

MOULTON COLLEGE FEC

Minutes of the meeting of the Corporation Board Held on Wednesday 2nd December 2009

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr C Barney, Mrs J Charlton-Jones, Mr J Gaggini, Mr A Hewitt, 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 Thompson, Mr M Thomson,

In Attendance: Mr M Lane, Mr W Lumsden, Mr R Chapman, Mr M Wilkinson, Mr G Davies, Mr J Mair, Mrs L Furness

09/70 Apologies for absence (agenda item 1)

Apologies were received from Mrs C Boardman Mr A Ellis, Mr P Heygate and Mr R Sanders.

09/71 Appointment of Governors (agenda item 2)

Arthur Ellis had been nominated by all staff for a second term as a Governor. Alex Pollard had been elected as Chair of the Student Association and thereby nominated as a Governor. Their election was *approved unanimously and Alex Pollard was also appointed to the Academic Standards Committee..* Alex Pollard and Kelly John were welcomed to the Board by the Chairman.

09/72 Declarations of Interest (agenda item 3)

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. Student Governors declared interests in agenda items 19c, and 32 and Staff Governors declared an interest in item 34.

09/73 Presentation of Consolidated Year End Accounts (agenda item 4, paper A)

The surplus for the year was £427K more than in 2007-8. Tangible fixed assets had risen by £1.042 million and the net debt had fallen by £1.472 million during the year. Following discussion, *the accounts were approved.*

09/74 Consideration of compliance with laws and regulations and related parties transaction statement (agenda item 5, paper B)

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 Mr Lane for his report.*

Mike Lane and Bill Lumsden left the meeting.

09/75 Minutes of the meeting held on 29th July 2009 (agenda item 6, paper C)

The minutes were accepted as a true and correct record.

09/76 Matters Arising (agenda item 7)

There were no matters arising.

09/77 Chairman-elect (agenda item 8)

The Chairman explained that his nomination as a Chairman-elect during John Thorpe's last year as Chairman had ensured a smooth handover. Chris Barney nominated Robin Thompson as Chairman-elect. He had been an excellent Chairman of the Audit Committee and was now on F&GP. The nomination was seconded by Karen Mackaness. No further nominations were received. Following discussion, *Robin Thompson was nominated unanimously as Chairman elect.*

09/78 Equality and Diversity (agenda item 9, paper D)

The report was outlined and discussed. A new equalities scheme and action plan had been produced in line with current legislation and Ofsted requirements. Enrolment statistics were discussed. The male:female ratio was a reflection of the curriculum, All courses were promoted equally to both sexes. Following the discussion, *the report was noted.*

Robin Chapman left the meeting.

09/79 Health and Safety (agenda item 11, paper E)

The report was discussed. There had been fewer accidents and 'near misses' than at the same stage last year but term had started 1 week later this year. 'Bite' accidents involving animals were mainly with rabbits. Following discussion, *the report was noted and it was agreed to present long term trends at future meetings.*

09/80 Self-Assessment Report (agenda item 12, paper F)

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 success rates were at or above benchmarks and there had been a large increase in the number of key skills achievements. All main grades in the SAR were 1. Following discussion, *the self-assessment report was approved.*

a) Course Targets 2009-10 (agenda item 13, paper G)

The base and stretch targets set for the College were outlined and discussed. They were based on previous performance and national averages. These targets would now be broken down to individual courses and course managers were expected to meet the base targets. Following discussion, *the targets were approved.*

Linda Furness left the meeting.

09/81 Academic Board (agenda item 14, papers H and Hi)

The minutes of the meetings held on 16th September and 12th November 2009 were presented for information. No matters were raised.

09/82 Capital Development Programme (agenda item 18, paper M)

a) Planning applications

The application went to committee with strong support from the leaders of the District and County Councils and the local MPs. It had been rejected on the grounds that it was piece-meal development in open countryside. F&GP had decided to submit an appeal by public enquiry immediately as this would allow inaccurate and misleading information provided by the Parish Council and individuals to be challenged by a barrister. It was proposed to submit a new outline application for the Social Centre immediately with provision to demolish the current

social centre, and to submit a full application for the Sports Therapy and Injury Rehabilitation Centre as soon as the detailed design was complete. Following discussion, *this course of action was approved.*

b) LSC Application for approval in principle and to borrow

A letter of approval had been received from the LSC giving approval to build and to borrow subject to agreement of the borrowing details. Following discussion, *the report was noted.*

