

**CHELMSFORD COLLEGE**  
**BOARD OF THE CORPORATION**  
**19<sup>th</sup> SEPTEMBER 2008**

**Members Present:**

Peter Rainbird (Chair), David Law (Principal), Janice Maclean (Vice Chair), Graham Evans, Jonathan Swan, Liz Wood, Charles Myers, Bob Best, John Campling, Heather Clarke.

**In Attendance:**

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

**568      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Bill Pigram, Ray Joy, Elaine Oddie, Michael Lager and Phil Bridge.

**569      DECLARATIONS OF INTEREST**

There were no declarations of interest.

**570      TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> JULY 2008**

The minutes were **Approved**.

**571      MATTERS ARISING**

There were no matters arising.

**572      DECLARATION OF CONFIDENTIAL ITEMS**

The confidential items were as shown on the Part 2 Confidential Agenda.

**573      PRINCIPAL'S REPORT**

Exam Results

A full report on the achievement data of the college will be presented to the Quality Committee but governors were pleased to note that good improvements had been achieved at all levels with GCE A levels recording 97% success rate. David Law stated that this was due to the efforts of all the staff involved within the college. The Board of the Corporation added their congratulations to the staff for their efforts.

Braintree College

The Board was informed that disappointingly Braintree had elected to merge with Colchester College. The management team would be meeting next week with the view to considering the strategy necessary to compete with what will be a very large college adjacent to the college catchment area.

Janice Maclean informed governors that she wished to record that the management team had presented the case for Chelmsford College extremely well on the day that they met with the governors and management team of Braintree College.

### Student Induction

Student induction had taken place over a two day period and the content and format of this appear to have assisted students to settle into the college more quickly than previous years.

### LSC

The Board was informed of the difficulties that colleges were beginning to encounter as a result of the LSC moving towards its disbanding in 2010. David Law was concentrating with building up relationships with Essex County Council who would have the allocation of 16-19 funding within their responsibilities from 2010.

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

## **574 TO RECEIVE THE MANAGEMENT ACCOUNTS JUL 2008**

An operating surplus had been forecast in the budget for the year 2007/08 of £43,700. Paul Bayliss was pleased to inform the governors that this had been exceeded and the final outturn surplus for the year would now be £125,268. He wished to record that this was entirely due to the prudence of staff and their use of the budgets allocated to them. The surplus had been achieved despite the college spending significant sums on consultants in respect of the proposed capital development and relocation of the college. It was noted that there will be an ongoing investment in smart boards for classrooms.

The deficit on the Refectory trading account was regrettable but this was seen as a necessary service to staff and students and part of the remit of 'Every Child Matters'.

Governors were informed that the inclusion of FRS17 Pension figures within the accounts may in the future be removed subject to discussions with the college auditors.

It was **Resolved** that the management accounts for July 2008 be noted and received.

## **575 ENROLMENT UPDATE 2008/2009**

The Board was advised that enrolment numbers of 16-18 year old students had reached 1900 which was over the target agreed with the LSC but as the additional numbers are accommodated within existing groups little additional cost had been occurred.

Enrolment of 19+ students is on the same level as at this time in the previous year. The enrolment of 19+ students under the Employer Responsive category was 136 and was generating £170,000 of income and was on target.

Part time enrolments in Construction were down due, it is felt to the downturn in the construction industry. Despite this, part time enrolment in skills based construction courses was less affected. The Board was informed that enrolments in ICT and Business Studies were very buoyant and that all targets had been exceeded.

Level 2 and 3 courses had enrolled well and also were on target. The Board was pleased to hear that the college expected to achieve all the enrolment targets set and to generate all the funding associated with them. Student applications and conversion rates to enrolments were also up on previous years.

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

**576** **DRAFT OUTLINE COLLEGE IMPROVEMENT PLAN**

Members received a summary College Improvement Plan drawn from the college Self Assessment Report. It was noted the Risk Assessment will be added into the final document. Caroline Williams stressed the Risk Assessment was included and embedded within all processes.

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

**577** **TO RECEIVE A REPORT ON COMPLAINTS 2007/08**

The Board received a list showing 58 complaints within the year. It was noted that there was a high number from the Electrical Engineering students and the college management team had introduced new procedures in that area to address the issues that had been identified. It was noted that more complaints occur at the start of each year but the management and staff within the electrical engineering area has now changed and this was expected to see an improved position for the current year.

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

**578** **BOARD OF THE CORPORATION SELF ASSESSMENT REPORT 2008**

Members were informed that the governors Self Assessment report had been produced using the format adopted by the college departments. Caroline Williams and the Clerk of the Corporation had considered the issues raised under key question 5, Leadership and Management. They had reviewed the performance of the Board in line with the expectations of Ofsted and the responses were shown accordingly. It was emphasised that it was a draft SAR for the governors to approve or amend as they saw fit. Governors noted that there was a recommendation to establish a 'Link Governor' scheme and it was agreed to put the formal scheme to the next meeting of the Board of the Corporation for discussion and approval. The members discussed the various actions points contained within the SAR and all were agreed.

It was **Resolved** that the draft Corporation SAR be received and approved.

**579** **ANY OTHER BUSINESS**

There was no other business.

**580** **DATE OF NEXT MEETING**

Friday, 12<sup>th</sup> December 2008 at 2pm

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

Date \_\_\_\_\_

The meeting moved onto the Part II Confidential Items.