

MOULTON COLLEGE FEC

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

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr C Barney, Mrs C Boardman, Mrs J Charlton-Jones, Mr J Gaggini, Mr A Hewitt, Mr P Heygate, Mr J Hoskinson, Miss D Humberstone, Mr B Knight, Mrs K Mackaness, Mr C Moody, 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

Prior to the meeting the Board toured the College and Estate.

09/39 Apologies for absence (agenda item 1)

Apologies were received from Mr R Sanders, Mr A Ellis, Mr J Newton and Mr R Priddle.

09/40 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 and a Director of Northampton Saints. 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. Mr Hoskinson declared an interest in item 18. Mr Pittam declared an interest in items 22, 27 and 29.

09/41 Composition of the Board (agenda item 3, paper A)

The Student Governors currently comprised the Chair of the Students' Committee plus one student elected by the student body. It was proposed to replace the elected student with the person appointed to the new post of Student Leader. Following discussion, *this proposal was approved*

09/42 Appointment of Governors (agenda item 4)

Kelly John had been appointed as Student Leader for 2009-10. Her appointment to the Board was recommended by the Search Committee *and approved unanimously*.

09/43 Minutes of the meeting held on 29th April 2009 (agenda item 5, paper B)

The minutes were accepted as a true and correct record.

09/44 Matters Arising (agenda item 6)

a) Presentation Days (minute 09/34)

This year's events were considered to have been very successful.

b) Visit to the University of Northampton (minute 09/35)

A number of Governors had made a very interesting tour of the University and John Hoskinson was thanked for hosting the visit. Another tour could be

organised and any members still wishing to visit the University should contact the Clerk. The University's Governors would be invited to Moulton during the autumn term.

09/45 Appointments to Committees (agenda item 7)

The following appointments were made:

Brian Knight to become Link Governor for the East Northants Academy and join the Academic Standards Committee.

Kelly John to join the Academic Standards Committee.

09/46 Health and Safety Committee (agenda item 8, paper C)

The termly report was outlined and discussed. A significant amount of training was being provided in the application of the new Fire Procedures. There had been 1 accident reported under the RIDDOR Regulations. The College had not been at fault. Accidents involving hand tools at the South Northants Academy had fallen significantly this term. Following discussion, *the report was noted.*

09/47 Equality and Diversity (agenda item 9, paper D)

The termly report was outlined and discussed. The Equality Action Plan was being re-drafted to bring it into line with the new single Equalities Policy. Following the discussion, *the report was noted.*

09/48 Curriculum Developments (agenda item 10, paper E)

It was proposed to offer a range of A levels from 2010, to students joining the sports academies, as an alternative or an addition to the current vocational programmes. This would help to market the academies to a wider range of students. The A levels would be delivered in partner schools and the funding conduit would depend on where the students were enrolled. It was also proposed to offer National Awards in a range of subjects to local schools, to be delivered over 2 years, as an alternative to 1 A level. A pilot in Sports Studies with Moulton School had run this year and was being extended to Animal Management in 2009-10. Following discussion, *the proposals were approved.*

09/49 Academic Board (agenda item 11)

a) 22nd April 2009 (paper F)

b) 25th/26th June 2009 (paper G)

The minutes of both meetings were presented for information. No matters were raised.

09/50 New Developments – work in progress (agenda item 12)

a) Learning Resources Centre extension

The building had been visited during the tour. The project was on schedule for completion on 28th August. Planning for fitting out the building following completion was well underway. The Centre would be officially opened at a late afternoon event on 15th or 16th September. Following discussion, *the report was noted.*

b) Satellite Centres (paper H)

The paper was outlined and discussed. Work was underway and on schedule at all centres, although it had been necessary to postpone the development of 2 new classrooms at East Northants until 2010 and use mobile classrooms for the next year. Following discussion, *the report was noted*.

Robin Chapman left the meeting.

