

## Bilborough College

### Minutes of the Bilborough Corporation Meeting held on Monday 18<sup>th</sup> July 2011 at 5.00pm

**Present:**

Mrs Wendy Smith – Chair  
 Mr Christopher Bradford – Principal (Part)  
 Mr Anthony Hogg  
 Mr Konrad Karenowski  
 Ms Lisa Lewis (Part)  
 Mrs Jane McGregor  
 Mr Geoff Gratton  
 Mrs Sara Murcott (Part)  
 Mr Tye Nosakhere  
 Mrs Eileen Hartley  
 Miss Reyhanna England (Part)  
 Mr Trevor Melton (Part)  
 Ms Frances Warburton  
 Mr Paul Watkins

**In Attendance:**

Mrs Susan Bolton – Clerk to the Corporation (Part)  
 Mrs Dorothy Mountford – Deputy Principal (Part)  
 Mr Ted Wales - Director of Finance (Part)  
 Cllr Mellen (Portfolio Holder for Children's Services) (Part)

There was a target finish time set of 7.30pm

Minute No		Action
	<b>PRESENTATION</b>	
1919	<p><b>Cllr David Mellen,</b></p> <p>Cllr Mellen gave a presentation to the Corporation on two issues. The first was in relation to Nottingham City's response to the Academy agenda and the creation of a Nottingham Learning Trust. The second item was in relation to a consultation exercise that was taking place in relation to proposals to change Nottingham City School Terms.</p> <p>Cllr Mellen was thanked for his presentation.</p>	
	<b>BUSINESS ITEMS</b>	
1920	<p><b>Welcome</b></p> <p>The Chair welcomed everybody to the meeting. The Clerk reported that Mr Michael Jackson had resigned as a Governor, due to pressures in his role as a Primary School Head Teacher.</p> <p>The Chair reported that the item in relation to the last Audit Committee Meeting would be brought up earlier than that advised on the agenda.</p>	
1921	<p><b>Recommendations and Minutes of the Audit Committee meeting – Monday 13<sup>th</sup> June 2011</b></p> <p>The Summary Minutes were noted and the Chair of Audit Committee reported to the meeting on the following:-</p>	

	<p><b>Internal Audit Report – 2010/11 Phase 2</b> The Audit Committee Chair reported that the Phase 2 Audit Report had been received and covered seven identified areas. These were Child Protection and Safeguarding, Financial Reporting, Health &amp; Safety, Payroll Contractors, Space Management, Strategic Planning and Transport. A brief summary of the recommendations were confirmed in the summary minutes and reflected 15 recommendations, 8 medium priorities and 7 low priorities. The Chair reported that discussions had taken place at the Committee meeting and in particular the Committee had discussed the Health &amp; Safety recommendations in respect of NEBOSH qualifications and the Space Management recommendations.</p> <p><b>Internal Audit Annual Report 2010/11</b> The Audit Committee had received the Annual Report and the Self Assessment exercise undertaken by MacIntrye Hudson and the Committee confirmed that they were very happy with the service and how the outcomes had been self assessed. The Committee noted the opinion given by MacIntrye Hudson in respect of the report which was reproduced in the summary minutes for all Corporation members.</p> <p><b>The Corporation accepted the Internal Audit Report 2010/11.</b></p> <p><b>External Audit Provision for Accounting Periods 2011/12 – 2013/14</b> The meeting noted that the Audit Committee had received a presentation from Grant Thornton on proposals for the external audit service for 2011/12 to 2013/14 accounting period. The Committee had discussed the strong relationship that existed between Grant Thornton and the College and the work previously undertaken in respect of Leases, Pension Liability and the Loan Covenant. The Committee had considered the approaches that were available following the presentation and agreed that they wished to receive a fee proposal at the next meeting for a 3 year term before any decision could be made.</p> <p><b>Risk Management Strategy Annual Review</b> The Audit Committee had noted at their meeting, that as part of the approval of the Risk Management Strategy for the coming year, 22 high level risks had been reviewed in the previous year by the EP&amp;F Committee. The Committee noted that a Risk Champion from the Committee required appointment and agreed that the Risk Champion Governor role should be held by Sara Murcott.</p> <p>The report of the Audit Committee was accepted.</p>	
1922	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Ms Ginny Hallam, Prof. Di Birch and Mr Giles Calverley. No apologies had been received from Mr Aaron Reilly</p>	
1923	<p><b>Declarations of Interest</b></p> <p>Declarations were made by Mr Gratton in respect of his re-appointment, which would be raised in the report of Search &amp; Governance Committee. The Clerk raised an interest in the item in relation to the Clerking Services Review which would also be raised in the report of the Search &amp; Governance Committee. The Principal and Deputy Principal raised a declaration of Interest in relation to the Remuneration Committee's</p>	

