

MOULTON COLLEGE FEC

Minutes of the meeting of the Corporation Board Held on Wednesday 30th July 2008

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr J Gaggini, Mrs K Mackaness, Mr P Heygate, Mr C Barney, Mrs C Boardman, Mrs J Charlton-Jones, Mr A Hewitt, Mr B Knight, Mr R Thompson, Mr M Thomson, Mr J Hoskinson, Mr C Moody, Ms A Gofton

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

08/37 Apologies for absence (agenda item 1)

Apologies were received from Mr R Sadler, Mr J Newton, Mr A Ellis and Mr O Garofalo.

08/38 Declarations of Interest (agenda item 2)

Mrs Boardman declared an interest in any items concerning Daventry District Council and Northamptonshire County Council. Mr Heygate declared an interest as a supplier to the College and in the establishment of a northern ring road. Mr Hewitt declared an interest as a board member of Northamptonshire Enterprise Ltd and in his firm acting for several landowners who had made representations about the proposed Northampton expansion. Mr Thomson declared an interest as his firm carried out work for the College from time to time. Ms Gofton declared an interest in agenda item 22 (Annual Pay Award).

08/39 Search Committee – Governor appointments (agenda item 3)

a) Re-appointments

The Vice Chairman took the chair for this item. The Search Committee had reviewed and recommended the re-appointment of Mr Alderson-Smith, Mrs Boardman and Mr Barney. Following discussion, their re-election *was proposed by Mr Hoskinson, seconded by Mrs Charlton-Jones and approved unanimously.*

b) Student Governor

The Student Association had elected Dawn Humberstone as Chair for 2008-9 and, as such, had nominated her for election to the Board. Following discussion, *her election was proposed by Mr Knight, seconded by Mrs Boardman and approved unanimously.*

08/40 Minutes of the meeting held on 30th April 2008 (agenda item 4, paper A)

The minutes were approved as true and correct record.

08/41 Matters arising (agenda item 5)

There were no matters arising.

08/42 Ofsted Inspection (agenda item 6, paper B)

The inspection had been very successful with the overall judgement that the college is 'Outstanding' and provides 'Outstanding Value for Money'. All main areas inspected were judged to be grade 1 (outstanding). The Board expressed its congratulations to all staff involved in the inspection.

08/43 Health and Safety (agenda item 7, paper C)

The report was discussed. The new weekly inspections were working well. Gerald Davies was now circulating regular updates on construction work being carried out which included safety advice to staff. The number of accidents and incidents had declined compared to last year. Following discussion, *the report was noted.*

08/44 Equality and Diversity (agenda item 8, paper D)

The report was discussed. The results for students from different ethnic backgrounds had been analysed and showed virtually no differences although females were performing slightly better than males. The proportion of staff over 40 years of age had increased during the last year. Following the discussion, *the report was noted.*

08/45 Overseas Trips (agenda item 9)

a) China (paper E)

Mike Andrews had visited the Sichuan province of China and spent time at the Agricultural College in Chengdu. There was a lot of scope for work there, particularly in improving teaching and learning, although it may be difficult to obtain funding. A return visit to the UK was planned for November 2008. Following discussion, *the report was noted.*

b) United States (paper F)

Lucy Evetts, the Equestrian Centre Manager, had visited equine therapy centres in Kentucky and Florida. Her report contained a number of recommendations which had already been put into practice, and her visit had been useful in helping to develop operating protocols for the Equine Therapy Centre. Following discussion, *the report was noted.*

As this was Mike Andrews' last meeting, the Chairman thanked him for the tremendous contribution he had made to the College and wished him well for the future. Mike Andrews left the meeting.

08/46 ILR data 2007-8 (agenda item 10, paper G)

Some student number targets had not been met but all cash generation targets had been exceeded, currently by £1.4 million. Following discussion, *the report was noted.*

08/47 LSC Funding allocation 2008-9 (agenda item 11, paper H)

There were now a large number of separate funding streams. The initial offer had met all the College's requests but, following problems in obtaining work placements for apprentices, the LSC had agreed to reduce the size of the Work Based Learning contract. Following discussion, *the report was noted*.

08/48 Recruitment 2008-9 (agenda item 12, paper I)

The figures were discussed. The College needed to fill 95% of places on offer to achieve its funding target. The target looked likely to be met as live offers currently stood at 96% overall and accepted places at 83%. The position on HE was less clear until A level results were issued. There may be some additional funded HE places available from Sparsholt College. Following discussion, *the report was noted*.

08/49 Academic Board (agenda item 13, paper J)

The minutes of the meeting held on 25th and 26th June 2008 were presented for information. They contained the results of the College Certificates for each course. No matters were raised.

