

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

Minutes of the Corporation Meeting held on Wednesday 7 July 2010 at 5.00pm

Membership:	*	Lynne George	Member	Chairman
	*	George Batho	Member	Vice Chairman
		Chris Batten	Student Member	
		Andrew Bishop	Member	
		James Booth	Student Member	
	*	Anthony Bravo	Principal	
	*	Louise Brierley	Member	
	*	Charles Cardiff	Member	
	*	Mike Howe	Member	
	*	Lynden Jones	Member	
	*	Donna Kitchen	Staff Member	
		Gary Livingstone	Member	
	*	Rob Munson	Member	
	*	Mary Orsborn	Staff Member	
	*	Liz Stuart	Member	
	*	Richard Wareham	Member	
	*	Pamela Woolgrove	Member	
	*	Ron Young	Member	
		Vacancy (MR)	Member	
Quorum:		8 Members required	14 present at start	Meeting quorate
In Attendance:		Katie Brannagan	Student Observer	
	*	Simon Burrell	Clerk to the Corporation	
	*	David Moir	Deputy Principal – Finance & Resources (DPFR)	
	*	Beverley Smith	Deputy Principal – Curriculum & Quality (DPCQ)	
	*	Present at meeting		

(4.30-5.05pm)

PRE MEETING PRESENTATION

“Agents of Change” – Report of the Working Groups

Lynda Pickering and Bill Campbell gave Members a briefing on the establishment of eleven Working Groups within the College. Each Working Group had been asked to present three recommendations for change to the SMT for consideration.

A copy of the Summary of Outcomes of the Working Groups was circulated for Members information.

PART 1 – NON CONFIDENTIAL MATTERS

382. APOLOGIES FOR ABSENCE

Gary Livingstone.

383. DECLARATION OF INTERESTS

David Moir made a declaration of interests in relation to Agenda Item 11: Costello Technology College – Trust Status

384. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

385. MEMBERSHIP OF THE CORPORATION

The Chairman of the Search Ctte advised that the Search Committee had met and interviewed two prospective new Members of the Corporation and had recommended both for appointment. Copies of their CVs were received and considered.

It was RESOLVED that Julie Churcher (Headteacher of Aldworth Science College) and Joanna Miller (CEO of Cobalt Telephone Technologies) be appointed as Members of the Corporation, each on a four year term of office commencing on 1 August 2010.

(Proposed by Pamela Woolgrove, Seconded by Lynne George)

386. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 24 March 2010 were confirmed as a correct record, and were signed by the Chairman.

387. MATTERS ARISING

There were no Matters Arising discussed not covered elsewhere on the Agenda.

388. COMMITTEES OF THE CORPORATION

1. Audit Committee

The unconfirmed Minutes of the meeting of the Audit Committee held on 16 June 2010 were received and noted. The Chairman of the Ctte took Members through the Minutes.

2. Finance & Resources Committee

The unconfirmed Minutes of the meetings of the Finance & Resources Committee held on 19 May 2010 and 23 June 2010 were received and noted. The Chairman of the Ctte took Members through the Minutes.

i. Partnership Provision (Minute 210.2)

A written report was received and considered.

It was RESOLVED that the proposed contract with Lean Education and Development, based on 200 indicative enrolments achieving total indicative funding of £326,400 be agreed.

(Proposed by Anthony Bravo, Seconded by Mike Howe)

ii. Fees Policy (Minute 212)

A written report was received and considered.

It was RESOLVED that the Fees Policy 2011/12 be agreed.

(Proposed by Lynne George, Seconded by George Batho)

iii. Review of Financial Regulations (Minute 229)

A written report was received and considered.

It was RESOLVED that the amendments to the Financial Regulations be agreed.

(Proposed by Mike Howe, Seconded by Anthony Bravo)

3. Quality Committee

The unconfirmed Minutes of the meeting of the Quality Committee held on 15 June 2010 were received and noted. The Chairman of the Ctte took Members through the Minutes. He highlighted the ongoing improvements being shown in relation to curriculum and quality matters.

4. Search Committee

The unconfirmed Minutes of the meeting of the Search Committee held on 21 June 2010 were received and noted.

i. Membership of the Corporation (Minute 113)

It was noted that the term of Office for George Batho and Mike Howe expired on 31 July 2010. The Search Ctte had considered their re-appointment for a further term of office.

It was RESOLVED that George Batho and Mike Howe be re-appointed to serve for a new Term of Office of four years commencing 1 August 2010.

