

**CHELMSFORD COLLEGE**  
**BOARD OF THE CORPORATION**  
**17<sup>TH</sup> SEPTEMBER 2010**

**Members Present:**

Janice Maclean (Chair), Elaine Oddie (Vice Chair), David Law (Principal), Heather Clarke, Michael Lager, Phil Bridge, Charles Myers, Liz Wood, John Campling, Jonathan Swan and , Charlotte Rayner, Mark Towner

**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) and Adrian Truan (VHH)

**715. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Ray Joy, Graham Evans and Bill Pigram.

**716. DECLARATIONS OF INTEREST AND NOTIFICATION OF CONFIDENTIAL ITEMS**

There were no declarations of interest but members were advised there would be a confidential agenda item at the end of the meeting.

**717. TO RECEIVE A PRESENTATION FROM VHH**

Members were informed that the firm of architects had been working on a scheme to develop the Moulsham Street and Princes Road campuses. Adrian Truan outlined the proposals for consideration by the Board of the Governors and recommended that the Board should seek formal tenders as soon as possible to achieve the best price.

The proposed scheme entailed building a new accommodation at both centres and demolishing the old engineering building at Moulsham Street. The scheme would provide improved facilities; rationalised courses across campuses; give better and improved reception and security; and incorporate flexibility for future changes within each college campus. Members were pleased to note the environmental aspects of the proposed design.

Adrian Truan was thanked for the presentation and the Board agreed to consider the proposals.

**718. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> JULY 2010**

The minutes were approved.

**719. MATTERS ARISING**

- i.) The hairdressing and beauty therapy provision at Chetwood had commenced but the partnership with St Peter's School, Burnham was not now proceeding as insufficient students had come forward for this.
- ii.) The Board was informed that Mark Towner had been proposed by the student body to fill the vacant Student Governor position on the Board.

The Board welcomed Mark to his first meeting and look forward to working with him in the future.

- iii.) The hairdressing salon at Rainsford Road in Chelmsford had now opened and would shortly be operating on a commercial basis.
- iv.) Caroline Williams had analysed the governors Skills Audit / Training Needs questionnaires that governors had completed at the previous meeting. The general feedback was that governors would welcome more understanding of apprenticeships; FE Now; Safeguarding and the new facilities created for PMLD (profound and multiple learning difficulties). Members were advised that the Clerk to the Corporation would arrange for small groups of two to three governors to visit the PMLD facility in the course of the coming year.
- v.) Epping Forest College: the Board was told that the Chair had made a formal approach to the Principal and Chair of Epping Forest College but no response had as yet been received. It was noted that Redbridge College was now seeking to merge with Newham College and therefore would unlikely now want to be linked with Epping Forest College.

## **720. TO RECEIVE THE PRINCIPAL'S REPORT**

The Board was informed that in July the proposal for 16-18 funding to be routed via local authorities had been scrapped by central government and this funding would now be routed via the YPLA. This leaves the college relationship with Essex County Council unclear but the college still sees good relations with them as being important.

The FE Renewal Grant had been applied for but the bid by the college for £1m had not been successful and instead a grant of £225,000 had been approved. It was stressed that this would not impact on the proposed new building work.

Essex County Council had recently announced a moratorium on the vocational centre at Blackwater but the centre proposed for Canvey Island was still to go ahead. Funding for Essex County Council seemed uncertain until after the government spending review is announced on 20<sup>th</sup> October 2010.

The Board members were informed of the building works carried out at the main college centres during the summer period.

David Law identified the local schools that had sought academy status but emphasised that it was too early to see the extent of any impact on the college.

Elaine Oddie queried the funding spent on Chetwood by the college. It was confirmed that a total of £18,000 had been spent to establish the necessary facilities but that the college was expecting an income in the first year of approximately £34,000. The college expected to recoup the cost of the set up charges over the next three years. Members noted the potential risk associated with this partnership.

The Princes Room at Princes Road campus had been upgraded and Paul Bayliss invited governors to attend the official opening on Wednesday 22<sup>nd</sup> September between the hours of 2pm and 8pm.

