

## MOULTON COLLEGE FEC

### Minutes of the meeting of the Corporation Board Held on Wednesday 3<sup>rd</sup> December 2008

#### Part 1

**Present:** Mr C Alderson-Smith (in the Chair), Mr J Gaggini, Mr A Merriman, Mrs K Mackaness, , Mr C Barney, Mrs J Charlton-Jones, Mr A Hewitt, Mr B Knight, Mr R Thompson, Mr M Thomson, Mr J Hoskinson, Mr C Moody, Mr J Newton, Mr A Ellis, Miss D Humberstone

**In Attendance:** Mr M Lane, Mr R Chapman, Mr M Wilkinson, Mr G Davies, Mr J Mair, Mrs K Sanders, Mrs L Furness, Ms L Johnson, Mr O Gardiner

The Chairman welcomed Dawn Humberstone and new members of SMT to their first meeting.

#### **08/71 Apologies for absence (agenda item 1)**

Apologies were received from Mrs C Boardman Mr P Heygate and Mr R Sadler.

#### **08/72 Appointment of Chairman**

The Vice Chairman took the chair for this item. He explained that Mr C Alderson-Smith was willing to stand for re-election for the next 2 year period. He was nominated by Mr C Barney, seconded by Mrs K Mackaness and *elected unanimously*.

#### **08/73 Appointment of Governors (agenda item 3)**

Gary Pittam had been nominated as a Governor by the Business Support Staff. His election was proposed by Mr Gaggini, seconded by Mr Hoskinson and *approved unanimously*.

Lee Price had been nominated as a Governor by the students but had since withdrawn his nomination.

Gary Pittam joined the meeting and was welcomed to the Board by the Chairman.

#### **08/74 Declarations of Interest (agenda item 4)**

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. Miss Humberstone declared interests in agenda items 11c, and 26 a and. Staff Governors declared an interest in items 11 a and b.

#### **08/75 Presentation of Consolidated Year End Accounts (agenda item 5, paper A)**

The accounts were presented. The surplus was £1,200,000 compared to 891,000 in 2006-7. The FRS17 pension adjustment included in the accounts was £272,000. The pension deficit on the balance sheet had increased from £1.6 million to 3.5 million during the year, due to a decrease in the performance of equities and an

increase in life expectancy. The College's contribution rates were set to rise over the next 2 years to provide for this. Tangible assets had increased by a net £2 million after depreciation. The net inflow of cash during the year was £2,680,000. Following discussion, *the accounts were approved.*

**08/76 Consideration of compliance with laws and regulations and related parties transaction statement (agenda item 6, 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 and thanked Mr Lane for his report.*

Stuart Bremner and Sean O'Neill of Davis Langdon joined the meeting and gave a presentation on progress with the Application in Principle for capital support funding.

Lindsey Johnson, Orville Gardiner, Mike Lane, Stuart Bremner and Sean O'Neill left the meeting.

**08/77 Minutes of the meeting held on 30<sup>th</sup> July 2008 (agenda item 7, paper C)**

The minutes were accepted as a true and correct record.

**08/78 Matters Arising (agenda item 8)**

There were no matters arising.

**08/79 Appointments to Committees (agenda item 9)**

The following appointments were made:

*Mr M Thomson to join the Remuneration Committee and Chair the Audit Committee*

*Mr R Thompson to leave the Audit Committee and join F&GP*

*Mr G Pittam to join the Resources sub-Committee*

*Miss D Humberstone to join the Academic Standards Committee*

**08/80 Equality and Diversity (agenda item 10, paper D)**

The annual report was outlined and discussed. All objectives had been met. The increase in male students and staff was mainly due the growth of Construction and Sport. The proportion of staff and students from ethnic minorities were both around 5%. The Disability, Race and Gender Equality Schemes would be merged into 1 scheme when new legislation was enacted. Following the discussion, *the report was noted.*

**08/81 Policy Updates (agenda item 11)**

**a) Grievance Procedure (paper E)**

Job titles had been updated and stage 3 of the procedure had been changed to reflect the content of the revised Instrument and Articles of Government.

Following discussion, *the changes were approved.*

**b) Employment of Related Persons Policy (paper F)**

The proposed changes clarified the policy. Following discussion, *the changes were approved.*

**c) Policy on Tuition and Examination Fees (paper G)**

This drew together a number of documents. The details were presently correct but government policy on fee remission was changing regularly so the policy may need to be re-visited soon. Following discussion, *the changes were approved.*

**08/82 Dataforce marketing campaign (agenda item 12, paper H)**

A number of apprentices had lost their placements during the summer and it had been difficult to find new places for the current intake, making it difficult to fill the contract with the LSC. A telephone marketing campaign had been established as a means of securing further apprenticeship places and promoting other work. The process had proved successful to date and further time would be allocated to complete calls to the remainder of employers on the database in the new year. Following discussion, *the report was noted and Governors commended the College on its initiative.*

Karen Sanders left the meeting.

