

**CHELMSFORD COLLEGE**  
**BOARD OF THE CORPORATION**  
**25<sup>TH</sup> MARCH 2011**

**Members Present:**

Janice Maclean (Chair), David Law (Principal), Phil Bridge, John Campling, Heather Clarke, Graham Evans, Ray Joy, Michael Lager, Bill Pigram, Jonathan Swan, Mark Towner, Liz Wood

**In Attendance:**

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

**749. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Charles Myers, Elaine Oddie, Charlotte Rayner, Joanne Seward

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

There were no declarations of interest and no confidential items other than already identified on the agenda.

**751. TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 3<sup>RD</sup> DECEMBER 2010 AND THE EXTRAORDINARY MEETING HELD ON 28<sup>TH</sup> JANUARY 2011**

Both sets of minutes were approved.

**752. MATTERS ARISING**

- i.) Members were informed that the Connexions service was to be closed down within Essex and the staff employed there would be made redundant. It was noted that the College was already providing more advice sessions during August with a view to targeting post GCSE pupils.
- ii.) Governors were informed that a tour of the College premises at the Princes Road campus would take place on Thursday 12<sup>th</sup> May 2011 commencing at 2.00 pm. A lunch would be provided in the Princes Room restaurant for Governors.
- iii.) Child Protection Training for Phil Bridge, the Board's nominated governor, had yet to be arranged with Essex County Council. Other providers were being sought. Mark Towner reported on a difficulty with a wheelchair bound student during the recent College evacuation drill. The Senior Leadership Team undertook to investigate the matter and to come up with a suitable solution.
- iv.) The Board was pleased to hear that the Skills Funding Agency had graded the College financial health as 'Outstanding'.

- v.) The Board was informed that the purchase of 80 Vicarage Road had proceeded as authorised by the Board members, and members were asked to authorise the Chair and Principal to sign the Land Registry forms for return.

It was **Resolved** that the Board approve; the Chair and Principal to sign and return the Land Registry forms.

### **753. PRINCIPAL'S REPORT**

The Principal reported that UCU, the Teachers' Union, had called for a national strike action on 24 March 2011. Having discussed the matter UCU branch members had decided not to participate in this day of action.

Members were informed of the funding available for Apprenticeships. It was noted that all FE lecturers would need to join the Institute for Learning to qualify them to teach in the FE sector but that the government had now advised that the staff must pay the subscriptions to IFL themselves.

The Board was advised of the planned co-operative arrangement between South Essex and SEEVIC colleges but the implications for Chelmsford College were not expected to be significant.

Essex County Council is setting up Studio Schools and had asked the College to become involved. The Principal was meeting with the School Heads to look at the options arising from this development.

The Principal explained the changes that had been recommended with regard to public sector pensions following the Hutton Review publication and the likely impact these changes will have on the recruitment and retention of staff.

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

### **754. TO RECEIVE THE MANAGEMENT ACCOUNTS – JANUARY 2011 (PERIOD 6)**

The results for the first half year of the financial year were good and showed a healthy operating surplus to date of £547,301. Savings had been made due to the action taken by the Management Team last year and this will continue but hopefully without the large scale redundancies seen at other colleges.

It was **Resolved** that the Management Accounts for the period January 2011 be received.

### **755. REPORT ON CHELMSFORD TRAINING SERVICES PROVISION (CTS)**

The Board was informed of the work of CTS with Learner Responsive and Employer Responsive programmes. The five courses offered had proved to be successful but closure of the Connexions service will mean that the programme associated with them will not be repeated in the same format but that other approaches would need to be taken.

The Employer Responsive provision had seen 29 Apprentices employed from 31 March. Of these 12 are with Chelsea Football Club, 5 at Colchester United Community Sports Trust and 2 at Chelmsford City Football Club. The other Apprentices are employed at a number of golf clubs. The Board was pleased to hear that Essex County Council had agreed to pay a 50% wage subsidy for the duration of the programme for some of these individuals.

Essex County Council had invited CTS to join with Harlow College, Colchester College and Prospects College to deliver Engineering Apprenticeships. Again the County Council had agreed to pay a 50% wage subsidy.

Other funding sources included funding via the Youth East Project led by Hertford Regional College for the Eastern region.

The programme 'Bridging the Gap' has been commissioned by the London Organising Committee for the Olympic Games and the College has a contract to deliver training for Stewards and Security Industry Authority/Door Supervisors qualifications.

The Governors congratulated the Management Team on the progress being made with the subsidiary company CTS.