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

**721. TO RECEIVE THE MANAGEMENT ACCOUNTS PERIOD 12 TO 31<sup>ST</sup> JULY 2010**

An operating surplus of £749,055 had been achieved with the historical surplus of £1,052,000 out turn. Members were informed that this placed the college in the top 5% of colleges with respect to financial health.

A small loss had been recorded against the newly acquired company, CTS and Paul Bayliss explained the depreciation and write-offs that had been included in the accounts for this part of the college's operations.

Members were informed that an exceptional overspend of approximately £43,000 on agency staff had been due to the loss during the year of a number of staff teaching mathematics.

The FRS17 pension's deficit had been adjusted and was now showing an improvement on the deficit shown for this item in the previous set of accounts.

It was **Resolved** that the Management Accounts for the period to 31<sup>st</sup> July 2010 be received.

**722. EARLY ENROLMENT DATA 2010/11**

David Law explained the changes to the enrolment timescale with in-year enrolments now taking place. Members were advised however that the target for 16-18 year old students of 2302 should be achieved but would be more of a struggle than in previous years.

Whilst level 2 enrolments were down on previous years figures for level 3 enrolment had offset this in part with both Business and ICT courses being fully enrolled.

19+ Adult Responsive targets were now based on the income associated with the type of provision rather than a set number of students. The college was reasonably confident of achieving the 19+ income target and also the income target for 16-18 year olds.

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

**723. EARLY RESULTS DATA 2009/10**

Caroline Williams reported that the majority of examination results had now been entered into the system but a number had yet to be received from the examination boards.

Members were given details of the achievement rates for the year which were compared to the national benchmarks. Generally they are good but the view was shared that the number of high grades needed to improve further.

Caroline Williams confirmed that the value added data suggested that there had been an improvement even where a national average hadn't been achieved. The national rates used in the analysis had been weighted and validation of the results data would start in the next two weeks.

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

**724. HUMAN RESOURCES UPDATE**

Employment Tribunals

Mike Tadman reported that a number of tribunal cases remained outstanding due to the regional backlog of cases. Two cases for the college had been heard and one had been completed with the college being successful. There had been no criticism by the tribunal of the way the college had handled the case. The outcome of the second case was still to be received. Two further tribunal cases were listed and currently expected to be heard in either January or February and governors will be kept informed of any progress.

Shared Services

Members were informed that the Personnel, Finance and General Purposes Committee had looked at the issue of shared services and that ACER had bid for funding of a project to look at this for colleges in the eastern region. ACER were seeking confirmation from colleges that the Senior Leadership Team and Board of the Corporation would support participation in this project.

It was **Resolved** that the SLT and Board of the Corporation supports the college involvement with the ACER project to review the provision of shared services between colleges in the eastern region.

**725. ANALYSIS OF COMPLAINTS DATA 2009/10**

Marco Iciek presented the data which indicated that 98% of all complaints were dealt with within the timescale set out in the college procedure.

The governors were told that complaints regarding enrolment process were primarily due to students not passing their first year and hence being unable to progress to the second year.

Nine complaints had been received from members of the public about student behaviour although six of these had been from the same person.

Of the four complaints regarding EMA only one had been valid.

Members noted the actions taken for each of the 50 complaints listed and how they had been resolved. The Board asked how complaints were made and recorded and Marco Iciek outlined the complaints process/procedure operating in the college.

**726. CHILD PROTECTION POLICY 2010- UPDATE**

There have been no significant changes to the Child Protection Policy other than an adjustment to identify Marco Iciek as the nominated person in the college with responsibility and the addition of assistant nominees who have all undertaken child protection training.

As the nominated governor for child protection, Phil Bridge reminded the SLT of the need for him to undergo training.

It was **Resolved** that the Child Protection Policy 2010 as amended be approved.

**727. ANY OTHER BUSINESS**

There was no other business.

**728. DATE OF NEXT MEETING**

Friday 3<sup>rd</sup> December 2010 at 2.00 pm

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

Date \_\_\_\_\_

The meeting moved onto the Part 2 Confidential Items.

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