

STAFFORD COLLEGE CORPORATION

**MINUTES of
CORPORATION MEETING, 14 OCTOBER 2010**

Present: A P Davison (Chair), S Birkin, I Blachford, P Buttery, G M Humby,
Mrs J Tanner, G Taylor-Marshall, S Willis, Mrs V Woodward

In Attendance: J P Charleton (Clerk), C Riding, Ms A Piercy, I Rigby

Observers: R Barnett, Dr H Duggal, I Starkie

Apologies: M R Bagguley, Cllr D Davis, Mrs J Deaville, Mrs S Green, Mrs H Haroon-
Iqbal, I Mason, Dr T Ramgopal, Cllr M Winnington

Prior to the start of the meeting Ms Val Tomlinson, Head of Provider Accounts, SFA, gave a presentation to governors on Future Scenarios affecting the sector.

PART I

1716.0 DECLARATION OF INTEREST

The Chair reminded members of their duty to declare an interest, financial or otherwise, in any item on the Agenda. Mr G Humby declared he was an employee of the Sterling Power Group. Mr Humby reported that Sterling Power had recently been invited to carry out a survey of the electrical distribution system at the College on behalf of a manufacturer.

1717.0 MEETING OF THE CORPORATION HELD ON 8 JULY 2010

(a) Part I Minutes

It was RESOLVED:

**that the minutes be confirmed as a true record and signed by the
Chair.**

(b) Matters Arising

There were no matters arising.

1718.0 MEETING OF THE CORPORATION HELD ON 23 SEPTEMBER 2010

(a) Part I Minutes

It was RESOLVED:

that the minutes be confirmed as a true record and signed by the Chair.

(b) Matters Arising

There were no matters arising.

1719.0 SUMMARY REPORT: SEARCH AND GOVERNANCE COMMITTEE - 4 OCTOBER 2010

The Chair of the Committee reported on the items of business considered at this meeting:

(a) Composition and Membership of the Board and its Committees

Following review of the membership of committees members had agreed to the Clerk's recommendation that no changes were currently required to the Composition and Membership of the Board and its Committees.

It was RESOLVED:

that the current membership of the Committees of the Corporation be retained for the forthcoming year (subject to item 2 below)

(b) Committee Vacancy

Members considered the Clerk's proposal for filling the vacancy on the Search and Governance Committee following Mr J Duggan's completion of his term of office.

It was RESOLVED:

that Mr G Taylor-Marshall be appointed to the Search and Governance Committee with effect from 15 October 2010

(c) Appointment of Staff Members

Members considered a draft Procedure for the Election of Staff Members to the Corporation which had been updated following concerns from some staff on sessional contracts that they had been unable to vote in recent elections.

Members had supported the Clerk's recommendation that the staff governor election procedure be changed to enable all staff with a contract of employment with the College to vote in elections for staff governor but that only staff members with a permanent contract of employment were able to stand for election.

Following discussion members expressed the view that the draft procedure needed further work to clarify the position regarding staff on fixed term contracts.

It was RESOLVED:

that the draft Procedure for the Election of Staff Members be reviewed by the Clerk for further consideration by the Search and Governance Committee.

(d) Corporation Self-Assessment

Members had considered a report from the Clerk on arrangements for the self-assessment of the performance of the Corporation. Members had agreed that in the light of the successful external validation of governance performance in 2009/10 no changes to the current approach to self-assessment was required for next year.

It was RESOLVED that:

- (a) **current arrangements for the Corporation's self-assessment of its performance be continued for the forthcoming academic year;**
- (b) **the updated governance Self-Assessment Report be presented for approval to the Corporation at its meeting on 9 December 2010.**

(e) Governor Training

Members had considered a report on governor training arrangements and had supported the Clerk's suggestion that the Staffordshire-wide governor training event be delayed until key national issues affecting the sector had been clarified.

It was RESOLVED:

that the report be received.

(f) Appointment of Board/ Committee Members

Members had considered an application from Dr H Duggal for re- appointment as an Associate Member on completion of his term of office on 18 October 2010. An application was also considered from Lieutenant Colonel Sharon Nesmith, Station Commander, MoD Stafford, for Board membership as an Associate Governor.

