

MOULTON COLLEGE FEC

Minutes of the meeting of the Corporation Board Held on Wednesday 1st December 2010

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr C Barney, Miss S Edmans, Mr A Ellis, Mr J Gaggini, Mr A Hewitt, Mr P Heygate, Mr J Hoskinson, Mrs K Mackaness, Mr C Moody, Mr G Pittam, Mr R Sadler, Mr R Sanders, Mr R Summerlin, Mr R Thompson, Mr M Thomson, Mr G Wilson

In Attendance: Mr I Borley, Mr W Lumsden, Mr B Knight, Mr S Davies, Mr G Davies, Mr J Mair, Mrs S Field, Miss D Smith, Mr M Wilkinson

The Chair welcomed Giles Wilson, Ian Borley and Steve Davies to their first meeting.

10/63 Apologies for absence (agenda item 1)

Apologies were received from Mrs C Boardman and Mrs J Charlton-Jones.

10/64 Appointment of Governors (agenda item 2)

Richard Sadler had completed his first 4 year term of office. The Search Committee recommended his re-appointment. *This was approved unanimously.* Rowland Summerlin had been nominated by the teaching staff as a Governor. *He was elected unanimously and welcomed to the Board.* Sophie Edmans had been elected as Chair of the Student Association and thereby nominated as a Governor. Her election was *approved unanimously.* Danielle Smith was attending as a student observer and *this was approved and both students were welcomed to the Board.*

10/65 Declarations of Interest (agenda item 3)

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 Hewitt and Mr Wilson declared an interest as trustees of the Wilson Foundation. Mr Pittam, Mr Ellis and Mr Summerlin declared an interest in item 33, Miss Edmans declared an interest in items 19c and 29.

10/66 Annual Report (agenda item 4, paper A)

The members' report contained in the annual accounts was discussed *and approved.*

10/67 Presentation of Consolidated Year End Accounts (agenda item 5, paper B)

This was an excellent set of results. The surplus on the Income and Expenditure Account had been inflated by a pension credit of £733,000 due to a technical change in the FRS17 accounting regulations. No major issues had arisen during the audit. Turnover had increased to £28 million. There were net current liabilities on the Balance Sheet as the revolving credit facility had less than 1 year to run. However, it had been renewed since the year end. Following discussion, *the accounts were approved.*

10/68 Consideration of compliance with laws and regulations and related parties transaction statement (agenda item 6, paper C)

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 Ian Borley and Bill Lumsden for their report.*

Ian Borley and Bill Lumsden left the meeting.

10/69 Minutes of the meeting held on 28th July 2010 (agenda item 7, paper D)

The minutes were accepted as a true and correct record.

10/70 Matters Arising (agenda item 8)

a) SFA Enhanced Renewal Grant (minute 10/41/c)

The application to enhance the £235,000 renewal fund grant to £1 million had not been successful. There would be no further government capital funding available to FE Colleges for the foreseeable future.

10/71 Election of Chair (agenda item 9)

The election of Robin Thompson was proposed by John Gaggini, seconded by Mike Thomson *and approved unanimously*. Robin Thompson thanked members for their support. He also thanked Chris Alderson-Smith for his service as a Governor and particularly for his 4 years as Chairman during what had been an exceptional time for the College.

10/72 Appointments to Committees (agenda item 10)

The appointment of Richard Sadler to the Personnel sub-Committee, Rowland Summerlin to the Resources sub-Committee, Sophie Edmans to the Academic Standards Committee, Giles Wilson to the Audit Committee, Chris Alderson-Smith as Link Governor for the East Northants Academy and Brian Knight as Chair of the Janet Strang Trust *were approved*.

10/73 Equality Action Plan (agenda item 11, paper E)

The report was discussed *and noted*.

10/74 Health and Safety Committee (agenda item 12, paper F)

The termly report was outlined and discussed. There had been a small reduction in the number of accidents compared to the same period last year. Following discussion, *the report was noted*.

