

# CORPORATION OF KIDDERMINSTER COLLEGE

## Minutes of the Corporation Meeting held on Thursday 21<sup>st</sup> January 2010 at 17.30 hours

**C 1103 Present**                      **Jonathan Grice, Chair**

Derek Arnold  
Annie Conway  
Mick Cooper  
David Cory  
Paul Crowley  
Andy Dobson  
Sonia Farnaby  
Mark Garnier  
Harry Grove  
Stella Hammond  
Kevin Sant  
Karen Stevens  
Carol Warren

**C 1104 Quorum**                      6

**C 1105 In Attendance**    Derek Harrison, Director of Finance & Administration  
Angharad Hale, Clerk to the Corporation  
Tim Mason, **Director of Curriculum  
Strategy & Business Development**

**C 1106 Apologies**                      Adrian Davis  
Chris Sheeran

### **C 1107 Declaration of Members' Conflict of Interests**

Stella Hammond declared an interest in **item C1111**, BDU 3 Year Plan.

### **C 1108 Minutes of Meeting Held on 17<sup>th</sup> December 2009**

The minutes of the meeting held on 17<sup>th</sup> December 2009, having been circulated, were agreed and signed by the Chair.

### **C 1109 Matters Arising**

#### *i) Race Relations Training*

Andy Dobson has attempted to contact the preferred trainer, Trevor Gordon without success. He will continue trying to get through to him, with a view to securing the proposed date of 18<sup>th</sup> March 2010.

### **C 1110 Appointment of Principal & Chief Executive**

Following the final interview process on the 15<sup>th</sup> January 2010, the Selection Panel recommended the appointment of Andy Dobson as the new Principal & Chief Executive. This recommendation was endorsed by the Corporation.

A note of thanks was made to the governors, staff and students involved, and in particular to Jonathan Grice, Karen Stevens and Alan Hopkins for their role in enabling the process to be undertaken internally. The decision not to use an external agency is estimated to have saved the College in the region of £20K. The Chair noted special thanks to SMT members for their involvement in the arrangements for the interviews.

### **C 1111 BDU 3 Year Plan**

It was noted that discussions had been postponed from the last meeting to enable Tim Mason to be present. The document circulated at the previous meeting was an update from the original plan. Tim Mason expounded on the reasons for needing to update the strategy for expanding the business. The aim is for small to moderate growth with improved profitability, efficiency gains and more stability. Future funding is uncertain and this has been reflected in updates to the risk assessment since the last meeting.

The following queries and issues were raised :

- What is the status of the document, i.e. are decisions regarding spending being brought for approval when it appears that expansion and staff recruitment have already taken place? Derek Harrison confirmed that whilst the plan is being presented out of sequence, due to it being deferred from previous Corporation meetings, governors would have approved spending as part of the 3 year financial forecast.
- When is the absence of the LSC going to be written into the plan? Tim Mason explained that the Skills Funding Agency (SFA) will agree our level of funding, an activity which LSC used to carry out in May – June but the timing of when SFA will do so is still unclear. There will be potential increases in employer contributions and there may be a need to develop partnerships in order to utilise funding in the future.
- What is the current ratio of Train 2 Gain income from taxi drivers? Currently around 70% of income is generated in this area.
- How will this large percentage of the income be guaranteed in future? Other options have been explored including an NVQ in Spectator Safety, which has a wide potential with over 34,000 people needing to be trained nationally in preparation for the 2012 Olympics. Tim Mason is also looking into potential training connected to recycling and waste management.
- When were the figures for the BDU contribution to the College overheads agreed? Tim Mason confirmed that the BDU cover most of their own costs and are therefore able to contribute 11-20% profit back into the College. Future targets would be in the region of 20-25% and are currently on track to deliver at that amount this year.
- It was confirmed that the Retail Apprenticeships were unable to commence due to employers being hit by the economic situation. Retail NVQs are up and running.

