

CHELMSFORD COLLEGE
BOARD OF THE CORPORATION
27th MARCH 2009

Members Present:

Peter Rainbird (Chair), David Law (Principal), Janice Maclean (Vice Chair), Bob Best, Bill Pigram, Graham Evans, Jonathan Swan, John Campling, Heather Clarke, Elaine Oddie, Charlotte Rayner, Oliver Young, Phil Bridge, Charles Myers.

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)

606 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Liz Wood, Ray Joy, Michael Lager.

607 DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

There were no declarations of interest and no confidential items other than those already identified on the Part II agenda.

608 TO APPOINT THE SECOND STUDENT GOVERNOR

Oliver Young had been nominated for appointment as a student governor. Having attending the Governors Away Day Oliver was already known to the Board and the Chairman welcomed him to his first meeting of the Board of the Corporation.

It was Resolved that Oliver Young be appointed as a student governor with immediate effect for the period to the 31st July 2009.

609 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH DECEMBER 2008

The minutes were **Approved**.

610 MATTERS ARISING

There were no matters arising.

611 PRINCIPAL'S REPORT

The Principal informed Governors that applications for the 2009/10 academic year were 12% up overall, compared with the previous year. Within this figure some areas of provision, such as construction, were experiencing a fall in applications. The overall increase in applications was felt to be in part due to fewer employment opportunities for school leavers but also due to a number of other factors including the growing success of the college.

Members were advised of the successful outcome of the Investors in People re-assessment and a copy of the Investors in People report that had been received by the College on 27th March 2009 was circulated to Governors for information. The Principal expressed his thanks to Bob Best for meeting with the Assessor as the governor representative. The Board recorded their thanks to Alison Moles who had overseen the process.

The College had been notified that Ofsted would be carrying out an inspection during week commencing 27th April 2009. Members were advised of the meetings that the inspectors would require and it was agreed that six Governors, to include Chairs of Committees, to meet with the inspectors should be Elaine Oddie, Charles Myers, Janice Maclean, Liz Wood and Bob Best. It was also agreed that Charlotte Rayner as student governor should be included in the group of Governors that would meet with the inspectors.

The College had been very active in pursuing Peer Reviews and had received a visit from Southampton College on 6th March 2009. West Suffolk College was to visit Chelmsford College in April 2009 with a view to sharing good practice.

Governors were advised that a Higher Education Open Day had been arranged for 30th April 2009 and was organised jointly with Essex Connexions Service. Governors were informed of the Staff Conference on 6th July 2009; all Governors were invited to attend the conference which will be held at 5 Lakes.

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

612 TO RECEIVE THE MANAGEMENT ACCOUNTS - PERIOD 7 (FEBRUARY 2009)

Paul Bayliss reported that the operating surplus to date was £281,418.

The LSC had notified Colleges that it was expected that Colleges would write off any cost incurred as a result of producing Applications in Principle or Applications in Detail for capital development projects. The cost to the College for this would be £530,000. Despite this the view was expressed that it would not impact too hard on the College financial health and Paul Bayliss confirmed that the College had been advised that it would be dealt with in the accounts as an exceptional item.

Given the current economic climate and the problems associated with FE College capital developments it was proposed that the strategic targets be changed. It was recommended that the current ratio of 1.5:1 be changed to 2:1 and that the minimum bank balance to be held should be increased to £1m. It was felt that this move would be prudent in the current climate.

It was **Resolved** that the current ratio be increased from 1.5:1 to 2:1 and that the bank balance should be maintained at a minimum level of £1m.

613 FUNDING ALLOCATIONS 2009/10

The Board was informed that the most significant source of funding would be for 16-18 year old students. Having received a provisional allocation of 1976 students this had yet to be confirmed. Additional Learning Support provisional allocation indicated that the College would receive reduced funding of approximately £52,000 in the coming year. The College was also expecting funding difficulties for learners in the 19+ age group but the Principal expressed the view that he felt unable to plan further in detail without knowing exact

allocations. LSC had promised the 16-18 allocation by 31st March 2009 at the latest and once this was know detailed plans could be drawn up.

The Governors were assured that every effort was being made to contain spending in other areas within the College to ensure that the delivery to learners was affected as little as possible.

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

614 TO RECEIVE THE UNCONFIRMEDMINUTES OF THE BOARDS COMMITTEES

614.1 Audit Committee Minutes 10th February 2009
The minutes were received and noted.

614.2 Quality Committee Minutes 24th February 2009
The minutes were received and noted.

614.3 Personnel Finance and General Purposes Minutes 3rd March 2009
The minutes were received and noted.

There was a small typing error in the minutes and it was confirmed that stamp duty on any land swap between the College and the borough council **will** be chargeable.