10/75 Self Assessment Report 2009-10 (agenda item 13, paper G)

The overall SAR was discussed. The subject area SARs had been considered in detail by the Academic Standards Committee who recommended approval of the grades. All main grades in the SAR were 1. Governors had an important and challenging role in monitoring academic standards and ensuring they were maintained. The Academic Standards Committee had a key role in this as Link Governors had a more detailed knowledge of the subject areas. The scope of self-assessment would be broadened next year to include business support areas. A framework would be brought to the Board during the year. Following discussion, *the self-assessment report was approved*.

10/76 Course Targets 2010-11 (agenda item 14, paper H)

The targets were outlined and discussed. Ofsted regarded a success rate of around 80% as outstanding and some College targets were being moved towards this level. Capacity to improve was becoming the most important part of self-assessment so non-achievement of a very high base target could lead to unfair criticism. Following discussion, *the targets were approved.*

Sarah Field left the meeting.

10/77 Academic Board (agenda item 15)

a) 6th September 2010 (paper I)

b) 10th November 2010 (paper J)

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

10/78 New Developments – work in progress (agenda item 16)

a) Vocational Skills Academies – new classrooms at ENVSA and SNVSA

Two new classrooms had been constructed above the workshops at ENVSA and had been occupied at the start of term. At SNVSA, 2 additional classrooms in the form of a portable wooden building had been occupied since study week. Following discussion, *the report was noted.*

b) Enabling works

Works in preparation for the construction of the new Social Centre had all been completed on time and within budget. Following discussion, *the report was noted.*

c) Countryside Management Centre

A generous donation of £200,000 from the Wilson Foundation had made construction of this centre possible. This, together with matched funding from HEFCE and the SFA renewal grant of £235,000, would fund the project. The facility would be known as the Wilson Countryside Management Centre. Full planning permission had been granted and it was hoped to start work in February for completion by September. Following discussion, *the project was approved and the award of the contract was delegated to F&GP.*

d) Social Centre

The award of the contract to Deejak Builders, after final agreement of the contract value of £3,869,953 by the Principal under delegated authority from the Board *was ratified.* Work had started at the beginning of September but was currently 4 weeks behind schedule as the steel sub-contractor had gone into receivership. The builders hoped to make up at least 2 weeks of this and the College could cope with a 2 week delay. Following discussion, *the report was noted.*

e) Sports Therapy and Injury Rehabilitation Centre

The award of the contract to SDC Builders in the sum of £6,327,790 by F&GP under delegated authority from the Board *was ratified.* Work had started at the

beginning of November and was on schedule. Discussions were underway with professionals who may spend part of their time working from the centre. It was hoped to have professional support and some partners in place by early 2011 so that the clinical wing was running as early as possible after completion. Following discussion, *the report was noted.*

10/79 New projects (agenda item 17)

a) Refurbishment of Main Site (paper K)

The proposed programme of works was discussed. The timing of developments in the heart of the campus was critical and the work would be divided into 5 separate contracts. It did not include refurbishment of first floor student accommodation. The design team, BCal, were working on the internal layout for Stewart House. An application for planning permission for the external corridor, the lift shaft and staircase and replacement of windows would be submitted in December. The project would go to tender in January. The contract would need to be awarded at the Development Day so that some initial works could be carried out at Easter. Design work on the conversion of the student welfare building was well underway and a planning application would be submitted in December. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

10/80 Audit Committee (agenda item 18)

a) Internal Audit Annual Report (paper L)

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 2009-10 (paper M)

The report had been presented to the Audit Committee on 22nd 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 Letter (paper N)

This year's report contained 1 low priority recommendation which would be addressed. It had been discussed by the Audit Committee on 22nd November. Following discussion, *the report was noted.*

d) Financial Management and Control Evaluation (paper O)

This document had to be submitted annually to the LSC. As there had been no major changes the shorter version could be submitted again this year. Following discussion, *the decision of the Audit Committee to approve the document was ratified.*

e) 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 2010-11.*

f) Re-appointment of Internal Auditors

It was proposed to re-appoint Macintyre Hudson for a further 3 years. Elaine Olson-Williams had served more than 7 years as audit partner and would be replaced by Rakesh Shaunak. Following discussion, *Macintyre Hudson were re-appointed for a further 3 years.*

10/81 Accounts for the year ending 31st July 2010 (agenda item 19)

a) Thomas Harrison Trust (papers P and Pi)