09/51 Capital Development Programme (agenda item 13)

a) Planning applications

The background to the current position was outlined. After discussion with DDC, it was proposed to withdraw the appeal scheduled for 28th September. It was intended to negotiate with Daventry District Council regarding the parts of the application that were most urgent. F&GP had decided to modify the current application to include only the Social Centre and access road/security lodge, the 2 farm staff houses and the Sports Therapy Centre. Following discussion, *the report was noted*.

b) LSC Capital Application (papers Ii and Ji)

The Board considered two applications to the Learning and Skills Council for permission to build the Student Social Centre and Sports Therapy Centre and for the associated borrowing. Following discussion It was agreed to: *seek approval from the Learning and Skills Council to construct a Student Social Centre with a provisional cost of £4.5m, and a Sports Therapy Centre with a provisional cost of £11.0m; to renew the existing £5m revolving credit facility, and to obtain additional borrowing of £10m, either by way of revolving credit facility or term loans*.

c) Student Social Centre (paper I)

F&GP had decided to move to the tender stage on this building. This would take about 6 months. Following discussion, *the decision of F&GP to move to the tender stage was ratified*.

d) Sports Therapy Centre (paper J)

F&GP had decided to move to the tender stage on this building. NEL had approved a grant of £900,000 which would have covered the cost of moving to the tender stage. However, EMDA had not yet ratified this grant. However, the College still wished to progress with the project. Following discussion, *it was agreed to continue with the project and the decision of F&GP to move to the tender stage was ratified*.

Gerald Davies left the meeting.

09/52 The Academy Daventry (Daventry Learning Partnership (agenda item 14, papers K and Ki)

There would be no LSC capital support for the new building. As the Academy Daventry was to be launched in this building, it had been decided not to proceed with the Academy but look to strengthen the Daventry Learning Partnership instead. Approval was required to enter into a formal agreement at an appropriate time, once the Local Authority had agreed on behalf of the 2 schools.

If the new site was to be developed it would be necessary to explore alternative uses for it in order to attract funding from different sources. The College may also need to make a financial commitment to the project. Following discussion, *it was agreed to sign the agreement and investigate other sources of funding.*

09/53 Unity College/Bishop Leeson Academy (agenda item 15)

An educational trust had been appointed as sponsor of the academy. The College would support the project if requested to do so. Following discussion, *the report was noted.*

09/54 ILR data 2008-9 (agenda item 16, paper L)

The report was discussed. Achievement funding would be secured over the next 2-3 months. Following discussion, *the report was noted.*

09/55 Initial LSC funding allocation student numbers and standard learner numbers (agenda item 17, paper M)

On-programme funding would be 7% higher than this year and additional learning support had increased by 4.4%, making an overall increase of 6.77%. Following discussion, *the report was noted.*

09/56 HE Funding 2009-10 (agenda item 18, paper N)

The report was outlined and discussed. Funding for 2009-10 would amount to about £2.7 million. The funding from Writtle College was for students transferring to Moulton following the closure of their centre at Shuttleworth College. Following discussion, *the report was noted.*

09/57 Recruitment 2009-10 (agenda item 19, paper O)

The increase in landbased applications had helped to restore the balance in the College. The College may be subject to a reclaim of HE funds if the total paid nationally in student support exceeded the funds allocated. However, the College's exposure to this should not be too great, and F&GP had therefore decided to keep recruiting to target. Following discussion, *the report was noted.*

09/58 Quarterly Budget Update (agenda item 20, paper P)

This had been approved by F&GP in May. Changes were outlined and discussed. Following discussion, *the decision of F&GP to approve the changes was ratified.*

09/59 Management Accounts for June 2009 (agenda item 21, paper Q)

The accounts were discussed. The surplus to date was £515,915 over the budget. The VAT refund had been received from HMRC and interest of £27,000 would also be received. The College was in financial category B and rated Outstanding under the Framework for Excellence. Following discussion, *the accounts were noted.*

09/60 Annual Pay Award (agenda item 22, paper R)

