

MINUTES OF THE MEETING OF THE BOARD OF THE CORPORATION HELD ON 25 OCTOBER 2007

Present: Mr. Bernard Vaughan (Chair), Mr. Rowland Foote (Principal), Mr. Peter Taylor, Ms. Gillian Drewitt, Mrs. Sibyl King, Mrs. Joy Postings, Mr. Mike Humphries, Mr. Guy Spencer, Mr. Paul Bennett, and Mr. Tony Heaton.

In Attendance: Mrs. Sue Ratcliffe, Clerk to the Corporation
Mr. Lawrence Vincent, Vice-Principal (Academic & Student Affairs)
Mrs. Diane Grannell, Executive Director of Finance
Mr. Roger Simons, Vice-Principal (Business Development)
Mr Ian Baggaley, Director of International Operations
Mr. Ken Roberts, Director of Estates

An informal workshop session was held prior to the meeting with Lend Lease Projects/Capita Symonds, to consider the proposal for Project Management and QS Services under the national OGC Framework agreement.

The Board granted permission for Mr. Ian Baggaley and Mr. Ken Roberts to be in attendance from the beginning of the meeting.

APOLOGIES FOR ABSENCE

78/07 Apologies for absence was received from Ms. Gill Rushton, Mr. Geoff Richardson, Mr. Peter Adams, Mr. Mark Pitcher and permission granted. An apology was also received from Ms. Sue Clyne (Executive Director of Human Resources).

CODE OF CONDUCT

79/07 Members had nothing additional to declare.

MINUTES OF THE MEETINGS HELD ON 26 JULY AND 4 OCTOBER 2007

80/07 The Minutes of the meeting held 26 July 2007, copies having been circulated were confirmed as a correct record and signed by the Chair.

Proposed by: Mr. Peter Taylor Seconded by: Mr. Guy Spencer Vote: unanimous
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81/07 The Minutes of the meetings held 4 October 2007, copies having been circulated were confirmed as a correct record and signed by the Chair.

Proposed by: Ms. Gillian Drewitt Seconded by: Mr. Mike Humphries Vote: unanimous
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MATTERS ARISING

College Radio (Min. 42/07)

82/07 The Principal reported that the team were working on a Business Plan.

College Foundation (Min. 45/07)

83/07 The Board were informed of progress with fund raising activities.

Capital Build Programme (Min. 66/07)

84/07 The Board were informed that the LSC had indicated that they were happy with the curriculum case.

COMMITTEE MINUTES

Finance and General Purposes Committee meetings 27 September and 18 October 2007

85/07 The Chair presented the minutes of two meetings of the Finance and General Purposes Committee, and members had no questions. The Chair assured the Board that the Committee was monitoring progress with current issues as part of the budget recovery plan.

86/07 Organisational Response Fund (ORF) - (F & G P Min. 142/07) Mr. Paul Bennett confirmed that he had reviewed the paper and all his questions had been adequately addressed. The Board confirmed that the revised framework for making applications for expenditure from ORF be approved and included as part of the Financial Regulations.

Proposed by: Mr. Peter Taylor Seconded by: Mr. Rowland Foote Vote: unanimous
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Estate Committee Meeting 3 October 2007

87/07 The Chair of the Estate Committee presented the minutes of the meeting and reported that Savills will be arranging a workshop for Board members to consider options for disposal of land as part of the capital project funding strategy.

Human Resources Committee Meeting 12 October 2007

88/07 The Chair of Human Resources Committee presented the minutes of the meeting and reported on the implied acceptance of the RPA by unions as they were working to its provisions. He also highlighted the issues in respect of Health & Safety and the outcome of a recent LSC audit. The Vice-Principal (Business Development) advised members on the implications of the new HASP 10 requirement as it affects work placements for full-time students.

89/07 **RESOLVED** that the minutes of the Corporation Committees be received and actions confirmed.

90/07 Members commented on the increasing number of apologies and urged Board member colleagues to do their utmost to attend scheduled meetings.

CAPITAL BUILDING PROGRAMME

Use of Delegated Powers

91/07 The Director of Estates reported that delegated powers had been used as agreed by the Board and the capital application has been submitted on Friday, 19 October, to the LSC for approval in principle. At the present time the timescale is not known, but it is anticipated that the application will be considered regionally in December and by National committee in January.

Amended Cost Plan

92/07 The Director of Estates reported an amended cost plan from £123m to £117m this was due to the allowance given for enhanced planning requirements. Members noted that there may be further reductions as it is expected the LSC will make changes to regional benchmarks, but this will not affect the College contribution.

Appointment of Lend Lease as Project Managers and QS Services (Capita Symonds)

93/07 Following the pre-meeting, the Board agreed to appoint Lend Lease as Project Managers with Capita Symonds to provide QS services for the Project phases D – L in accordance with the terms of the OGC Framework Contract. It was agreed that a summary of the proposal would be provided for Board Members with the minutes of the meeting (copy attached) and Professional Fee breakdowns for the Project will be provided for the Estate Committee at their next meeting. The Chair reported that Mr. Mark Pitcher

had met with the Director of Estates and Lend Lease Projects.

RESOLVED to confirm the appointment of Lend Lease Projects in accordance with the fee proposal and the OGC national framework agreement.

Proposed by: Ms. Gillian Drewitt
Seconded by: Mr. Guy Spencer
Vote: unanimous

*Note subsequent to the meeting: Fee proposal has since been fixed at 1.46% of build costs for project management, contract administration and move management and 1.27% of build costs for cost management, **based on £93.9m build cost.** Total project costs £102 million project cost (excluding inflation) (£93.9m build costs plus £8.1m professional fees)*

Clerk to the Corporation 12 December 2007

Mr. Ken Roberts left the meeting.