- There is not a development plan in place for customer service and multi skilled hospitality apprenticeships as national providers are dominating the market in those areas
- There have been issues with the release of Train 2 Gain funding being delayed until post April 2010, leading to students being recruited by alternative providers to the College.
- It was noted that a glossary of acronyms would have been helpful to governors

*At 6.45pm Harry Grove left the meeting*

### **C 1112 Safeguarding Report**

The annual report that was presented at the December meeting was brought back for further discussion and clarification with Tim Mason present. The implications of OfSTED making Safeguarding a limiting grade at inspection were highlighted and the 2 areas for questioning will mean that it is not enough to have the correct procedures in place, students will need to be made aware of how they are protected. The 2 questions are :

‘How safe do learners feel?’

‘How effectively does the college promote the safeguarding of learners?’

*At 6.50pm Derek Arnold left the meeting*

Sonia Farnaby, the appointed Safeguarding Governor is working closely with Tim Mason and key actions include establishing a strategic forum within the College. Issues to consider will include going above and beyond the minimum requirement for CRB checks for staff to help ensure we are graded as good by OfSTED. This may mean checking staff appointed prior to 2001 and putting all staff on a rolling programme of checks.

Another issue that the College is facing is an increasing trend for students to come through without clear CRB checks. The matrix in Appendix 4 of the report was designed as a guide for staff to assist them in making decisions regarding placements. Tim Mason confirmed that it was based on a matrix from a Beacon College and was seen as good practice. However it is only intended as a guide and judgements will need to be made on each individual case. It was also noted that the employer will make the final decision whether to accept a student and there needs to be work in schools warning students of the implications of having a criminal record for their future prospects.

Sonia Farnaby and Paul Crowley agreed to review the matrix using their expertise and local knowledge. Any proposals for changes will be brought back to the Corporation.

The Chair requested that a list of recommendations regarding the implications of Safeguarding for governors be brought back to the Corporation along with any cost implications.

Sonia Farnaby will meet with Tim Mason and the Clerk in order to produce a list of written recommendations for the Corporation. As per good practice at other Colleges, the intention is to formalise and minute meetings between the Safeguarding governor

and appointed member of College staff by involving the Clerk. This is planned to take place starting in March.

### **C 1113 Principal's Report**

The Principal explained the historic disadvantage to College funding in LSC calculations of 16-18 SLNs which he has picked up and made a case to LSC to address. This has been accepted at regional level.

The underlying message coming through from the new funding agencies seems to indicate a reduction of Adult Learner Responsive funding of between 10-25%.

There has been some decline in adult success rates and Level 2 has fallen below the national average. The College is aware of the reasons for this including the transfer of some high performing NVQs programme over to Train 2 Gain, changes to the structure of the MAS records programme and the impact of poor success rates at the Stourport IT Centre. The contract with Ricide is up for renewal in October and options are being considered including an exit strategy. It is acknowledged to be largely a retention issue at the Stourport IT Centre which has a detrimental effect on success rates.

### **C114 College Self Assessment Report 2008-9**

Due to the deadline of December 31<sup>st</sup> 2009, the document has already been forwarded to the LSC, however amendments can be uploaded if governors wish to make any.

The College is involving senior staff from another College in the region to carry out a validation exercise. In future years the aim is to involve other Colleges and governors at an earlier stage.

Following discussion, David Cory proposed acceptance of the document, seconded by Sonia Farnaby.

### **C 1115 Modifications to the Instruments & Articles of Government**

Copies of the documents had been circulated to note the removal of references to the LSC. No further comments or issues were raised.

### **C 1116 Committee Reports**

*i) F&P Committee 14<sup>th</sup> January 2010*

Due to the recent bad weather, the meeting has been postponed until 28<sup>th</sup> January.

*At this point in the meeting staff and students left the meeting.*

*vi) Remuneration Committee Verbal Report*

### **C 1117 Any other Business**

The Chair requested that if governors find that papers have not arrived in the post by the Monday prior to a meeting, that they telephone the College to give time for further papers to be sent out.

### **C 1118 Date of Next Meeting**

Thursday 4<sup>th</sup> March 2010 at 17.30 hours

The meeting closed at 19:50 hours

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