09/83 New Developments – work in progress (agenda item 17)

a) Learning Resources Centre extension

The building had been completed on time. New operating practices had also been introduced. The building was being heavily used and had been well received by students and staff. Following discussion, *the report was noted.*

b) Vocational Skills Academies

Work was ongoing at the academies for completion in 2010. At Daventry the move to the Northampton College site had gone well and to schedule. At South Northants the initial new build work had been completed 1 month late and temporary accommodation had had to be brought in. At East Northants the Plumbing Workshop extension was underway for completion in January and the new classrooms would be added in summer 2010. Following discussion, *the report was noted.*

c) Enabling works

Detailed planning permission had been obtained for the 2 essential staff houses and the extension to the access road at Lodge Farm. Work would start imminently for completion by July 2010. This would allow work on the Social Centre to commence once planning permission was obtained. Following discussion, *the decision of F&GP to award the contract for the access road to Phoenix Paving in the sum of £69844.72, and the contract for the houses to Deejak Builders Ltd in the sum of £270,000 was ratified.*

d) Student Social Centre

Design team meetings were being held weekly. Following discussion, *the Board supported the decision to continue the design process.*

e) Sports Therapy and Injury Rehabilitation Centre

Design team meetings were being held weekly. Following discussion, *the Board supported the decision to continue the design process.*

Gerald Davies left the meeting.

09/84 Audit Committee (agenda item 18)

a) Internal Audit Annual Report (paper J)

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 2008-9 (paper K)

The report had been presented to the Audit Committee on 23rd 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 L)

This year's report contained 1 medium and 4 low priority recommendations, all of which had been addressed. It had been discussed by the Audit Committee on 23rd November. Following discussion, *the report was noted.*

d) Financial Management and Control Evaluation (paper M)

This document had to be submitted annually to the LSC. As there had been no major changes the shorter version could be submitted this year. Following discussion, *the document was approved.*

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 2009-10.*

09/85 Accounts for the year ending 31st July 2009 (agenda item 19)

a) Thomas Harrison Trust (papers N and Ni)

A small surplus of £615 had been recorded. Following discussion, *the accounts were approved and the Chairman signed the representation letter on behalf of the Board.*

b) Moulton College Social Club (paper P)

A surplus of £2,016 had been recorded for the year. Following discussion, *the accounts were approved.*

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

A surplus of £1,301 had been recorded for the year. Following discussion, *the accounts were approved.*

d) Moulton Trading Ltd (paper R)

The deed of covenant of £11,858 had reduced the profit to zero. Following discussion, *the report was noted.*

e) Moulton College Developments Ltd (paper S)

A loss of £79,531 had been recorded after payment of a deed of covenant to the College. Following discussion, *the report was noted.*

f) Lineobject Ltd (paper T)

A loss of £3,646 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 U)

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.*

09/86 Management Accounts for October 2009 (agenda item 20, paper U)

The accounts were discussed. The surplus to date was £118,182 over the budget. The College was in financial category B this month and rated Good under the

Framework for Excellence. Following discussion, *the report was noted.*

09/87 Quarterly Budget update (agenda item 21, paper v)

Changes were outlined and discussed. The forecast surplus was projected to fall by £150,944. Following discussion, *the changes were approved.*

Jamie Mair left the meeting.

09/88 LSC Funding/Student Number Report 2008-9 (agenda item 22, paper W)

The paper was discussed. The total funding generated would not be paid but was reflected in the grant for this year. Following discussion, *the report was noted.*

09/89 Review of Operating Statement 2008-9 (agenda item 23, paper X)

The majority of planned items had been completed during the year. Following discussion, *the report was noted.*

09/90 Operating Statement 2009-10 (agenda item 24, paper Y)

The report was discussed, It had been distilled this year to give an overview of the targets set for each area. Following discussion, *the operating statement was approved.*

09/91 Initial Recruitment 2009-10 (agenda item 25, paper Z)

The report was discussed. The anticipated decline in full-time Construction numbers had not occurred. There was significant new provision in Sport. There had been substantial growth in full-time HE and the drop in part-time numbers had been less than anticipated. Following discussion, *the report was noted.*

