

CHELMSFORD COLLEGE
BOARD OF THE CORPORATION
10th JULY 2009

Members Present:

Janice Maclean (Chair), Elaine Oddie (Vice Chair), David Law (Principal) Peter Rainbird, Bob Best, Bill Pigram, Graham Evans, Jonathan Swan, John Campling, Heather Clarke, Phil Bridge, Charles Myers, Liz Wood, Ray Joy.

In Attendance:

Paul Bayliss (Director of Finance), Caroline Williams (Director of Quality and Learning), Willis Field (Director of Client Services), Mike Tadman (Director of Human Resources), John Fowl (Clerk to the Corporation), Joanne Saward (Minuting Secretary)

624 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Charlotte Rayner, Oliver Young and Michael Lager.

625 DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

There were no declarations made or confidential items notified.

626 TO APPROVE THE MINUTES OF THE MEETING HELD ON 27^H MARCH 2008

The minutes were **Approved**.

627 MATTERS ARISING

David Law informed the governors that the LSC had now confirmed the 16-18 student allocation for 2009/10 as 1976 students.

628 TO APPOINT THE CHAIR AND VICE CHAIR FOR THE YEAR ENDED 31ST JULY 2010

Peter Rainbird informed the Board of his decision to stand down as Chair of the Board. He stated that he had enjoyed the past three years as Chair of the Board and thanked all governors and the Senior Leadership Team for their support and contributions to the work covered during that period.

Members were reminded that the succession planning agreed by the Board was that Janice Maclean having been appointed Vice Chair should be appointed as Chair should a vacancy occur. Peter Rainbird proposed her as Chair of the Board and this was seconded by David Law and unanimously supported by the governors.

Janice Maclean thanked the Board for their support and proposed Elaine Oddie for the position of Vice Chair. The Clerk confirmed that the governors had been circulated with the proposal and no other nominations had been received. The nomination was seconded by Peter Rainbird and it was

unanimously agreed that Elaine Oddie be appointed as Vice Chair for the period to the 31st July 2010.

629 PRINCIPAL'S REPORT

David Law began his report by thanking Peter Rainbird for his support during his time as Chair. The College had progressed significantly over three years in large part down to Peter Rainbird's Chairmanship of the governors. David Law felt the handover to Janice Maclean and Elaine Oddie would see this work continue in the same vein.

Passing Out Parade

The Passing Out Parade for Public Service students took place on 16th June 2009 at the Essex Police Headquarters and was attended by governors, parents and local dignitaries. It was pleasing to note that many of the students intended to return to the College for the Level 3 course in Public Services.

Framework for Excellence

The Framework for Excellence data is to be published shortly and shows all areas of Chelmsford College as being good or outstanding with one exception in respect of learner views which was judged satisfactory. The College was currently querying the grade of good allocated for Financial Management and Control as it was the LSC auditor during the Ofsted inspection in April 2009 that had graded the College Financial Management and Control as outstanding.

Students Applications

Members were advised that full time course applications were at an all time high with overall applications 14% higher than the previous year. There had been significant increases in enrolments to Public Service courses, Business, Social Care and Engineering. The contract with the British forces in Germany had been expanded and would now offer teaching training.

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

630 OFSTED REPORT

The governors received a copy of the report and a comparative summary comparing the College with others in Essex. Members noted the strengths and areas for improvement that have been identified in the report. The College was disappointed that quality of provision had been graded satisfactory due to teaching in some areas not being up to the normal standard during the inspection and to particular problems with the SLDD courses. Members were advised that the aim of the College was to progress to be judged outstanding by the next inspection.

David Law outlined the steps that were needed to achieve the improvement in the four areas identified in the report. The governors were told that rapid sustained action was in hand to resolve the problems identified in SLDD provision. Within the College the Ofsted report was viewed as the basis for the College to plan for the future. Elaine Oddie offered to assist in getting

more employer feedback for the College and Willis Field stated that all employers will be given online access in order to enable them to track their students on the courses attended. In addition there will be more frequent reports from the College to employers.

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

631 TO RECEIVE THE MANAGEMENT ACCOUNTS MAY 2009

The Management Accounts had been presented to the PF&GP Committee on 23rd June 2009. Paul Bayliss reported that the College is seeking to reclaim the consultancy cost associated with the capital project. These costs were in the sum of £850,000. The LSC had notified that the College could expect £100,000 to be paid in July 2009. David Law stated that the College was expecting only to be repaid a total of £350,000 leaving the College with a shortfall of £500,000 against the consultancy costs. The Chief Executive of the LSC has stated that the College will receive £350,000 but this could not be guaranteed. The operating surplus projected in the account remained the same as reported at the end of May.

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

632 TO APPROVE THE BUDGET 2009/10 AND CAPITAL BUDGET 2009/10

The key assumptions made in setting the budget were noted and the changes that had taken place since discussed at the PF&GP meeting. Paul Bayliss presented revised financial objectives for the Board to consider for approval.

