

**CHELMSFORD COLLEGE**  
**BOARD OF THE CORPORATION**  
**9<sup>TH</sup> JULY 2010**

**Members Present:**

Janice Maclean (Chair), Elaine Oddie (Vice Chair), David Law (Principal), Peter Rainbird, Heather Clarke, Michael Lager, Phil Bridge, Charles Myers, Ray Joy, Bill Pigram, Liz Wood, John Campling and Jonathan Swan

**In Attendance:**

Paul Bayliss (Director of Finance), Caroline Williams (Director of Quality and Learning), Mike Tadman (Director of Human Resources), Marco Iciek (Director of Curriculum & Students), John Fowl (Clerk to the Corporation), Joanne Saward (Minuting Secretary)

**696. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Graham Evans.

The Chair welcomed Marco Iciek to his first Board meeting as a member of the Senior Leadership Team.

**697. DECLARATIONS OF INTEREST**

Michael Lager declared his interest as a County Councillor with Essex in respect of the Part 2 agenda item Property Update and his involvement with the Local Government Pension Superannuation Scheme.

**698. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26<sup>TH</sup> MARCH 2010**

The minutes were approved.

**699. MATTERS ARISING**

The Principal informed the Board that the College partnership with William de Ferrers School in Woodham to provide Hair & Beauty Therapy and Construction courses was progressing well. A similar partnership with St Peter's at Burnham had been established with a view to providing Public Service courses from September 2010.

**700. TO NOTIFY ANY CONFIDENTIAL ITEMS**

There were no confidential items notified other than those already on the Part 2 agenda.

**701. TO APPOINT THE CHAIR AND VICE CHAIR OF THE BOARD FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2011**

The Clerk informed the Board that Janice Maclean and Elaine Oddie had confirmed their willingness to continue as Chair and Vice Chair respectively. No other nominations had been received.

It was **Unanimously Resolved** that the Board appoint Janice Maclean as Chair and Elaine Oddie as Vice Chair for the period to the 31<sup>st</sup> July 2011.

**702. TO RECEIVE THE PRINCIPAL'S REPORT**

Members were informed of the changes following the new government taking office in May 2010. The Department for Children, Schools and Families had been renamed Department for Education and would retain responsibility for 14-19 funding and work carried out under the YPLA. The Department of Business Innovation and Skills continued to have overall responsibility for Further Education in response to the government's declared objectives in its recent Budget.

The College was anticipating a 25% funding reduction over the next four years. This assumption had been built into the College Budget and Three Year Financial Plan.

The Board was informed that the Skills Funding Agency had allocated £50m to be offered to colleges as renewal grants. These came at two levels: an estate renewal grant in the sum of £225,000 had been allocated to the College with the requirement that the College allocates match funding from its reserves of at least £450,000. In addition an enhanced renewal grant of up to £1m was available but had to be applied for by the end of July.

The Board was informed that the Principal would provide further information on this as part of the Part 2 agenda item on property matters.

The Skills Funding Agency had identified seven priorities on which it would focus and would include outcomes; high quality; and those not in education or employment. There would be a greater emphasis on increasing the numbers of people participating in Adult and Community Learning and the SFA has been tasked with reducing bureaucracy as well as simplifying the funding system. David Law outlined the changes for the benefit of the governors.

The Board received details of potential growth of academies offering education for 14-19 year olds in the area which may impact on the College provision. Members noted the local schools that had applied for information regarding becoming academies. It was noted that the College had good relationships with the schools so it was hoped that any change would enable this relationship to continue into the future.

It was **Resolved** that the report be received.

**703. TO RECEIVE THE MANAGEMENT ACCOUNTS MAY 2010**

The Management Accounts had been discussed in detail at the PF&GP Committee of the Board. Governors were pleased to see that the operating outturn was £300,000 ahead of Budget and the June Management Accounts appeared to indicate that a historic surplus of almost £1m may be possible by the year end.

It was **Resolved** that the Management Accounts be received.

**704. TO APPROVE THE BUDGET 2010-2011**

The Budget had been examined in detail by the PF&GP Committee which had recommended that the Board approves the Budget for the coming year. The Board of the Corporation was advised of the assumptions made in setting the Budget and noted that since an additional 160 apprenticeship places had been awarded to the College the income would be improved over that stated in the Budget. The Board was informed that the Capital Expenditure Plans were designed to improve the College premises and environment.

It was **Resolved** that the Budget 2010-11 be approved.

**705. TO APPROVE THE THREE YEAR FINANCIAL PLAN 2010/11 – 2012/13**

The Board was informed that the first year of the Three Year Plan was the same as the Budget approved by the Board, with the second and third years based on the assumptions agreed by the Senior Leadership Team. The assumptions were in line with those adopted by Colleges elsewhere and the predictions were considered to be prudently based. The Three Year Plan had been discussed in detail at the PF&GP Committee and a recommendation to the Board had been made for its approval.

It was **Resolved** that the Three Year Financial Plan 2010-2013 be approved.

**706. TO APPROVE THE STRATEGIC FINANCIAL OBJECTIVES**

The Strategic Financial Objectives had been considered by the PF&GP Committee and amended slightly in order to state that the financial health of the College should remain outstanding.

Elaine Oddie stressed that the PF&GP Committee had wanted the stock of College accommodation and equipment to be improved by using the surpluses predicted in the Three Year Financial Plan.

It was **Resolved** that the Strategic Financial Objectives and Key Assumptions 2010/11 be approved.

**707. TO RECEIVE THE UNCONFIRMED MINUTES OF THE PF&GP COMMITTEE HELD ON 22<sup>ND</sup> JUNE 2010**

The resolutions were noted.