Following consideration of these applications in relation to the latest Members' Skills and Expertise Audit, members had agreed that both candidates had the necessary skills and qualities to support the work of the Corporation.

It was RESOLVED that as recommended by the Search and Governance Committee:

- (a) **Lieutenant Colonel Nesmith be appointed as an Associate Governor and member of the Resources Committee for a four year term of office with effect from 15 October 2010;**
- (b) **Dr H Duggal be re-appointed as an Associate Governor for a four-year term of office with effect from 19 October 2010.**

1720.0 ACCOMMODATION STRATEGY

(a) Plans for the New Build Project

Mr C Riding, Head of MIS & Capital Development, reported on progress with the New Build Project and presented the latest design development plans and images.

Discussion with planning officials on aspects of the design plans including the use of materials and the concept of a projection wall had been positive.

The next stages of the Project involved the submission of the College's application for planning and listed building consent, decant of accommodation and contractor appointment. Corporation approval would be sought in December 2010 to commence demolition.

Mr Riding confirmed that sustainability was a key feature of the Project with the College hoping to achieve a BREEAM rating of excellent for the new buildings, providing this could be secured without excessive additional costs.

Members highlighted the contribution to the Project of the College's internal team from the Estates & Facilities Unit.

It was RESOLVED:

that the report be received.

At this point at the recommendation of the Clerk, the Chair agreed that the next agenda item on the Bank Loan Tender for the Capital Project be considered under Part II of the agenda given the commercial sensitivity of the matter under discussion.

1721.0 MANAGEMENT ACCOUNTS

The Vice Principal (Resources) presented the College's Management Accounts for August 2010, noting that the current forecast operating position of £424K was in line with the budget target surplus.

It was RESOLVED:

that the Management Accounts for August 2010 be received.

1722.0 TREASURY MANAGEMENT

The Vice Principal (Resources) presented a report on Treasury Management developments. No changes were proposed to current arrangements with College Management continuing to monitor interest rates at the four banks used by the College and to move cash resources accordingly.

It was RESOLVED:

that the report be received.

1723.0 FRAUD RISK

The Vice Principal (Resources) presented the annual Fraud Risk self-assessment report from College Management with regard to the production of the Financial Statements for 2009/10 in response to the International Standard in Auditing (ISA) 240.

With no material changes from last year's self-assessed report, Members accepted the view of College Management that the College had sufficient systems, controls and policies and procedures in place to mitigate against the most significant fraud risks.

It was RESOLVED:

that the Fraud Risk Self-Assessment report from College Management for 2009/10 be approved.

1724.0 HEALTH AND SAFETY

The Vice Principal (Resources) presented the College's Health and Safety report for 2009/10 which included details of actions taken to ensure the College's continued commitment to health, welfare and safety.

A College-wide Portable Appliance Testing (PAT) assessment exercise had been undertaken during August/September 2010 while fixed wire testing began during July 2010 with completion due by January 2011. College Management was giving a high priority to the health and safety issues associated with the re-development project to ensure that the College sites are safe for all users.

Significant numbers of staff had completed health and safety related training in 2009/10 including 97 staff who had completed the COIEH level 2 Health & Safety in the Workplace as part of the College Pay Initiative.

It was RESOLVED:

that the Health and Safety report for 2009/10 be received.

1725.0 COLLEGE DEVELOPMENT PLAN 2009-2012

The Principal presented an interim report on progress towards headline targets in the Executive Summary of the College Development Plan for 2009-12 as requested by the Corporation.

Good progress had been made towards targets in the Development Plan in key areas including enrolment numbers, HE opportunities, Level 3 success and retention rates, quality improvement, safeguarding and the Learner Voice.

Members welcomed the report and congratulated College Management on progress against targets in the Development Plan.

It was RESOLVED:

that the report be received.

1726.0 CHAIR'S REPORT

(a) AoC National Conference

The Chair reported on his forthcoming attendance with the Principal at the AoC National Conference in November, noting the key issues to be addressed at this event.

