

MOULTON COLLEGE FEC

Minutes of the meeting of the Corporation Board Held on Wednesday 29th April 2009

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr C Barney, Mrs C Boardman, Mrs J Charlton-Jones, Mr A Ellis, Mr J Gaggini, Mr A Hewitt, Mr P Heygate, Miss D Humberstone, Mrs K Mackaness, Mr A Merriman, Mr J Newton, Mr G Pittam, Mr R Sadler, Mr R Thompson, Mr M Thomson

In Attendance: Mr R Chapman, Mr G Davies, Mr J Mair, Mr M Wilkinson

09/1 Apologies for absence (agenda item 1)

Apologies were received from Mr J Hoskinson, Mr B Knight and Mr C Moody.

09/2 Declarations of Interest (agenda item 2)

Mrs Boardman declared an interest in any items 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 Heygate declared an interest as a supplier to the College. Student Governors declared an interest in agenda item 31. Staff Governors declared an interest in item 29. Mr Newton and Mr Ellis declared an interest in agenda item 28.

09/3 Appointment of Governors (agenda item 3)

The Search Committee recommended the appointment of Richard Sanders to the Board. His CV had been circulated to all members. His election was proposed by Paul Heygate, seconded by Robin Thompson *and approved unanimously.*

Ross Priddle had been nominated as a Governor by the students. His election was proposed by Mr Pittam, seconded by Mr Ellis *and approved unanimously.*

Karen Mackaness had completed her second term of office. The Search Committee recommended her re-appointment. This was proposed by Paul Heygate, seconded by Tony Hewitt *and approved unanimously.*

Richard Sanders and Ross Priddle joined the meeting and were welcomed to the Board by the Chairman.

09/4 Minutes of the meeting held on 3rd December 2008 (agenda item 4, paper A)

The minutes were accepted as a true and correct record.

09/5 Matters Arising (agenda item 5)

There were no matters arising.

09/6 Appointments to Committees (agenda item 6)

The following appointments were made:

Richard Sanders to join the Resources sub-Committee
Ross Priddle to join the Academic Standards Committee.

- 09/7 Election of Vice-Chair (agenda item 7)**
John Gaggini had completed his 2 year term of office. His re-appointment was proposed by Catherine Boardman, seconded by Karen Mackaness *and approved unanimously.*
- 09/8 Health and Safety Committee (agenda item 8, paper B)**
The termly report was outlined and discussed. The year on year increase in accidents during March was mainly due to an extra 2 weeks of teaching this year as Easter was later. Following discussion, *the report was noted.*
- 09/9 Equality and Diversity (agenda item 9, paper C)**
The termly report was outlined and discussed. The diversity of both staff and students continued to increase. Results had been analysed by age, ethnicity and disability. Funding had been obtained for a project to appoint role models from existing successful students who would act as mentors to new learners with a view to maximising retention and achievement. Following the discussion, *the report was noted.*
- 09/10 Academic Board – 18th February 2009 (agenda item 10, paper D)**
The minutes of the meeting held on 18th February were presented for information. No matters were raised.
- 09/11 Operating Statement 2008-9 (agenda item 11, paper E)**
This contained the objectives to be achieved during the 2008-9 academic year and progress to date. Following discussion, *the document was approved.*
- 09/12 Employer Engagement Strategy (agenda item 12, paper F)**
The document was discussed. It was a new document but not a new approach. It had been produced in line with government policy. Following discussion, *the document was approved.*
- 09/13 ILT Strategy (agenda item 13, paper G)**
The strategy for 2009 was discussed. It was about the use of ILT in general and the integration of ILT into the curriculum in particular. Following discussion, *the strategy was approved.*
- 09/14 New Developments – work in progress (agenda item 14)**
- a) Learning Resources Centre extension**
The project was due for completion on 28th August. The building was on schedule. External landscaping was behind schedule but this work was not on the critical path. The link into the existing building had been carried out during the Easter vacation. Following discussion, *the report was noted.*
- 09/15 Capital Development Programme (agenda item 15)**
- a) Planning applications**
A decision to reject the application on 5 grounds had been made by the officers in December. An appeal and a new application had been submitted to run in parallel. The new application was due to go before the committee in April with a recommendation for rejection on 2 grounds; intrusion into open countryside in relation to the Pitsford Centre developments, and objections from the NCC

Highways Authority. It was removed from the agenda for the April meeting at the last minute, by the Chairman of the Planning Committee, following a change in the Highways Authority's response. The Council would be seeking professional advice before the application was heard, probably in May or June. If the application was refused, the appeal would be based on this application. A separate application had been submitted for 2 houses for farm staff, but this had been co-joined by DDC to the main application. Following discussion, *the report was noted*.