08/50 New Developments – work in progress (agenda item 14)

a) Large Animal Veterinary Practice (paper K)

The report was discussed. The building was complete and was currently being equipped. The official opening would be on 2nd September. Following discussion, *the report was noted and the decision of F&GP to increase the furniture and equipment budget to £180,000, to allow the purchase of a water treadmill, was ratified*.

b) Hockey Pitch (paper L)

The report was discussed. Bernhard's Sports Surfaces Ltd had made a good start and were slightly ahead of schedule. Following discussion, *the report was noted*.

c) Learning Resources Centre extension (paper M)

The report was discussed. Work had started. The last phase of the project to join into the existing LRC would be very tight. Following discussion, *the report was noted*.

d) Retail Outlets (paper N)

The report was discussed. The Pet Shop and Florist would provide valuable commercial experience for students and should be operational by early October. Following discussion, *the report was noted and the decision of F&GP to approve a budget of £139,920 + VAT for the provision of the building was ratified*.

08/51 Capital Development Programme (agenda item 15, paper O)

The progress to date and the programme for preparation of the capital support bid were discussed. Favourable feedback had been received from the LSC local office. The total project value was around £35 million and work needed to be completed by the end of 2011. The Application in Principle (AiP) would be considered by the LSC National Committee on 18th November. Details would be

circulated for comment. If this was approved the capital funding would then be guaranteed. Outline planning permission or a letter of support from Daventry District Council was required at the AiP stage. Following discussion, *expenditure on fees up to £228,000 to progress the project to the AiP stage and further expenditure of £500,000 to progress the design to the Application in Detail stage prior to AiP approval were approved. The submission of the Application in Principle for LSC consent and financial support for the growth of Moulton College in line with the masterplan was approved and final approval of the submission document was delegated to F&GP.*

08/52 Daventry Learning Partnership (agenda item 16, paper O1)

A memorandum of co-operation needed to be signed prior to making the Application in Principle for The Academy Daventry. The legal structure of the schools also required the LEA to sign the agreement. The development would allow the College to open up a new area of work related to inland waterways. Following discussion, *the signing of the Memorandum of Co-operation was approved.*

08/53 Long term college development in the context of the South Midlands expansion (agenda item 17)

Tenscentral were still keen to sign an agreement with the College. The Principal and Nick Bowman of Berrys had met a representative of Barratts who had produced an unacceptable proposal focusing on housing development rather than improved access to the campus. The College's interests were to improve access, remain in the Daventry District Council area and maintain the integrity of the villages. The Joint Planning Unit had asked for expressions of interest in housing development. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

08/54 Unity College/Academy (agenda item 18)

A paper was tabled and discussed. It was proposed for the Peterborough Diocese to be the main sponsor, with the College and Bishop Stopford School as co-sponsors. Control would lie with the trustees appointed by the sponsors. They would appoint the Principal and delegate powers to the Governors. The only risk to the College was reputational. It was important to be seen to be contributing to the raising of educational standards in the county. Following discussion, *the College's involvement in the writing of an expression of interest was approved.*

08/55 Audit Committee (agenda item 19)

a) Meeting held on 7th July 2008

The Committee had received an internal audit report covering 3 areas. In Partnerships one low priority recommendation on lesson observations had been made. In Student Enrolment and Record Procedures one medium priority recommendation on auditing of files and a low priority recommendation on quantitative analysis of student record audits had been made. No recommendations had been made on the viability of educational programmes.

The meeting had also discussed the Internal Audit Plan for 2008-10. Following discussion, *the report was noted.*

b) Internal Audit Plan 2008-10 (paper P)

The plan allowed for 250 hours of work per year. Minor adjustments made between the 2 years compared to the original plan, as priorities had changed, were outlined. Following discussion, *the internal audit plan was approved.*

c) Risk Management (paper Q)

The 2007-8 document was discussed. There were relatively few items on the action plan and only the audit of work experience procedures remained to be completed. Following discussion, *the report was noted.*

08/56 Quarterly Budget Update (agenda item 20, paper R)

Changes were outlined and discussed. The forecast surplus had been reduced by £265,344 to £1,761,695. Following discussion, *the decision of F&GP to approve the changes was ratified.*

08/57 Management Accounts for June 2008 (agenda item 21, paper S)

The accounts were discussed. The surplus was £1,275,866 compared to a budget of £1,448,526, mainly due to a shortfall in income. The income targets had been challenging this year. The College was in financial category B and rated Outstanding under the Framework for Excellence. Following discussion, *the report was noted.*

08/58 Annual Pay Award (agenda item 22, paper T)