	recommendations.	
<b>1924</b>	<p><b>Minutes of the meeting held on 21<sup>st</sup> May 2011</b></p> <p>The minutes of the last meeting were considered for accuracy and content with one item requiring amendment. In respect of Minute 1911 it was confirmed that the sentence should read ‘... all Governors had been made very welcome ...’.</p> <p>Following the amendment, the meeting agreed the minutes were a true reflection of the meeting and they were signed by the Chair of the meeting.</p>	
<b>1925</b>	<p><b>Matters arising</b></p> <p>The meeting noted that all actions arising from the previous meeting had been completed or were on the agenda for discussion.</p>	
<b>KEY STAKEHOLDERS’ REPORTS</b>		
<b>1926</b>	<p><b>Principal’s Report</b></p> <p>The Principal’s Report was taken as read and the Principal highlighted the following from his report.</p> <p>IB – The Principal confirmed that results for the IB had been released and that the College was happy with the achievements. A full report would be given in the Autumn Term together with the AS and A Level results.</p> <p>Bursary Funds – The Principal confirmed that details on how these funds could be appropriated had only just been received and therefore details on how they would be distributed would be given to members in the Autumn term.</p> <p>Year 12 Induction &amp; Open Day– The Principal confirmed that both these events had gone well.</p> <p>Mr John Yarham – The Principal reported that the Search &amp; Governance Committee had discussed inviting Mr Alex Reader to the October meeting, following the change in job of Mr Yarham. The Corporation agreed that the Principal should invite Mr Reader to the October Corporation meeting.</p> <p>The Principal was thanked for his report.</p>	
<b>1927</b>	<p><b>Staff Governors’ Report</b></p> <p>The Staff Governors’ Report was taken as read with the following comments made:</p> <p>International Students – The meeting noted that the current recruitment numbers of International Students for 2011/12 were on a realistic target to be achieved.</p>	

	<p>Strike Action – The meeting noted that this had not been aimed at the College or students but an issue aimed at the Government.</p> <p>The meeting accepted the report and thanked the Staff Governors for the format of the report.</p>	
1928	<p><b>Student Governors' Report</b></p> <p>The Student Governors' Report was taken as read and the Student Governors were thanked for their report. There were no further comments made.</p>	
1929	<p><b>Chair's Report</b></p> <p>The Chair reported that following the last meeting, she had undertaken the following:-</p> <p><b>Letter</b> The Chair read out two letters that she had received, one from the NUSUWT College Representative and the second from the NUT College Representative. The letters set out concerns from both unions following the move to teaching an 11 ½ block timetable the next academic year, and the potential risk to achievement, results and experience for the students. The Chair then read out her reply to both letters, which she had written in consultation with the other committee chairs. The Principal reiterated the consultation processes that had been undertaken and the EP&amp;F Committee reported on the discussions that they had held at their meeting. The Corporation members expressed their own concern to receive the letters although confirmed their support on the management decision to make these changes in response to the funding reductions from the YPLA.</p> <p><b>Facebook/Twitter/Events</b> The Chair confirmed that she was now a College Facebook and Twitter member and encouraged other Governors to join. The meeting noted the Chair had attended the Year 10 Open Evening and had been present at the Presentation to staff leaving at the end of this academic year.</p> <p>The report was accepted.</p>	
1930	<p><b>Governor Visits Reports</b></p> <p>There were no further comments made to the report from Ms Warburton.</p> <p>The report was accepted.</p>	
<b>CURRICULUM AND QUALITY ITEMS</b>		
1931	<p><b>Decisions and Recommendations of Standards Committee – Monday 4<sup>th</sup> July 2011</b></p> <p>The Summary Minutes were noted and the Chair of Standards Committee reported to the meeting on the following:-</p> <p><b>Admissions Statement</b> The Chair of Standards Committee reported that there had been discussions on the admissions statement with some members feeling</p>	