**08/83 Health and Safety (agenda item 13, paper I)**

The report was discussed. The new weekly safety inspections were proving successful. The accident report was discussed. Comparative data would be provided in future. Accidents involving animals were mainly with companion animals. Following discussion, *the report was noted.*

Robin Chapman left the meeting.

**08/84 Self-Assessment Report (agenda item 14, paper J)**

The SAR had been validated both internally and externally. The subject area SARs had been considered in detail by the Academic Standards Committee who recommended approval of the grades which were unchanged on last year. The overall SAR was discussed. It provided evidence to support the grades confirmed by Ofsted earlier in the year and all grades were 1. Following discussion, *the self-assessment report grades were approved.*

**a) Course Targets 2008-9 (agenda item 15, paper K)**

The base and stretch targets set for the College were outlined and discussed. They were based on previous performance and national averages. All but 1 base target had been met last year. These targets would now be broken down to individual courses and course managers were expected to meet the base targets. Following discussion, *the targets were approved.*

Linda Furness left the meeting.

**08/85 External Funding (agenda item 16, paper L)**

Details of 2 recent successful bids for funding for IT and sustainability projects were outlined and discussed. Following discussion, *the report was noted.*

**08/86 New Developments – work in progress (agenda item 17)**

**a) Large Animal Veterinary Practice**

The building had been opened in September. The Equine Therapy Centre was making progress with several horses per week now being treated. The Veterinary Practice was not yet open as the lease was still to be finalised. Following discussion, *the report was noted.*

**b) Hockey Pitch**

The pitch had been handed over 4 days late. It was now in full use and bookings had exceeded the target. Following discussion, *the report was noted.*

**c) Learning Resources Centre extension**

The project was on or possibly ahead of schedule. The link into the existing building would be carried out during the summer vacation. Following discussion, *the report was noted.*

**d) Retail Units**

The Florist Shop and Pet Shop had opened on 26<sup>th</sup> October. The Pet Shop was trading well and the Florist Shop was expected to improve now that a full-time member of staff had been appointed. Following discussion, *the report was noted.*

**08/87 Capital Development Programme (agenda item 18, paper M)**

This would be a very large investment, about 24% of which would come from College sources. The Application in Principle was expected to be considered by the National Capital Committee in February 2009. There had been 4 substantial public sector objections to the planning application, 3 of which had been withdrawn when clarification was provided. If the Highways Agency were prepared to withdraw their objection, the application may be considered in January 2009. There was substantial, high level, local support for the project. Following discussion, *the decision of F&GP to approve the submission of the application to the LSC for 'Approval in Principle' including a capital cost of £44,826,781 with an LSC contribution of 75.1% to the education buildings, being a contribution of 58.5% to the total cost including facilities funded by commercial partners, and a programme completion date by end of 2011 was ratified.*

**08/88 Long-term college development in the context of the South Midlands expansion (agenda item 19)**

Some discussions had been held with Barratts but no updated proposals had been received since the meeting. It was reported that the Joint Planning Unit were probably going to publish a preferred option solution in May 2009 so interest in the project may increase again. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

**08/89 Satellite Centres (agenda item 20)**

An additional paper was tabled and discussed. Proposed curriculum developments at East and South Northants would require some capital investment. Both landlords were supportive of the developments. Following discussion, *the developments were approved in principle and approval of the details was delegated to F&GP.*

The Peterborough Centre would continue to operate. It made a contribution to College overheads. A new Manager would begin work in January 2009.

**08/90 Daventry Learning Partnership (agenda item 21, paper N)**

Consideration of the Application in Principle for capital support funding had been delayed and the building may not now be ready until 2012. The LSC had asked for the project to be scaled back due to lack of revenue funding and the College may need to revise its proposed offer. The future of the Daventry centre at High March was discussed as the lease would run out in 2009. Whilst recruitment was not high, the College was keen to stay in Daventry, and support the Daventry Learning Partnership, but did not want to be seen merely as a provider of low level training. Following discussion, *it was agreed to continue to support the Daventry Learning Partnership and seek alternative premises in Daventry.*

**08/91 Unity College/Academy (agenda item 22, paper O)**

The process of establishing an Academy was outlined and discussed. All costs were being underwritten by DCSF and the College only had a time commitment to the process. It was hoped to produce a curriculum which kept pupils more engaged and addressed the skills problem in Northampton. Following discussion, *the report was noted.*

**08/92 HE Strategy (agenda item 23, paper P)**

HEFCE required all FE colleges which delivered HE to have a strategy in place. Although no guidelines or deadlines had been issued to date, the College had produced a draft strategy for consideration which would underpin its future views on the development of HE. It would be shared with the University of Northampton next week. The University was currently revising its strategic plan for 2010 onwards and this document would tie in with the process. The University's Senate had asked for a joint meeting with a group of College Governors early in 2009 to discuss areas of future co-operation. Following discussion, *the report was noted.*

**08/93 Academic Board (agenda item 24, papers Q and Qi)**

The minutes of meetings held on 10<sup>th</sup> September and 12<sup>th</sup> November 2008 were presented. No matters were raised.

