

CHELMSFORD COLLEGE
BOARD OF THE CORPORATION
12th DECEMBER 2008

Members Present:

Peter Rainbird (Chair), David Law (Principal), Janice Maclean (Vice Chair), Graham Evans, Jonathan Swan, Liz Wood, John Campling, Heather Clarke, Elaine Oddie, Charlotte Rayner, Phil Bridge, Michael Lager.

In Attendance:

Paul Bayliss (Director of Finance), Caroline Williams (Director of Quality and Learning), Willis Field (Director of Client Services), John Fowl (Clerk to the Corporation)

581 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Bob Best, Bill Pigram, Ray Joy, Charles Myers, Mike Tadman and Joanne Saward

582 DECLARATIONS OF INTEREST

There were no declarations of interest.

583 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19TH SEPTEMBER 2008 AND THE PART II MINUTES OF THE SAME DATE

The minutes were **Approved**.

584 MATTERS ARISING

There were no matters arising.

585 DECLARATION OF CONFIDENTIAL ITEMS

There were no confidential items other than those already noted on the agenda.

586 TO RECEIVE THE REPORT OF THE SEARCH COMMITTEE HELD ON 12TH DECEMBER 2008

The Search Committee had met to consider the membership of the Board for the year ahead. Jonathan Swan having completed a year as an external co-optee had been recommended to become a full member of the Board of the Corporation. To enable this to occur the Search Committee recommended that the determined size of the Board should be increased to 17 members.

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

1. Appoints Jonathan Swan as a Governor for a four year term of office commencing on 12th December 2008 and ending on 11th December 2012.
2. That the determined size of the Board should be increased to 17 members to enable the appointment of Jonathan Swan.

The Board was informed that Charlotte Rayner had been proposed as a Student Governor. The Board were delighted to receive the nomination and she was **appointed to the Student Governor** position with the unanimous support of the Governors. A second Student Governor was being sought and hopefully would be appointed during the Spring term 2009.

The Search Committee considered the reappointment of four Governors who had reached the end of their current term of office, these Governors being Graham Evans, Charles Myers, Peter Rainbird and Bill Pigram.

The Chair of the Board invited the Vice Chair to take over this part of the meeting whilst the recommendation of the Search Committee was considered. The Search Committee considered each of the named Governors and their contribution to the Board of the Corporation. Given the imminent move to relocate and build a new College it was considered that the experience and skills offered by each of the four Governors should be retained and that in doing so the Board would ensure the necessary experience and continuity whilst the major capital development took place.

It was **Resolved** that the Board of the Corporation re-appoints Graham Evans, Charles Myers, Peter Rainbird and Bill Pigram for a further four year term of office commencing on 12th December 2008 and ending on 11th December 2012.

587 TO RECEIVE THE PRINCIPAL'S REPORT

The Board was informed that the LSC Grant Letter and the 'consents' that had been received by the College. The letter set out the government priorities for the years ahead. There will be more government spending on 16-18 year old students with additional funding being given to Colleges that have over recruited in 2008. Chelmsford College was in this category.

The LSC has published a timetable of funding allocations for 2009/2010. The first deadline and initial allocation would be made on 9th January 2009 however it was not expected that this deadline would be met.

The Blackwater Vocational Centre at Maldon in which the College is an active partner has now reached the point of making a bid to the LSC for Capital Build funding. Members noted the details of this submission and the revision that would be part of the development.

David Law informed the Board that he had visited Germany to present Level 2 and Level 3 certificates in Child Care to students linked with the armed forces. The cost of the trip had been covered by the Ministry of Defence.

Simon Burns MP had visited the College during December and it was hoped that a good relationship between the College and the local MP would develop as a consequence.

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

588 TO RECEIVE THE MANAGEMENT ACCOUNTS OCTOBER 2008

The Board was informed that the reduction in VAT would result in a saving on budgets for the College but that the reduction in interest rates would adversely affect the income earned on the investments of the College. Overall, Paul Bayliss expressed the view that the changes would balance each other out. The Management Accounts indicated an operating surplus to the period end of £68,906 and the College was on target to achieve the budgeted outcome. Pay as a percentage of income was shown as being below the strategic target of 67% set by

the Governors but as the year progressed it was anticipated that this would move closer to the budgeted figure.

