

# CORPORATION OF KIDDERMINSTER COLLEGE

## Minutes of the Corporation Meeting held on Thursday 7<sup>th</sup> July 2011 at 17.30 hours

**C 1250 Present** Jonathan Grice, Chair  
Derek Arnold  
David Cory  
Paul Crowley  
Adrian Davis  
Andy Dobson  
Sonia Farnaby  
Harry Grove  
Karen Stevens  
Carol Warren

**C 1251 Quorum** 6

**C 1252 In Attendance** Derek Harrison, Director of Resources  
Angharad Hale, Clerk to the Corporation  
Judith Simpkins, Senior Finance Officer

**C 1253 Apologies** Annie Conway Petr  
Mark Garnier  
Stella Hammond  
Kerry Houghton  
Kevin Sant

### **C 1254 Declaration of Members' Conflict of Interests**

David Cory declared an interest as his son-in-law is an employee of the contractors for the building project, but not involved in the current contract with the college.

### **C 1255 Minutes of Meeting Held on 12<sup>th</sup> May 2011**

The minutes of the meeting held on 12<sup>th</sup> May 2011, having been circulated, were agreed and signed by the Chair.

### **C 1256 Matters Arising**

#### *i) Curriculum Visit*

Following proposals discussed at the previous meeting, it was agreed that the visit would be postponed until next academic year but should continue to be a matter arising.

#### *ii) Background Information on Code of Governance from AoC event*

Details having been circulated, it was noted that AoC had postponed the July deadline for colleges to sign up to the Code of Governance. There are potential revisions to be made to the Code following the consultation period and this is an on-going matter being dealt with by AoC.

It was queried what value the Code would add and noted that more costs appear to be downloaded to colleges, for example, carrying out peer reviews. It was confirmed that queries regarding tangible savings had been raised at the forum attended by governors in February and that lack of clarity on this point was one of the reasons that AoC were carrying out further work.

It was agreed that the implications of including compliance in the College's audited statements needed further in depth consideration. However, at present there is no confirmed date for further action on the part of colleges.

### *iii) Student Governor Recruitment*

It was noted that Kevin Sant and Kerry Houghton would be standing down as student governors as both had completed their courses at the College. Certificates and letters of thanks would be issued to both.

The Clerk had met with Kerry Houghton prior to the meeting to gain feedback on the experience of being a student governor. Ideas for recruitment of student governors had also been discussed and the list of suggestions included an offer for Kerry to come back in to College to promote the role.

It was noted that student governors will need to be recruited in September and it was agreed that the Clerk should discuss suggestions for recruitment with the Chair of the Search Committee.

Thanks were offered to Harry Grove for his input as mentor to the student governors. Jonathan Grice agreed to take on this role next academic year.

### **C 1257 Principal's Report**

Details having been circulated, it was noted that the College is planning to use some of its current planned surplus for the current year to buy additional furniture and equipment. There is a possibility that the planned photovoltaics may not need to be purchased as an option for free supply and fitting may have been found.

It was noted that the burden of administering the 16-18 Bursaries, which will replace the Education Maintenance Allowance from September 2011, will fall on the College.

It was reported that the HR Manager, who has been recruited on temporary full time consultancy basis, has started in post.

The recent funeral of Norris Trout, the College's longest serving member of staff (47 years), was noted. There may be a memorial created at the College.

A discussion took place regarding registration for sponsorship of overseas students. Whilst the process is costly and time consuming it would open up benefits to the College in terms of potential fee income from overseas students. Governors agreed it was worth continuing to pursue the process.

It was noted that Mark Garnier had agreed to investigate and report back on government policy relating to the Code of Governance.

An Addendum to the Principal's Report was tabled, relating to a meeting with Birmingham Metropolitan College and the Building Project.

Following lengthy discussions regarding the potential partnership with Birmingham Metropolitan College, governors proposed the need to convene a working party to clarify their own strategic direction alongside talks continuing.

It was agreed that the College should continue talks, proposed by D Arnold and seconded by A Davis. The possibility of convening a working party during the summer months would be considered further following the meeting.

Further delays have emerged relating to the building project and these could lead to additional costs. Whilst work will be carried out to minimise these costs and to revisit penalty clauses within the contract, contingency planning particularly in relation to students starting in September is the priority for SMT at present. A discussion took place regarding reasons for the delay and Adrian Davis agreed to join a meeting scheduled between Jones Lang LaSalle and SMT the following week.

