
|-----------------|--------------------------------------|
| Derek Harrison  | Director of Finance & Administration |
| Angharad Hale   | Clerk to the Corporation             |
| Alan Hopkins    | Clerk to the Corporation             |
| Judith Simpkins | Senior Finance Officer               |
- C 1052 Apologies**
- |              |  |
|--------------|--|
| David Cory   |  |
| Linda Pierce |  |
| Ivan Vaux    |  |
- C 1053 Declaration of Members' Conflict of Interests**  
No declarations made
- C 1054 Election of Chair 2009 – 10**  
Harry Grove stated that whilst continuing as a Governor, he would not be standing for re-election as Chair. It was therefore proposed by Harry Grove, seconded by Adrian Davis and unanimously agreed by the meeting that Jonathan Grice be elected as Chair for the year 1<sup>st</sup> August 2009 to 31<sup>st</sup> July 2010.
- C 1055 Election of Vice Chair 2009 – 10**  
It was proposed by Jonathan Grice, seconded by Mark Garnier and unanimously agreed by the meeting that David Cory be elected as Vice Chair for the year 1<sup>st</sup> August 2009 to 31<sup>st</sup> July 2010.
- C 1056 Minutes**  
The minutes of the meeting held on 14<sup>th</sup> May 2009 and 25<sup>th</sup> June 2009, having been circulated, were agreed and signed by the Chair.
- C 1057 Matters Arising**
- i) *Governor Training 2009 – 10*  
The Clerk reminded Members of the need to identify topics which could be covered in Governor Training sessions in the next academic year. Members agreed that topics that

could be considered were Race Relations, College Higher Education Strategy and the future position of further education in the world of education. Members were also invited to add other topics. Andrew Miller agreed to liaise with the Clerk at the start of the next academic year in order to develop proposals relating to the topics mentioned.

ii) *Key Performance Indicators 2008 – 09*

The Clerk stated that the majority of Governors had returned their report forms. These would be summarised and reviewed at the next Corporation meeting. At that meeting decisions needed to be taken on possible Key Performance Indicators for 2009 – 10.

iii) *Governor Appointment 2009*

Members approved the recommendation made at the special Corporation meeting held on 25<sup>th</sup> June 2009 that Harry Grove be re appointed as a Governor for the period 1st August 2009 to 31<sup>st</sup> July 2011.

iv) *Carpet Museum*

Andrew Miller stated that he was meeting Charles Talbot on 13<sup>th</sup> July 2009 to discuss what help the College could give in relation to the project identified by the Carpet Museum.

v) *Development/Strategic Planning Review – Governor Involvement*

It was stated that whilst the Strategic Forum meetings had been beneficial during the year, there was a need to also have arrangements that enabled all Governors to participate in strategic planning matters. Andrew Miller suggested that 2 half day sessions held on site were being considered as a possibility. He would prepare more specific proposals for the next Corporation meetings. Members agreed sessions on site would be a helpful development.

vi) *Student Governor Recruitment*

A paper, which had been considered by the Search Committee on practices relating to the recruitment of Student Governors, had been circulated for Members' comment. The Clerk emphasised that the Corporation needed to take steps that ensured there was suitable representation from students as Governors. Andrew Miller stated that this issue was being carefully considered by the SMT as part of their work on developing policies relating to the engagement of the "learner voice". In this connection, he had also asked Angharad Hale to liaise with the Student Services Manager to see what new initiatives could be developed. The Chair indicated that this was an area he was interested in helping, particularly relating to the mentoring of any newly appointed student Governors.

## **C 1058 Chairman's Report**

The Chair gave a verbal report of the activities he had been involved with in the period February to July 2009. Details are attached to these minutes.

## **C 1059 Principal's Report**

Details had been circulated. The Principal highlighted the following: -

- i) All enrolments and learner numbers under a new methodology are now expressed in overall numbers of learners (SLN Standard Learner Number). It was noted that total actual SLNs exceeded the LSC target SLNs. Work Based Learning (WBL) numbers were below target whilst E2E numbers are above target.
- ii) The T2G numbers will meet the College's projected levels of income. The LSC has given assurances that all T2G starts up to 1<sup>st</sup> April 2009, including those who do not complete their programme until after 31<sup>st</sup> July 2009, will be funded as carry over learners in 2009 - 10.

