

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF CORPORATION MEETING HELD ON FRIDAY 19 DECEMBER 2008

Present:	Alan Richardson	Chair of the Corporation
	Jenny Andrews	Governor
	Lyn Anslow	Governor
	Mike Atkins	Governor
	Graham Crump	Governor
	Tony Jefferson	Governor
	David Kent	Governor
	Phil Krstic	Student Governor
	Jayne Longfield	Governor
	Ian Lumley	Support Staff Governor
	Julia Morris	Governor
	Martin Penny	Principal
	Gill Roache	Governor
	Karen Ralph	Governor
	Andy Tyers	Teaching Staff Governor
	Lauren Wilcock	Student Governor
In attendance:	Charles Anderson	Deputy Principal
	Tim Astbury	Assistant Principal Curriculum
	David Jackson	Clerk to the Corporation
	Norman MacDonald	Vice Principal – Finance

The Chair welcomed new members to the meeting and invited everyone to briefly introduce themselves.

The Chair went on to explain the new format for the Corporation agenda and invited any comments from Governors.

- 6.2 It was agreed that items 6.2 e) and f) be taken as the first items of business. Following discussion,
It was resolved **THAT:**
- The size of the Corporation be increased from 17 to 19;
 - Lyn Anslow, Tony Jefferson, David Kent, Elaine Rowlands and Geoff Thompson be appointed as members of the Corporation to the late Autumn Term meeting of the Corporation in 2012.

PART ONE - ROUTINE BUSINESS

1. APOLOGIES

It was resolved **THAT:**

Apologies be received from Satnam Bhogal, Jessica Blaynee, John Latham, Yvonne Rose, Elaine Rowlands, Hazel Skwirzynska, Kay Taylor and Geoff Thompson.

2. DECLARATIONS OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which:

- The Chair reminded the meeting that he was a Governor of Coventry University;
- Julia Morris declared that she was Head of Kineton High School.

3. FAIRTRADE – PRESENTATION BY STUDENT GOVERNORS

Phil Krstic and Lauren Wilcock made a short presentation to Governors inviting them to agree a Fairtrade Policy. Governors welcomed the initiative and asked questions, following which,

It was resolved **THAT:**

The Fairtrade Policy be signed by the Chair on behalf of the Governors.

4. MINUTES OF LAST MEETING

It was resolved **THAT:**

The minutes of the Corporation meeting held on 19 September 2008 be regarded as correct and signed by the Chair of the Corporation.

5. MATTERS ARISING

5.1 Item 7 b) – The Vice Principal – Finance had sent the latest Pension Scheme information to Governors.

5.2 Item 10.1 b) –The reply to the Chair’s letter to the LSC regarding the Corporation’s concern over the reduction in ALS funding and the detrimental effects this would have on success rates was discussed. It was considered that contact with the AoC would be the best next step in achieving a solution.

5.3 Item 10.1 d) – The Principal had informed staff of the financial challenges facing the College and sought their help in working together to ensure a vibrant, financially sound College.

It was resolved **THAT:**

The above be noted.

6. COMMITTEE REPORTS / MATTERS ARISING

The Chair indicated that the minutes of the Committee meetings would be taken as read unless anyone objected. There were no objections.

6.1 Standards and Performance Monitoring Committee

It was resolved **THAT:**

The minutes of the Standards and Performance Monitoring Committee be received by the Corporation and the action endorsed.

6.2 Search Committee

The Committee Chair referred to the Performance Indicators for Governors and, particularly, attendance at meetings which in some cases was poor when compared with statistics obtained from 18 other colleges. Attendance at the current levels would have a detrimental effect on the College’s Leadership and Management Self-Assessment Report. The meeting recognised the issue and accepted the need to improve in this area.

The Search Committee Terms of Reference, Committee Membership, and Governor/ Management Links were discussed.

The Corporation’s attention was drawn to the National Governors Conference on 24 and 25 March 2009.

It was resolved **THAT:**

The minutes of the Search Committee be received by the Corporation and the action endorsed, in particular:

- a) Performance Indicators for Governors be noted, together with the need to improve attendance;
- b) The revised Search Committee Terms of Reference be agreed;
- c) Committee Membership be approved;
- d) Governor/Management Links be approved.

6.3 Audit Committee

The minutes of the Audit Committee meeting held on 25 November 2008 were discussed, together with the Risk Management Report and Action Plan. The Audit Committee Annual Report to the Chief Executive and Corporation was reviewed and the External Audit Report for 2007/08 and Letters of Representation considered. The Deputy Principal confirmed that training had been given to SBS staff as indicated in the Internal Audit Report on that area.

It was resolved **THAT:**

The minutes of the Audit Committee be received by the Corporation and the action endorsed, in particular:

- a) The Risk Management Report and Action Plan be approved by the Corporation;
- b) The Corporation accept the Audit Committee’s recommendation that the Annual Financial Statement and Letters of Representation be approved from an audit perspective and the Letters of Representation signed;

- c) The Corporation receive the Annual Report of the Audit Committee, including risk management.

6.4 **Finance and General Purposes Committee**

The Principal introduced the Report and Financial Statement for 2007/08 and circulated an additional commentary for clarification. He commented particularly on the impact of FRS17 (Pensions provisions), a change in Government policy in terms of 16-18 growth, legal difficulties in completing the lease for Cygnet Court and the impact this had on the 2007/08 year and a shortfall in the delivery of Train To Gain contracts.

