

BILBOROUGH COLLEGE

**Minutes of the Bilborough Corporation Meeting
held on Monday 4th April 2011 at 5.00pm**

Present: Mrs Wendy Smith – Chair
 Prof. Di Birch
 Mr Christopher Bradford – Principal
 Mr Giles Calverley
 Miss Aiesha Chaudhery
 Mr Anthony Hogg
 Mr Michael Jackson
 Ms Lisa Lewis
 Mrs Jane McGregor
 Mrs Lisa Lewis
 Mr Geoff Gratton
 Mr Costas Poutziouris
 Mrs Sara Murcott
 Mr Tye Nosakhere
 Mrs Eileen Hartley
 Mr Trevor Melton
 Ms Frances Warburton
 Mr Paul Watkins

In Attendance: Mrs Susan Bolton – Clerk to the Corporation
 Mrs Dorothy Mountford – Deputy Principal
 Mr Ted Wales - Director of Finance
 Miss Reyhanna England – New Student President
 Mr Aaron Reilly – New Student President

There was no target finish time set.

Minute No		Action
	GOVERNANCE	
1881	<p>Resignation of Governors</p> <p>The Clerk reported that although she had received a resignation from the Teaching Staff Governor which had been reported at a training event, Mr Melton had since withdrawn the resignation. The Clerk reported that although the Standing Orders were silent on this matter the resignation had been withdrawn before Corporation could accept at a properly convened Corporation meeting. The Corporation confirmed that they were happy with Mr Melton continuing as the Teaching Staff Governor.</p> <p>The meeting acknowledged the resignation from Mr Yusuf Segovia.</p>	
	PRESENTATION	
1882	<p>Photography</p> <p>[Mr Melton joined the meeting]</p> <p>Mr Melton gave the meeting a presentation on photography, giving details of the history of the subject together with details of the current performance and actions that were being taken to address results.</p>	

BUSINESS ITEMS		
1883	Welcome The chair welcomed everybody to the meeting and especially to the two new Student Presidents who would be the Student Governors from the end of the meeting. The Chair took the opportunity to thank the two outgoing Student Governors and presented them with Certificates of Achievement for their role as Student Governor.	
1884	Apologies for Absence Apologies for absence were received from, Ms Ginny Hallam, Mr Konrad Karenowski and Mr John Yarham.	
1885	Declarations of Interest There were no declarations of interest made.	
1886	Minutes of the meeting held on 13th December 2010 The minutes of the last meeting were considered for accuracy and content with various amendments required. It was noted that on page 5 the word bought should be replaced with brought; the apostrophe was in the wrong place in respect of the word meetings on page 5; the word interested on page 8 should read interest; and a sentence on page 5 in respect of Aim Higher, should have a comma after 'afield'. The Clerk agreed to re-circulate the email with the Aim Higher data to clarify the detail. Following the amendments the meeting agreed the minutes were a true reflection of the meeting and they were signed by the Chair of the meeting.	Clerk
1887	Matters arising The meeting noted that all actions arising from the previous meeting had been completed or were on the agenda for discussion with the exception of the following: Governor Visits – The Principal confirmed that he had spoken to Miss Law regarding her governor visit last year and confirmed that the statements made were in relation to International Students. Chair of Standards Committee – The Chair congratulated Mrs Hartley on her first Standards Committee meeting as Chair.	
KEY STAKEHOLDERS' REPORTS		
1888	Principal's Report The Principal's Report was taken as read and the Principal highlighted the following from his report. Quality Improvement Results – The Principal reported that the Standards Committee at their last meeting had received the January Module Results.	

