



Shaping your future

Minutes of a Meeting of the Corporation
held on Monday 18 May 2009
at 5.30 pm in Room C15

Action

Present:

Shirlene Adam	Member	Present	John Peart	Student Member	Present
Guy Adams	Chair	Present	Sue Popplewell	Staff Member	Present
Peter Avery	Ex Officio Member	Present	John Rudge	Member	Present
Cait Blumgart	Student Member	Present	Jane Scott	Clerk to Corporation	Present
Garry Charles		Present	Rob Setchell	Staff Member	Present
Paul Grant	Parent Member	Present	Gill Turner	Member	Present
Ann Helsby	Member	Present	Mary Tighe	Member	Present
Jill Jefferey	Parent Member	Present	Rosemary Viant	Member	Present
Beth John	Student Member	Present	David Wood	Deputy Chair	Apologies
Hollie King	Member	Present	Mayor of Taunton Deane	Honorary Member	Apologies
John Lockwood	Member	Apologies			
Dominic Lynch	Member	Apologies			
Matt Mears	Student Member	Apologies			

The meeting opened at 5.34 pm and was quorate throughout.

PART 1: MEETING FORMALITIES

1. Apologies for absence

Apologies for absence are recorded above.

2. Declaration of Interests

There were no declarations of financial interest in the business of the meeting.

3. Appointment of Student Members

The Corporation noted the recent Student Council nominations in respect of Caitlin Blumgart and Beth Johnson as Student Members of the Corporation. Ann Helsby recommended the appointments of Caitlin and Beth. The appointments were seconded by Guy Adams and agreed *nem con*.

LSC - Learning and Skills Council

RMAP - Risk Management Action Plan

FGP - Finance and General Purposes Committee

PRAD - Professional Review and Development

IAS - Internal Audit Service

HE - Higher Education

MTG - Minimum Target Grade

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The Corporation noted its warmest appreciation of the work of Matt Mears and John Peart, Student Governors, during the 2008-09 and conveyed warmest best wishes for the future. Members welcomed Shirlene Adam to her first meeting of the Corporation.

4. Minutes of the Meeting held on Monday 16 March 2009

The Minutes of the meeting held on Monday 16 March 2009 CORP0809-4 were agreed as a correct record and signed.

5. Matters Arising

There were no matters arising which are not dealt with under the agenda for the current meeting.

PART II: ISSUES FOR THE MEETING

1. Principal's Report to the Corporation

Significant activity is taking place in order to secure all the necessary appointments for the full staffing complement necessary for September 2009. The resignation deadline for teaching staff is imminent and this may still impact on staffing requirements.

The summary information relating to Performance Indicators demonstrates a satisfactory position for the period.

The current meeting will consider issues relating to funding for 2009-10, and the situation viz a vis the capital build programme.

The recent annual sports dinner was a celebration of the considerable successes of the College.

2. Reports from Committees

Audit Committee

The College and the new Internal Audit Service are working towards a good working relationship, with constructive and helpful project reporting. Internal Audit Service input to meetings of the Audit Committee is also welcomed.

The Committee gave its consideration to review of the College Mission Statement and will report back to the Search Committee that it considers that any revised Mission Statement should fully reflect an aspirational element, rather than giving an indication that the College is merely maintaining a *status quo*.

The Committee noted that in relation to Corporation procedural matters, it is necessary to ensure that all governors have a sound grasp of issues at stake, and that there should not be a complete reliance on individual committees having all the knowledge in any given area. This particular aspect of ensuring a flow of information across the spectrum of governors will also significantly contribute to productive succession planning within the Corporation.

Personnel Committee

Despite some practical issues associated with the Professional Review and Development Process, the Committee noted that overall progress against full completion of interviews is sound and in keeping with the ethos of the system of review.

There is an item of Closed Business at the end of the current meeting.

Search Committee

The Committee had given significant consideration to progression of review of the College Mission Statement. In order to ensure that all members of the Corporation had adequate opportunity to give their full input to the review, the Committee referred the matter to the individual committees of the Corporation. It is anticipated that the next meeting of the Corporation will address the outcome of the review.

It was agreed that steps would be taken to advertise the current vacancy in the membership of the Corporation and an advertisement will be placed in relevant publications in due course.

Recent new induction training for new governors had resulted in some very positive feedback and useful suggestions about how administration of Corporation business might be generally improved.

The Richard Huish College Foundation

Foundation Trustees had recently approved the co-opting of Mary Tighe to the Foundation. The annual review of investments had indicated that income was being maintained, despite recent economic difficulties. However, it is anticipated that there will be a significant drop in capital value.

Foundation Trustees are making progress with developing a coherent set of operating policies for the Foundation.

Finance and General Purposes Committee

The latest funding information indicated that the indicative income and expenditure budget will not be as stringent as had at first been anticipated. The recent failure of the capital build plans due to a failure of the Learning and Skills Council (LSC) capital build scheme will impact during the current financial year, with provision for incurred expenditure having to be met from the income and expenditure budget.

