

MOULTON COLLEGE FEC

Minutes of the meeting of the Corporation Board Held on Wednesday 5th December 2007

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr A Merriman, Mrs K Mackaness, Mr P Heygate, Mr C Barney, Mrs C Boardman, Mr A Hewitt, Mr B Knight, Mr R Thompson, Mr M Thomson, Mr R Sadler, Mr C Moody, Mr J Newton, Mr A Ellis

In Attendance: Mr M Lane, Mr M Andrews, Mr M Wilkinson, Mr G Davies, Mr J Mair, Mr J Wilsdon

Prior to the meeting the Board received a presentation from Andrew Cheal, Deputy Area Director of Northamptonshire LSC.

07/79 Apologies for absence (agenda item 1)

Apologies were received from Mrs J Charlton-Jones, Ms A Gofton and Mr J Gaggini.

07/80 Appointment of Governors (agenda item 2)

Tony Hewitt had completed his first term of office. His re-appointment was recommended by the Search Committee. *The recommendation was approved unanimously.*

Sam Steward was the Chairman of the Student Committee and, following and election, Oliver Garofalo had been nominated by the students. Following discussion, *their election was approved unanimously.*

Sam Steward and Oliver Garofalo joined the meeting and were welcomed to the Board by the Chairman.

07/81 Declarations of Interest (agenda item 3)

Mr Heygate declared an ongoing interest as a supplier to the College. Mrs Boardman declared an interest in any matters concerning Daventry District Council and Northamptonshire County Council. Mr Hewitt declared an interest as a member of the Board of Northamptonshire Enterprise Ltd. Mr Thomson declared an interest as his firm carried out work for the College from time to time. Mr Steward and Mr Garofalo declared interests in agenda items 22 a, b and c and 31.

07/82 Presentation of Consolidated Year End Accounts (agenda item 4, paper A)

The accounts were presented. The surplus was £891,000 compared to 1,173,000 in 2005-6. However, depreciation and interest charges were much higher due to the amount of capital development undertaken. Also, under FRS17 rules, there was an extra charge of £159,000, due to an actuarial gain in the pension scheme. Tangible Fixed Assets had increased by £5,022,000 and borrowings by £2.6 million. Following discussion, *the accounts were approved.*

07/83 Consideration of compliance with laws and regulations and related parties transaction statement (agenda item 5, paper B)

In common with other organisations, the Board was required to confirm its compliance with the various regulations and to declare that all information relevant to the financial statements had been disclosed. The requirements were outlined and discussed. *The Chairman signed the letter on behalf of the Board.*

07/84 Minutes of the meeting held on 25th July 2007 (agenda item 6, paper C)

The minutes were accepted as a true and correct record.

07/85 Matters Arising (agenda item 7)

There were no matters arising.

07/86 Appointments to Committees (agenda item 8)

The following appointments were made: Personnel Committee – Mrs K Mackaness, Remuneration Committee – Mr R Sadler, Audit Committee – Mrs J Charlton-Jones, Standards Committee – Mr S Steward and Mr O Garofalo.

07/87 Equality and Diversity (agenda item 9, paper D)

The report was discussed. The proportion of students from ethnic minorities continued to grow and there was no significant difference in their performance compared to rates for all students. The proportion of staff from ethnic minorities had also increased. Following the discussion, *the report was noted.*

07/88 Health and Safety (agenda item 10, paper E)

The report was discussed. The accident reports of people injured by animals at the Holcot Centre had been analysed, but no trends had been discovered. Many had been quite minor. Following discussion, *the report was noted.*

Mike Andrews left the meeting.

07/89 New Developments – work in progress (agenda item 11)

a) Pitsford Centre Development

i) Lighting to sports surfaces

The decision of F&GP to award the contract to Highlights Floodlighting in the sum of £110,990 *was ratified.* The lights were in use and working well. Following discussion, *the report was noted.*

ii) Large Animal Veterinary Practice

The decision of F&GP to award the contract to Deejak Ltd in the sum of £1,262,292 *was ratified.* The project was underway, on time and due for completion on 7th June. A number of veterinary practices had made expressions of interest. More stables would be required if rehabilitation was to be offered on site. Following discussion, *the report was noted.*

b) Learning Resources Centre extension

The planning application had been rejected and the project would be delayed by 12 months. An appeal had been lodged and a revised application would also be submitted shortly. There may be a shortage of teaching accommodation next year. Following discussion, *the report was noted.*

c) Roads and Car Parks

The planning application had been rejected. A new application would be made later in the year, probably without the car parks. Following discussion, *the report was noted.*

07/90 Major Capital Programme 2008-2013 (agenda item 12)