	<p>EMA – The meeting noted that the scheme which replaces EMA would have an element of discretion for the College to meet the needs of students. It was noted that there would be some administration in-house for this new scheme and this would be looked at as part of the support staff review.</p> <p>Wolf Report – The Principal reported that a summary of the Wolf Report had been circulated at Governor training, but he would also circulate a full report to all Governors.</p> <p>MUN Conference – The Deputy Principal highlighted this item of the Principal’s Report. The Committee asked the Deputy Principal to pass the thanks to all staff involved from Corporation.</p> <p>The Principal was thanked for his report.</p>	Principal
1889	<p>Student Governors’ Report</p> <p>Mr Poutziouris reported to the meeting on the work of the student executive and in particular the additional seating in the student lounge, the tutor representatives email group, and the leavers’ event. Mr Poutziouris also reported that the Student Executive had raised £200 for the Japan Disaster fund.</p> <p>Members noted that extra benches around the college had been organised by the Student Executive and the Teaching Staff Governor reported that there had been issues with litter which was he hoped would be curtailed in spite of the new benches.</p> <p>The Student Governors were thanked for their report.</p>	
1890	<p>Staff Governors’ Report</p> <p>The Support Staff Governor reported that she would prepare a report for the next meeting, in which some detail would be taken from the Principal’s Report. The Staff Governors had nothing further to report.</p>	
1891	<p>Chair’s Report</p> <p>The Chair reported that since the last meeting, she had undertaken the following:-</p> <p>Parking – The Chair reported that she had met with the Principal and was fully supporting the work undertaken by his team to alleviate the concerns expressed by residents.</p> <p>Cllr. Mellen – The Chair reported that although Cllr. Mellen had been invited to a Corporation meeting, due to elections this was not currently possible, although it was envisaged for another meeting.</p> <p>Music Concert – Members noted that the Chair had attended a recent Music concert at the college.</p> <p>Governor Visit – The Chair reported that she had undertaken her Governor Visit that day and that her report would be given at the next</p>	

	<p>Corporation meeting along with other Governors who had made their visit.</p> <p>The report was accepted.</p>	
CURRICULUM AND QUALITY ITEMS		
1892	<p>Decisions and Recommendations of Standards Committee – Monday 21st March 2011</p> <p>The Summary Minutes were noted and the Chair of Standards Committee reported to the meeting on the following:-</p> <p>Student Admissions & Progression Analysis – The Committee had received further data on this analysis and noted the awareness of the appeal procedure, especially in cases of widening participation.</p> <p>Student Surveys – Members were pleased with the results of the surveys but felt that more information should be given to students so that they understood that the data were used constructively.</p> <p>Progress Review – The Chair confirmed that a detailed report from Mr Ward on the January module results had indicated student attainment in-year giving an impression of the impact of quality improvement measures.</p> <p>Single Equality Scheme - The Committee had received a very informative report from the Deputy Principal and that details on ‘annotated group dynamics’ would be given at the next meeting.</p> <p>Planned Response to Reduction in Entitlement Element of YPLA Funding – The Principal reported that the summary minutes actually should have indicated that the advantage was due to funding based on lagged learner numbers and not that there was an advantage due to the funding reduction.</p> <p>The report of the Standards Committee was accepted.</p>	
STRATEGIC ISSUES		
1893	<p>Response to YPLA Funding</p> <p>The Principal reported that final funding from the YPLA had been notified with a reduction of £684k in entitlement, which would be phased over the next two years with approximately £200k reduction next year. The meeting noted that the Principal was proposing to review the deployment of teaching and support staff time, review cover arrangements, seek efficiencies through the support staff review and realise savings through natural wastage. The Principal reported that International Students’ fees would be raised for September 2012 and that the Corporation would be asked at a later date to consider the increase in numbers of international students to reflect 6% of the student population rather than 5%.</p> <p>In respect of the IB, it was confirmed that it would still be offered going forward, although this would be reviewed in the light of the results and the viability. The Principal reported that Mr Shaw would ensure that groups were effective and efficient based on projected numbers. It was noted that the promotion of the IB to prospective students could be</p>	