b) LSC Capital Support Application

The Application in Principle (AIP) was submitted in November 2008 for probable consideration in February 2009. However, since December, there had been a moratorium on applications as the LSC had identified a national shortfall in available funds. The process was currently being revised, following a review by Sir Andrew Foster, with the introduction of priorities for deciding future allocation of funds. The outline of the priorities had been published and these were described. It was likely to be early June before the full picture was known. Work on the applications had been limited to avoid further unnecessary expenditure. The work carried out date to reach the AIP stage was eligible for 50% grant aid. Following discussion, *the report was noted*.

c) Student Social Centre

This was becoming an urgent matter as the facilities had not been significantly upgraded or expanded for some years, and the College had grown considerably during that time. This building could potentially be funded from within the College's borrowing capacity. If it was decided to go ahead with individual projects, the College would discuss with its agents, GSS, a more traditional, lower type of fee structure. A decision on this would probably be needed before the next Board meeting. Following discussion, *approval of a budget for professional fees for progressing this building to tender stage was delegated to the Finance and General Purposes Committee*.

d) Sports Therapy Centre

It was hoped to develop this centre to allow an intake of students in 2011, prior to the Olympics. An application had been made to Northamptonshire Enterprise Ltd for £900,000 towards this development. The position on professional fees for this building was similar to the Student Social Centre. It was unlikely that the building could be constructed without LSC support. Following discussion, *approval of a budget for the fees for progressing this building to a detailed planning application was delegated to the Finance and General Purposes Committee*.

09/16 Vocational Skills Academies (agenda item 16, paper I)

First Diplomas in Animal Care were to be introduced at East and South Northants, and, subject to funding, all building and construction courses were to move from 3 to 4 day attendance.

At East Northants, the changes would require 2 additional classrooms, extra plumbing workshop space and housing for small animals. The Duchy of Lancaster would fund the classroom and workshop developments which would cost around £418,000 including fees and VAT. The additional rental was under discussion. The animal housing would be funded by the College at an estimated cost of £56,000 plus VAT. Following discussion, *the decision of F&GP to approve this development was ratified*.

At South Northants, improved central facilities were required in addition to classrooms, workshop space and animal housing. The landlord had proposed to erect a new building to allow the expansion to take place and terms for this were under discussion. The remodelling of the existing buildings would be undertaken by the College at an estimated cost of £128,375 plus VAT. Following discussion, *the decision of F&GP to approve this development was ratified.*

At Daventry, the lease on the High March site was due to expire in July. It was proposed to share facilities at Northampton College's Badby Road site, either through renting their facilities or leasing mobile classrooms. Following discussion, *the decision of F&GP to approve this development was ratified.*

09/17 The Academy Daventry (Daventry Learning Partnership) (agenda item 17)

An Application in Principle for capital support had been submitted in the autumn but had been withdrawn for revision at the LLSC's request. A revised submission would be subject to the same delays as the College's application. This would delay the building work and the project was currently being reviewed by the steering group. However, joint committees were still operating in the areas of curriculum and marketing. Following discussion, *the report was noted.*

09/18 Unity College/Bishop Leeson Academy (agenda item 18)

The NCC cabinet had decided to defer the closure of Unity College for a further 12 months and to put an Interim Executive board (IEB) in place. A new application to DCSF would be necessary and the Academy would not now open until September 2010. Sponsorship of the Academy was under review and Moulton would have to decide in due course whether it wished to remain a sponsor or co-sponsor. Following discussion, *the report was noted.*

09/19 ILR data 2008-9 (agenda item 19, papers J and Ji)

The report on learner responsive funding was discussed. The majority of targets should be met. The report on employer responsive funding was discussed. An increased contract for Apprenticeships had been signed with the LSC and was on track to be achieved. Following discussion, *the report was noted.*

09/20 Initial LSC funding allocation student numbers and standard learner numbers (agenda item 20, paper K)

The report was discussed. The LSC had offered 255 additional 16-18 places. The apprenticeship allocation was considerably less than the current contract and had been queried with the LSC. The Adult Learner Responsive allocation had been cut in line with other colleges. The allocations may increase slightly following the budget. Following discussion, *the report was noted.*

09/21 Recruitment 2009-10 (agenda item 21, paper L)

There was a higher rate of acceptances than last year. It was hoped to achieve the recruitment targets but levels of oversubscription will be reduced in some areas compared to previous years. HE applications were strong, although there would be no increase nationally in funded places above the 10,000 already allocated for 2009-10. Some additional funded places had been obtained from VetNet Lifelong Learning Network for Animal Welfare, and from CULN (Colleges and University of Leicester Network) for Construction. Following discussion, *the report was noted.*