09/92 LSC funding/Student Number Report 2009-10 (agenda item 26, paper AB)

The Standard Learner Number target for 16-18 students had been exceeded but a further 110 part-time learners would need to be recruited during the year to meet the number target. More full-time adults relative to part-time had been recruited this year so the target had almost been met and would be overshot considerably by the end of the year. Following discussion, *the report was noted.*

09/93 Funding Methodology and Planning for 2010-11 (agenda item 27, paper AC)

The paper showed the issues to be faced. The business cases made for extra places for 2010-11 were discussed. They had been accepted by the LLSC and gone for regional moderation. Both FE and HE would be restricted next year in terms of unit funding and growth. Following discussion, *the report was noted.*

09/94 Full-time Recruitment Targets 2010-11 (agenda item 28, paper AD)

FE students were predicted to rise by 270 as there was a lot of growth in the system. It could be difficult to fund the growth in HE students which was already in the system. Following discussion, *the targets were approved.*

09/95 Care Standards Inspection – November 2009 (agenda item 29)

The inspection had involved residential, under18 students and had been carried out under the new inspection framework. The outcome had been very satisfactory. The draft report was awaited. Following discussion, *the report was noted and staff were congratulated on the outcome.*

09/96 Safeguarding of 16-18 Residents (agenda item 30, paper AE)

The paper was discussed. Safeguarding had recently become more important during Ofsted inspections. Following discussion, *the report was noted.*

09/97 New initiatives (agenda item 31)

a) Newton Field Centre (paper AF)

The centre was well maintained and equipped and catered for a good range of age groups. The College had been invited to formulate a proposal to deliver the courses, as the County Council wished to reduce its involvement. The centre could probably be managed jointly with Holdenby. Following discussion, *the proposal was supported in principle but no decision would be made until next year's budget was known.*

b) Cricket Academy

Agreement had been reached with Northamptonshire County Cricket Club to run an Academy from 2010-11. The facilities at the NCC ground would be utilised. Following discussion, *the report was noted.*

09/98 Fees and Charges 2010-11 (agenda item 32, paper AG)

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

09/99 Term Dates 2011-12 (agenda item 33, paper AH)

The dates for 2011-12 were discussed *and approved.*

09/100 Policy approvals (agenda item 34, paper AI)

a) Recruitment of ex-offenders Policy

b) Staff Disciplinary Procedures

c) Grievance Procedures

d) Harassment Policy

The policies had all been reviewed by the Personnel sub-Committee and F&GP who recommended their approval. Following discussion, *the changes were approved.*

09/101 Personnel Committee Annual Report (agenda item 35, paper AJ)

The report was discussed *and noted.*

09/102 Annual Development Day (agenda item 36)

The possible format of the 2010 day was discussed. It was felt that an annual visit to another college was too frequent. Some suggestions for items for inclusion could be covered in short sessions prior to Board meetings. An evening dinner may also be held at the end of the day. The possibility of holding occasional Board meetings at satellite centres was also discussed. Following discussion, *the report was noted.*

09/103 Self-Assessment Reports (agenda item 37, paper AK)

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

Proposed changes were outlined. Two areas for improvement were removed as they were considered to be no longer relevant and, following discussion, *the Board graded its work as 1.*

09/104 Board Performance Indicators (agenda item 38, paper AM)

The majority of indicators had been achieved during the year. One change was proposed for 2009-10. Following discussion, *the report was noted and the targets for 2009-10 were approved.*

09/105 Meeting dates 2010-11 (agenda item 39, paper AN)

Proposed dates for 2010-11 were discussed *and approved.*

09/106 Skills Strategy for Agriculture and Horticulture (agenda item 40, paper AO)

The industries were characterised by a low level of accredited skills and an ageing workforce. The report had been produced by Landex and Lantra and discussed with Defra. Any comments on the report could be sent to the Principal for possible inclusion in the next iteration. Following discussion, *the report was noted.*

09/107 Date of next meeting (agenda item 41)

Wednesday 28th April 2010 at 1.30pm in room M6.

09/108 Any other business (agenda item 42)

a) HE Strategy

This had been approved by the Board in December 2008. However, the guidance had been revised and the strategy had been amended. It would be shared with the University and submitted to HEFCE in mid-January. Following discussion, *the changes were approved.*

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