	<p>enhanced to ensure that those coming from all local schools knew that the college offered it.</p> <p>The report was accepted.</p>	
1894	<p>Estates Strategy</p> <p>The Principal highlighted that some colleges would be the recipients of a £57m grant from the YPLA for improvement to 6th Form Colleges, although Bilborough would not be eligible. He confirmed the position, which had been discussed at the EP&F Committee, with members noting that planning permission had now been submitted for the modular classrooms.</p> <p>In terms of the Sports Hall it was noted that it could not be used in the future for classrooms. The meeting noted that work was still be undertaken on the contract with 3D, discussions with NUSA had taken place and management by the College was also being investigated.</p> <p>The Principal also reported that some initial free space planning consultancy work was currently in discussions.</p> <p>The meeting noted that EP &F Committee would be receiving an update at their next meeting.</p>	
1895	<p>Smoking on College Grounds</p> <p>The Principal reported on the results of the surveys that had been carried out and that were comprehensively given in the report. The meeting agreed that it had been a well worth exercise. The meeting agreed that for the next survey the additional question of whether the student or staff member began smoking at Bilborough should be asked.</p> <p>Following a review of the findings, the meeting discussed the considerations outlined in the paper together with the actions and support that would be put in place.</p> <p>It was agreed that a date would not be set for the College becoming a non-smoking campus, but increase and promote the cessation of smoking, continue to monitor and review staff and student attitudes on an annual basis and review the policy in July 2012.</p> <p>The Chair agreed to write to a member of the community who had written into the college on this matter, informing them of the College's response.</p>	
	FINANCE AND EMPLOYMENT ITEMS	
1896	<p>Recommendations and Minutes of the Audit Committee meeting – Monday 28th February 2011</p> <p>The Summary Minutes were noted and the Chair of Audit Committee reported to the meeting on the following:-</p> <p>Vacancies – The Committee had noted that there had been resignations from Mr Yusuf Segovia and Ms Susanne Law and the Clerk would be seeking applications.</p>	

	<p>Internal Audit Report Phase 1 – The Chair of Audit reported that there had been two items for recommendation both in relation to the Moodle system for Governors and for Equality & Diversity, four items for observations and no recommendations. In relation to the recruitment of International Students, two observations made and six medium priority recommendations and these were all being actioned. There were no observations or recommendations to be made for Risk Management and two medium priority recommendations for Sales & Debtors had been raised.</p> <p>Provision for Internal Audit Services 2011 – 2014 – The Committee had received a presentation from MacIntrye Hudson and had also reviewed benchmarked data. Members noted that the fee would be £11,500 which would increase for the subsequent years in line with RPI. The Committee were recommending to Corporation that MacIntrye Hudson be appointed for 3 years subject to confirmation that the price included VAT and that it was based on a similar number of days. The Director of Finance confirmed that the price did include VAT and was sure that it was for the same number of days, but would confirm this. Corporation hereby agrees to appoint MacIntrye Hudson as Internal Auditors for 3 years, subject to the number of days being similar to those in previous years.</p> <p>Proposal for External Audit Provision 2011/12 – 2013/14 – The Chair of Audit confirmed that the meeting had reviewed the benchmark data and were comfortable with the current level of fees being charged by Grant Thornton. Grant Thornton had been asked to present at the next meeting on similar lines to those made to MacIntrye Hudson for the provision of internal audit.</p> <p>The report was accepted.</p>	
1897	<p>Recommendations and Minutes of the EP&F Committee meeting – Monday 14th March 2011</p> <p>The Summary Minutes were taken as read and the Chair of EP&F Committee reported to the meeting on the following:-</p> <p>Pay Negotiations Update - Members noted UNISON had recommended to its members to accept the Employers Side offer of 0.75% and this had been accepted and was supported by the committee. The principal reported that the Teachers unions had also agreed the 0.75% proposal for teaching staff. Corporation hereby agrees that the 0.75% pay award be made to Support Staff and Teaching Staff for 2010/11.</p> <p>Human Resources Performance Indicators – The Chair of EP&F commented on the long-term sickness statistics and the work undertaken to improve the short-term sickness. The meeting noted that staff training on return to work would be undertaken in the summer.</p> <p>2010/11 Funding Mid-Year Forecast - The Committee had supported discussions for targeting more International Students than the numbers originally proposed. The Chair of EP&F reported on the work being undertaken by the Director of Finance on next year's budget so that the current projected losses of £85k for 2012/12 and £246k for 2013/14 would be improved.</p>	