A surplus of £40,580 had been recorded thanks to a legacy of £40,000 in memory of a former student. Investment returns continued to be very low. The Sir Thomas White charity had offered to provide £30,000 per annum for the benefit of needy students who lived in Northampton. Following discussion, *the accounts were approved, the Chairman signed the representation letter on behalf of the Board and it was agreed that the funds from the Sir Thomas White charity would be administered by the THT managing trustees.*

b) Moulton College Social Club (paper Q)

A loss of £1,851 had been recorded for the year. It was hoped to break even in the current year. Following discussion, *the accounts were approved.*

c) Moulton College Students Common Room and Social Committee (paper R)

A surplus of £78 had been recorded for the year. Following discussion, *the accounts were approved.*

d) Moulton Trading Ltd (paper S)

The deed of covenant of £12,750 had reduced the profit to zero. Following discussion, *the report was noted.*

e) Moulton College Developments Ltd (paper T)

A loss of £33,575 had been recorded after payment of a deed of covenant to the College. Following discussion, *the report was noted.*

f) Lineobject Ltd (paper U)

A loss of £379 had been recorded after payment of a deed of covenant to the College. Following discussion, *the report was noted.*

g) Janet Strang Memorial Trust (paper V)

A surplus of £298.35 had been recorded for the year. The accounts had already been approved by the Trustees. Following discussion, *the report was noted.*

10/82 Management Accounts for October 2010 (agenda item 20, paper W)

The accounts were discussed. The surplus to date was £203,450 over the budget. The College was in financial category A this month and rated Outstanding under the Framework for Excellence. Following discussion, *the report was noted.*

10/83 Quarterly budget update (agenda item 21, paper X)

Proposed changes were outlined and discussed. The projected surplus would increase by £201,663. However, there was some doubt whether the targets in the apprenticeship contract would be able to be met. Following discussion, *the*

changes were approved.

10/84 College financial health (agenda item 22, paper Xi)

The Skills Funding Agency had confirmed the college's self assessment of its financial health to be outstanding for the period covered by the latest 3 year financial forecast. Following discussion, *the report was noted.*

Jamie Mair left the meeting.

10/85 LSC Funding/Student Number Report 2009-10 (agenda item 23, paper Y)

The outturn for 2009-10 was discussed. Standard Learner Numbers and funding had exceeded the targets for FE. The apprenticeship contract had not been met in full. Following discussion, *the report was noted.*

09/122 Review of Operating Statement 2009-10 (agenda item 24, paper Z)

The paper was discussed. The majority of items had been fully or partially completed. The remainder had been rolled over to 2010-11 where applicable. Following discussion, *the report was noted and it was agreed to identify which items had been carried over in future.*

10/86 Operating Statement 2010-11 (agenda item 25, paper AB)

The document was discussed. All items in it related to the current Strategic Plan. Following discussion, *the document was approved.*

10/87 Initial recruitment 2010-11 (agenda item 26, paper AC)

The paper was discussed. Overall occupancy was 96% compared to a budgeted target of 95%. The Construction Faculty did not recruit strongly but the Equestrian, Sport and General Education Faculty had significantly over-recruited. Following discussion, *the report was noted.*

10/88 Recruitment 2011-12 (agenda item 27)

Initial applications were strong. In 2010, recruitment to some courses had been stopped in July as they were perceived to be full, but the conversion rate fell so students were taken from waiting lists and late applications accepted to make up the shortfall. Lack of residential accommodation was a factor in the fall in conversion rate and additional residences were a priority. The preferred option was a joint development with the University with 2012 being a priority. A two-pronged approach may be necessary, with the College developing its own residences in the short term, either on-site or nearby. Following discussion, *the report was noted.*

10/89 Full-time recruitment targets 2011-12 (paper AD)

Some significant growth was proposed for next year. Under the current lagged funding arrangements, this would then be funded in 2012-13 and the increase would help to offset the expected reductions in funding, especially for adults. Following discussion, *the report was noted.*

10/90 Fees and Charges 2011-12 (agenda item 29)