615 WEST CHELMSFORD EDUCATIONAL DEVELOPMENTS

The Board was informed that Essex County Council had now entered into formal consultation regarding the future of St Peter's College. The closure of St Peters was planned for 2011. David Law explained how the pupils currently attending the school would be reallocated to other schools and that the vocational centre planned for development on the site would be opened in September 2012.

Members were advised that Lord Hanningfield would be visiting the College regarding this development and the visit would take place on 3rd April 2009. It was noted that the College would be taking on the management of the vocational centre and David Law shared some early thoughts with the Board as to the potential developments that could take place within the new vocational centre.

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

616 BLACKWATER VOCATIONAL CENTRE

This initiative had previously been referred to as the Maldon Project. The site for developing a vocational centre had been donated to the project by Essex County Council. Whilst local residents welcomed the concept of a vocational centre they appeared to be against the location. Funding for the centre had been applied for as part of the Colchester Institute capital development Application in Principle so there was some considerable doubt as to whether funding would now be found for the vocational centre. David Law explained that Blackwater Vocational Centre currently existed on a "virtual" basis with courses being delivered by Writtle College in community and commercial venues.

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

617 **TO APPROVE THE TARGETS IN THE COLLEGE IMPROVEMENT PLAN**

The College SAR and Strategic Development Plan had been approved by the Board at its meeting in December 2008 and targets had been set. Governors noted the national benchmarks and noted that all the targets for the College had been set above these levels. The target for electrical engineering was felt to be the most challenging to achieve.

Governors reviewed the information and requested that an additional column be added so that they might compare the current data with the College 2007/08 achievement and success rates. It was agreed that the Senior Management Team would re-issue the report including these figures. Charlotte Rayner questioned how the targets were set and Caroline Williams explained the target setting process adopted within the College and that once set the targets were reviewed by the Performance Review Boards.

It was **Resolved** that the College Improvement Plan targets be received.

618 **AMENDMENT TO THE COLLEGE PROCEDURAL MANUAL AND TERMS OF REFERENCE**

a) To amend the Audit Committee Terms of Reference

Members were asked to approve a small change to the Terms of Reference to state that senior post holders are not eligible to serve as members of the Audit Committee.

It was **Resolved** that the amended Terms of Reference be approved.

b) Learner Involvement and Student Governors

To encourage greater participation of student Governors in the work of the Board of the Corporation it was proposed that there should be a standing agenda item on all Board agendas titled "Student Governors Report".

It was **Resolved** that there should be a standing agenda item on all Board agendas entitled Student Governor Report.

619 **TO APPROVE THE LINK GOVERNORS SCHEME/GOVERNOR ALLOCATION**

The Link Governors Scheme had been approved by the Board in December 2008. The view was expressed that departments were too large for individual Governors to review and that the links should be at the Sector Subject Area level where the SARs were produced. Caroline Williams explained that should this arrangement be approved the Governors would be required to undertake standard CRB checks as part of the Link Governor Scheme.

It was unanimously **Resolved** that:

- i) The Link Governor allocations be approved at SSA level
- ii) The Board of Governors agrees to Governors being subjected to CRB checks

It was confirmed that the HR department would organise the CRB checks for Governors.

620 **TO APPROVE THE FINANCIAL REGULATIONS UPDATE**

Members were advised that the financial regulations update was not substantially different but included updating of titles etc. Paul Bayliss drew attention to the changes made as part of the update. It was noted that where reference to the LSC was mentioned this should include reference to other funding bodies.

It was **Resolved** that the updated Financial Regulations be approved.

621 **TO APPROVE THE DISCIPLINARY AND GRIEVANCE PROCEDURES UPDATED**

The disciplinary and grievance procedures for the College had been re-drafted to include the recent changes to ACAS procedures. The disciplinary and grievance procedures now also apply equally to Senior Postholders as well as all other staff.

It was **Resolved** that the disciplinary and grievance procedures be approved.

622 **ANY OTHER BUSINESS**

Members were informed that Peter Rainbird, Janice Maclean, Phil Bridge, Bill Pigram and Charles Myers would be attending the tourist students' presentation in the coming weeks.

On 6th July 2009 Governors were invited to join the staff conference that will take place at 5 Lakes Hotel. The event will consider the post inspection planning.

623 **DATE OF NEXT MEETING**

Friday, 10th July 2009 at 2pm

Signed _____
(Chair)

Date _____

The meeting moved onto the Part II Confidential Agenda.

