

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Corporation Meeting held on Thursday 20th January 2011 at 17.30 hours

- C 1205 Present** Jonathan Grice, Chair
Derek Arnold
Annie Conway Petr
Mick Cooper
David Cory
Paul Crowley
Andy Dobson
Sonia Farnaby
Harry Grove
Stella Hammond
Kerry Houghton
Kevin Sant
Carol Warren
- C 1206 Quorum** 6
- C 1207 In Attendance** Angharad Hale, Clerk to the Corporation
Derek Harrison, Director of Resources
Anna Place, Director of Learning
Adrian Ward, Director of Curriculum & Performance
- C 1208 Apologies** Adrian Davis
Mark Garnier
Karen Stevens

C 1209 Declaration of Members' Conflict of Interests

None declared.

C 1210 Minutes of Meeting Held on 16th December 2010

The minutes of the meeting held on 16th December 2010, having been circulated, were agreed and signed by the Chair.

C 1211 Matters Arising

i) CRB Checks for governors

Following circulation of the CRB paperwork for governors to complete, it was confirmed that there are 2 opportunities for governors to bring their application and original paperwork in for personnel to copy. A representative from personnel will be available in the SMT office prior to the Finance & Personnel Committee meeting on 27th January and an opportunity will be available prior to the next Corporation meeting, details of location to follow. Any governors unable to process their application on these dates should contact personnel separately to make an appointment, direct line 01562 826508.

It was confirmed that governors should answer 'No' to the ISA registration question.

Following discussion, it was agreed that outgoing governors due to finish their final term in July 2011 need not complete the process, provided they are not in college unsupervised during their final period.

ii) Lennartz VAT early repayment

It was confirmed that HM Revenue & Customs have extended the deadline for organisations to repay VAT advances. Following debate at Finance & Personnel Committee the college has instructed their VAT consultant to proceed with completing the paperwork in order to make the early repayment.

iii) Proposals for shared services

The Principal reported a disappointing response from the first round of interviews carried out by the consultant working with the Hereford & Worcestershire consortium. Colleges appear unwilling to commit significant resources to the process at present and a second round of interviews is taking place to determine how the process might be taken forward.

The college has held an opening conversation with local high schools to establish whether there are any opportunities in sharing services, particularly if they become Academies.

C 1212 Principal's report

Details having been circulated, the Principal noted that the latest guidance from SFA eases some of the pressure to transfer the college's allocations to Apprenticeships this year and allows it to continue to maximise Train 2 Gain income in the current year.

YPLA have announced a significant reduction in funding of guided learning hours for the entitlement for full time learners (in effect a 74% cut). AoC are lobbying against this decision and the Principal has raised the matter with Mark Garnier, MP.

The decision by SFA to cut fee remission for 19+ learners on certain types of benefits could have a negative impact on learner numbers, as the college recruits a significant number of students on benefits which will in future be ineligible for fee remission. The impact could be that these learners will no longer enrol at the college.

UCU have advised the college that there will be a campaign focusing on the changes to future Pension Schemes.

It was clarified that the college has removed 2 full time Art & Design courses, rather than the whole department, as reported in the local press. It was noted that the decision over these courses was taken at a point in time where there were no first year students to progress to Year 2.

It has been confirmed that all ContinU secondary schools, with the exception of Hagley RC, have completed the initial expression of interest to become Academies. This would be under a revised ContinU Academy Trust and the schools are keen for the college to remain a partner represented on the board. The college's role will need to be worked out as a non school / academy.

C 1213 Building Project

Details were tabled providing a summary of the quotations provided by 3 contractors by the 23rd December 2010 and a pricing summary from ISG Regions, the lowest priced of the 3 tenders.

An issue has been identified regarding the groundworks being a more costly exercise than originally envisaged. KingSturge are meeting with ISG to seek further cost reductions for the project, however, there is a potential that the construction budget may need to increase by up to £50K.

Wyre Forest District Council have agreed in principle to the lease of a section of the car park adjacent to the building but costs are yet to be confirmed.