The final offer in the national pay negotiations was currently 1.5%. The College proposed to increase all spines by 2% and remove the bottom 3 points on the Business Support Staff spine. Following discussion, *the revised pay spines were approved.*

09/61 Budget 2009-10 (agenda item 23, paper S)

The budgeted income and expenditure figures were outlined and discussed. Following discussion, *the budget was approved.*

09/62 Three Year Financial Forecast (agenda item 24, paper T)

The forecast was discussed. Table 1 showed that good surpluses should continue to be made over the next 3 years, in spite of increased interest payments to fund the new developments. Following discussion, *the forecast was approved.*

09/63 Audit Committee update (agenda item 25)

a) Audit Committee meeting held on 13th July 2009

The Committee had received an internal audit report covering bank and cash, central and nominal register, sales and debtors and stock. A low priority recommendation on central and nominal register and 2 medium priority recommendations on stock would be implemented. The latest risk management report had been received and included a new risk relating to a pandemic disease outbreak. The new Financial Statements Audit Manager had outlined how the financial audit would be carried out. The importance of strictly adhering to banking covenants in the current economic climate, and the likelihood of more Freedom of Information Act requests in the future had also been pointed out by the auditors. Following discussion, *the report was noted.*

b) Internal Audit Plan 2007-10, year 3 (paper U)

Some adjustments had been made to the original plan to allow a further audit of stock. Some lower risk items had had their time allocation reduced to allow this. Following discussion, *the plan was approved.*

c) Risk Management (paper V)

The full Risk Management document had been discussed at the Audit Committee. The most significant risks had been extracted and were presented for information. Following discussion, *the report was noted.*

Jamie Mair left the meeting.

09/64 Performance Review Criteria 2009 (agenda item 26, paper W)

These were reviewed annually. This year's changes were relatively minor. Following discussion, *the changes were approved.*

09/65 Policy approvals and updates (agenda item 27, paper X)

a) Equalities Policy (paper Xi)

The changes combined 3 separate policies on race, gender and disability into one. Following discussion, *the changes were approved.*

b) Capability Policy (paper Xii)

This replaced the Competency Code and would be used when appropriate as an alternative to disciplinary action. Following discussion, *the changes were approved.*

c) Public Interest disclosure (Whistleblowing) Policy (paper Xiii)

Changes had been made to clarify the policy and procedures. The list of items which could be raised under the procedures had also been revised to reflect legislation. Following discussion, *the changes were approved.*

d) Health and Safety Policy (paper Xiv)

Minor changes had been made to clarify and update the policy. Following discussion, *the changes were approved.*

e) IT Acceptable Use Policy (paper Xv)

The changes brought the policy into line with legislation and other college policies and now reflected current IT practices. Following discussion, *the changes were approved.*

f) Financial Policies (paper Xvi)

Minor changes had been made to the Financial Regulations and Risk Management Statement. Following discussion, *the changes were approved.*

09/66 Governor Self-Evaluation (agenda item 28, paper Y)

The Personnel Sub-Committee had decided to undertake a survey again this year. This would be circulated for completion shortly. Following discussion, *the report was noted.*

09/67 Corporate Health Plan proposal (agenda item 29, paper Z)

The proposal was outlined and discussed. The College would subscribe to this plan for all permanent staff who had been employed for more than 1 year and were not already eligible to join the private health care scheme. The cost would be around £20,500 in year 1. It was hoped that the scheme would improve the health of the workforce and aid staff retention. It had been brought for approval, as it represented a change to the framework under which staff were employed. Following discussion, *the proposal was approved.*

09/68 Date of next meeting (agenda item 30)

Wednesday 2nd December 2009 at 1.30pm. A buffet lunch would be served at 1.00pm.

09/69 Any other business (agenda item 31)

a) Pandemic disease

Measures to be taken in the event of an outbreak of disease would depend on which areas of the College were affected and to what extent.

b) Student Governor

As this was Dawn Humberstone's last meeting the Chairman thanked her for her excellent contribution and wished her well for the future.

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