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

#### **756. FUNDING ALLOCATION 2011-12**

Governors were advised that no allocation had as yet been notified by the Skills Funding Agency and the final date when notification of allocations are due is 31<sup>st</sup> March. The College was expecting to lose a small amount of funding on 19+ provision, and 16-18 provision funding will probably be less as a lower figure per student was now being paid by SFA.

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

#### **757. TO RECEIVE THE STRATEGIC PLAN 2011-14**

The final draft of the Strategic Plan will be presented to the July Board meeting. The view was expressed that the College was unable to finalise the Strategic Plan sooner due to not knowing the funding allocation on which any future actions would need to be based.

The Governors were informed that the Marketing Consultant employed by the College had suggested that there was a need to review the College Mission and Values Statement. On the advice received the College will be looking to develop a "Strapline" statement. It was agreed that the underlying principles contained within the previous strategic plans continued to be relevant.

It was **Resolved** that the report be received and that the Strategic Plan 2011-14 would be presented to the July meeting of the Board.

**758. TO RECEIVE THE UNCONFIRMED MINUTES OF THE AUDIT COMMITTEE HELD ON 8<sup>TH</sup> FEBRUARY 2011**

The business of the Audit Committee was noted and the minutes received.

**759. TO RECEIVE THE UNCONFIRMED MINUTES OF THE QUALITY AND LEARNERS COMMITTEE HELD ON 1<sup>ST</sup> FEBRUARY 2011**

Members noted the business of the Committee and work undertaken regarding Learner Voice.

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

**760. TO RECEIVE THE MINUTES OF THE PF&GP COMMITTEE HELD ON 1<sup>ST</sup> MARCH 2011**

The resolutions made by the Committee were noted and the minutes were received.

**761. TO REVIEW THE TERMS OF REFERENCE FOR THE REMUNERATION COMMITTEE**

Members were advised that the Remuneration Committee had reviewed its terms of reference with a view to changing them to reflect the responsibilities and method of working now undertaken by the Committee. The changes included formally meeting all senior postholders prior to any salary reviews.

It was **Resolved** that the revised Terms of Reference for the Remuneration Committee as presented to the Board be approved.

**762. TO RECEIVE A REPORT ON THE RECOMMENDATIONS OF THE WOLF REPORT**

The Principal presented a summary of the Wolf Report and included, for the benefit of Governors, the 27 recommendations made. The key points identified for Governors were;

- i.) the system must not steer 14-16 year olds into programmes which are dead ends and any programme must enable progression into work or education;
- ii.) good information should be given to potential students and the government should not seek to micro-manage vocational education;
- iii.) systems need to be simplified to make it more effective.

It was suggested that the Board would need to consider the general areas where the College will need to review its future strategy and these were identified within the report. The College is supportive of many of the recommendations but the Governors were cautioned that there were conflicting statements between the Wolf Report and the initiatives published from Michael Gove, the Secretary of State.

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

**763. ANY OTHER BUSINESS**

- i.) The Clerk provided a verbal report of the Code of Governance consultation event held at Cambridge Regional College on the 15<sup>th</sup> March 2011. Members were advised that the consensus of the meeting, which included approximately 40 Governors, Chairs and Clerks in attendance, was that the Code of Governance being proposed by AoC was not fit for purpose and that if there was to be a Code of Governance there should be one that reflected the high standards that Colleges already operate at.
- ii.) Members were informed that HM Revenue and Customs had increased the mileage rate below which tax is not liable from 40p to 45p per mile. Governors agreed that from 6 April 2011 the College should pay staff the HMRC rate of 45p per mile.
- iii.) Building Development  
Paul Bayliss informed the Board that the College would need to sign the loan arrangement and the building contract for the proposed capital development at the College and that these documents would need to be agreed and signed prior to the next meeting of the Board on 8<sup>th</sup> July 2011.

It was **Resolved** that the Board of the Corporation approve the use of Chair's Action to approve the loan agreement and building contract after the Board Chair has undertaken prior consultation with the Chairs of PF&GP and Audit Committees. This action to be ratified at the meeting of the Board on 8<sup>th</sup> July 2011.

- iv.) Pen Portraits  
The Chair confirmed that she had received all bar one pen portrait from Governors and that these would be placed on the College website.

**764. DATE AND TIME OF NEXT MEETING**

Friday 8<sup>th</sup> July 2011 at 2.00 pm

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

Date \_\_\_\_\_

The meeting moved onto Part 2 of the agenda at this point.