The LSC had indicated that up to 80% capital funding may be available if an application was submitted by mid 2008. They were encouraging the College to condense the developments planned for the next 5 years into 2 years. The whole development could amount to £25 million. It was hoped to secure EMDA funding towards the Sports Therapy and Food Chain Centres and this, together with the external funding for the Office Development, would count towards the College's share of the funding. It may be necessary to commit as much as £1 million up front for professional fees. The LSC would fund 50% of this initially and the other 50% if the bid for capital support succeeded. Consultants would be drawn from the LSC approved list at the end of January 2008 and a working party would be required for this. An application in principle for the whole project, and in detail for the first 3-4 parts, needed to reach the LSC by the end of July 2008. The consultants would also be responsible for the planning applications. The possibility of including more residential accommodation in the project was discussed. It was felt better to consider this as a separate project. Following discussion, *it was agreed to commit £1 million for project fees and to form a working group drawn from Mr C Alderson-Smith, Mr J Gaggini, Mr A Hewitt, Mr C Barney, Mr B Knight, Mr P Heygate and Mr R Thompson.*

07/91 Strategic Vision (agenda item 13, paper F)

The paper was discussed. It underpinned the College's submission to the West Northants Joint Core Strategy consultation. Following discussion, *it was agreed to review the wording of the document.*

Gerald Davies left the meeting.

07/92 West Northants Joint Core Strategy: Vision Statement on behalf of Moulton College (agenda item 14, paper G)

Roger Tym and Partners had been appointed to produce the report. Tibbalds had also been appointed to produce the concept drawings, which included working up the concept of the university arc, and had identified a number of areas on the campus which could support the development of housing. Following this consultation, a preferred options document would be issued for further consultation in April 2008. Following discussion, *it was agreed to commit further consultancy fees for the next stage of the consultation and to approve the joint statement of intent with the University of Northampton.*

07/93 Provision of Sports Injury, Rehabilitation and Therapy Centre (agenda item 15, paper H)

The feasibility study was discussed. It had received 50% funding from NEL. Option 1 was the preferred scheme. It was planned to apply to EMDA for support to establish a higher level teaching centre, to seek operating partners for the commercial side of the project and to apply to the LSC for gap funding. It was suggested that the case could be strengthened by making more mention of equestrian links to the project. Following discussion, *the report was noted*.

07/94 Developments in Daventry (agenda item 16)

Ryder HKS had been appointed as consultants to the project. The LSC were supportive of the development in principle. It was hoped to open the centre in September 2010. Following discussion, *the report was noted*.

07/95 Corby Vocational Skills Academy (agenda item 17)

The College had been approached by Brooke Weston City Technology College to be an operating partner in a vocational skills academy they were planning. It would include a wide range of skills areas. Following discussion, *the report was noted*.

Paul Heygate left the meeting.

07/96 Self Assessment Report (agenda item 18, paper I)

The Standards Committee had discussed the subject area reports and recommended approval of the grades. 3 areas had improved from grade 2 to 1 this year. The cross college grades reflected what would be inspected and would be important in influencing the Ofsted grades. They had been externally validated by a former inspector and were all grade 1. Following discussion, *all grades were approved*.

07/97 Course Targets 2007-8 (agenda item 19, paper J)

Success rates in 2006-7 had all been above benchmarks. Targets for 2007-8 had been derived from benchmarks and whole-college targets. Following discussion, *the targets were approved*.

Jeremy Wilsdon left the meeting.

07/98 Academic Board (agenda item 20, papers Ki and Kii)

The minutes of meetings held on 6th September and 14th November 2007 were presented. No matters were raised.

07/99 Audit Committee (agenda item 21)

a) Internal Audit Annual Report (paper L)

The report was discussed. The auditors had given the College a satisfactory opinion on its controls and processes. Following discussion, *the report was noted*.

- b) Audit Committee Annual Report for 2006-7 (paper M)**
The report had been presented to the Audit Committee on 26th November. The Committee was of the opinion that the College's processes and controls were effective. Following discussion, *the report was noted.*
- c) Financial Statements Audit Management Report (paper N)**
This year's report contained no outstanding prior year items and no new recommendations. Following discussion, *the report was noted.*
- d) Appointment of Financial Statements Auditors**
The College was very satisfied with the current auditors. Following discussion, *KPMG LLP were appointed as financial statements auditors for 2007-8.*
- e) Appointment of Internal Auditors**
Macintyre Hudson had completed their current 3 year term and the Audit Committee recommended their re-appointment. Following discussion, *Macintyre Hudson were re-appointed for a further 3 years.*

07/100 Accounts for the year ending 31st July 2007 (agenda item 22)

- a) Thomas Harrison Trust (papers O and Oi)**
Income was £18,400, expenditure £24,536 and there had been unrealised gains of £10,189. The Board, as Trustees, were required to confirm their compliance with the various regulations and to declare that all information relevant to the financial statements had been disclosed. Following discussion, *the accounts were approved and the Chairman signed the representation letter on behalf of the Board.*
- b) Moulton College Social Club (paper P)**
The results were in line with expectations. Following discussion, *the accounts were approved.*
- c) Moulton College Students Common Room and Social Committee (paper Q)**
The results were in line with expectations. Following discussion, *the accounts were approved.*
- d) Moulton Trading Ltd (paper R)**
The company had made a nil profit due to a deed of covenant to the College to relieve the taxable profit. Following discussion, *the report was noted.*
- e) Moulton College Developments Ltd (paper S)**
The company had made a loss of £63,237 due to a deed of covenant to the College to relieve the taxable profit. Following discussion, *the report was noted.*
- f) Lineobject Ltd (paper T)**
Turnover was down as the primary lease on the original assets had expired. The company had made a taxable loss so no deed of covenant was required this year. Following discussion, *the report was noted.*
- g) Janet Strang Memorial Trust (paper U)**
Income was £542 and expenditure £450. Following discussion, *the report was noted.*

07/101 Management Accounts for October 2007 (agenda item 23, paper V)

The accounts were discussed. They showed a surplus of £1,413,031 compared to a forecast of £1,249,072. The College was currently in financial category B. Following discussion, *the report was noted*.