(Proposed by Pamela Woolgrove, Seconded by Anthony Bravo)

ii. Committee Membership

A written report was received and considered. The Clerk advised that Julie Churcher had offered to serve on the Quality Ctte. He also advised that it had been proposed that a Student Member be asked to serve on the Search Ctte.

It was RESOLVED that Julie Churcher be appointed to serve on the Quality Ctte, and that the membership of the Search Ctte be increased by one to include a Student Member.

(Proposed by Pamela Woolgrove, Seconded by Rob Munson)

ITEMS FOR DECISION

389. FINANCE MATTERS

1. Budget 2010/11

A written report was received and considered. The DPFR advised that funding for 2010/11 would be 'tight'. He stressed that the budget was based on less income than for the current year, appropriate cost reductions had been made, good control of staff costs would be maintained and other costs trimmed where possible. He reminded Members that a good level of reserves had been built-up over the past few years (£5.3m) and that it was proposed to use some of this for essential repairs and maintenance.

The DPFR advised that the proposed budget was based on an operating surplus of £498k (2.6% of gross income), made up from 'core' activities of £329k (1.8% of curriculum income) and £169k non-core activities. However, after allowing for essential repairs and maintenance at £630k, there would be an overall operating deficit of -£132k. He advised further that with good reserves he was content to recommend to the Corporation that it accepted a deficit budget proposal.

The DPFR also advised that income for 16-18 year olds was good, based on the previous year's enrolments, but if there was a reduction in enrolments during 2010/11 there would be a corresponding reduction in income in 2011/12. Adult funding had, though, been cut by 25% and it was anticipated that Train to Gain would cease in the near future. However, following the change of government, the DPFR advised that funding policy had been 'eased' in that colleges could now 'vire' between the different adult funding streams.

The DPFR advised further that cash flow remained strong, and that there were no concerns regarding solvency. However, under the SFA (Skills Funding Agency) formula the financial health grading of the College would move down from 'Outstanding' to 'Good'. In addition, he advised that because the forecast outturn for the current year was better than anticipated, the financial grading for 2009/10 should remain 'Outstanding'.

2. Pay Award 2010/11

The DPFR advised that the proposed budget included provision for a pay award of 1.5%, with 1% payable on 1 August 2010 and 0.5% from 1 February 2011. However, SMT had considered the matter and had recommended that a decision on whether to make a pay award be deferred until December 2010, following the publication of the outcome of the Government's Public Spending Review in October 2010, and receipt of any advice from AOC regarding any nationally recommended pay award settlement details.

3. Capital Expenditure

The DPFR outlined proposals to invest £1,850k in capital expenditure projects, the majority (£1,5m) on the new IT infrastructure and associated equipment.

4. Recommendations

Members discussed the proposed budget and sought clarification from the DPFR on a range of matters associated with the proposed budget.

It was RESOLVED that:

1. the budget for 2010/11 be agreed, based on:

Income	£19,525k
Pay costs	£12,443k
Non pay costs	£6,584k
Operating Surplus	£498k
Estates maintenance backlog	£630k
Deficit for the year	-£132k

I&E reserve brought forward £5,328k

I&E reserve carried forward £5,196k

2. the capital programme based on £1,850k be agreed

3. the decision on a general pay award for 2010/11 be deferred until December 2010

(Proposed by George Batho, Seconded by Charles Cardiff)

5. Three Year Financial Forecast 2010/11-2012/13

A written report was received and considered. The DPFR advised that Year 1 of the forecast was the budget agreed above, with Year 2 and Year 3 based on known funding as at the present time. Additional provision for continuing essential repairs and maintenance had also been included. However, he anticipated further cuts being imposed on college budgets following the Public Spending Review outcomes due to be published in October 2010.

It was RESOLVED that the three year financial forecast 2010/12-2012/13 be agreed.

(Proposed by Mike Howe, Seconded by Richard Wareham)

390. CORPORATION STRUCTURE REVIEW AND BUSINESS LINKS

A written report was received and considered. The Chairman advised that the report was initially for discussion and would be considered in more detail at the forthcoming Development Day (14 July 2010).

The Chairman highlighted the background to the review and highlighted options available. The Working group had, though, concluded that the best option was to continue with the existing format

(based on the Corporation meeting 4 times per year + two Development Days, and five committees – Audit, Finance & Resources, Quality, Remuneration and Search) but that there should be better ‘streamlining’ of business to reduce any unnecessary duplication of matters. A table of the Corporation’s responsibilities was noted and the Clerk was requested to expand the list to show those items that would be received and considered by the committees. **ACTION: Clerk**

The Chairman also advised that in reviewing the Corporation’s agenda layout, it was proposed to include a new Part 3 section at the end of the meeting to allow a more general feedback/updating on a range of issues.