Following a review, RSM Tenon have given assurances that controls and systems are in place to manage a project of this size.

Following discussion, the following recommendations were agreed :

- 1) To approve the appointment of ISG Regions to build the college extension once negotiations to reduce current tender costs to the budget figure have successfully been concluded. Proposed by P Crowley, seconded by H Grove
- 2) To increase the construction budget by up to £50K to be utilised at the discretion of the Finance & Personnel Committee. Proposed by P Crowley and seconded by M Cooper.
- 3) Finance & Personnel Committee to have delegated authority to make any decision regarding the project whilst ensuring it remains within the overall budget of £1.145million (rather than £1.095million). Proposed by H Grove and seconded S Farnaby.

It was confirmed that insurance against the contractor not completing on time will be included within the contract.

C 1214 College Self Assessment Report 2009-10

Details having been circulated, Adrian Ward outlined the impact of the new Common Inspection Framework and the introduction of limiting grades, on the structure of the SAR. It was noted that it would be useful to include the one page map of the new grade structure within the SAR.

A discussion took place regarding Safeguarding being given a 'satisfactory' grade and it was confirmed that the college is confident of being in a position to be graded 'good' this year. A Safeguarding Steering Group has been set up

and outcomes will be reported via the Principal's report, allowing governors the chance to monitor progress.

The report was approved, proposed by H Grove and seconded by S Farnaby.

At 6.30pm Paul Crowley left the meeting.

C 1215 Safeguarding Annual Report

Details having been circulated, Anna Place highlighted the following;

There are now 4 rather than 3 designated members of staff, including herself.

Concern logs were circulated with the last report and are currently being redesigned in line with feedback from staff.

A Safeguarding Steering Group has been established, which is chaired by the link governor for Safeguarding, Sonia Farnaby.

A safe learner event is being planned at the college in November 2011 involving various agencies.

The college has updated its CRB procedures and all staff have undertaken Safeguarding training this academic year.

A query was raised regarding the inclusion of figures for children and vulnerable learners within the report. Concern was raised as to how widely the report was disseminated. The Principal agreed to take advice on the matter.

At 6.45pm Harry Grove left the meeting

C 1216 Equality & Diversity Report

Details having been circulated, the Principal noted that Equality & Diversity reports come to the Corporation and will do so annually from now on.

It was noted that under the law, governors have a responsibility for ensuring Equality & Diversity legislation is met. It is planned to recruit a governor with a specialism in the area.

It was also noted that Equality & Diversity is a limiting grade in the Common Inspection Framework. The promotion of Equality & Diversity is currently graded as 'good' in the SAR.

The college is continuing to make progress and a steering group has been established. Key actions executed and planned were outlined in the report. It was noted that a focus on equality and diversity issues is included in lesson observations. Wider representation from staff to join a group for consultation and dissemination is being advertised and a handbook for staff is in preparation. The college is considering the creation of a 'contemplation' room.

C 1217 New Code of Governance

Details having been circulated, the Chair outlined how the Code, currently in draft form, is due to be implemented from 1st August 2011. Colleges will be expected to show compliance or publish an explanation within their audited financial statements starting next academic year. A consultation event for governors is being run by AoC West Midlands on 1st February at Walsall College and governors were invited to join the Chair in attending.

C 1218 Any Other Business

The Principal reported that the College will be subject to a 2 day Ofsted Monitoring Visit on Wednesday 9th and Thursday 10th February. The key themes for the inspection will be; Self-assessment and post-inspection improvement plan, Outcomes for learners, Individual target setting, the Learner Voice, Equality & Diversity, Literacy and numeracy skills for adults.

The student governors reported that they have written an update for their VLE page regarding the building project and the removal of EMA. The position regarding ALG is not yet clear but the Principal confirmed that he is in discussions with the local MP regarding these issues.

C 1219 Date of Next Meeting

Thursday 3rd March 2011 at 17.30pm

The meeting closed at 19.15 hours

Chair _____ Date _____