1727.0 PRINCIPAL'S REPORT

The Principal presented his report and highlighted the following developments:

- Examination results from the summer 2009/10 series had shown increases in pass rates in most areas.
- Success rates were expected to be re-based downwards this year as a result of the College having rigorously implemented national guidelines on new methods of calculating success rates.
- Local private training providers may be at risk in the event of the SFA introducing a Minimum Contract Value.
- Staffordshire University had recently appointed Professor Michael Gunn as Vice Chancellor to replace Christine King following her retirement at the end of this academic year.
- Paul Baker, the College's Quality Manager, would be retiring at the end of this term. Paul had made a major contribution to improving the College's quality systems during his period of employment, with particular reference to preparation for Inspection, questionnaire analysis and self-assessment.

It was RESOLVED:

that the report be received.

1728.0 CLERK'S ANNUAL REPORT ON GOVERNANCE

The Clerk presented the Annual Report on Governance which highlighted the key governance issues affecting the Corporation since the last report in October 2009.

(i) Corporation Membership

Members undertook their annual review of the number and categories of Corporation members.

It was RESOLVED:

- (a) **that the determined number of members of the Corporation remain as 17;**
- (b) **that the categories of Corporation membership be confirmed as follows:**

External Members	12
Principal	1
Staff Members	2
Student Members	2

(ii) Corporation Committee Structure and Membership

The Clerk asked members to ratify the existing Committee structure and to approve the proposed membership for 2010/11 as recommended by the Search and Governance Committee.

It was RESOLVED:

- (a) **that the existing Committee structure of the Corporation be approved for 2010/11;**
- (b) **that as recommended by the Search and Governance Committee, the updated membership of Committees of the Corporation be approved.**

(iii) Calendar and Schedule of Meetings

The Clerk presented the provisional Calendar of Meetings of the Corporation and its Committees from January 2011 to July 2012 and the draft Schedule of Meetings for 2010/11.

The Clerk also presented a proposal to further streamline the work of the Board and reduce paperwork by discontinuing the practice of issuing preliminary letters to all governors about forthcoming committee meetings.

It was RESOLVED:

- (a) **that the Calendar of Meetings to July 2011 and the Schedule of Meetings for 2011 be approved.**
- (b) **that the practice for issuing preliminary letters to all governors about forthcoming committee meetings be discontinued.**

(iv) Confidential Minutes

At the recommendation of the Clerk members agreed that the items of business considered under Part II of Corporation agendas in 2009/10 should remain as confidential for review in a year's time.

It was RESOLVED:

that the minutes considered by the Corporation under Part II of its agendas be held as confidential for a further year.

(v) Code of Conduct

The Clerk reported that the revised Code of Conduct for Corporation members published by Eversheds in September 2010 had been issued to all governors with a summary of the key changes.

It was RESOLVED:

that the ninth edition of the Code of Conduct for Corporation Members be adopted.

(vi) Scheme of Delegation

The Clerk reported on the items of business delegated by the Corporation to Committees for approval during 2009/10.

Following discussion members agreed that the Scheme of Delegation had operated well in 2009/10 and should be continued in 2010/11. Members also supported a recommendation from the Clerk to extend the scheme of delegation in relation to approval of the Value for Money Policy and the Procurement Strategy.

It was RESOLVED that as recommended by the Clerk:

- (a) the current Scheme of Delegation be continued for 2010/11;**
- (b) authority be delegated to the Audit Committee to approve the Value for Money Policy and Procurement Strategy.**

1729.0 ANY OTHER BUSINESS

(a) Tour of Earl Street

A member thanked the Head of MIS and Capital Development & MIS for leading a tour of the Earl Street block prior to the meeting. The view was expressed that the Earl Street block was in good repair with modern facilities and resources for learners.

1730.0 DATE AND TIME OF NEXT MEETING

Thursday 9 December 2010 at 5.30 pm.

1731.0 PART II ITEMS

Under Part II of the agenda members considered the following items of business:

- Part II minutes of the meetings held on 8 July 2010 / 23 September 2010
- Bank Loan Tender for the Capital Project
- Staffing Issues