It was also proposed that a number of ‘Corporation Champions’ be established. A suggested list of such roles was appended to the report and these would be discussed at the Development Day on 14 July 2010. It was noted that Champions would make an annual report/presentation to the Corporation covering their respective areas. The Chairman received the agreement from Members present that they were happy with final allocations being agreed at the Development Day.

Members requested details of what was expected of the ‘Corporation Champions’. It was agreed to discuss this at the Development Day.

391. PROPERTY STRATEGY

The DPFR gave a verbal update. He advised that the Planned Maintenance Programme had now been drawn-up and completed. Architects had been appointed and appropriate schemes were being developed.

The DPFR also advised that feasibility reports were also being prepared for two projects, one being an Engineering Dept project to bring BETA onto the main site, and the other being a range of improvements to the appearance of the College from the Worthing Road and improved access. He did stress that he was conscious of costs and was keeping fees to an absolute minimum at this stage. He anticipated being able to make recommendations at the next meeting of the Corporation.

ACTION: DPFR

392. COSTELLO TECHNOLOGY COLLEGE (CTC) – TRUST STATUS

A written report was received and considered. The Principal outlined the background to CTC’s proposal to seek Trust Status. He also stressed the importance of CTC as one of the College’s larger feeder-schools.

It was RESOLVED that the Corporation would support the Costello Technology College’s application for Trust Status and agree and sign the Memorandum of Understanding to becoming a partner on the Trust.

(Proposed by Anthony Bravo, Seconded by Lynne George)

ITEMS FOR INFORMATION AND NOTING

393. MANAGEMENT ACCOUNTS 2009/10

The Management Accounts for the period to May 2010 were received. The DPFR advised that he was currently forecasting a revised operating surplus of £507k (approved budget £522k) before essential maintenance costs of £480k, but that he was confident that the end of year outturn would be better than forecast. He took Members through the Accounts and advised that there were no issues of any significance to report.

The report was noted.

394. PRINCIPAL’S REPORT

The Principal reported that the latest edition of the Monthly Report had recently been circulated to all Members. He updated Members on actions undertaken since publication of the Monthly Report.

395. SMT RE-SHAPING

A written report was received. The Principal outlined a number of changes to the SMT following the retirement of Charmian Harrison (Director of Curriculum), cutbacks in adult and HE funding, changes

to national curriculum and the need to continue to embed quality/parity of provision to ensure continual improvement and sustainability across all Departments and Sections of the College.
The report was noted.

396. EQUALITY & DIVERSITY, SAFEGUARDING

A written report was received. The DPCQ took Members through the report and advised that work during the year on equality, diversity and safeguarding matters had been very thorough.

The minutes of the Safeguarding Meeting held on 7 June 2010 were received and noted.

The report was noted.

397. RISK MANAGEMENT

A written report was received. The DPFR highlighted the three key risks identified by Members at the Development Day in February 2010 and took Members through detailed risk assessments for each risk.

The report was noted.

398. LEARNER PARLIAMENT

The minutes of the Learner Parliament meeting held on 17 May 2010 were received and noted.

399. STUDENT ACHIEVEMENTS

A written report was received. It was noted that letters of congratulation from the Chairman had been sent to Dawn McCrum, Jade Poynter, Katie-Jo Stokes Barnett, Elaine Cocks (Hair, Holistic & Beauty Therapy), Matthew Larcome (Business, Leisure, Hospitality & Professional Studies), Jack Nicholson and Justin Woodley (Engineering & Automotive) in respect of their various regional and national awards.

400. ANY OTHER BUSINESS

1. Anthony Bravo (Principal & Chief Executive) – Probationary Period

The Chairman advised that Anthony Bravo had successfully completed his probationary period.

2. Louise Brierley

The Chairman advised that Louise was attending her last meeting of the Corporation. She made a presentation to Louise to thank her for her service to the Corporation and College, and wished her well for the future.

401. DATES OF FUTURE MEETINGS

[All meetings commence at 5.00pm unless otherwise stated]

Wednesday 13 October 2010	Scheduled Meeting
Wednesday 15 December 2010	Scheduled Meeting

(Meeting closed at 7.15pm)