

**CHELMSFORD COLLEGE**  
**BOARD OF THE CORPORATION**  
**8<sup>TH</sup> JULY 2011**

**Members Present:**

Janice Maclean (Chair), David Law (Principal), Graham Evans, Michael Lager, Charles Myers, Angelika Baxter, Phil Bridge, Elaine Oddie, Khadijah Zaidi, Bill Pigram, John Campling, Heather Clarke, 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), Joanne Saward (Minuting Secretary)

**764. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Jonathan Swan and Ray Joy.

**765. TO RECEIVE THE RECOMMENDATIONS OF THE SEARCH COMMITTEE HELD ON 25<sup>TH</sup> MARCH 2011**

The members were informed that the Search Committee had interviewed five applicants for membership to the Board of the Corporation and recommended the appointment of Angelika Baxter and Khadijah Zaidi to join the Board with Angelika to serve on the Personnel, Finance and General Purposes Committee and Khadijah serving on the Quality & Learners Committee.

The Search Committee also recommended that Gill Adams be appointed as an external co-optee to the Quality & Learners Committee.

At the request of Ray Joy his status was agreed to revert to that of an external co-optee on the Audit Committee.

It was **Resolved** that;

- (i) Angelika Baxter and Khadijah Zaidi be appointed to the Board of the Corporation for a four year term of office ending on 8<sup>th</sup> July 2015, and
- (ii) Gill Adams be appointed as an external co-optee to the Quality & Learners Committee for a four year period ending on 8<sup>th</sup> July 2015.
- (iii) Ray Joy revert to being an external co-optee to the Audit Committee for a four year period ending on 8th July 2015.

**766. TO RECEIVE DECLARATIONS OF INTEREST AND TO NOTIFY CONFIDENTIAL ITEMS**

There were no declarations of interest and no additional confidential items other than those already notified on the part 2 agenda.

**767. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> MARCH 2011**

The minutes were approved.

**768. MATTERS ARISING**

- i.) The members thanked the College Senior Leadership Team for arranging the tour of College sites for the Governors which had proved to be very useful in understanding how the College operates.
- ii.) Members were informed that the Strategic Plan 2011/14 will now be presented to the September meeting of the Board.
- iii.) The Chair informed Governors that the pen portraits for all members had now been received and will be placed on the College website during the summer months.

**769. APPOINTMENT OF CHAIR AND VICE CHAIR OF THE BOARD FOR THE YEAR ENDING 31<sup>ST</sup> JULY 2012**

The Clerk informed the members that he had invited nominations for both positions and that Janice Maclean and Elaine Oddie had confirmed their willingness to continue in their respective roles for a further year.

There being no other nominations the Board **Resolved** that Janice Maclean be appointed as Chair of the Board and Elaine Oddie to be appointed as Vice Chair of the Board for the year ended 31<sup>st</sup> July 2012.

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

The Board was informed that the College had been fortunate that the funding cuts experienced at other colleges had not impacted on the College's funding and that Chelmsford College was well placed to progress in the new environment and had been able to avoid the large scale redundancies being experienced elsewhere in the sector.

The Governors requested that they be given a new organogram to show the revised staffing structures within the College.

The Principal informed Governors of the planned establishment of a Studio School on part of St Peter's College site. This project continued to progress with the involvement of the College with the intention of the Studio School opening in September 2012. A draft application by the local authority and members of the steering group was to be submitted to the Department for Education.

The Public Services Passing Out Parade had taken place on 24<sup>th</sup> June 2011 and again had been a very successful occasion with a number of Governors in attendance.

There had been a day of industrial action on the 30<sup>th</sup> June 2011, by teachers demonstrating against the proposed changes in teacher pension arrangements. The Board was informed that no staff at the College had participated in the action even though the local paper had published a three year old photograph of picketing staff to illustrate the story.

The staff professional development conference had been held on 4<sup>th</sup> July 2011 and again had proved very successful with all staff participating in the day and key messages being passed to them by the college management team. To assist in improving communication with the College staff the SLT had for the first time offered staff an open question and answer opportunity which had proved useful.

The Board was informed of the government proposals to establish University Technical Colleges (UTC) and that there was a possibility of a UTC being set up at Brentwood and Harlow. The likely impact of such an establishment had yet to be established

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

**771. TO RECEIVE THE MANAGEMENT ACCOUNTS – MAY 2011**

The Management Accounts had been reviewed in detail by the PF&GP Committee and Governors noted the operational surplus was predicted to be £1m approximately if things continue as now. This will prove useful in supporting the self funded capital development the College was due to embark on.

The subsidiary companies of Chelmsford Training Services and Dovedale Nursery would see management fees charged against them in the next financial year.

Members were informed that the College was on track to achieve an "Outstanding" financial health grade for 2010/11.

Paul Bayliss stressed that the Zest Hair & Beauty Salon was intended to be run on a commercial basis.

The Board was informed that the reason for the reduction in hourly paid lecturer costs was due to the more efficient deployment of full time staff.

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

**772. TO APPROVE THE BUDGET 2011-2012 AND THE ASSOCIATED CAPITAL BUDGET**

The proposed Budget for 2011/12 had been reviewed in detail by the PF&GP Committee which had recommended that the Board approves the Budget and Capital Projects. The key assumptions made in setting the Budget were noted and that the Capital Expenditure had been adjusted following the comments by Governors at the PF&GP Committee.

