

# CORPORATION OF KIDDERMINSTER COLLEGE

## Minutes of the Corporation Meeting held on Thursday 4<sup>th</sup> March 2010 at 17.30 hours

**C 1119 Present**                      **Jonathan Grice , Chair**

Derek Arnold  
Annie Conway  
Mick Cooper  
David Cory  
Paul Crowley  
Andy Dobson  
Sonia Farnaby  
Harry Grove  
Karen Stevens  
Carol Warren

**C 1120 Quorum**                      **6**

**C 1121 In Attendance**    Derek Harrison, Director of Finance & Administration  
Angharad Hale, Clerk to the Corporation  
Adrian Ward, Head of School

**C 1122 Apologies**                      **Adrian Davis**

Mark Garnier  
Stella Hammond  
Kevin Sant  
**Chris Sheeran**

**C 1123 Declaration of Members' Conflict of Interests**  
**None declared.**

### **C 1124 Minutes of Meeting Held on 21<sup>st</sup> January 2010**

The minutes of the meeting held on 21<sup>st</sup> January 2010, having been circulated, were agreed and signed by the Chair.

### **C 1125 Matters Arising**

#### *i) Confirmation of Date for Race Relations Training*

It was confirmed that Trevor Gordon will be carrying out the above training on Thursday 18<sup>th</sup> March 2010 from 17.00-19.30pm in Room 149.

#### *ii) Safeguarding*

Paul Crowley reported that he had consulted Police HQ regarding his involvement in reviewing the CRB matrix, as agreed at the last meeting. Police policy is to hold information but not to issue any subsequent guidance, therefore it would be advisable if he did not get involved as his input could be interpreted as the official police view.

Sonia Farnaby reported that she has met with Tim Mason and there is progress on setting up a Safeguarding Strategic Forum. She will clarify the source of the matrix with Tim and ensure that a bullet point list of recommendations is prepared in time for the next Corporation meeting.

### **C 1126 Principal's Report**

Details having been circulated, it was noted that the LSC audit of Train 2 Gain has been completed and a final position agreed. The final clawback figure was significantly reduced to the sum of £86,000. Structures are now in place to prevent the situation occurring again. Derek Harrison confirmed that last year's accounts provided for the full potential clawback figure of £330K, therefore the reduction will benefit the bottom line of this year's accounts.

It was noted that Adrian Ward is leading the implementation of the qualification and credit framework updates. It was suggested that governors should approach Adrian if they require further information on this topic.

A query was raised regarding the College's involvement with diplomas. It was confirmed that the College is still working with ContinU schools and is the lead partner for some subjects. Again, governors were advised to contact Adrian Ward if they require further details.

### **C 1127 Stourport IT Centre – Ricide Contract**

Adrian Ward was in attendance to discuss the circulated report. He confirmed that the contract with Ricide is due for renewal in October 2010 and 6 months notice is required should the College decide not to renew.

Appendix 1 of the report outlines how the success rate performance at the Centre is below the required minimum levels of performance. Appendix 2 of the report outlines an example Performance Linked to Income (PLI) model. Ricide have previously been unwilling to accept penalty and reward systems within the contract arrangements.

It was noted that measures have been put in place to improve performance and early indications show signs of improvement. For example; success rates for Level 1 learners have risen to 74% in 2009-10, nearly double last year's performance. Furthermore, from August 2010 the Qualification and Credit Framework will allow learners to bank units and gradually build up to a Level 2 qualification, which should improve success rates for learners who partly achieve a qualification.

Following discussion around the reasons for poor success rates and the implications for the College, the 4 options outlined in the report were considered. Adrian Ward stated that the SMT recommendation was to undertake Option 4 – Extend the present contract for a period up to 2 years.

It was noted that the lease on the building has 3 years remaining but Option 4 does include the possibility of a 3<sup>rd</sup> year in the contract should success rate performance improve sufficiently. Members were assured that this option was not simply an extension of the present contract, but would include clear caveats.

