

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## Minutes of a Meeting of the Corporation held on Wednesday 15 December 2010 at 5.00pm

<b>Membership:</b>	*	Lynne George	Member	Chairman
	*	George Batho	Member	Vice Chairman
	*	Andrew Bishop	Member	
	*	Charnah Bradley	Student Member	
	*	Anthony Bravo	Principal	
	*	Charles Cardiff	Member	
	*	Julie Churcher	Member	
	*	Fran Herbert	Student member	
	*	Mike Howe	Member	
	*	Lynden Jones	Member	
	*	Donna Kitchen	Staff Member	
		Gary Livingstone	Member	
	*	Joanna Miller	Member	
	*	Rob Munson	Member	
		Mary Orsborn	Staff Member	
		Liz Stuart	Member	
	*	Pamela Woolgrove	Member	
	*	Ron Young	Member	
		Vacancy (RW)	Member	
<b>Quorum:</b>		8 Members required	15 present at start	Meeting quorate
<b>In Attendance:</b>	*	Simon Burrell	Clerk to the Corporation	
	*	David Moir	Deputy Principal – Finance & Resources (DPFR)	
	*	Beverley Smith	Deputy Principal – Curriculum & Quality (DPCQ)	
			Student Observer	
	*	Present at meeting		

(4.30-4.55pm)

## PRE MEETING PRESENTATION

### Quality Strategy Framework/Lesson Observations/Thematic Reviews

The DPCQ gave Members an update on a range of quality and curriculum issues, including the Quality Strategy Framework, Lesson Observations and Thematic Reviews.

(5.00pm)

## PART 1 – NON CONFIDENTIAL MATTERS

### 421. WELCOME

Charnah Bradley and Fran Herbert (Student Members) were welcomed to the Corporation.

### 422. APOLOGIES FOR ABSENCE

Gary Livingstone, Mary Orsborn, Liz Stuart.

**423. DECLARATION OF INTERESTS**

The Staff Members, Principal and Officers made a Declaration of Interests in respect of Agenda Item 9 – Pay Award.

**424. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business notified.

**425. MEMBERSHIP OF THE CORPORATION**

**1. James Booth (Student Member)**

It was noted that James Booth had left the College and was no longer a Student Member on the Corporation. However, it was reported that James had now returned to the College as a student but was no longer a student nominee on the Corporation.

**2. Richard Wareham (Member)**

The resignation of Richard Wareham as a Member of the Corporation was noted.

**3. Appointment of Student Member**

The Clerk advised that the Student Union had proposed Charnah Bradley (Vice President) to replace James Booth on the Corporation.

It was noted that Abigail Lillington had been appointed by the Student Union as the Student Observer at the Corporation.

**4. Mary Orsborn (Staff Member)**

The Clerk advised that he had received one nomination for Staff Member (Support Staff) from Mary Orsborn.

**5. Charles Cardiff (Member)**

It was noted that Charles Cardiff's current term of office expired on 31 December 2010. The Search Cttee had considered his re-appointment and recommended he serve a further term of office.

**6. Rob Munson (Member)**

It was noted that Rob Munson's current term of office expired on 31 July 2011. The Search Cttee had considered his re-appointment and recommended he serve a further term of office.

**It was RESOLVED that:**

- 1. Charnah Bradley be appointed as a Student Member on the Corporation for a period of office ending on 31 July 2011.**
- 2. Mary Orsborn be appointed as a Staff Member (Support Staff) for a four year term of office commencing 1 January 2011.**
- 3. Charles Cardiff be appointed as a Member for a four year term of office commencing 1 January 2011.**
- 4. Rob Munson be appointed as a Member for a four year term of office commencing 1 August 2011.**
- 5. Abigail Lillington be noted as the Student Observer.**  
*(Proposed by Mike Howe, Seconded by Ron Young)*

**426. MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the meeting held on 13 October 2010 were confirmed as a correct record, and were signed by the Chairman.

## **427. MATTERS ARISING**

### **1. Property Strategy (Minute 408)**

The DPFR advised that the Design Team had been appointed, detailed design work started, a planning application submitted to BDBC, and the public consultation process had commenced.

The DPFR advised that the original timeframe for completion would be delayed owing to the need to acquire temporary accommodation for engineering based programmes and the re-location of the animal house for the duration of the works.

It was noted that there could be a potential risk of clawback by the SFA in the funding provided by them as it was a condition that it should be spent by Sept 2011. The current delay could result in a later completion date.

## **428. COMMITTEES OF THE CORPORATION**

### **1. Audit Committee**

The unconfirmed Minutes of the meeting held on 24 November 2010 were received and noted. Recommendations from the Committee for Corporation consideration were included as separate items on the Corporation agenda.