- 09/22 Quarterly Budget Update (agenda item 22, paper M)**
Changes were outlined and discussed. The forecast surplus had increased by £403,996. Following discussion, *the decision of F&GP to approve the budget was ratified.*
- 09/23 Management Accounts for March 2009 (agenda item 23, paper N)**
The accounts were discussed. The surplus to date was £248,312 over the budget. Energy costs were currently over budget and were being reviewed with the consultants. The College was in financial category B and rated Good under the Framework for Excellence. Following discussion, *the report was noted.*
- 09/24 Minor Capital Works Proposals (agenda item 24, paper O)**
The proposed list of priorities for 2009-10 was discussed. The number of projects funded would depend on the outcome of the budgeting process. Following discussion, *the decision of F&GP to approve the priorities was noted.*
- 09/25 Capital Equipment Proposals (agenda item 25, paper P)**
The proposed list of priorities for 2009-10 was discussed. Following discussion, *the decision of F&GP to approve the priorities was noted.*
- 09/26 Review of Profile of Activities (agenda item 26, paper Q)**
This was an annual review. All of the College's activities were considered to be in accordance with the Articles and Instruments of Governance. Following discussion, *the report was noted.*
- 09/27 Audit Committee update (agenda item 27)**
The Committee had met on 20th April. It had received 2 internal audit reports. The first one had contained 1 low priority recommendation on payroll and personnel management and 4 medium priority recommendations on transport. . The second had contained 1 low priority recommendation on budgetary control. All were agreed by the management team. The latest risk management report had been received. The annual review of performance of the Funding Auditors had also been discussed and deemed satisfactory. Following discussion, *the report was noted.*
- Jamie Mair left the meeting.
- 09/28 Management Guidelines for Teaching Staff 2009-10 (agenda item 28, paper R)**
These were reviewed and approved annually. Proposed changes were discussed. Following discussion, *the changes were approved.*
- 09/29 Policy approvals and updates (agenda item 29)**
- a) Leave Policy (paper S)**
Proposed changes were outlined and discussed. They clarified the position with respect to absence caused by travel problems. Following discussion, *the changes were approved.*
- 09/30 Moulton Apprentices School (agenda item 30, paper T)**
It was proposed to recruit up to 12 high quality apprentices per year to work in various areas across the College. The apprentices could be with the College for up to 4 years if they progressed to Advanced Apprenticeships. A co-ordinator would be appointed to manage the school. Following discussion, *the decision of F&GP to*

approve the development was noted.

09/31 Student Sabbatical Officer (agenda item 31, paper U)

The proposal to create a sabbatical post for a Student Officer to represent lead the student body and support the work of the student welfare team was discussed. The appointment would initially be made by the College, but it was hoped eventually to move to an elected post. The appointee would be able to give their full attention to the organisation of student activities. Following discussion, *the decision of F&GP to establish the post was noted.*

09/32 Agreement with Moulton Parish Church (agenda item 32, paper V)

The proposal to extend the agreement for a further 3 years was discussed. It had brought significant benefits to the College. Following discussion, *the decision of F&GP to renew the agreement was noted.*

09/33 Moulton College Alumni Association (agenda item 33, paper W)

The proposal to establish an Association was outlined and discussed. It would be administered by a member of staff on a 0.5 contract. Membership would be free to former students and staff. Following discussion, *the decision of F&GP to approve the establishment of the Association was noted.*

09/34 Presentation Days 2009 (agenda item 34)

Arrangements for this year's ceremonies were discussed. Volunteers to propose the vote of thanks would be required.

09/35 Visit to University of Northampton (agenda item 35)

Five Moulton Governors had recently met with a group of the University's Governors to discuss areas of possible future collaboration. Visits would be arranged to allow Governors to develop a greater understanding of each other's institutions. It was proposed to visit the University at 8.30am on Thursday 11th June 2009, instead of undertaking a Resources sub-Committee tour scheduled for that day. The tour would be open to any interested Governors. Further details would be circulated later.

09/36 Governor Development Day (agenda item 36)

The Principal had written 14 strategic questions as a follow up to the visits to Reaseheath and Hartpury Colleges. They would be distributed once they had been discussed by the Senior Management Team. Responses could be made via the Clerk, and the possibility of a lunchtime forum to discuss the outcomes following the F&GP meeting on 28th May would be considered.

09/37 Date of next meeting (agenda item 37)

Wednesday 29th July 2009 at 2.00pm. The meeting would be preceded by the annual College and Estate tour at 10.30am and lunch at 1.00pm.

09/38 Any other business (agenda item 38)

a) Register of acronyms

These were due for update and would be circulated by the Clerk for inclusion in the Governor Handbook.

b) Milton Keynes/South Midlands development

Mr Hewitt reported that the Joint Planning Unit were due to publish a list of strategic housing sites on 15th May. Preferred options for the direction of growth would be published after the county council elections.

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