

## MOULTON COLLEGE FEC

### Minutes of the meeting of the Corporation Board Held on Wednesday 28<sup>th</sup> April 2010

#### 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, Mr J Hoskinson, Miss K John, Mr B Knight, Mrs K Mackaness, Mr C Moody, Mr J Newton, Mr G Pittam, Mr A Pollard, Mr R Sadler, Mr R Sanders, Mr R Thompson, Mr M Thomson,

**In Attendance:** Mr R Chapman, Mr G Davies, Mr M Wilkinson

**10/1 Apologies for absence (agenda item 1)**

No apologies were received.

**10/2 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. Mr Thomson declared an interest as his firm carried out work for the College from time to time. Staff Governors declared an interest in item 20.

**10/3 Minutes of the meeting held on 2<sup>nd</sup> December 2009 (agenda item 3, paper A)**

Minute 09/71 should have read "Arthur Ellis had been nominated by all staff". With this correction the minutes were accepted as a true and correct record.

**10/4 Matters Arising (agenda item 4)**

There were no matters arising.

**10/5 Equality and Diversity (agenda item 5, paper B)**

This was the annual report on student issues. The report was outlined and discussed, The change in the male:female ratio was a reflection of the curriculum and all courses were promoted equally to both sexes. The number of students declaring a disability continued to rise, mainly due to a widening of the definition of disability and staff development to raise the awareness of disability and how to support students to succeed. Following the discussion, *the report was noted.*

**10/6 Health and Safety (agenda item 6, paper C)**

The report was discussed. Fire Procedures had been amended so that staff called the fire station when a fire was detected rather than relying on the autodial alarms. There had been slightly more accidents and 'near misses' than at the same stage last year with 4 more caused by slips, trips and falls and 4 more due to contact with an article. The position continued to be monitored. Following discussion, *the report was noted.*

Robin Chapman left the meeting.

**10/7 Academic Board (agenda item 7, papers D)**

The minutes of the meeting held on 24<sup>th</sup> February 2010 were presented for information. No matters were raised.

**10/8 Strategic future of the College (agenda item 8, paper E)**

The report was discussed. It set the context for commissioning further work. The consultants had submitted a programme of work to take it forward. The first 2 items on the list had been jointly commissioned by the College and the University and the report was expected at the end of June. It would raise awareness amongst local politicians and organisations of the College's and University's contribution to the locality and its economy. Following discussion, *the report was noted.*

**10/9 Strategic Plan 2010-15 (agenda item 9 paper F)**

Changes made since the first draft was discussed at the development day were outlined. Following discussion, *the strategic plan was approved.*

**10/10 Property Strategy 2010-15 (agenda item 10, paper G)**

Changes made since the first draft was discussed at the development day were outlined. All rights and permissions had been documented. Following discussion, *the property strategy was approved.*

**10/11 New Developments – work in progress (agenda item 11)**

**a) Enabling works**

The access road to Lodge Farm was complete. Work on the houses was on schedule for completion in early July. Following discussion, *the report was noted.*

**b) Student Social Centre**

Outline planning permission had been obtained. Submissions had been made on the conditions and reserved matters. Following discussion, *the report was noted.*

**c) Sports Therapy and Injury Rehabilitation Centre**

Full planning permission with some conditions had been obtained. Meetings had been held with the planners about the conditions, one of which related to road works at the junction of Pitsford Road and Boughton Fair Lane that awaited approval by the County's highways department, and another to the travel plan relating to the building. A paper on financing for the projects would be circulated. Details of the borrowing requirements would be brought to the next meeting. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

**10/12 ILR Data 2009-10 (agenda item 12, paper H)**

Learner numbers and the ratio of learners to Standard Learner Numbers were both critical in determining future funding allocations. The College's ratio was currently above the figure upon which 2010/11 allocations were based and measures would be taken to ensure this was maintained. The increase in Additional Learning Support allocation for next year was currently more than the current overshoot. The 2009-10 out-turn would influence the 2011-12 funding allocation. Following discussion, *the report was noted.*