The Chairman of the Committee advised that the appointment of the Financial Statements Auditor was due to go out to tender in early 2011. He also advised that the Committee had requested the Internal Auditor undertake a specific review into equality and diversity matters following concerns raised by three members of the Committee.

### **2. Finance & Resources Committee**

It was noted that the meeting of the Committee scheduled for 1 December 2010 had been cancelled due to bad weather. Matters requiring consideration and approval had been included as separate items on the Corporation agenda.

### **3. Quality Committee**

The unconfirmed Minutes of the meeting held on 17 November 2010 were received and noted. There were no recommendations from the Committee for Corporation consideration.

The Chairman of the Committee advised that the Committee had considered a draft of the Self Assessment Report in detail and that the final version was a separate item on the agenda for consideration by the Corporation.

### **4. Search Committee**

The unconfirmed Minutes of the meeting held on 10 November 2010 were received and noted. Recommendations from the Committee for Corporation consideration were included as separate items on the Corporation agenda.

## **ITEMS FOR DECISION**

## **429. FINANCIAL STATEMENTS 2009/10**

Written reports were received and considered.

### **1. BCOT Financial Statements 2009/10**

The DPFR advised that the reported surplus in the financial statements for 2009/10 was £418k (operating surplus of slightly over £1m less exceptional property maintenance costs). He advised that the operating surplus had been generated mainly by savings within the staffing budgets. The financial health of the College remained at Category 1, but this would deteriorate when the Property Strategy works were undertaken.

**429. (cont)**

**2. Financial Statements Auditor's Management Letter 2009/10**

It was noted that the Financial Statements Auditor had reviewed the Accounts and had advised that there were no issues of concern arising from the audit. He also advised that the Management Letter had been reviewed by the Audit Ctte.

**3. Financial Statements Auditor's Letter of Representation 2009/10**

The DPFR advised that the Letter of Representation was based on the standard format and confirmed that all appropriate information had been provided to the Auditor.

**4. Internal Auditor's Annual Report 2009/10**

The DPFR referred Members to the Internal Auditor's Assurance Statement (shown on page 110 of the agenda papers) that stated that in their (the Internal Auditor) opinion the adequacy and effectiveness of the College's governance, risk management and control arrangements were all graded 'Green' (based on the 'traffic lights' grading system).

**5. Audit Committee's Annual Report 2009/10**

The Chairman of the Audit Ctte advised that the report outlined the work of the Ctte during the year.

Members paid tribute to the work of the College staff for their work in achieving a good set of Accounts.

**It was RESOLVED that:**

- 1. The financial statements showing an operating surplus of £418k be agreed.**
- 2. The Financial Statements Auditor's Management Letter be received and accepted.**
- 3. The Letter of Representation to the Financial Statements Auditor be agreed and signed by the Chairman on behalf of the Corporation.**
- 4. The Internal Auditor's Annual Report be received and accepted.**
- 5. The Audit Committee's Annual Report be received and accepted.**

*(Proposed by Andrew Bishop, Seconded by George Batho)*

**430. PAY AWARD 2010/11**

A report was received and considered. The Principal advised that the proposal to offer a pay award had been made following consultation with the SMT, staff and the Chairman and Vice Chairman of the Corporation. He informed Members that the recommendation from AOC was for a 0.2% pay award. He reminded Members that the College's current pay scales were below the national salary scales and that it was one of the Strategic Objectives to work towards comparability with national scales. He also advised that although the College had recently been re-classified as 'public sector' and that the public sector were currently subject to a two-year pay freeze the College was able to make an award during the current year.

The Principal also advised that the budget for 2010/11 included provision for a pay award for the year that would go some way to closing the gap with the national pay scales. He recommended that this should be confirmed as 0.5% award to all members of staff, payable with effect from 1 January 2011, with a minimum increase of £100 pro-rata. It was noted that the total cost of the award would be £34,796 in 2010/11 and £59,650 in 2011/12.

In addition, the pay award recommendation proposed that, in future years, the College makes any general pay award with effect from 1<sup>st</sup> January each year rather than the current 1<sup>st</sup> August. However, this element of the recommendation was subject to formal consultation through the recognised staff consultation groups and would not affect incremental increases that would continue to occur on 1<sup>st</sup> August each year.

It was also proposed that the same pay award be made to the designated senior post holder (the Principal).