	<p>that it was a too broad a statement, whereas others felt that it allowed for flexibility and discretion. The Committee had received confirmation on the decisions and appeal function on admissions.</p> <p><b>Feedback on Student Surveys/Focus Groups</b> The Standards Committee had received feedback on a student survey and agreed that they wished to receive an annual review of the student voice, which would pull together results of all the student surveys undertaken in the year. The Committee had discussed the communication to students of actions arising from the surveys and how this was undertaken.</p> <p><b>Safeguarding Policy</b> The Clerk reported that at previous Standards meeting, the Safeguarding Policy had been reviewed and approved for adoption by Corporation. The Clerk now proposed that Corporation adopt the policy. <b>The Corporation hereby adopts the Safeguarding Policy.</b></p> <p>The report of the Standards Committee was accepted.</p>	
	<b>FINANCE AND EMPLOYMENT ITEMS</b>	
1932	<p><b>Recommendations and Minutes of the EP&amp;F Committee meeting – Monday 27<sup>th</sup> June 2011</b></p> <p>The Summary Minutes were taken as read and the Chair of EP&amp;F Committee reported to the meeting on the following:-</p> <p><b>Annual Budget 2011/12 &amp; 3 Year Forecast 2011/12-2013/14</b> The Chair of EP&amp;F confirmed that the Committee had thoroughly reviewed the budget which would see a small surplus in the first two years but a small deficit of £30k in the final year which would be addressed. The Chair of EP&amp;F and the Director of Finance reported on the funding assumptions for the current year together with expenditure assumptions for the budget year and forecast. In terms of capital investment, the EP&amp;F Committee agreed that this would be £450k. This sum included £100k for the purchase of temporary buildings, £51k for the purchase of Student Records and Tracking System, and £82k for computer hardware. The Chair of EP&amp;F confirmed that the Committee recommends the Corporation accept the Budget. <b>The Corporation hereby agrees the Annual Budget 2011/12 &amp; 3 Year Forecast 2011/12-2013/14</b></p> <p><b>Annual Review of Financial Regulations and Procedures</b> The Corporation noted that the EP&amp;F Committee had reviewed the updated Financial Regulations and Procedures and recommended adoption by Corporation. The meeting noted that these had been reviewed and updated and took into account The Bribery Act and recommendations from the Internal Auditors. <b>The Corporation hereby adopts the revised Financial Regulations and Procedures.</b></p> <p><b>Anti-Fraud &amp; Corruption Policy &amp; Confidential Reporting Policy</b> The Chair of EP&amp;F confirmed that both policies had been slightly amended and that the Committee recommended to Corporation that the revised policies be adopted. <b>The Corporation hereby adopts the revised Anti-Fraud &amp; Corruption</b></p>	

	<p><b>Policy &amp; Confidential Reporting Policy</b></p> <p><b>Estates Strategy</b> The EP&amp;F Chair reported that the car parking levy being introduced from April, would be passed on to staff through the scheme already in place for charging staff to park at college.</p> <p><b>Sports Hall</b> Corporation were informed that the new agreement with 3D showed no subsidy from the college and included a 50% share in profits when £10k profit had been achieved, £4k investment in equipment by 3D, and a reduction in off-peak sessions from two to one member of staff. The Committee had discussed the proposal and had agreed for the contract to be entered into for two years with 3D Leisure.</p> <p>The report of the EP&amp;F Committee was accepted.</p>	
<b>GOVERNANCE ITEMS</b>		
1933	<p><b>Recommendations and Decisions of the Search &amp; Governance Committee meeting – Monday 18<sup>th</sup> July 2011</b></p> <p>The meeting noted that the Search &amp; Governance Committee had met that day and the Clerk gave a verbal account of the proceedings.</p> <p>[Mr Gration left the meeting]</p> <p><b>Re-Appointment of Geoff Gration</b> The Corporation noted that the Committee had reviewed the completed self assessment of Mr Gration’s performance and recommended his re-appointment for a term of 4 years. <b>The Corporation hereby appoints Mr Geoff Gration for a further term of 4 years as a Governor at Bilborough College.</b></p> <p>[Mr Gration re-joined the meeting]</p> <p><b>Appointment of Jeremy Galtress – Associate Governor</b> The meeting noted that the Clerk was asked to seek potential Associate Governors for Audit Committee and EP&amp;F Committee. The Chair of EP&amp;F Committee, Principal and Clerk had met with Mr Galtress, a Chartered Surveyor after his attendance at the EP&amp;F Committee and the Committee recommended that Mr Jeremy Galtress be appointed as an Associate Governor with membership of EP&amp;F Committee. <b>The Corporation hereby appoints Mr Jeremy Galtress as an Associate Governor, with membership of EP&amp;F Committee.</b></p> <p><b>Vacancies</b> The Search &amp; Governance Committee had discussed vacancies that existed for Governorship and Lay Governorship and how these should be filled to continue to balance representative of its student body. The Clerk would be seeking potential candidates from Deputy Heads of local primary schools together with those to balance the ethnicity and diversity, with the appropriate skills to fill future vacancies. In respect of the vacancy left by the resignation of Mr Jackson, the Committee recommended that Mr Tony Horsewill be appointed as a Governor of Bilborough College for a term of 4 years, should he be willing to stand, as he had the skills, qualities, commitment that was required and had given</p>	