- 10/13 Provisional funding allocation 2010-11 (agenda item 13, paper I)**  
The individual targets were outlined and discussed. Funding to support learners would increase by about 4.8% next year. If the target for 16-18 Apprentices was exceeded it could lead to additional places for Adult Apprentices. Additional Learning Support funds would increase by about 6.9%. Direct HEFCE funding would decrease by 4.1% but additional places had been obtained from new funding streams so about 60 extra first year students would be able to be recruited. HE funding from UoN was not yet known although the numbers would be the same as this year. Following discussion, *the report was noted*.
- 10/14 Recruitment 2010-11 (agenda item 14, paper J)**  
Applications remained strong. Construction recruitment had held up well, landbased applications, except for horticulture courses, had increased significantly and numbers applying for sport courses were very high. HE was likely to be oversubscribed and it would be difficult to balance offers with places available. Following discussion, *the report was noted*.
- 10/15 Quarterly budget update (agenda item 15, paper K)**  
Changes were outlined and discussed. The forecast annual surplus was projected to increase by £4,883. Following discussion, *the report was noted*.
- 10/16 Management Accounts for March 2010 (agenda item 16, paper L)**  
The accounts were discussed. The surplus to date was £45,115 over the budget. The College was in financial category B this month and rated Good under the Framework for Excellence. Some of the commercial enterprises had been affected by the recession but not as badly as expected. Following discussion, *the report was noted*.
- 10/17 Minor Capital Works Proposals (agenda item 17, paper M)**  
The proposed list of priorities for 2010-11 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*.
- 10/18 Capital Equipment Proposals (agenda item 25, paper N)**  
The proposed list of priorities for 2010-11 was discussed. Following discussion, *the decision of F&GP to approve the priorities was noted*.
- 10/19 Audit Committee update (agenda item 18)**  
The Committee had met on 19<sup>th</sup> April and had received 2 internal audit reports covering a number of areas. The reports had contained 4 medium and 2 low priority recommendations, all of which had been or would be implemented. There were no causes for concern. Mike Lane had retired from KPMG and would be replaced by Ian Borley, the Senior Partner at the KPMG Leicester office. Following discussion, *the report was noted*.

**10/20 Policy approvals and updates (agenda item 19)**

- a) **Informing and Consulting with Employees Policy (paper O)**
- b) **Maternity Policy (paper P)**
- c) **Paternity/Partners Leave Policy (paper Q)**
- d) **Adoptive Parents Leave Policy (paper R)**

Changes were outlined and discussed. They had been considered in detail by Committees who recommended their approval. Following discussion, *changes to the policies were approved.*

**10/21 Collaborative Centre for the Built Environment (agenda item 20, paper S)**

The proposal was discussed. Centre staff would be tasked to stimulate a range of work to be delivered in the partner institutions. It was hoped to break even by year 4. Payback to the institutions would be through the generation of spin off work rather than distribution of surpluses, which would need to be reinvested in the Centre. If successful, the concept could be extended to sport and interior design. There would be a Memorandum of Understanding rather than a formal legal structure. Following discussion, *the development was supported.*

**10/22 University Technical College (agenda item 22, paper T)**

The expression of interest was discussed. If successful, the centre would be sponsored by NCC and the University but the curriculum would be delivered in part by the College. Following discussion, *the report was noted.*

**10/23 Ofsted inspection of teacher training (agenda item 23)**

This had been an inspection of teacher training at the University, some of which was delivered at Moulton. Positive verbal feedback had been given on the College's provision although this would not appear in the report. Following discussion, *the report was noted.*

**10/24 IQER (Integrated Quality and Enhancement Review) (agenda item 24)**

The formative part of the review had not contained any essential recommendations and only 2 advisable and 2 desirable. An action plan would be developed prior to the summative review next year. Following discussion, *the report was noted and Governors congratulated staff on the outcome of both inspections.*

**10/25 Sports Academies (agenda item 25)**

AASE (Advanced Apprenticeship in Sporting Excellence) Academies were for elite athletes aged 16-18 and operated in conjunction with a lead body for sport or a professional club. They operated alongside College Academies which were more open access and students could move between the 2. Elite academies currently operated in Football, Male Rugby and Golf. College Academies also operated in Basketball, Hockey and Dressage. In 2010 elite academies would be established in Basketball and Womens' Rugby, together with a College Cricket Academy. In 2011 an elite Boxing Academy would start, possibly together with Trampolining and it was hoped to add Swimming in 2012. Students were motivated to succeed through their involvement in sport. The College had appointed a full-time Conditioning Coach in 2009 and would appoint a Sports Physiotherapist in 2010 and a Sports Nutritionist in 2011. Following discussion, *the report was noted.*

- 10/26 Review of Profile of Activities (agenda item 26, paper U)**  
This was an annual review. All of the College's activities were considered to be in accordance with the Instrument and Articles of Governance. Following discussion, *the report was noted*
- 10/27 Instrument and Articles of Government (agenda item 27, paper V)**  
Minor changes brought about by the end of the LSC were outlined. Following discussion, *the revisions were adopted.*
- 10/28 Presentation Days – 5<sup>th</sup> to 9<sup>th</sup> July (agenda item 28)**  
Arrangements were discussed.
- 10/29 Date of next meeting (agenda item 29)**  
Wednesday 28<sup>th</sup> July 2010 at 2.00pm in room M6. The meeting would be preceded by the annual College and Estate tour at 10.30am and lunch at 1.00pm.
- 10/30 Any other business (agenda item 30)**
- a) Best Places to Work award**  
Governors congratulated the College on its achievement in these awards.
  - b) Safeguarding**  
An update on safeguarding information for Governors was circulated for information

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