It was noted that one of the SFA grant conditions relates to the building being completed by September 2011. It was confirmed that SFA will not claw back money if the building is in place even if it is not occupied in September. However, it is still hoped that the delay can be minimised to allow a September occupation and an ISG planner had been on site to see how the project can be completed as quickly as possible.

#### **C 1258 Development Plan 2011-12**

Details having been circulated, no queries were raised. The document was approved, proposed by D Cory and seconded by S Farnaby.

#### **C 1259 Financial Forecast 2011-14**

Details having been circulated, a presentation was made by the Director of Resources highlighting key factors and assumptions that have been made. It was noted that the projected Financial Health Self Assessment Grade remains as 'Outstanding' for 2011-12 and is expected to be 'Good' for the following 2 years.

A query was raised regarding the percentage of one-off restructure costs in this year's budget. It was noted that any Compromise Agreements made before 31<sup>st</sup> July 2011 would allow the College to demonstrate to auditors that costs can be included in this year's budget even if actual payments were made at a later date.

The Financial Forecast was approved, proposed by K Stevens and seconded by A Davis.

## **C 1260 Membership Matters**

### *i) Recommendations for appointment*

The Search Committee Chair reported that interviews had taken place on 27<sup>th</sup> June with 6 candidates. As a result of the interviews it had been agreed to recommend 4 candidates for appointment, namely Lucy Bennett, Joanne Corfield, Sandra Hickman and Matthew Terry. Background information was provided for each of the candidates and it was noted that whilst the other 2 candidates had interesting skills, the 4 recommended candidates provided the best match with the current skills gap on the Board.

It was agreed to appoint all 4 candidates, proposed by K Stevens and seconded by A Dobson.

It was noted that a further approach had been made from a representative at Victoria Carpets and this would be followed up by the Search Committee.

### *ii) Re-appointment of Derek Arnold for a further term of 4 years*

The re-appointment was agreed, proposed by K Stevens and seconded by P Crowley.

## **C 1261 Appointment of Corporation Chair & Vice Chair**

David Cory was appointed as Chair, nominated by K Stevens and seconded by H Grove.

Sonia Farnaby was appointed as Vice Chair, nominated by K Stevens and seconded by H Grove.

Thanks were noted to Jonathan Grice for his Chairmanship and supportiveness. The Principal noted his appreciation of the work carried out whilst Jonathan has been in position as Chair.

## **C 1262 Appointment of Committee Chairs & Members 2011-12**

Details having been circulated, it was agreed to remove Derek Arnold from Search Committee and add Carol Warren on to Search Committee.

## **C 1263 Calendar of Meetings 2011-12**

Details having been circulated, it was noted that the new Corporation Chair was away for a period at the start of March. It was also noted that the new Finance & Personnel Chair had difficulty with some of the scheduled dates for Finance & Personnel Committee meetings. It was agreed to revise the schedule to factor in these issues and re-circulate the Calendar.

## **C 1264 Committee Reports**

### *i) Standards Committee 9<sup>th</sup> June 2011*

It was noted that David Cory chaired the meeting in the Chair's absence. No further issues were raised.

### *ii) Audit Committee 16<sup>th</sup> June 2011*

The Internal Audit Plan 2011-14 was approved, proposed by K Stevens and seconded by H Grove.

The Financial Statements Audit Plan 2010-11 was approved, proposed by S Farnaby and seconded by A Dobson.

The re-appointment of Baker Tilly (external audit) and RSM Tenon (internal audit) was approved, proposed by D Arnold, seconded by H Grove.

Paul Crowley was thanked for his chairmanship of the committee as he would be standing down as a governor following the meeting.

*iii) F&P Committee 23<sup>rd</sup> June 2011*

Details having been circulated, no further issues were raised.

*iv) Strategic Forum 26<sup>th</sup> May 2011*

Details having been circulated it was noted that further work is being planned on strategic direction, as discussed under item C 1257.

**C 1265 Any other Business**

Congratulations were offered to the Principal for completing the PQP (Principals Qualifying Programme) and to the Director of Resources for completing a MBA in Strategic Human Resource Management.

Thanks were offered to Judith Simpkins for attending meetings and to SMT for their hard work during the year.

Jonathan Grice offered thanks to the governors for their support during his time as Chair.

Special thanks were offered to Harry Grove and Paul Crowley for their contribution as governors.

**C 1266 Date of Next Meeting**

Thursday 6<sup>th</sup> October 2011 at 17.30 hours

The meeting closed at 19:40 hours

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