

CHELMSFORD COLLEGE
BOARD OF THE CORPORATION
18th SEPTEMBER 2009

Members Present:

Janice Maclean (Chair), Elaine Oddie (Vice Chair), David Law (Principal) Peter Rainbird, Bob Best, Bill Pigram, Jonathan Swan, , Heather Clarke, Michael Lager, Liz Wood, Charlotte Rayner and Oliver Young.

In Attendance:

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

645 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Graham Evans, John Campling, Phil Bridge, Charles Myers, Ray Joy and Willis Field.

646 DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

Jonathan Swan declared his membership of the Board of Anglia Ruskin University in relation to the Principal's Report item 1. There were no confidential items notified other than those already on the agenda.

647 TO APPROVE THE MINUTES OF THE MEETING HELD ON 10^H JULY 2009

The minutes were **Approved**.

648 MATTERS ARISING

Members were advised that the LSC had now increased the college 16-18 target and funding for full time students to 2001.

Under item 629 members were informed that the Framework for Excellence data had not been published and a decision had been made that the current information will not now be published. This was disappointing given the good gradings Chelmsford College had received under this exercise. It was noted that the next set of data will be published in June 2010.

649 TO RECEIVE THE PRINCIPAL'S REPORT

The Board was informed that Anglia Ruskin will work with the College to review the HEFCE funded provision. The Integrated Quality Enhancement Review (IQER) is undertaken by the QAA and aims to ensure that the standards on our HE provision are appropriate and that the management of academic standards and the quality of learning opportunity meet national standards. The college can expect a visit during the current academic year and it is fully expected to successfully pass this review.

Initial exam results data suggests a further overall improvement in the College although there were some variations within this data. Despite this David Law expected the College to be in the upper quartile of colleges in the country for exam results.

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

650 TO RECEIVE THE MANAGEMENT ACCOUNTS TO 31st JULY 2009

Paul Bayliss explained the confusion caused by LSC through the manner in which part of the core funding in respect of Train to Gain had been handled. Provision of Train to Gain by the College had underachieved and this had led to a reduced operating surplus of £77,528. Governors noted that when taking account of the new building costs this would lead to a deficit overall of £124,518. The College was expecting to receive £350,000 against the total costs of £850,000, incurred on the new building. This reimbursement will be paid from the LSC. To date just £100,000 had been received and a further £250,000 was expected. The view was expressed that the College had performed close to the budget set and approved by the Board. Whilst the governors were disappointed at this outturn they felt there were still positives that had occurred during the year such as the installation of smart boards in all teaching rooms. Members were advised that the Nursery had not performed well during the past year but early indications for 2009/10 are good. Staff numbers overall had increased but the ratio of administrative staff to teaching staff had reduced. Additional income had been generated to offset the increase in staff numbers.

It was **Resolved** that the Management Accounts to 31st July 2009 be received.

651 ENROLMENT 2009 UPDATE

All members were informed that at the 10th September 2009 the College had enrolled 2098 16-18 year old students against the presented target of 2001. Many of the extra students will be absorbed into existing groups and hence additional costs have been kept to a minimum. The enrolment patterns for 16-18 year old have differed from previous years and the governors noted the areas exceeding their targets and those that were meeting them. The Departments of Sport & Leisure, Business Studies, Travel & Tourism and Public Services are all very near to achieving their targets and in some cases within two or three students of that target. The Adult Responsive 19+ enrolment totalled currently 1121. This was slightly up overall and the College was expecting to achieve the overall target. Accountancy, Legal, Management and Construction courses appear to have recruited less than previous years which are areas of the economy which are struggling. Some students however are being turned away where courses are full or have under recruited. Wherever possible such students are directed to other providers and the Connexions services

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

652 TO APPROVE THE REVISED COLLEGE FINANCIAL PROCEDURES

The LSC require the Board of the Corporation to review these procedures periodically. Paul Bayliss stated that the main changes are to reorder the contents so that they are in the same order as the Financial Regulations. All Financial Regulations and Procedures are now available on the college intranet together with any of the appendices referred to.

It was **Resolved** that the college Financial Procedures be approved.

653 SUMMATIVE REPORT 2008/09 TEACHING AND LEARNING OBSERVATIONS

It had been agreed to bring this report to the Board at the last meeting. The overall data shows that 70% of teaching in the College was graded good or outstanding. Caroline Williams informed the Board that the College was now concentrating on raising the standard of those teachers judged as satisfactory so they at least achieve a standard judgement of good.

Members were informed of the strategies to achieve this improvement which includes bringing in specialist observers to look at areas such as SLDD provision which had been picked up by the OFSTED inspectors. Individual lecturers will also be targeted for support to ensure they achieve the improvement that was needed.

Full details of the teaching and learning observations will be reported to the Quality Committee.

It was **Resolved** that the Board of the Corporation approves the planned strategy for improvement within teaching and learning.

654 ANALYSIS OF COMPLAINTS 2008/09

The formal complaints made during the year were detailed for governor's information. In the year, 97% of complaints had been written to within the 10 days specified within the College procedures and 100% of them had received a full response within three weeks. It was noted that the number of complaints was diminishing year on year.

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

655 NCC RELATIONSHIP/CONTRACT APPROVAL

The Principal informed the Board that as the College met its 19+ targets this item was no longer needed and the paper was withdrawn.

656 REDEVELOPMENT OF COLLEGE ESTATES UPDATE

It was **Resolved** that this minute should remain confidential.

657 ANY OTHER BUSINESS

The Chair reminded members of the Chelmsford 'Marathong' in aid of cancer charities and encouraged all governors to support this.

658 DATE OF NEXT MEETING

Friday, 4th December 2009 at 2pm

Signed _____
(Chair)

Date _____

The meeting moved onto the Part II Confidential Item

DRAFT

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