

confirmed

## BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

### CORPORATION

Minutes of a Meeting held on Monday 31 March 2008 at 5.00pm

<b>Membership:</b>	* Mike Rushworth	Business Member	Chairman
	* Judith Armstrong	Principal	
	Michelle Balderstone	Student Member	
	* George Batho	Business Member	
i	Louise Brierley	Local Authority Member (HCC)	
	* Charles Cardiff	Business Member	
	* Steven Connolly	Business Member	
	Lucy Dean	Student Member	
	David Eyre	Community Member	
	* Lynne George	Local Authority Member (BDBC)	Vice Chairman
	* Graham Heath	Staff Member	
	* Mike Howe	Co-opted Member	
	* Lynden Jones	Community Member	
	* Rob Munson	Business member	
	* Mary Orsborn	Staff Member	
	Chris Turner	Co-opted Member	
	* Pamela Woolgrove	Co-opted Member	
	* Ron Young	Business Member	
	Vacancy (PWi)	Business Member	
<b>Quorum:</b>	8 Members required	14 present	Meeting quorate
<b>In Attendance:</b>	* Simon Burrell	Clerk to the Corporation	
	* David Moir	Deputy Principal – Finance & Resources (DPFR)	
	* Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Present at meeting		
i	From Minute 173		

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(5.00pm)

## PRE MEETING PRESENTATION

### RISK STRATEGY AND RISK PROCESS

Alan Gwyer, Director of Development & Partnerships gave Members a briefing on risk strategy and risk management, and outlined the role of the Corporation in risk matters.

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## **PART 1 – NON CONFIDENTIAL MATTERS**

### **168. APOLOGIES FOR ABSENCE**

Lucy Dean, David Eyre, Louise Brierley (late arrival)

### **169. DECLARATION OF INTERESTS**

There were no declarations of interest made.

### **170. NOTIFICATION OF ANY OTHER BUSINESS**

The Chairman of the Corporation notified one item of Any Other Business.

### **171. MINUTES OF THE PREVIOUS MEETINGS**

The Part 1 Minutes of the meetings held on 17 December 2007 and 25 February 2008 were confirmed and signed by the Chairman as correct records.

### **172. MATTERS ARISING**

#### **1. College Bookshop Proposal (Minute 141.2)**

The Principal confirmed that Blackwell UK Ltd had agreed to the proposals, and that the College Bookshop was expected to open in September 2008.

### **173. COMMITTEES OF THE CORPORATION**

#### **1. AUDIT COMMITTEE**

The draft/unconfirmed Minutes of the meeting held on 12 March 2008 were received and noted.

##### **Matters Arising from the Minutes**

##### **i. Opportunity for Internal Auditor to Raise Matters (Minute 86)**

The Chairman of the Ctte advised on the Internal Auditor's comments regarding a potential fraud, and that a full update would be made at the next meeting of the Committee.

#### **2. FINANCE & RESOURCES COMMITTEE**

The draft/unconfirmed Minutes of the meeting held on 19 March 2008 were received and noted.

##### **Matters Arising from the Minutes**

##### **i. Management Accounts 2007/08 (Minute 77)**

The Chairman of the Ctte advised that the current end of year forecast was for a surplus of £269k, compared to the agreed original budget of a surplus of £566k.

##### **ii. Procurement Services (Minute 80)**

The DPFR outlined a proposal to enter into a contract with Tenet, a professional procurement service provider, to offer a full procurement service for the College. It was noted that the net cost of the service over a three year period would be £12.5k (plus VAT). However, the overall gross cost of the service was £109.5k (plus VAT) but that the costs would be fully recouped through savings in procurement of goods and services.

173. (cont)

**iii. Claire King – Head of Finance (Minute 83.1)**

The resignation of the Head of Finance and subsequently the resignation of the Head of HR were noted. In response to a question from a Member, the Principal confirmed that interim arrangements had been put in place whilst the recruitment process was undertaken.

**3. QUALITY COMMITTEE**

The unconfirmed Minutes of the meeting held on 5 March 2008 were received and noted. There were no specific items arising not covered elsewhere on the agenda.

**4. SEARCH COMMITTEE**

The unconfirmed Minutes of the meeting held on 11 February 2008 were received and noted.

**Matters Arising from the Minutes**

*(Louise Brierley joined the meeting)*

**i. Members Attendance Record (Minute 60)**

It was noted that there had been a number of additional Corporation meetings held in the past few months, and that these would be highlighted separately if there were any future concerns regarding specific Members' attendance.

