

MOULTON COLLEGE FEC

Minutes of the meeting of the Corporation Board Held on Wednesday 28th July 2010

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mrs C Boardman, Mrs J Charlton-Jones, 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 R Sadler Mr R Sanders, Mr R Thompson, Mr M Thomson

In Attendance: Mr G Davies, Mr J Mair, Mrs K Sanders, Mr M Wilkinson

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

10/31 Apologies for absence (agenda item 1)

Apologies were received from Mr C Barney, Mr A Ellis and Mr A Pollard.

10/32 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 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 Pittam and Mr Newton declared an interest in items 19, 23 and 26.

10/33 Minutes of the meeting held on 28th April 2010 (agenda item 3, paper A)

Mr Hewitt was no longer a member of the Board of Northamptonshire Enterprise Ltd. With this amendment, the minutes were then accepted as a true and correct record.

10/34 Matters Arising (agenda item 6)

a) Collaborative Centre for the Built Environment (minute 10/21)

A commitment had been signed to fund a professorial post at a cost of £25,000pa plus 1% annual uplift, together with one third of the setup costs. A second collaborative project with the University of Northampton School of Health was under way. The College was funding 50% of the cost of a Chair of Sports Injury and Rehabilitation at a cost of £40,000 in year 1. Both posts would be advertised shortly.

b) University Technical College (minute 10/22)

If this project was to proceed it would be as an Academy. It was not known how the government would review the expressions of interest.

c) Presentation Days (minute 10/28)

This year's events were considered to have been very successful although some had been too long. It was therefore proposed to hold 8 events over 5 days next year. The events were an effective marketing exercise.

10/35 Appointment of Governors (agenda item 5)

The Search Committee recommended the re-appointment of Mike Thomson. *This was approved unanimously.*

The Search Committee also recommended the appointment of Giles Wilson as a Governor with effect from December 2010. His appointment was proposed by Paul Heygate who described his background and experience. The appointment was seconded by Tony Hewitt, supported by several other Governors and approved unanimously.

10/36 People Strategy 2010-15 (agenda item 6, paper B)

This document sat alongside the Property Strategy and underpinned the Strategic Plan. It contained the key considerations and strategic priorities for the management and development of the workforce. Following discussion, *the People Strategy was approved.*

10/37 Equality Action Plan (agenda item 7, paper C)

The outcomes for 2009-10 were discussed. The majority were in progress or had reached the monitoring and review stage. New legislation would require changes to the plan for the coming year. Following discussion, *the report was noted.*

10/38 Health and Safety Committee (agenda item 8, paper D)

The termly report was outlined and discussed. There had been a small reduction in the number of accidents this term. Following discussion, *the report was noted.*

10/39 Academic Board (agenda item 9)

a) 5th May 2010 (paper E)

b) 30th June/1st July (paper F)

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

10/40 New Developments – work in progress (agenda item 10)

a) Enabling works (paper G)

The range of works was outlined. The new houses and sewer at Lodge Farm had been completed and the pathway to Lodge Farm was almost complete. Work on the access road at the Main Site was under way and due for completion on 3rd September. The award of the contract for the access road by F&GP to Deejak Builders Ltd in the sum of £200,031.18 *was ratified.*

b) Social Centre (paper H)

Full planning permission had been obtained. The post-tender report was discussed. Three companies had been interviewed and one discounted at this stage. Further checks were required on the remaining 2 companies. The contract had to be placed by 2nd August. Following discussion, *it was agreed to delegate the award of the contract to the Principal up to a maximum value of £3,873 million.*

c) Sports Therapy and Injury Rehabilitation Centre (paper I)

Full planning permission had been obtained. Due to its size the project was subject to the OJEU Regulations and six companies had been invited to submit tenders which were due in next week. A paper showing the affordability of the capital projects was tabled and discussed. Following discussion, *it was agreed to delegate authority to F&GP to award the contract.*

d) Additional classroom at South Northants VSA

Extra accommodation was required at Silverstone. The most cost effective solution appeared to be to purchase a timber building similar to the pet shop to provide 2 extra classrooms. The building had a 10 year guarantee and 25 year expected life and could be moved in future if required. The cost would be around £175,000. Following discussion, *the decision of F&GP to purchase of the timber building was ratified.*

10/41 Proposed Developments (agenda item 11)

a) Countryside Skills Centre (paper J)

The proposed plans were discussed. The current brick building at South Lodge would be used for storage and the steel frame building removed. The estimated construction cost was in the region of £675,000 including improvements to the road from Lodge Farm. It was hoped to obtain some additional funding for the project but, if not, the Thomas Harrison Trust may be used to underpin the project. Following discussion, *it was agreed to proceed with the project.*

b) Refurbishment of Main Site (paper K)

Plans to refurbish the current Student Welfare Centre and convert it to house Reception, Student Services and the Finance Office were discussed. The cost would be in the region of £820,000. It was also proposed to re-model the ground floor of Stewart House at an estimated cost of £820,000. The later refurbishment of the first floor, including lift access, and of Thomas Harrison House to provide en-suite bedrooms, was also discussed. Following discussion, *it was agreed to proceed with the first two phases.*

c) SFA Enhanced Renewal Grant

The College had been allocated £225,000 as an SFA Renewal Grant. There was the opportunity to bid for an Enhanced Renewal Grant to increase that sum to £1,000,000, provided an application was made by 2nd August 2010. This grant would fund 33% of the project cost and the College would have to provide the balance. Following discussion, *it was agreed to submit an application to include the above projects together with the main campus access road and foul drainage projects, previously approved by the Board.*

Gerald Davies left the meeting.