*At 6.55 Derek Arnold left the meeting*

It was confirmed that the Skills Funding Agency were proposing to issue an 'Improvement Indicator' explicitly linked to performance at the Stourport IT Centre and not to College IT provision as a whole.

It was agreed to endorse Option 4.

*At 7.05 Harry Grove left the meeting*

### **C 1128 Governor's role in Curriculum Links**

An extract from a previously discussed document on the topic was re-circulated to inform newer governors, outlining the principles for carrying out curriculum links. Andy Dobson confirmed that as the new Principal he would continue to endorse these principles.

A query was raised as to how the Corporation expects governors to use their expertise and whether this needs more definition. The general perception was that the purpose of carrying out curriculum links was to give governors a greater understanding of the College and curriculum areas. Therefore the relationship built will inform discussions at Corporation meetings and this is beneficial in itself without necessarily having a specific aim for governors.

However, it was suggested that SMT could consider further how governor's expertise could be used and the Chair asked that governors consider the 3 areas outlined for discussion at the end of the document.

### **C 1129 Review of Governance & Strategic Leadership in English FE**

Further to the Strategic Planning afternoon where this topic was considered and the regional events attended by individual governors, the Clerk / Chair will collate all feedback in order to send a response to AoC from the Corporation.

### **C 1130 KPI Self Assessment Forms**

The document created by the previous Clerk, with minor amendments from the current Clerk, was discussed. It was noted that there needs to be a document in place whereby governors can evaluate their performance and the question was put to governors as to whether the document is a useful tool.

Feedback indicated that more direct questions i.e. with yes or no answers would be helpful and that stating percentages for attendance at meetings is not helpful. The Clerk could state possible and actual attendance for each individual prior to issuing the forms.

It was noted that under curriculum links, the number of contacts could include e-mail, not just face to face contacts.

It was requested that there is a space on the form for governor requests for training, development and support. Also, a space for a personal statement on what governors feel they have brought to the Corporation.

The form needs to be linked to an annual needs analysis and should lead to a brief annual self assessment report to the Corporation. If an area shows up as weak across the Corporation this needs to link to actions to improve.

The Clerk will review the information that can be gleaned from the completed forms in their current format along with reviewing the format of the forms.

### **C 1131 Governance Section of College Website**

It was noted that the Governance section of the College website appears very bland at present. However, it is easy to access compared to some College websites. Governors were requested to keep looking at examples from elsewhere and Harry Grove recommended viewing the Governance section for Hartlepool College.

A discussion took place regarding the pros and cons of placing photographs on the website. It was agreed that should this take place it is important to be kept up to date and should be done by a professional photographer following a Corporation meeting to ensure a uniform look.

The Clerk seems to be relatively high profile in the Governance section of other College websites, with clear access to their contact details for further information. This was agreed to be good practice.

### **C 1132 Committee Reports**

#### *i) F&P Committee 28<sup>th</sup> January 2010*

The Chair had nothing further to add at this point but noted that the next meeting, due in a week's time, includes the Spring Term Reforecast.

#### *ii) Standards Committee 4<sup>th</sup> February 2010*

The Chair drew attention to the paragraph on page 2 regarding whether greater involvement from Governors would be beneficial in monitoring poorly performing areas. It was noted that this needs to be re-visited.

### **C 1133 Any other Business**

A query was raised as to when feedback from the Strategic Planning afternoon will come back to the Corporation. It was reported that notes from the Clerk had initially been passed on to SMT to reflect on further actions to be taken. A second Strategic Planning event was originally planned for the 6<sup>th</sup> May but as many Governors were unable to make that date, this needs to be re-scheduled. An SMT planning day is due to be held at the end of April, therefore it was agreed to consider a date in June.

The Clerk agreed to list key questions for consideration from the LSIS H.E. briefing document circulated.

A request was made for succession planning for the Chair to be on the agenda for the next Corporation meeting. It was confirmed that this will also be considered by the Search Committee.

### **C 1134 Date of Next Meeting**

Thursday 13<sup>th</sup> May 2010 at 17.30 hours  
The meeting closed at 19:30 hours

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