- iii) The most recent financial reforecast for the year shows a breakeven position (excluding FRS17).
- iv) Staff had now relocated to Elgar House. It was expected that by 10<sup>th</sup> July, normal working arrangements would be in existence. The new accommodation was regarded as very good.
- v) A letter attached to the Report from the LSC Chief Executive on the Capital Investment programme indicated that it would be at least the summer of 2010 before any new projects such as Sladen would be considered. No decision had been made as to whether colleges, which had incurred costs in preparing details of initial funding application, would receive a reimbursement of their costs.
- vi) The grant the College had been allocated to deliver training to people unemployed for more than 6 months was £67,500. This would cover 54 applicants. If there is under recruitment then funding would have to be repaid to the LSC. The programme was being promoted by the College & Job Centre Plus.
- vii) The College has been a pilot centre in 2008/09 for the new Functional Skills programme. This relates to the development of Maths, English & IT details, for the new Diploma qualifications. The general view was that the pilot programme has been a success.
- viii) The update on the LSC/Machinery of Government (MOG) changes indicated that there were still some uncertainties, particularly in relation to how college funding via the County Council and the Young Persons Learning Agency will be determined.

In discussions on the Principal's Report, Members concentrated on issues relating to the Sladen Project. Mark Garnier outlined initiatives he was involved with which highlighted the need for areas such as Wyre Forest to receive separate support to develop more training facilities. He promised to keep the College informed of any progress made or new initiatives that could be developed. It was further suggested by other Members that the College should continue briefing the local MP and also recently elected County Councillors. In reply to further comments regarding whether the College was making alternative plans, Andrew Miller stated that it was his intention to carry out a detailed review of other options in the first part of the Autumn Term. In the meantime, efforts would continue to lobby on the College's part, for alternative funding options for Sladen

Members noted the Principal's Report.

**C 1060 Development Plan 2009 – 12**

Details had been circulated. Andrew Miller explained that the Plan had been reviewed in detail at earlier Strategic Forum meetings. Various changes suggested at these meetings had been incorporated into the plan. There were still some figures missing from the Plan, due to lack of information available from the LSC on T2G funding arrangements. The Plan included a section on Improvement Indicators, which reflected the content of the recent OfSTED Inspection Report.

It was a requirement that the Corporation specifically approved the Mission & Strategic Arms statement

It was proposed by Jonathan Grice, seconded by Karen Stevens and unanimously agreed by Members that the Mission & Strategic Aims statement be approved.

The Development Plan 2009 – 12 was unanimously approved by Members following a proposal from Carol Warren, seconded by Sonia Farnaby.

**C 1061 Financial Forecast 2009 – 12**

Details had been circulated. Derek Harrison gave a presentation on the content of the Forecast. It was noted that the F & P Committee had reviewed the details and they were recommending the acceptance of the Plan by the Corporation.

The Summary details were: -

£'000s	2009 – 10	2010 – 11	2011 – 12
Income	9,421	9,655	10,020
Expenditure	9,601	9,740	10,058
Surplus/(Deficit) IncFRS17	(180)	(85)	(38)
FRS17	148	148	148
Surplus/(Deficit) Ex FRS17	(32)	63	110

It was indicated that a pay increase of 1% had been allowed in the Plan for each year. However currently the AOC had offered at national level, a general increase of 1.5% for 2009 - 10. It was not mandatory for the College to pay this level of increase.

Members questioned whether there was any likelihood in the period under review for actions to be agreed to reduce the pension fund liability. Derek Harrison agreed that it was inevitable that action will need to be taken in the future, but the timing for this was impossible to predict.

Karen Stevens questioned whether with 83% of College income sourced from the LSC was too high a proportion. In reply Andrew Miller stated that it had been planned for this percentage to be reduced through commercial activities such as ICT income generation initiatives and BDU courses. However the present economic climate made this more difficult to achieve.

Derek Harrison confirmed that using the method by which the LSC scored the College's Financial Health, the self-assessment was shown to be outstanding.

It was proposed by Jonathan Grice, seconded by Adrian Davis and unanimously agreed by Members that the Financial Forecast 2009 – 12 be approved.

(Judith Simpkins left at 19.10 hours.)

**C 1062 Risk Management**

Andrew Miller explained that as a result of an internal audit carried out by RSM Bentley Jennison a number of changes relating to how the subject should be covered by the

Corporation had been recommended. The details had been circulated and covered the following: -

i) *Revised Risk Management Policy*

A new definition of the approach to Risk Management using LSC guidance had been included. Paragraphs relating to assessing, prioritising and escalating risks and the role that staff have regarding risk management had been amended to achieve greater clarity. Paul Crowley stated that at the last Audit Committee meeting, RSM Bentley Jennison and Baker Tilly had suggested that the Audit Committee should be more involved in scrutinising areas where there was a significant/high risk. Andrew Miller therefore agreed to amend the paragraph on the Audit Committee to reflect these views.