**ii. Revised Instrument and Articles of Government (Minute 61)**

A written report was received and considered.

**It was RESOLVED that the revised Instrument and Articles of Government be adopted, and that the 'External Members' be known as 'Members'.**

*(Proposed by Charles Cardiff, Seconded by George Batho)*

**iii. Conflict of Interest Policy (Minute 62)**

A written report was received and considered.

**It was RESOLVED that the revised Conflict of Interest Policy and updated Gifts and Hospitality Guidance be agreed.**

*(Proposed by Pam Woolgrove, Seconded by Lynne George)*

**174. COLLEGE SELF ASSESSMENT REPORT (SAR) 2006/07 AND QUALITY IMPROVEMENT PLAN 2007/08**

A written report was received and considered. The DPCQ advised that the first draft of the SAR had been distributed at the December 2007 meeting of the Corporation, and any specific comments made by Members had been incorporated into the final version. He outlined the process of validation that the SAR/QIP had been through. It was noted that the role of the Audit Ctte had accidentally been omitted from the final version but that it would be included in the electronic version that would be uploaded onto the LSC Portal.

**ACTION: DPCQ**

**It was RESOLVED that the Self Assessment Report 2006/07 and Quality Improvement Plan 2007/08 be agreed.**

*(Proposed by Charles Cardiff, Seconded by George Batho)*

## **175. STANDING ORDERS**

A written report was received and considered. The Clerk advised that the Standing Orders had been updated to include changes following the implementation of the revised Instrument and Articles of Government, as well as technical updating of names, dates etc.

**It was RESOLVED that the Standing Orders be agreed.**

*(Proposed by Rob Munson, Seconded by Mary Orsborn)*

## **176. FINANCE MATTERS**

### **1. Monthly Management Accounts & Key Performance Indicators (KPI) 2007/08**

The Monthly Management Accounts to January 2008 and KPIs to February 2008 were received and considered. The DPFR advised that the forecast outturn had been fully updated, and that he was currently forecasting a revised end of year surplus of £269k (original budget +£566k). He also advised that full details of the changes were shown in the commentary to the Accounts. The DPFR took Members through the Income & Expenditure Account and highlighted changes against the original Budget 2007/08.

The report was noted.

### **2. Fee Policy 2008/09**

A written report was received and considered. The DPFR advised that, in the past, fee levels had been set slightly higher than LSC guidelines, but that his proposal for 2008/09 would bring the College fees into line with the LSC fee assumptions. It was noted that full time 19+ fee levels would be kept at a lower level in order to encourage participation.

**It was RESOLVED that the Fee Policy 2008/09 be agreed.**

*(Proposed by Pamela Woolgrove, Seconded by Lynne George)*

### **3. Queen Mary's Foundation Annual Report 2007/08**

A written report was received and noted. The DPCQ advised that 12 applications totalling £2,285 had been approved in respect of BCOT students during 2007/08.

## **177. PRINCIPAL'S REPORT**

The Principal advised that she had no further matters to advise not previously circulated/reported.

*(George Batho left the meeting)*

## **178. ADULT EDUCATION POLICY COMMITTEE**

The Minutes of the Adult Education Policy Cttee meeting held on 13 March 2008 were received and noted.

## **179. LEARNER PARLIAMENT**

The Minutes of the Student Parliament meeting held on 17 March 2008 were received and noted.

## **180. ANY OTHER BUSINESS**

### **1. Road Safety Initiative**

Rob Munson reported on the Road Safety Initiative presentation that he had recently attended. It was proposed that the organisers be asked to make a similar presentation to College students.

180. (cont)

**2. Member Input**

The Chairman of the Corporation thanked all Members for their comments and input. He advised that there were some common themes arising, and that these would be covered in future Briefing Sessions and Development Sessions.

**181. DATES OF FUTURE MEETINGS**

*[All meetings commence at 5.00pm unless otherwise stated]*

Monday 16 June 2008	Development Session
Monday 7 July 2008	Scheduled meeting

The Meeting Schedule 2008/09 was received and noted.

**182. FORTHCOMING EVENTS**

*[As listed in the Agenda]*

It was noted that the Care & Early Years 'Twilight' Forum scheduled for 2 April 2008 had been cancelled.

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(Part 1 Meeting closed at 7.00pm)

Confirmed as a correct record

Signed:..... Date:.....  
Chairman of the Corporation