It was **Resolved** that the management accounts for October 2008 be received.

589 **TO RECEIVE THE ANNUAL REPORT OF THE AUDIT COMMITTEE 2007/08**

Members received the Annual Report of the Audit Committee setting out the work of the Committee and the internal and financial statements of auditors during the year. The Audit Committee reported that it felt the Board could take full assurance from the work of the auditors and the College Finance Team.

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

590 **TO RECEIVE THE INTERNAL AUDIT SERVICE MANAGEMENT LETTER AND AUDIT HIGHLIGHTS REPORT**

The Management Letter and Audit Highlights Report had been submitted and discussed in detail by the Audit Committee. Both the Internal Audit Service and the Financial Services Auditors had found nothing to note during their work and the Financial Services Audit had made no adjustments to the College figures. The Governors congratulated Paul Bayliss and the Finance Team on an excellent report.

It was **Resolved** that The Internal Audit Service Management Letter and Audit Highlights Report be received.

591 **TO APPROVE THE FINANCIAL STATEMENTS AND MEMBERS REPORT 2007/08**

The Financial Statements for the year 2007/08 had been examined by both the Audit Committee and PF&GP Committee. Both committees had recommended that the Board approves the annual reports and that the Chair and Principal be authorised to sign them.

It was **Resolved** that the Financial Statements 2007/08 be approved and that the Chair of the Board and the Principal be authorised to sign them prior to submission to the LSC.

The Board **Approves** the Chair and Vice Chair to sign the Letter of Representation.

592 **TO APPROVE THE COLLEGE SELF ASSESSMENT REPORT (SAR)**

Caroline Williams informed the Board that the College SAR included data laid out in the format used by the Ofsted Inspectorate. Members noted the judgments and grades and that the College now regards itself as being judged overall “Good” with a capacity to improve as being graded “Good”.

Members noted the grades for each Subject Sector Area and the evidence used to support these judgments. Governors noted that the College overall was well above the national benchmarks for success rates at levels 1, 2 and 3 and this was a consequence of the hard work of all staff to achieve such an outcome.

The Governors expressed their congratulations to all College staff for this.

It was **Resolved** that the College and Governors SAR be approved.

593 **TO APPROVE THE UNCONFIRMED MINUTES OF THE BOARD'S COMMITTEES**

593.1 Quality Committee held on 4th November 2008

The resolutions were noted. The Board noted also that the committee was looking at better ways of conducting the Student Perception of Course Survey.

593.2 PF&GP Committee held on 11th November 2008

The recommendations and resolutions were noted. Members were pleased to hear that the £37,000 balance due from Writtle College and CTS had now been received via the LSC.

593.3 Audit Committee held on 25th November 2008

The minutes of the Audit Committee were received and the recommendations noted.

594 **TO APPROVE THE THREE YEAR DEVELOPMENT PLAN 2008/09 TO 2010/11**

The updated report was received and noted by the Board.

David Law reminded Governors of their decision during 2005 to withdraw from Work Based Learning with the intention to revisit this decision at a future date. Given that government policy now was to support and promote the demand for high quality work based learning the College felt that the time was appropriate for the Board to reconsider this position. The plan presented to the Board set out the intention of the College to re-engage with Work Based Learning as a provider. Train to Gain was also expected to increase significantly by 2010/11 and the plan set out the intention of the College to either continue with existing partners or to develop this alone.

It was **Resolved** that the Three Year Development Plan 2008/09 to 2010/11 be approved.

595 **TO RECEIVE THE ANNUAL REPORT ON HEALTH & SAFETY**

The Board was reminded that David Law as Principal was the nominated Governor for overseeing health and safety matters. The report identified that three Safety Committee meetings had been held during the year and just one reportable accident had occurred during the 12 month period.