10/42 Project Finance (Agenda item 12, paper L)

The report was discussed. Discussions had taken place with both banks and the Santander offer was significantly cheaper. Following discussion, *it was agreed that Santander should be the provider of finance for the current developments and a revolving credit facility, and the Principal and Director of*

Finance were authorised to sign the acceptance letter on behalf of the College.

10/43 ILR Data 2009-10 (agenda item 13, paper M)

The College was over the Learner Responsive target by £1.46 million. It would be necessary to over recruit 16-18 year old students in 2010-11 to ensure future funding. Employer Responsive funding should meet the target by the end of the financial year. Following discussion, *the report was noted.*

10/44 Funding for 16-19 Education and Training (agenda item 14, paper Mi)

The letter from the YPLA was discussed. Funding would be paid directly to the College from 1st August instead of through NCC. Lagged funding allocations, based on student numbers in the previous year would be used in 2011/12. Following discussion, *the report was noted.*

10/45 Funding Allocation 2010-11 (agenda item 15, paper N)

The report was outlined and discussed. FE funding would increase by 5.7% overall. An additional 50 HE places had been secured from the HE Modernisation Fund. Following discussion, *the report was noted.*

10/46 Recruitment 2010-11 (agenda item 16, paper O)

HE numbers were strong and would need to be carefully monitored to avoid clawback of funding. FE numbers were also strong overall although the conversion rate from offers to acceptances had fallen in some areas due to a lack of residential accommodation. Following discussion, *the report was noted.*

10/47 Quarterly Budget Update (agenda item 17, paper P)

Changes to the budget were outlined and discussed. The forecast surplus had fallen by £128,108, mainly due to changes in Train To Gain funding where £115,000 had been moved from 2009-10 to 2010-11. Following discussion, *the decision of F&GP to approve the changes was ratified.*

Karen Sanders left the meeting.

10/48 Management Accounts for June 2010 (agenda item 18, paper Q)

The accounts were discussed. The surplus to date was £26,475 over the budget. The College was in financial category A this month and rated Outstanding under the Framework for Excellence. Managing Agency income was expected to be on target by the end of the year. Following discussion, *the accounts were noted.*

10/49 Annual Pay Award (agenda item 19, paper R)

The paper was discussed. Following discussion, *it was agreed to increase all salary scales from 1st August 2010 by 1% or £250, whichever was the greater.*

10/50 Budget 2009-10 (agenda item 20, paper S)

The figures were outlined and discussed. The forecast surplus was £281,897 over the current year's forecast and met the College target of 7% of turnover. Following discussion, *the budget was approved.*

10/51 Three Year Financial Forecast (agenda item 21, paper T)

The forecast was discussed. Surpluses were forecast to continue at around present levels and Net Assets were forecast to increase from £26 million to £34 million during the life of the plan. Following discussion, *the forecast was approved.*

10/52 Audit Committee update (agenda item 22)

a) Audit Committee meeting held on 12th July 2010

The Committee had received an internal audit report covering catering and accommodation, communications, computers, purchases and creditors, Garden Centre stock and Coffee Shop stock. 14 recommendations had been made, the majority relating to Garden Centre stock where a number of issues needed to be addressed. The Committee had been satisfied with the management response. The Internal Audit Strategy for 2010-13 had been discussed. The latest risk management report had been received and considered to be satisfactory. Ian Borley, the new Financial Statements Audit Partner had attended the meeting. He had a clear grasp of the College's requirements and had outlined how the financial audit would be carried out. John Newton was thanked for his work as a member of the Committee. Following discussion, *the report was noted.*

b) Internal Audit Plan 2010-13, year 1 (paper U) The planned work for 2010-11 was outlined and discussed. 250 hours of work were planned. Following discussion, *the plan was approved.*

c) Risk Management (paper V)

The report was outlined and discussed. All items on the action plan had been addressed. Following discussion, *the report was noted.*

Jamie Mair left the meeting.

10/53 Performance Review Criteria 2010 (agenda item 23, paper W)

These were reviewed annually. There were no significant changes this year. Following discussion, *the changes were approved.*

10/54 Management Guidelines for Teaching Staff 2010-11 (agenda item 24, paper X)

These were reviewed annually. There were no significant changes this year. Following discussion, *the changes were approved.*

10/55 Daventry Learning Partnership (agenda item 25, paper Y)

There was currently no formal agreement between the 2 schools and 2 colleges. All 4 Boards plus the County Council had been asked to sign this Memorandum of Co-operation. It was planned to pool all sources of income for Daventry and allocate all costs to the account. There was a possible risk to some of this funding in future if the schools decided to start their own sixth forms supported by the LEA. It would also be necessary to make a contribution to Northampton College for accommodation in future. Future plans for College activity in Daventry were outlined. Following discussion, *it was agreed to sign the Memorandum of Co-operation.*

10/56 Policy approvals and updates (agenda item 26)

a) Leave Policy (paper Z)

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

10/57 Student Rules (agenda item 27, paper AB)

The main change was to ban smoking anywhere on the campus from 1st September 2011. Non-compliance would be dealt with under the disciplinary procedures. Following discussion, *changes to the rules were approved.*

10/58 Meeting dates (agenda item 28, paper AD)

Proposed dates for 2011 *were approved.* Some additional meetings of the Resources sub-Committee may be required in 2010-11 due to the number of building projects in the pipeline.

10/59 Committee Terms of Reference (agenda item 29, paper AE)

Proposed changes were outlined *and approved.*

10/60 Standing Orders and Code of Conduct (agenda item 30)

These had been reviewed and no changes were required for 2010-11.

10/61 Date of next meeting (agenda item 31)

Wednesday 1st December 2010 at 1.30pm. A buffet lunch would be served at 1.00pm.

10/62 Any other business (agenda item 32)

There was no other business.

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