Members noted that the Committee had recommended that the Principal, Director of Finance and the Chair of the Board of the Corporation should be the designated directors of any subsidiary companies set up by the College.

It was **Resolved** that the format for any subsidiary companies entered into by the College should provide for the Principal, Director of Finance and Chair of the Board of the Corporation to be the designated directors.

**708. TO RECEIVE THE UNCONFIRMED MINUTES OF THE AUDIT COMMITTEE HELD ON 8<sup>TH</sup> JUNE 2010**

The minutes were received and noted.

Members noted the various recommendations made by the Internal Audit Service and that a recommendation in respect of the College computer system had been withdrawn after management had disagreed with it. It was felt that this indicated a good rapport between the Audit Committee and the Internal Audit Service.

It was **Resolved** that the minutes be received.

**709. TO RECEIVE THE UNCONFIRMED MINUTES OF THE QUALITY COMMITTEE HELD ON 18<sup>TH</sup> MAY 2010**

The Board noted that Geoff Petty had attended the College Professional Development Week and that his input had been well received by the staff. It was felt that contribution from Geoff Petty appeared to have helped generate more 'Good or Better' teaching amongst the staff with the current percentage being 81% graded 'Good or Better' compared with 70% at this level in the previous year.

Janice Maclean reported that she had met with the Student Council and Mark Towner had been nominated to become a student governor for the year 2010/11.

The Committee had discussed its name and felt that it needed to change in order to better reflect the work undertaken. It was proposed that the Committee name should be changed to Quality and Learners Committee.

It was **Resolved** that the Board approve the change of the committee name to become Quality and Learners Committee.

**710. TO RECEIVE THE RISK MANAGEMENT ANNUAL REPORT 2010**

Members were informed that the Internal Audit Service had graded the College Risk Management systems as 'Good'. The latest Risk Register had been placed on the College intranet and was available to governors online.

Members noted the updated terms of reference for the College Risk Management Committee and it was suggested that an additional risk with regards to the College pension scheme be added to the register. Paul Bayliss undertook to present this to the next meeting of the Audit Committee.

The College management supported by the Internal Audit Service findings expressed the view that the College was fully compliant with the Turnbull recommendations in respect of risk management.

It was **Resolved** that

- i) The Board of the Corporation should include the Full Compliance Statement within the Financial Statements for the year ended 31<sup>st</sup> July 2010
- ii) The Board notes the latest version of the Risk Register (version 24)
- iii) The Corporation approves the College Risk Management Committee's Terms of Reference
- iv) Corporation approves the updated Risk Management Policy

**711. TO APPROVE THE DATES OF THE BOARD AND COMMITTEE MEETINGS FOR THE YEAR 2010/11**

Members noted the dates of the proposed meetings which were approved.

Following the discussion at the previous meeting of the Board, the Clerk had sought the views of each member regarding the timings of meetings. The majority of the Board appeared satisfied with the timings as at present but a small number would prefer meetings to start later in the afternoon.

As a compromise it was **Resolved** that the Board continues to meet on Friday afternoons but that each Committee should be authorised to decide/ alter its start time according to the wishes of that committee membership.

**712. TO RECEIVE AND APPROVE THE SCHEDULE OF DELEGATIONS**

Following the retirement of Willis Field the Clerk had revised the Schedule of Delegations for consideration by the Board of the Corporation.

It was **Resolved** that the Schedule of Delegations be approved.

**713. ANY OTHER BUSINESS**

i) Governors Self Assessment/Skills Audit

The Chair circulated to the Board members a questionnaire aimed at identifying governors' knowledge of specific topics currently affecting Further Education with a view to providing training/ briefings to raise governors' awareness of the past and new issues that are impacting on FE. Members were asked to complete the form and return to the Clerk during the course of the meeting.

ii) Governors Retiring

Members were advised that Peter Rainbird would be standing down from the Board of the Corporation and the Chair thanked him for his contribution to the Board both as a governor over a fifteen year period and in his role as Chair. David Law also wished to record that whilst Peter Rainbird had been Chair of the Corporation, the College had moved from being 'Satisfactory' to being judged 'Good' at the Ofsted inspection.

Members were informed that Bob Best had also resigned from the Board due to work commitments and the Chair had written to him thanking him for his efforts.

Oliver Young, the student governor was leaving the College this summer and the Chair would be writing to him thanking him for his contribution.

iii) Rainsford Road

The Board was informed that the premises at Rainsford Road have been converted to a Hair Salon with the College taking out a five year lease at a cost of £5,000 in the first year; £15,000 in the second year; and £18,000 to the end of the five year lease period. The lease contained a break clause after two and half years. The Board of the Corporation was asked to authorise the Chair to sign the lease once this became available.

It was **Resolved** that the Board authorises the Chair to sign the lease on Rainsford Road on the terms presented.

iv) College Website

The governors received a presentation by Mark Emerson on the design and use of the new College website home page. The new features shown to the governors were welcomed and it was noted that employers would in future be able to see the attendance online of any students they send to the College. It was intended that the new website will go live from 2<sup>nd</sup> August 2010.

**714. DATE OF NEXT MEETING**

Friday 17<sup>th</sup> September 2010 at 2.00 pm

Signed \_\_\_\_\_  
(Chair)

Date\_\_\_\_\_

The meeting moved onto the Part 2 Confidential Items.

**CHELMSFORD COLLEGE**  
**BOARD OF THE CORPORATION**  
**9<sup>TH</sup> JULY 2010**