The Committee had given its consideration to the substantive review of Financial Regulations. There remain a small number of areas to be clarified, and it is anticipated that the Committee will reach a recommendation for approval of the Regulations at its next meeting. The Audit Committee will also review the revised Regulations.

The College is in the process of setting the level of tuition fees for 2009-10. Until full information is available from the Learning and Skills Council, it is difficult to make informed proposals. The Finance and General Purposes Committee will review proposed fees at its next meeting, and make a subsequent recommendation to the July meeting of the Corporation.

The cleaning contract for the College had been the subject of a recent tender exercise. Taking into account a number of elements of the tender, the College wished to appoint the most expensive tender. The appended paper sets out the rationale for the appointment. The Finance and General Purposes Committee recommended approval of the tender for Churchill. Gill Turner, seconded by John Rudge, and agreed *nem con* proposed approval of the appointment of Churchill.

3. Item for Approval

The Risk Management Action Plan

Members noted that the Risk Management Action Plan (RMAP) will always include a number of ever-present risks, as well as a number of risks which may fluctuate in their status at any given time. Risk Register scores annotated in the Risk Management Action Plan give an indication of the current status of any given risk. Members noted that full commentary on progress against action to mitigate the impact of different risks is noted in the RMAP, ensuring that the document is an on-going reflection of the current position within the College.

Paul Grant recommended approval of the Risk Management Action Plan. This was seconded by Garry Charles, and agreed *nem con*.

Members noted that RSM Bentley Jennison, the Internal Audit Service (IAS) will be presenting a training session on risk management.

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4. Curriculum Provision at the College Part I

The Principal noted that the current meeting would give consideration only to aspects of provision in respect of 16-18 curriculum. A later meeting would give consideration to aspects of College provision in respect of 19+ students.

Information appended to the papers of the meeting in respect of management and organisation of the College indicated a male dominance of the senior management hierarchy. Members received an assurance that this profile is not reflected right across the College and that the current management profile had only arisen through appointment of the most appropriate candidate for any position. At course manager level, there is a preponderance of female managers. Governor input to the College recruitment process ensures a gender balance on any interview panel.

Members were appraised of the *status quo* in respect of the failure of the Learning and Skills Council capital build programme and the need for the College to once again review its accommodation requirements in respect of 16-18 provision. There are currently a number of external threats to the College in the form of other sixth form presumptions within the area, compounded by the ability of the other sixth forms to proceed with capital build programmes. Members noted the importance of giving due consideration both to the risks of proceeding with any College capital build programme, and the risks associated with not making building provision for the next period. Failure to progress a capital build programme could negatively impact on student recruitment when prospective students see improved facilities at competitor locations. The College will examine the potential for proceeding with a revised and more modest capital build plan. These will be complex considerations, including recognition of the need to develop additional courses at the College in graphics and photography, demonstrating a strong commitment to maths and science provision, and refurbishment of the art block.

Provision of Level Two qualifications with effect from September 2009 will be on the basis that students enrolled for those subjects undertake a mix of level two and level three study, with the anticipation that students will stay at the College for a period of up to five years if undertaking higher education level study. The College will maintain a close relationship with partner schools in order to ensure that recruitment to level two programmes is appropriate. It will be necessary to closely monitor activity in 2009-10 and review recruitment to the programme on a year-by-year basis. Significant attention is being given to the management of combined level two/AS programmes, with considerable effort being devoted to the full integration of those students into the general student cohort.

5. Developing College Facilities

Members of the meeting visited a number of different teaching locations within the College in order to contextualise considerations and discussion in respect of accommodation for teaching and learning and other requirements. In particular, members noted provision in respect of art and maths and science, and the overall layout of College facilities.

6. Curriculum Provision at the College Part II

Members were advised on the basic principles of calculation of Minimum Target Grade (MTG) and how the data is used in the College to inform reporting on individual students and provide data to underpin College performance target setting and monitoring.

apprenticeships, although there is significant pressure on 19-24 apprenticeship funding.

7. The College Position Looking Forward to 2009-10

The most recent funding information to hand indicates that the College will be in an improved position than was initially considered to be the case. Current information indicates that the College will be funded for 1811 students, a slight increase on 16-18 funding in the current year. There is an additional allocation of £87k for 16-18

Train to Gain funding is set to increase through increased College contracts. Funding information in respect of 19+ work is not anticipated until late June 2009.

8. Any Other Business**Closed Business**

Members were advised of the recent resignation of a coach employed by the College in one of its sporting academies. The College had been made aware of a number of concerns associated with the particular academy and had been proactive in addressing those concerns. Steps will be taken to recruit a coach who will be charged with ensuring that highest professional standards are observed in all aspects of activity.

There was no other business.

The meeting closed at 8.29 pm.