**08/94 Audit Committee (agenda item 25)**

**a) Internal Audit Annual Report (paper R)**

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 2007-8 (paper S)**

The report had been presented to the Audit Committee on 24<sup>th</sup> November and summarised the Committee's work for the year. The Committee was of the opinion that the College's processes and controls were effective. Following discussion, *the report was noted and the Chairman thanked the Committee for their work.*

**c) Financial Statements Audit Management Report (paper T)**

This year's report contained no recommendations. It had been discussed by the Audit Committee on 24<sup>th</sup> November. 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 2008-9.*

**08/95 Accounts for the year ending 31<sup>st</sup> July 2008 (agenda item 26)**

**a) Thomas Harrison Trust (papers U and Ui)**

A deficit of £11,790 had been recorded. There had been a realised loss of £7,122 during the year following the change in the investment policy. The purchase of land at North Farm had been completed and the remaining funds were now in fixed-term cash deposits with the Bank of Scotland. It was hoped to break even in future years. The possibility of establishing an alumni association to raise funds for a hardship fund was discussed. 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)**

A loss of £42,739 had been recorded 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)**

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)**

A deficit of £206.86 had been recorded for the year following the change of investment policy, as the funds had been invested along with those from the Thomas Harrison Trust. Following discussion, *the report was noted*.

**08/96 Management Accounts for October 2008 (agenda item 27, paper AC)**

The accounts were discussed. The surplus was £1,653,548 compared to a budget of £1,440,572. The College was in financial category A and rated Good under the Framework for Excellence. Following discussion, *the report was noted*.

**08/97 Quarterly Budget update (agenda item 28, paper AD)**

Changes were outlined and discussed. The forecast surplus had increased by £38,605. Following discussion, *the changes were approved*.

**08/98 Thomas Harrison Trust (agenda item 29, paper AE)**

The current investment strategy was outlined and discussed. Following discussion, *the report was noted*.

**08/99 Freedom of Information Act Model Publication Scheme (agenda item 30, paper AF)**

The College was required to adopt a new scheme from January 2009. The classes of information had changed. It could either adopt the model scheme or write its own for approval. Following discussion, *it was agreed to adopt the model publication scheme*.

Jamie Mair left the meeting.

**08/100 LSC Funding/Student Number Report 2007-8 (agenda item 31, paper AG)**

The paper was discussed. It may change slightly prior to the submission of the final return to the LSC in January 2009. Following discussion, *the report was noted*.

**08/101 Review of Operating Statement 2007-8 (agenda item 32, paper AH)**

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

**08/102 Recruitment 2008-9 (agenda item 33, paper AI)**

The College was over target for FE but it was not clear yet how much cash would be generated. HE numbers were above the HEFCE +/- tolerance for direct funded places so a recovery plan would be required to bring this into line next year. It would be necessary to obtain some funded places from other institutions next year

to allow recruitment to take place. Following discussion, *the report was noted.*

**08/103 Fees and Charges 2009-10 (agenda item 34, paper AJ)**

Proposed changes were outlined and discussed. Following discussion, *the fees were approved.*

**08/104 Term Dates 2010-11 (agenda item 35, paper AK)**

These had been brought forward earlier than usual to allow building programmes to be fitted around the dates. Following discussion, *the dates were approved.*

**08/105 Personnel Committee Annual Report (agenda item 36, paper AL)**

The report was discussed *and noted.*

**08/106 Self-Assessment Reports (agenda item 37)**

**a) Committees and sub-Committees (paper AM)**

Changes made by each Committee were outlined. All grades had been 1. Following discussion, *the report was noted.*

**b) Governance (paper AN)**

Proposed changes were outlined. No further changes were made and, following discussion, *the Board graded its work as 1.*

**08/107 Board Performance Indicators (agenda item 38, paper AO)**

The majority of indicators had been achieved during the year. The targets for clerking had been revised for 2008-9 and placed greater emphasis on issuing papers prior to the meetings. Following discussion, *the report was noted and the targets for 2008-9 were approved.*

**08/108 Meeting dates 2009-10 (agenda item 39, paper AP)**

Proposed dates for 2009-10 were discussed *and approved.*

**a) Development Day 2009 (agenda item 40)**

The Personnel sub-Committee proposed that the day should comprise a visit to 1 or 2 other colleges. The 3 possible venues being considered were Hartpury in Gloucestershire, Reaseheath in Cheshire and CAFRE in Northern Ireland. A 2 day programme was being discussed. *The programme was agreed in principle and it was agreed that the Clerk would circulate members to determine their availability to undertake a 2 day visit.*

**08/109 Date of next meeting (agenda item 41)**

Wednesday 29<sup>th</sup> April 2009 at 1.30pm in room M6. Mr Knight presented his apologies for absence.

**08/110 Any other business (agenda item 42)**

There was no other business.

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