Angela Gofton left the meeting for this item. The national recommendation was for an increase of 3.2% in a full year, payable as 2.5% on 1st August plus 0.7% from 1st October (3% in year). The College's original recommendation had been for a 3.0% increase. It was important maintain the differential above national scales and, following discussion, *an increase of 3.2% from 1st August 2008 was approved.*

After the last good inspection a non-consolidated bonus had been paid to all staff and it was proposed to repeat this by paying 0.5% of 2007-8 salary, tax paid, to all staff employed in April 2008 who were still in post on 15th September 2008. Following discussion, *this proposal was approved.*

08/59 Annual Budget 2008-9 (agenda item 23, paper U)

Changes compared to the 2007-8 budget were outlined and discussed. The forecast surplus was £1,695,703. Following discussion, *the budget was approved.*

08/60 3 Year Financial Forecast (agenda item 24, paper V)

The main features were outlined and discussed. The College was forecast to be Outstanding under the Framework For Excellence in 2 of the 3 years and Good

in the other year. Operating surpluses had been affected by rising interest costs for interim funding for the capital development. Following discussion, *the forecast was approved.*

Jamie Mair left the meeting.

08/61 Policy Updates (agenda item 25, paper W)

All proposed changes had been scrutinised by Committees for the following policies: Equal Opportunities, Workforce Development, Portfolio Retention, Fee Remission, Financial Regulations and IT Acceptable Use. Following discussion, *the changes were approved.*

08/62 Student Rules (agenda item 26, paper X)

It was proposed to introduce a dress code for students for next year. Prospective students were being made aware of this at interview. Following discussion, *the changes to the rules were approved.*

08/63 Management Guidelines for Teaching Staff 2008-9 (agenda item 27, paper Y)

These were brought for annual approval to stop them becoming contractual. The main change for next year was the addition of some policies to section 3.1. Following discussion, *the changes were approved.*

08/64 Performance Review Criteria 2007-8 (agenda item 28, paper Y)

These were brought for annual approval to stop them becoming contractual. The main change for next year was an increase in the CPD requirement for teaching staff from 25 to 30 hours. Following discussion, *the changes were approved.*

08/65 Term dates 2009-10 (agenda item 29, paper Z)

The dates were discussed. It was proposed to start 1 week later than usual in 2009. Following discussion, *the term dates were approved.*

08/66 Appointment of Deputy Principal (Resources and Development) (agenda item 30)

This item was moved to part 2 of the meeting.

08/67 Management Structure (agenda item 31, paper AC)

The management structure which would operate from 1st January 2009 was discussed. Changes reflected the appointment of a second Deputy Principal and an Assistant Principal (Commercial Training and Business Development). Following discussion, *the report was noted.*

08/68 Operation of the Board (agenda item 32)

a) Appointments to Committees

The following changes *were approved*:

Karen Mackaness to step down from the Audit Committee

John Hoskinson to join the Audit Committee

Richard Sadler to Chair the Remuneration Committee

Tony Merriman to step down from the Remuneration and Special Committees

Brian Knight to become a trustee of the Janet Strang Memorial Trust.

b) Standing Orders (paper AD)

Proposed changes were outlined and discussed. These had mainly been made following changes to the Instrument and Articles of Government which had applied from January 2008. Right of access to meetings by the public would be at the discretion of the Board. Following discussion, *the changes were approved and the decision over right of access to meetings was delegated to the Chairman and Principal.*

c) Governor Code of Conduct (paper AE)

These had been reviewed in light of changes to the Instrument and Articles of Government and the Financial Memorandum. Following discussion, *the changes were approved.*

d) Committee Terms of Reference (paper AF)

Proposed changes to the Terms of Reference for F&GP, the Academic Standards Committee and the Personnel and Resources sub-Committees *were approved subject to changes in job titles of senior managers who would be in attendance, to reflect the new management structure.*

e) Governor Skills Audit

This was due to be updated and would be circulated for completion shortly. Descriptors had been added for each grade to aid Governors in its completion. Following discussion, *the report was noted.*

08/69 Date of next meeting (agenda item 33)

Wednesday 3rd December 2008 at 1.30pm in room M6. A buffet lunch would be served at 1.00pm.

08/70 Any other business (agenda item 41)

a) ELITE

Paul Heygate reported on the recent Board meeting held at Moulton. There was a good working relationship between the 5 colleges. The 6 key objectives set for 2007-8 had all been achieved or were in the process of completion. The name of the consortium would be changed to CULTIVA to make it more acceptable to bodies with whom the consortium sought to tender. The consortium had established a leadership training programme for 3 aspiring managers from each college. Following discussion, *the report was noted.*

Part 1 of the meeting concluded. Angela Gofton left the meeting