07/102 Quarterly Budget update (agenda item 24, paper W)

Changes were outlined and discussed. The forecast surplus had fallen by £218,046. Following discussion, *the changes were approved*.

Jamie Mair left the meeting.

07/103 Thomas Harrison Trust (agenda item 25)

a) Valuation (paper X)

The valuation taken in September 2007 was presented for information.

b) Purchase of additional land

Since the valuation was taken, £380,000 of investments had been realised to complete the purchase of 76 acres of land. Following discussion, *the report was noted*.

07/104 LSC Funding/Student Number Report 2006-7 (agenda item 26, paper Y)

The College had been £1.8 million over target at the year end but had been under target on adult student numbers, as it had had to switch from short to long qualifications and numbers had suffered as a result. Following discussion, *the report was noted*.

07/105 Review of Operating Statement 2006-7 (agenda item 27, paper Z)

The majority of planned items had been completed during the year. Following discussion, *the report was noted*.

07/106 Recruitment 2007-8 (agenda item 28, paper AB)

The good level of recruitment to full-time FE and HE courses was discussed *and noted*.

07/107 LSC Funding/Student Number Report 2006-7 (agenda item 29, paper AC)

The College was already £1.5 million over the cash target and 141 FTE 16-18s over target, but was 333 adult FTE under target. Following discussion, *the report was noted*.

07/108 Operating Statement 2007-8 (agenda item 30, paper AD)

These were the targets for the year. The outcomes were monitored internally on a termly basis. Following discussion, *the Operating Statement was approved*.

07/109 Fees and Charges 2008-9 (agenda item 31, paper AE)

Adult fees and the adult apprentice employer contribution needed to be raised by quite large amounts to reach the LSC target of 50% of the cost by 2010. From 2008-9, Residential Bursaries would only be given on the cost of the room so separate rates had been shown. Students could apply to the Thomas Harrison Trust if they could not meet the difference. Following discussion, *the fees were approved.*

07/110 Visit by chairman and Chief Executive of EMDA (agenda item 32)

The visit had been cancelled due to illness.

07/111 Personnel Committee Annual Report (agenda item 33, paper AF)

The report was discussed *and noted.*

07/112 Link Governors (agenda item 34)

It was proposed to change the system of Link Governors to one per faculty, one for each satellite centre, one for HE, one for schools and possibly one for the Management Centre. A paper would be circulated and members were invited to let the Chairman know if they had an interest in one of the vacancies.

07/113 Self-Assessment Reports (agenda item 35)

a) F&GP (paper AG)

Changes were outlined. The Committee had graded its work as 1. Following discussion, *the report was noted.*

b) Audit Committee (paper AH)

Changes were outlined. The Committee had graded its work as 1. Following discussion, *the report was noted.*

c) Personnel Committee (paper AI)

Changes were outlined. The Committee had graded its work as 1. Following discussion, *the report was noted.*

d) Resources Committee (paper AJ)

Changes were outlined. The Committee had graded its work as 1. Following discussion, *the report was noted.*

e) Academic Standards Committee (paper AK)

Changes were outlined. The Committee had graded its work as 1. Following discussion, *the report was noted.*

f) Search Committee (paper AL)

Changes were outlined. The Committee had graded its work as 1. Following discussion, *the report was noted.*

g) Governance (paper AM)

Proposed changes were outlined and discussed. Following discussion, *the Board graded its work as 1.*

07/114 Board Performance Indicators (agenda item 36, paper AN)

The majority of indicators had been achieved during the year. Attendance had been particularly high. It was proposed to increase the target for Link Governor visits to 1 per term. Following discussion, *the report was noted and the targets for 2007-8 were approved.*

07/115 Meeting dates 2008-9 (agenda item 37, paper AO)

Proposed dates for 2008-9 were discussed *and approved.*

07/116 Education update (agenda item 38)

The following documents were presented for information. No matters were raised.

- a) LSC Statement of Priorities (paper AP)
- b) Government Grant Letter and Statement of Priorities (paper AQ)

07/117 Investors in People (agenda item 39)

The College had been successfully re-recognised in September. The report had been very positive. Following discussion, *the report was noted.*

07/118 Date of next meetings (agenda item 40)

- a) **Annual Development Day**
Thursday 13th March 2007 at 9.30am at the Management Centre.
- b) **Board**
Wednesday 30th April 2008 at 1.30pm in room M6.

07/119 Any other business (agenda item 41)

There was no other business.

Part 1 of the meeting concluded. Staff and Student Governors left the meeting.