INTERNATIONAL OPERATIONS

Final Outturn Report

94/07 The Director of International Operations presented the final out turn report and members noted a shortfall of £50,000. Members were informed that income was affected by ongoing problems with obtaining visas and an English language course in July that did not run.

Members asked that expenditure as well as income be reported in future to enable a fuller picture of international activity. It was noted that costs were identified within Academies as they bore the overheads and therefore this would prove difficult to present. It was agreed this would be considered by The College Executive to see the best way to present information on international activities to the Board.

RESOLVED that the report be received.

International Operations Development Plan 2007/2008 – Executive Summary

95/07 The Director of International Operations presented the Executive Summary of the Department Business Plan and highlighted the main objectives including the projects won through the Prime Ministers' PM2 Initiative. Student accommodation continues to be a challenge as confirmation now has to be provided that CRB checks are done on host families.

RESOLVED that the report be received and progress noted.

COLLEGE POLICIES

Restraint and Physical Restraint Policy and

96/97 The Chair of the HR Committee reported that the Committee recommend, after consideration, the policy for approval by the Board. Members were informed that this clarified the use of "reasonable force" in a classroom situation. The Committee had continued to suggest that policies should be written in plain English and reminded College Management that training will be crucial to those who use the policies

RESOLVED that the policy be confirmed and approved for implementation.

Proposed by: Mr. Peter Taylor
Seconded by: Mrs. Joy Postings
Vote: unanimous

Higher Education Staff Development Policy

97/07 The Chair of the HR Committee reported that after consideration, the Committee recommend the policy for approval by the Board.

RESOLVED that the policy be confirmed and approved for implementation

Proposed by: Mr. Peter Taylor
Seconded by: Mr. Paul Bennett
Vote: unanimous

PRINCIPAL'S BRIEFING ON CURRENT ISSUES

98/07 The Principal presented a briefing on current issues and highlighted a number of particular points. Discussion followed on the potential changes resulting from the changes to the LSC funding methodology, future relationships with the local authorities as Government changes come into force and ongoing concerns about numbers of enrolment of adults. The Principal suggested that evidence shows there are 2 million fewer adults in education than 2 years ago and Train to Gain referrals were still very slow.

RESOLVED that the report be received and noted with thanks to The Principal.

MATTERS BROUGHT FORWARD BY THE CHAIR

Visit to China

99/07 The Board approved the visit to China on 30 October, 2007, by The Vice-Principal (Academic & Student Affairs)

Proposed by: Mr. Peter Taylor Seconded by: Mr. Guy Spencer Vote: unanimous
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Appointment of Student Board Members

100/07 The Chair recommended a proposal to recruit the two student Board members as agreed at the last meeting, through a nomination process from both Student Councils.

RESOLVED that the revised process for appointment of Student Board Members be approved.

Proposed by: Mr. Bernard Vaughan Seconded by: Mr. Peter Taylor Vote: unanimous
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Board Member Contact Details

101/07 It was agreed that up to date contact details for Board members would be circulated.

Board Member Visits to Curriculum Areas

102/07 Mr. Peter Taylor presented a report on the recent visit to Academy of Health, Care and Education. Members noted the next meeting would take place on 15 November 2007 to the Academy of Service Industries.

Energy Certificates

103/07 The Chair reported that the AoC were issuing a briefing paper on this matter.

DATE OF NEXT MEETING

104/07 It was confirmed that the next meeting will be held on Thursday 20 December 2007.

APPOINTMENT OF PRINCIPAL

Appointment of Selection Panel

105/07 The Board received a report containing an extract of the Instrument and Articles in respect of the appointment of the selection panel and in accordance with the requirements it was

RESOLVED

- i) To appoint Mr. Bernard Vaughan (Chair); Mrs. Sibyl King; Ms. Gillian Drewitt and Mrs. Joy Postings as members of the Selection Panel, with Mr. Tony Heaton as a reserve member and Mr. Peter Taylor as Chair for candidate presentations.
- ii) To delegate responsibility to the Chair to recruit a fifth member after speaking to the Vice-Chair

and other members of the Board not present at the meeting.

106/07 The Clerk reported that as requested she had made contact with a number of recruitment consultants. Proposals had been received from three and she was awaiting a response from two others. It was agreed that the Selection Panel would need to meet with potential consultants as soon as possible.

Interim and Cover Arrangements

107/07 The Board considered the views of the College Executive that had been presented at the pre-meeting. It was agreed that, to ensure due diligence in ensuring adequate interim and cover arrangements are made, this matter would be further considered by the Selection Panel who would be asked to make a recommendation to the full Board for approval. It was also suggested that an interview process should take place.

In accordance with the provisions of Instrument 14.5 (a) and 14.5 (b) Staff Board Members and other members of staff, including the Principal, were not present for the following item.

Minutes of the Special Meeting held on 18 October, 2007 and matters arising

108/07 Confidential Item

Staff Board Members and other staff members, including the Principal rejoined the meeting.

Mr. Rowland Foote

109/07 The Chair thanked Mr. Rowland Foote on behalf of the College and the Board for all his work during his time at The College and confirmed that subject to final agreement, Mr. Foote would be leaving The College on 30 November 2007 and therefore this would be his last Board meeting. The Board wished Mr. Foote every success in his new venture.