The Health and Safety Policy had been reviewed and altered to incorporate revised job title changes. There were no other changes to the Policy

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

1. Receives the report.
2. Approves the Health and Safety Policy 2008 and authorises the Chair to sign it.

596 **EQUALITY AND DIVERSITY REPORT AND SINGLE EQUALITY SCHEME**

Willis Field provided the Governors with a presentation of the report setting out the aims of the overall policy. As part of this report the Governors received a 30 minute training/

briefing input as to requirements of the Equality and Diversity Act and the Single Equality Act. Members were informed how the College was responding to requirements of both pieces of legislation. Full details and a copy of the policy and scheme were provided to all Governors in the form of an electronic file (via Memory Stick).

The Governors were advised that success rates for courses receiving additional learning support was higher than the success rate for the remainder of the College. It was noted that the College would be required to make “reasonable adjustments” to accommodate students with a declared disability.

It was **Resolved** that the Board of the Corporation approves the Single Equality Scheme as presented to them.

597 **FINANCIAL MANAGEMENT AND CONTROLS EVALUATION (FMCE)**

The Board was told that this was part of the Framework for Excellence and moved towards self regulation for Colleges. The College had assessed itself as ‘GOOD’ overall.

It was **Resolved** that the FMCE be approved and submitted to the LSC.

598 **CHILD PROTECTION AND VULNERABLE ADULTS POLICY**

A full copy of the policy had been provided on the memory stick given to all Governors. There have been three referrals during the current year and members were informed of the details of each. There had been no changes to the policy and Governors noted that the Director of Client Services is the designated person within the policy with the Governor Phil Bridge the designated Governor.

It was **Resolved** that the Board approves the Child Protection and Vulnerable Adults Policy 2008.

599 **ENROLMENT UPDATE 2008/09**

All enrolments were on target or exceeding the targets agreed with the LSC. Early indications for enrolment for the year 2009/10 were good as the volume of applications was greater than at this time in 2007.

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

600 **TO RECEIVE THE MARKETING STRATEGY**

Following the changes at Braintree College, Chelmsford College had enlisted the services of a consultant to establish its Marketing Strategy for the next three years. The key aim was to seek to safeguard the College against competition from the enlarged Colchester College and the other larger College to the south of the county (Thurrock). Members were advised that the College was seeking to increase its contact with more employers.

It was **Resolved** that the Marketing Strategy be approved.

601 **FREEDOM OF INFORMATION SCHEME OF PUBLICATION 2009**

Members were advised that all Colleges were required to produce a revised scheme of publication for implementation with effect from 1st January 2009.

Members noted the proposed publication scheme and it was **Resolved** that this be approved.

602 **TO CONSIDER THE PAY AWARD 2009**

John Campling and Heather Clarke declared their interest as staff members in this item but were invited to remain in the meeting.

The Board was informed of the negotiations between the trade unions and the AOC. Despite this the College had enjoyed a successful year and provision had been made within the accounts to offer a pay award of 4% with effect from 1st January 2009. This pay award would apply to all staff other than Senior Post Holders. The view was expressed that the increase was justified within the budget and on the criteria of affordability and College performance. Governors agreed that the improved performance of the College should result in the staff being rewarded.

It was **Resolved** that the Board approves a pay award for all staff, other than Senior Post Holders, of 4% with effect from 1st January 2009.

603 **LINK GOVERNOR SCHEME**

The Governors were informed of the intention to establish a Link Governor Scheme to ensure that Governors became more familiar with the work of the College departments and service areas.

Members were presented with a draft scheme and it was **Resolved** that this be approved and adopted.

The Governors expressed their wish to continue the presentations by students which had been well attended by Governors and had proved very popular.

604 **ANY OTHER BUSINESS**

604.1 Governors Away Day

The Governors Away Day will be held on Friday 30th January 2009.

605 **DATE OF NEXT MEETING**

Friday, 27th March 2009 at 2pm

Signed _____
(Chair)

Date _____

The meeting moved onto the Part II Confidential Items.