It was **Resolved** that the Budget and Capital budget for 2011/12 be approved.

**773. TO APPROVE THE 3 YEAR FINANCIAL PLAN 2011/12 – 2013/14**

The first year of the 3 year plan was confirmed as being the same as the Budget 2011/12. The second and third year had been based on the assumptions identified in the report. PF&GP had reviewed the 3 Year Plan and had recommended it for approval by the Full Board of the Corporation prior to submission to the relevant funding bodies.

It was **Resolved** that the Board approves the 3 Year Financial Plan 2011/12-2013/14 and that the Plan be submitted to the relevant funding bodies.

**774. TO APPROVE THE REVISED TERMS OF REFERENCE FOR THE BOARD'S COMMITTEES**

As part of an ongoing review of the Terms of Reference for the operation of the Board and its committees, the Quality & Learners and PF&GP Committees had reviewed their Terms of Reference. The revised terms were presented to the Board for approval. It was noted that the Audit Committee Terms of Reference would be reviewed when the new Joint Audit Code of Practice was published.

It was **Resolved** that the revised Terms of Reference for the Quality & Learners Committee and the PF&GP Committee be approved.

**775. TO RECEIVE THE UNCONFIRMED MINUTES OF THE PF&GP COMMITTEE HELD ON 21<sup>ST</sup> JUNE 2011**

The minutes were received and the resolutions were noted. The recommendations made by the Committee had been dealt with by the Board as agenda items during this meeting.

It was confirmed that Phil Bridge had now been booked on a Safeguarding course to take place in October 2011.

The Board was informed that the PF&GP Committee had received the detailed report by Arcadis on the tender process and the tenders received for the Capital Development project that was due to start.

**776. TO RECEIVE THE UNCONFIRMED MINUTES OF THE AUDIT COMMITTEE HELD ON 7<sup>TH</sup> JUNE 2011**

The Board noted the recommendations made by the Internal Audit Service in respect of Chelmsford Training Services and the Zest Hair & Beauty Salon.

KPMG had drawn attention to the need for the College to have a policy to comply with the Bribery Act recently passed. It was confirmed that the College had always had a policy on fraud and bribery but would be reviewing and updating these to ensure they continued to comply with the new Act.

The Audit Committee had recommended the reappointment of both audit firms for the year 2011/12.

It was **Resolved** that the Board of the Corporation approves and appoints:

- i.) KPMG as the Financial Statements Auditor 2011/12
- ii.) MacIntyre Hudson as the Internal Audit Service for the year 2011/12

**777. TO RECEIVE THE UNCONFIRMED MINUTES OF THE QUALITY & LEARNERS COMMITTEE HELD ON 17<sup>TH</sup> MAY 2011**

The items discussed by the Committee were noted and the minutes were received.

**778. TO RECEIVE A REPORT ON THE BURSARY SCHEME FOR 16-19 YEAR OLD STUDENTS 2011/12**

The Board was advised that 2011/12 would be a transition year to move from Education Maintenance Allowances to the Bursary Scheme introduced for 16-19 year old students. The revised arrangements and values of the bursaries compared to the Education Maintenance Allowances were explained to the Board members. The College will receive a sum of £142,000 for the bursaries during the year and will have to administer the payments to qualifying students.

It was confirmed that a report will be presented to the Board of the Corporation at the end of March 2012 to identify how the changed arrangements had impacted on College students.

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

**779. TO RECEIVE THE ANNUAL RISK MANAGEMENT REPORT**

The Internal Audit Service of the College had stated that the Risk Management processes were "Good".

It was **Resolved** that the Board of the Corporation:

- i.) Notes and receives the Risk Register, version 27
- ii.) Will make a full Compliance Statement with the Financial Statements for the year end 31<sup>st</sup> July 2011

The Board was informed that a separate Risk Register was being maintained by Arcadis in respect of the Capital Building Project.

**780. TO APPROVE THE DATES OF THE MEETINGS OF THE BOARD AND ITS COMMITTEES FOR 2011/12**

In reviewing the dates for the meetings the Board decided to move the Board meeting scheduled for 30<sup>th</sup> March 2012 to take place on Friday 23<sup>rd</sup> March 2012.

It was confirmed that the Quality & Learners Committees would all commence at 2.00 pm.

**781. ANY OTHER BUSINESS**

- i.) Student Governors  
The Chair of the Corporation congratulated Charlotte Rayner on achieving a university place at Exeter and Mark Towner for gaining employment. The Board formally recorded its thanks to the student Governors for their contribution during the year.
- ii.) The Board was informed that Gay Williamson the long serving Secretary within the Principalship at the College had recently retired.
- iii.) The Chair enquired as to the progress in respect of the Code of Governance the draft of which was published earlier in the year. The Clerk confirmed that the timescale for the introduction of the Code of Governance appeared to have been delayed and the Board at this time was not being asked to adopt the Code.
- iv.) The Chair thanked Governors for returning the feedback forms to her in respect of how the Board operates and their suggestions for improvements, as the College seeks to obtain an "Outstanding" grade for governance.
- v.) The Chair and the Board congratulated the Senior Leadership Team and all College staff for the manner in which they had adapted to the many changes that had been faced during the last 12 months.

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

Friday 16<sup>th</sup> September 2011 at 2.00 pm

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

Date \_\_\_\_\_

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