Due to the uncertainty about the funding system it was not currently possible to recommend fees for 2011-12. It was proposed to seek delegated approval for F&GP to set them in December or January. HE tuition fees for 2012-13 were discussed. A decision would be required on whether to mirror the structure

adopted by the university. Following discussion, *the report was noted and it was agreed to delegate the decision on fees for 2011-12 to F&GP.*

10/91 Ofsted good practice visit (agenda item 30)

This had been a standard setting visit to review provision for students with learning difficulties or who were in need of learning support. It had involved 3 inspectors for 2 days. There would be no written report. Verbal feedback had been positive with some minor recommendations regarding the cost-effectiveness of providing support to some students. Following discussion, *the report was noted.*

10/92 Term dates 2012-13 (agenda item 31, paper AF)

Proposed dates were discussed *and approved.*

10/93 University Technical College (agenda item 32, paper AG)

An update on progress was given. The College's preference for one trust to oversee all UTC developments in the county, with each governing board sitting below this had gained favour. The statement of intent for the Daventry UTC, sponsored by the College, was due to be submitted at the end of November and should be approved. The UTC would have a target size of 600 pupils and specialise in sustainable construction and environmental sustainability. It was hoped to be able to appoint a Principal by Christmas 2011 ready for opening in September 2012. The preferred site was adjacent to the iCon Centre in Daventry. Following discussion, *the report was noted and the College's sponsorship of the project approved.*

10/94 Contracts of Employment (agenda item 33)

- a) **Lecturer (paper AH)**
- b) **Management Spine Lecturer (paper AI)**
- c) **Management Spine Professional (paper AJ)**
- d) **Business Support (paper AK)**

Changes to the contracts had been made to bring them in line with the latest employment legislation. They had been reviewed in detail by the Personnel sub-Committee. Following discussion, *the changes were approved.*

10/95 Personnel sub-Committee Annual Report (agenda item 34, paper AL)

The report was discussed *and noted.*

10/96 Annual Development Day (agenda item 35)

The proposed format of the 2011 event was discussed. The dates were confirmed as 9th and 10th March and would involve visits to Plumpton College in Sussex and Hadlow College in Kent. Provision of residential accommodation would be included in the programme. Following discussion, *the report was noted.*

10/97 Investors in People (agenda item 36, paper AM)

The report issued following the successful re-recognition was discussed *and noted.*

10/98 Operation of Committees

Operation of the Resources and Personnel sub-Committees had been reviewed. They would be re-named Physical Resources and Human Resources and each

would continue to meet 3 times per year. Terms of reference would be reviewed to reflect the new Property and People Strategies with the committees becoming more focused and strategic. Regular tours would continue to take place and would be open to all Governors. F&GP had been successfully conducting all its business using laptop computers since January. It was proposed to extend this to the Audit Committee and eventually to all meetings. Following discussion, *the report was noted.*

10/99 Self-Assessment Reports (agenda item 38, paper AN)

a) Committees and sub-Committees

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

b) Governance (paper AO)

Proposed changes were outlined. One area for improvement had been removed as it was considered to be no longer relevant. Other changes mainly reflected revised funding body procedures. Following discussion, *the Board graded its work as 1.*

10/100 Board Performance Indicators (agenda item 39, paper AP)

The majority of indicators had been achieved during the year. Following discussion, *the report was noted and the targets for 2010-11 were approved.*

10/101 Joint appointments with UoN (agenda item 40)

Advertisements for 2 jointly funded professorial posts, one for the Collaborative Centre for the Built Environment and one for Sports Science, had closed. The annual cost to the College would be £25,000 and £40,000 respectively. Following discussion, *the report was noted.*

10/102 Date of next meeting (agenda item 41)

Wednesday 13th April 2010 at 1.30pm. A buffet lunch would be served at 1.00pm.

10/103 Any other business (agenda item 42)

a) Sponsorship

The Provincial Charity of the Northamptonshire Freemasons had agreed to sponsor stonemasonry in the College involving funds towards the erection of a building 'shell' for students to practice fixing stone to.

b) Retirement of Principal

This was the Principal's last Board meeting. The Chairman thanked him for his immense contribution to the success of the College and for keeping the Board well informed on all matters by the clarity of his presentations and wished him well for the future.

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