Members accepted the Policy.

ii) *Risk Register 2009 - 10*

It was suggested by Paul Crowley that the Evaluation scores used in the Register should have a wider range. This was accepted.

ii) *Risk Management Plan 2009 – 10*

Andrew Miller explained that this Plan contained those items that were regarded as significant risks. All other risks had been set out in the Risk Register.

Members accepted the content of the Plan.

**C 1063 Quality Improvement & Strategy 2009 – 10**

Details had been circulated. It was a requirement of the Statutory Instrument & Articles that this Strategy Plan be approved by the Corporation. The Strategy had been considered and accepted by the Standards Committee.

It was proposed by Mark Garnier, seconded by Sonia Farnaby and unanimously agreed by Members that the Quality Improvement & Strategy Plan be approved.

**C 1064 Appointment of Committee Chairs & Members 2009 – 10**

Proposals had been circulated. However due to changes to the position of Corporation Chair and Vice Chair, it had become necessary to amend membership of certain Committees. One Governor had also not been allocated to any Committee. The Clerk agreed to carry out various amendments to the Membership and circulate revised details to Governors. The revised list would be subject to approval at the first Corporation meeting of the new academic year.

**C 1065 Calendar of Meetings 2009 – 10**

Details had been circulated.

It was proposed by Karen Stevens, seconded by Carol Warren and unanimously agreed by Members that the Calendar of Meetings 2009 – 10 be approved.

**C 1066 Committee Reports**

i) *F & P Committee Meetings 21<sup>st</sup> May 2009 and 25<sup>th</sup> June 2009*

Details had been circulated. Members noted the content of the minutes.

ii) *Search Committee Meeting 14<sup>th</sup> May 2009*

Details had been circulated. The Clerk commented on the fact that a prospective replacement for Ivan Vaux had been identified and would be meeting the Principal on 16<sup>th</sup> July 2009. The minutes of the meeting were noted.

iii) *Strategic Forum Meeting 4<sup>th</sup> June 2009*

Details had been circulated. It was explained that the BDU business plan had not been completed due to uncertainty over T2G contracts. It was intended the plan would be presented at the October Corporation meeting. The minutes were noted.

iv) *Standards Committee Meeting 11<sup>th</sup> June 2009*

Details had been circulated. Thanks were recorded to Andy Dobson for the excellent way he had presented reports to this Committee throughout the year. The minutes were noted.

v) *Audit Committee Meeting 18<sup>th</sup> June 2009*

Details had been circulated. It was necessary to approve the following: -

- a) It was proposed by Paul Crowley, seconded by Adrian Davis and unanimously agreed by Members that the RSM Bentley Jennison Internal Audit Strategy & Plan 2009 – 10 be approved. Details had been circulated.
- b) It was proposed by Paul Crowley, second by Adrian Davis and unanimously agreed by Members that the Baker Tilly Financial Statements Audit Plan 2008 – 09 be approved. Details had been circulated.
- c) It was proposed by Paul Crowley, seconded by Adrian Davis and unanimously agreed by Members that RSM Bentley Jennison be reappointed as Internal Auditors for 2009 – 10.
- d) It was proposed by Paul Crowley, seconded by Adrian Davis and unanimously agreed by Members that Baker Tilly be reappointed as Financial Statements Auditors 2009 – 10.

vi) *Remuneration Committee 9<sup>th</sup> July 2009*

The Clerk gave a verbal report on discussions that had taken place at the Remuneration Committee meeting held earlier that afternoon. No specific decisions had been taken which needed to be referred to the Corporation.

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

## **C 1067 Any Other Business**

a) *Swine Flu*

Karen Stevens asked what policies were in place to deal with an outbreak of Swine Flu in the autumn period. Andrew Miller replied that no specific policy was in place, but it was expected that in the event of an outbreak the College would remain open and continue business as usual. He had recently received advice and guidance from the AOC on issues that needed to be dealt with. In the autumn term with members of the Senior Management Team, he would ensure more explicit policies on actions to be taken were in place.

b) *Thanks*

Jonathan Grice asked that thanks be recorded to Harry Grove for his work as Chair of the Corporation over the last 2 years. He hoped in taking over as Chair he would be able to continue the efforts made by Harry.

Harry Grove asked that thanks be recorded to Ivan Vaux for his contributions as a Governor over the last 4 years. The Clerk and the Principal agreed to write to Ivan to express their thanks.

c) *Presentation*

Andrew Miller expressed his appreciation of the work of the Clerk, Alan Hopkins, and made a presentation to him on his retirement.

**C 1068 Date of Next Meeting**

Thursday 1<sup>st</sup> October 2009 at 17.30 hours.

The meeting closed at 20.10 hours

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

16<sup>th</sup> July 2009