It was **Resolved** that:

- i) the budget 2009/10 be approved
- ii) the capital budget 2009/10 be approved
- iii) the revised financial objectives be approved

633 TO APPROVE THE 3-YEAR FINANCIAL PLAN 2009/10 - 2011/12

The 3-Year Financial Plan as projected was based on the 2009/10 budget. Members were told of the intended Recruitment Policy in the College in order to maximise funding in future years to take advantage of any growth. The governors were informed of the intention to spend significant sums in improving the College accommodation following the moratorium on capital grants from the LSC. The risks associated with the 3-Year Plan were identified. A query was raised as to what impact would occur to the College if the economy improved and enrolment did not increase in future years. David Law confirmed that the enrolment trends in the College had been increasing since 2002 irrespective of how the economy had performed.

It was **Resolved** that the 3-Year Financial Plan 2009/10 – 2011/12 be approved and that Paul Bayliss be authorised to forward this to the LSC.

634 TO APPROVE THE MINUTES OF THE PF&GP COMMITTEE HELD ON 23RD JUNE 2009

The resolutions were noted.

The recommendations made by the Committee for the approval of the budget 2009/10 and the 3-Year Financial Plan 2009/10 – 2011/12 had been dealt with elsewhere on the agenda.

The minutes were received.

635 TO RECEIVE THE UNCONFIRMED MINUTES OF THE AUDIT COMMITTEE HELD ON 9TH JUNE 2009

The minutes were received.

It was noted that both the Internal Auditor and Financial Statements Audit firms were performing well and the Audit Committee had recommended that the Board confirm their reappointment for the year 2009/10.

It was **Resolved** that:

- i) KPMG be appointed as Financial Statements Auditor for the year 2009/10
- ii) Macintyre Hudson be appointed as the Internal Auditors for the year 2009/10

636 TO RECEIVE THE QUALITY COMMITTEE MINUTES OF THE MEETING HELD ON 19TH MAY 2009

The minutes were received.

Under item 221 it was noted that this was referring to just one area of provision within the College hence the difference in grade in respect of employer engagement. The College had received £295,000 to assist those made redundant and still unemployed for six months or more. The Principal outlined the action to be taken under the response to redundancy initiative.

637 ANNUAL RISK MANAGEMENT REPORT

Paul Bayliss stated that the College management believes the College to be fully compliant with the Turnbull recommendations. Members noted the content of the Risk Register. It was suggested that the risk of over enrolment of students when funding was uncertain should be shown as a risk and Paul Bayliss undertook to include this in the Register.

It was **Resolved** that:

- iii) the Board of the Corporation includes the Full Compliance Statement within the Financial Statements for the year ended 31st July 2009
- iv) the Board receives the Risk Register

638 MARKETING REVIEW

The Board was advised of the ten key drivers for the Marketing Strategy during 2009/10 and the areas that would be specifically targeted. Greater use will be made of the marketing dome in the town centres. The Chair was pleased to note that a revamp of the College website was planned.

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

639 TUITION FEE POLICY 2009/10

The Board was informed that there were no substantive changes to the previous years in respect of concessions. The tuition fees had increased in line with the LSC expectations.

It was **Resolved** that the Tuition Fees and Concessions Policy 2009/10 be received.

640 VERBAL REPORT FROM STUDENT GOVERNORS

Both student governors were unable to attend this meeting due to work commitments. Willis Field stated that she felt the Board had been fortunate to have such good student governors during the year and it was confirmed that they will both be attending the College for the year 2009/10 and hopefully would remain as governors.

The students during their time as student governors had put forward many ideas to assist the College management team to improve the College environment. Such developments included a football/kick about area and leisure access time on the IT equipment within the College. The governors were very pleased to hear that both would be continuing as students for the year to come and confirmed them as student governors for 2009/10.

641 COLLEGE CHARTER

The College Charter had been updated and members were asked to approve this. The governors felt that there need not be a reference to mid Essex within the document as the College was seeking to respond to a much wider area than this. With this amendment and some other minor changes the College Charter was approved.

642 TO APPROVE THE DATES OF THE MEETINGS 2009/10

The Clerk presented the proposed timetable of Board and Committee meetings for the year 2009/10.

It was **Resolved** that the dates be approved.

643 ANY OTHER BUSINESS

The Clerk confirmed that he had attended the ACER/LSIS governor training event and review of governance consultation held at Newmarket on 9th July

2009. Governors were provided with a copy of the discussion document in connection with the review of College governance and were asked to forward any comments to the Clerk who would feed them to the research team.

644 **DATE OF NEXT MEETING**

Friday, 18th September 2009 at 2pm

Signed _____
(Chair)

Date _____

The meeting moved onto the Part II Confidential Items.

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