	<p>Bank Loan Update/Treasury Management – The Committee had noted that the new AIB loan was now in place. In respect of current account balances, the Committee had agreed that management should invest the £1m with the best rate of return at little risk.</p> <p>Fees & Charges Policy 2011/12 – The Chair of EP&F reported that the Committee recommended the acceptance of the fees set out in the summary minutes, which had been reviewed by the committee. Corporation hereby agrees the fees proposed for 2011/12.</p> <p>Procurement Update – The Chair of EP&F reported that work undertaken within the College on procurement had already realised savings in energy.</p> <p>Risk Management and Risk Register - The register had been reviewed by the meeting.</p> <p>Annual Health & Safety Report – This report had been reviewed.</p> <p>The report was accepted.</p>	
	GOVERNANCE ITEMS	
1898	<p>Recommendations and Decisions of the Search & Governance Committee meeting – Monday 4th April 2011</p> <p>The meeting noted that the Search & Governance Committee had met that day and the Clerk gave a verbal account of the proceedings.</p> <p>Review of Skills Audit - The Clerk reported that the Skills audit results had been presented to the Committee and that there appeared a balance of skills and experience required for each particular Committee to ensure the Corporation could carry out its work efficiently and effectively.</p> <p>Recruitment Strategy/Succession Planning - The Members had reviewed the current Corporation membership and the membership of the Committees and noted that there was one full Governor vacancy following the resignation of Mr Yusuf Segovia and two Associate Governor vacancies, one for EP&F Committee and one for Audit Committee. The Clerk had agreed to undertake a search for candidates.</p> <p>360⁰ Chair Appraisal Reviews Chair of Corporation/Chair of Standards Committee – The Clerk reported that the Committee had been pleased with the results.</p> <p>[Mr Hogg & Mrs Murcott left the meeting]</p> <p>Chair of EP&F Committee & Chair of Audit Committee - The Clerk reported that both Mr Hogg and Mrs Murcott had been Chair of their respective Committees for two years and that as well as reviewing the assessment, the Committee recommended to Corporation that, subject to anyone else wishing to stand, that both Mr Hogg and Mrs Murcott should be re-appointed for a further term.</p> <p>There were no nominations from the Board of Corporation, other than those from Mrs Murcott and Mr Hogg whom were both duly nominated</p>	

	<p>and seconded, and the Corporation hereby appoints Mr Hogg as Chair of EP&F Committee and Mrs Murcott as Chair of Audit committee for a further term of 2 years.</p> <p>[Mr Hogg & Mrs Murcott re-joined the meeting]</p> <p>Corporation & Committee Business/Review of Delegated Responsibility - The Clerk reported that the Committee had felt that the business at Corporation and Committees were being conducted effectively and that the reporting back to Corporation was achieving the right level of information and discussion. The Clerk asked Corporation members to fill in any comments regarding this area on the meeting self assessment form.</p> <p>Review of Governor Induction Feedback – The Committee had noted that the recent Induction sessions had been very well received.</p>	
1899	<p>Code of Governance</p> <p>The Clerk reported that it had been requested that all Governing Bodies received a copy of the draft Code. Members noted that the Vice-Chair and the Clerk had attended a regional event for the Code and copies of the presentation were attached.</p> <p>The meeting noted that the draft attached was being re-written due to comments received at events and the Governance Conference and that a further draft and information would be circulated when it became available.</p>	
1900	<p>Self Review of Meeting</p> <p>The meeting agreed that the decisions made at the meeting had directly benefitted the students. There had also been robust decisions on the smoking policy at the college and that the finances of the college were being securely utilised.</p>	
1901	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Monday 23rd May 2011 at 5pm.</p> <p>The Clerk confirmed that the Away Day would now be held on Saturday 21st May at the College.</p>	
1902	<p>Confidentiality of Business</p> <p>Members agreed that there were no items that should remain confidential.</p>	

The meeting closed at 7.55pm

Chair