valuable input as a Lay Governor on Standards Committee.  
**The Corporation hereby appoints Mr Tony Horsewill as a Governor for a term of 4 years with membership of Standards Committee, subject to his acceptance.**

#### **Governor Reviews/Self Assessment**

The Committee had discussed the issues around Governors giving their time voluntarily, the good governance attributes of holding Governor Peer reviews and the development of the individual and Corporation that this exercise would achieve. The Committee agreed to implement individual reviews with Governors once they had completed a self review. These reviews would take place through the year, before scheduled Committee or Corporation meetings and feedback would be given to the Search & Governance Committee so that strategies and action could take place. The reviews were hoped to identify attendance, performance, quality, areas for development or training.

#### **Meeting and Training Programme 2011/12**

The Committee reviewed the meeting work programme and schedule of meetings together with the proposed training events. The Committee agreed that the event in October would include a Self Assessment Exercise, undertaken by the Chair for the Corporation to assess the impact of its work, together with a session on Apprenticeships.

#### **Review of Delegated Responsibility**

The Committee had agreed that this was still working well and the Clerk asked Corporation members at the meeting whether they were comfortable with the feedback and the process of communication of decisions. The Corporation agreed that the current processes allowed for the right level of information to be communicated.

#### **Instrument & Articles Proposed Amendments**

**The Clerk confirmed that the Committee had** noted the proposed amendments to the Instrument and Articles of Government following the changes to the LSC and that they proposed that no formal communication to the proposals was required.

#### **Code of Governance**

The Committee noted that a revised Code would be published in the new academic year.

#### **Governance Survey**

The Committee noted the contents of the survey and in particular the ethnicity of Governors across other College Corporations. The Committee had reiterated their pursuance in this area for Bilborough's Corporation to represent its student body.

#### **Annual Clerking Services Review**

[The Clerk left the meeting]

The Chair reported that the Corporation had entered into a second 3 year contract with the current clerk in February this year and that previously reviews of the Clerking Service had been carried out annually with the Principal and Chair. The Committee had agreed that for 2011 the review would be carried out by the Committee and would take place before the

	<p>next Corporation meeting.</p> <p>[The Clerk rejoined the meeting]</p>	
<b>1934</b>	<p><b>Self Review of Meeting</b></p> <p>The meeting agreed that it had been a well-chaired meeting with a good presentation and ample opportunity to contribute, although the Corporation reconfirmed their concerns following the receipt of the two letters from Union Representatives.</p>	
<b>1935</b>	<p><b>Date of next meeting</b></p> <p>The date of the next meeting was confirmed as Monday 17<sup>th</sup> October 2011 at 5pm.</p> <p>The members noted and agreed the dates for next year.</p>	
<b>1936</b>	<p><b>Confidentiality of Business</b></p> <p>Members agreed that the only items that should remain confidential were those in relation to the Remuneration Committee recommendations and decisions.</p>	
<b>1937</b>	<p><b>Decisions and Recommendations of Remuneration Committee held on Monday 18<sup>th</sup> July 2011</b></p> <p>[Staff and Student Members left the meeting]</p> <p>SEE CONFIDENTIAL SECTION</p>	<b>s</b>

The meeting closed at 7.55pm

---

**Chair**