**It was RESOLVED that:**

- 1. A pay award of 0.5% (with a minimum increase of £100 pro-rata) be paid to all staff, including the designated senior post holder (the Principal), with effect from 1 January 2011.**
- 2. Future years general pay awards be effective from 1<sup>st</sup> January each year, subject to formal consultation through the recognised staff consultation groups.**

*(Proposed by Mike Howe, Seconded by George Batho)*

#### **431. SELF ASSESSMENT REPORT (SAR) AND QIP 2009/10**

A report was received and considered. The DPCQ took Members through the report. She highlighted the overall College judgements (page 5 of the report) that had been externally validated, and were proposed as:

Overall effectiveness of provision	3
Capacity to improve	2
Outcomes for learners	3
Quality of provision	3
Leadership and management	3
Safeguarding	2
Equality and diversity	3

An updated schedule of lesson observation (LOs) grades undertaken during the Autumn Term 2010 was tabled by the DPCQ. She advised that 80% of LOs were Grade 2 or above, 19% Grade 3 and 1% Grade 4.

The DPCQ also advised that she was confident the College was an improving grade 3, and that there was clear in-year data that demonstrated further improvement for next academic year in terms of success rates, especially at Long level 3. Members expressed their support that the College had the 'feel' of a Grade 2 College following the great amount of change that had been undertaken in the past year, and the significant improvements in Business Unit success rates. However, it was noted that in 2009/10 historical data, improved standards that affected retention/achievement in some areas, and the embedding of E&D at classroom level kept the College at grade 3.

The DPCQ referred Members to the Overall College Effectiveness section of the SAR (pages 16/17 of the report) and highlighted the considerable amount of change that had already taken place within the College, along with those matters that were deemed as 'areas for improvement'.

The DPCQ gave Members a short presentation based on the outcomes from the SAR and an outline of the areas to be covered in the Action Plan for 2010/11.

In response to a question from a Member related to some elements that appeared to have declined in the previous year, the Principal advised that there had been greater challenge made on previous assumptions, with more rigour applied, and that this had driven-down some areas. However evidence to support improvements would not be available until the results of the current year's students were known.

**It was RESOLVED that the Self Assessment Report 2009/10 be agreed.**

*(Proposed by Charles Cardiff, Seconded by Rob Munson)*

#### **432. DELEGATION OF RESPONSIBILITIES**

A report was received and considered. The Chairman reminded Members that, following the recent review of the structure of the Corporation, it had been agreed not to make any changes, but to stream-line the decision-making process. She advised that the delegation of Responsibilities schedule was a 'living document' and would be kept updated with developments and would be linked to each Committees terms of Reference. It was noted that the schedule highlighted those regular items for action, and that there would be adhoc items raised at Committee or Corporation meetings as appropriate.

**It was RESOLVED that the Delegation of Responsibilities be agreed.**

*(Proposed by Lynne George, seconded by Mike Howe)*

**433. TREASURY MANAGEMENT POLICY**

A report was received and considered. The DPFR advised that there was a need to revise the Treasury Management Policy to include Lloyds TSB and RBS in respect of instant access general deposit purposes. Members were advised that although rated below AA- both banks are owned 83% and 41% respectively by the UK Government, whose Sovereign rating has recently been affirmed by Standards & Poors as being AAA stable.

**It was RESOLVED that the Treasury Management Policy be amended to include Lloyds TSB and RBS for a period of 12 months (at which point a further review would be conducted).**

*(Proposed by Mike Howe, Seconded by Pam Woolgrove)*

**ITEMS FOR INFORMATION AND NOTING**

**434. STUDENT ACHIEVEMENTS**

A report on outstanding student achievements was received and noted.

**435. STRATEGIC PLAN PERFORMANCE INDICATORS**

The DPFR gave Members a presentation covering the various key performance indicators (KPIs) included in the Strategic Plan. He advised that, in overall terms, good progress was being made in a number of the KPIs, but he stressed that there were still a number of areas for further improvement.

**436. PRINCIPAL'S REPORT**

The Principal advised that he had circulated recently the latest monthly report, and that he had nothing further to add.

**437. SAFEGUARDING ANNUAL REPORT 2009/10**

A report was received and noted.

**438. CORPORATION CHAMPION AND DEPARTMENTAL LINKS**

**1. Corporation Champion Reports**

Verbal reports were received from:

Mike Howe	Risk management
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Written briefing Reports were received from:

Donna Kitchen/ Rob Munson	Teaching, Learning, Assessment
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**2. Departmental Link Reports**

Verbal reports were received from:

Mike Howe	Business Unit and Adult Education
Donna Kitchen	Student Services

Written briefing Reports were received from:

Rob Munson	Marketing
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**439. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**440. DATES OF FUTURE MEETINGS**

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

Thursday	27 January 2011	Corporation Dinner (6.00pm)
Wednesday	2 March 2011	Development Day (12.30pm)
Wednesday	6 April 2011	Scheduled Meeting
Wednesday	6 July 2011	Scheduled Meeting
Wednesday	13 July 2011	Development Day (12.30pm)

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**PART 2 – CONFIDENTIAL MATTERS**

There were no confidential matters discussed.

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(Meeting closed at 7.20pm)

Confirmed as a correct record

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