Governors asked a range of questions in relation to the Accounts and sought confirmation that the issues raised by the Auditors had been satisfactorily dealt with, which was confirmed.

The Corporation then went on to look at the Management Accounts for 2008/09. The Vice Principal – Finance commented on the fact that the Accounts were not in their usual format and drew attention to the November Management Accounts, which had been circulated since the agenda was despatched, which were in the usual format. He then went on to outline areas of potential shortfall and the reasons for that. He commented specifically about issues arising from the Train To Gain contract and the translation from learner numbers into money, which was outside the control of the College. The Principal indicated that the College Executive would be looking at the Accounts for 2007/08 and revising its forward planning to address the issues arising out of them.

It was resolved **THAT:**

The minutes of the Finance and General Purposes Committee be received by the Corporation and the action endorsed, in particular:

- a) The Report and Financial Statements for 2007/08 be approved by the Corporation and forwarded to The Learning and Skills Council;
- b) The Letters of Representation be approved by the Corporation;
- c) The Management Accounts for 2008/09 be approved by the Corporation;
- d) Governors record the dissatisfaction in which they find themselves due to LSC action in relation to the presentation of financial data;
- e) The Health and Safety Annual Report for 2007/08, together with targets for 2008/09, be received and noted.

7. **APPLICATION OF COLLEGE SEAL**

The College seal has been applied to the following documents:

- Gladman Developments Ltd – Deed of Rectification re plan attached to lease dated 15.10.07 for Unit 34 Cygnet Court, Timothy's Bridge Road, Stratford-upon-Avon;
- Deed of Surrender of Alcester Library space with Warwickshire County Council.

It was resolved **THAT:**

The report be noted.

8. **DATE OF NEXT MEETING**

It was resolved **THAT:**

The Corporation meet again on Thursday 22 January at 5.00pm and all day Friday 23 January 2008 at the Governors' Workshop at the Ettington Chase Hotel, Ettington, Stratford-upon-Avon; and Friday 27 March 2009 at 1.30pm.

NB : Subsequently rescheduled to a full-day meeting on 27 March 2009 commencing at 9.00am at the College's premises at Cygnet Court, Timothy's Bridge Road, Stratford-upon-Avon.

9. **ANY OTHER BUSINESS**

The Chair thanked Karen Ralph for the contribution she had made to the College over the previous nine years and wished her well for the future. Karen responded and wished the Governing Body well for the future.

PART TWO – STRATEGIC ISSUES

10.1 Strategic Planning Group

The minutes of the Strategic Planning Group meeting held on 28 November 2008 which provided background to the discussions that followed, were discussed.

It was resolved **THAT:**

The minutes be received and noted.

10.2 Principal's Up-date

The Principal presented his up-date for the Autumn Term and discussed with the Corporation current and future issues, including Delivering Destinies/Development Plan. A copy of the Principal's presentation is attached to these minutes.

The Governors questioned the Principal on a range of issues and explored the likely impact upon the College of the recession. The Principal indicated that at the Strategic Planning Days in January the College would need to consider very carefully the shape of the College in the future, not only how we deal with the recession, but also about how we come out of the recession.

The meeting looked briefly at the demographic trends in the area and where Stratford-upon-Avon College featured in regional and national priorities.

10.3 Governors' Workshop / Strategic Planning

The Principal tabled the draft programme for the Governors' Workshop which started at 5.00pm on Thursday 22 and all day 23 January 2008 at the Ettington Chase Hotel. Governors were requested to make every effort to attend this event.

The College Wider Management Team would be meeting all day on the Thursday. Baker Tilly were being asked to stimulate conversation on issues over dinner between Governors and their College Management Link.

It was resolved **THAT:**

The Corporation note the programme.

10.4 Accommodation

The Vice Principal – Resources reported that all outstanding queries raised by The Learning and Skills Council had been responded to.

The LLSC Regional Finance Director and the Planning and Development Director are due to visit the College on 6 January 2009 to discuss financial aspects of the bid. It is understood that the bid was scheduled to go to the Capital Committee in February 2009. It was reported that it was believed that some bids had been delayed due to pressure on the Committee's time. The Corporation Accommodation Working Group will be convened early in the New Year.

The possibility of using part of the Strategic Planning Days to talk to Governors about the Capital Bid, its purpose, affordability, etc is under consideration depending on the outcome of 6 January 2009 meeting with the LSC.

Simultaneously, the College is preparing in the background to move matters forward at the appropriate time in relation to consultant appointments.

It was resolved **THAT:**

The report be noted.

PART THREE – CONFIDENTIAL MATTERS

Staff and Student Members were asked to withdraw for this item of confidential business which was associated with the salaries of Senior Post-holders.

11. CORPORATION CONFIDENTIAL MINUTES

The Clerk to the Corporation tabled once again the confidential minutes of the Remuneration Committee held on 10 September 2008 as the business at the previous meeting could not be concluded due to quoracy issues. The Corporation formally received the minutes of the Remuneration Committee held on 10 September 2008 and endorsed the actions contained therein.

Following consideration,

It was resolved **THAT:**

The Senior Post-holders' salaries be increased by the same percentage as eventually negotiated for other College staff, currently standing at 3.2% from 1 October 2008.

12. ANY OTHER CONFIDENTIAL BUSINESS

Signed :(Corporation Chair)