



Shaping your future

**Minutes of the Meeting of the Corporation
held on Monday 18 July 2011
at 5.30 pm in Room C15**

Present:

Guy Adams	Chair	Present	Sue Popplewell	Staff Member	Present (Not Closed Business)
Peter Avery	<i>Ex Officio</i> Member	Present	John Rudge	Member	Present
Garry Charles	Member	Present	Jane Scott	Clerk to Corporation	Present
Jo Gill	Parent Member	Present	Rob Setchell	Staff Member	Present (Not Closed Business)
Ann Helsby	Member	Present	Gill Turner	Member	Present
Harry Hodgkin	Parent Member	Apologies	Mary Tighe	Member	Present
Jill Jeffreys	Parent Member	Apologies	David Wood	Deputy Chair	Present
Hollie King	Member	Present	Jonathan Langdon	Member	Present
John Lockwood	Member	Present	Carole Melia	Director: Curriculum and Student Support	In attendance (Not Closed Business)
Dominic Lynch	Member	Present	Paul Smith	Director: Curriculum and Enrichment	Apologies
John Abbott	Director: Curriculum and Quality	In attendance (not Closed Business)	Alice Brayley	Student Member	Apologies
Martyn Owen	Director: Curriculum and Operations	In attendance (Not Closed Business)	Sariha Tarafdar	Student Member	Apologies
Paul Dampier	Director: Curriculum and Business Development	In attendance (Not Closed Business)			

The meeting opened at 5.32 pm and was quorate throughout.

PART 1: CLOSED BUSINESS**1. Apologies for absence**

Apologies for absence are recorded above. There were no Staff or Student members present for the items of Closed Business. The Clerk to the Corporation was in attendance for the items of Closed Business.

2. Appointment of Senior Post Holders

Members noted the recent legal advice in respect of the appointment of additional senior post holders, and the risk attached to making any such appointments. It was considered that the interests of the College would currently be best served by the existing arrangements in respect of the senior management team. Ann Helsby proposed that there be no additional senior post holder appointments, seconded by Mary Tighe, and agreed *nem con*.

3. Succession Planning

Whilst recognising that the Instruments and Articles of Government are prescriptive in respect of the appointment of an acting principal/senior post holder, members accepted that a Succession Planning Policy would mitigate the risks and set out the procedure to be followed in the event of any unforeseen incapacitation of the Principal, particularly important given the current structure of the senior management team and only one senior post holder. Ann Helsby proposed that the Succession Planning Policy be approved by the Corporation and that it be reviewed in one year. This was seconded by Mary Tighe, and agreed *nem con*.

PART 2: MEETING FORMALITIES**1. Apologies for Absence**

Apologies for absence are recorded above.

2. Declaration of Interests

There was a declaration of a personal financial interest from a member of the Corporation in respect of the business of CORP10115/Part4Appointment of Legal Advisers.

3. Appointment of Chair and Vice Chair of the Corporation

Members noted the significant and determined effort which the Chair of Corporation undertakes on behalf of the Corporation and the contribution this makes to the strategic leadership of the College. Members also noted the Chair's leadership and effective management of meetings, and the opportunity that the governance self-assessment process gives to appraise his performance. John Rudge proposed that Guy Adams be re-appointed as Chair of the Corporation for 2011-12. This was seconded by Dominic Lynch and agreed *nem con*.

Members noted that the Deputy Chair of Corporation is similarly diligent in the work which he undertakes on behalf of the Corporation and the College. Guy Adams recommended the re-appointment of David Wood as Deputy Chair of the Corporation for 2011-12. This was seconded by Mary Tighe and agreed *nem con*.

4. Minutes of the Meeting Held on Monday 16 May 2011 CORP1011-4

The Minutes were agreed and signed subject to the following amendment in CORP1011-4/II/2 in respect of the presentation of financial information:

'...a total project cost of £1320,000 to include demolition of temporary classrooms, the building of six new classrooms (950k) and the refurbishment of Beech Building (£370k)...'

5. Matters Arising

Reference CORP1011-4/2/3, the Principal reported that more than one hundred student ambassadors have been recruited, and that they have already made a significant contribution to the success of the recent *Welcome to Huish* days for students starting in September 2011.

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

PART 3: ISSUES FOR THE MEETING

1. Capital Planning

Beech Building

In learning about progress with determining the schedule of works, members noted that the refurbishment of Beech Building will be constrained by the requirement to work on the current roof structure, that this will require planning consents and delay the work until summer 2012.

Given that it is unclear whether different elements of the overall project will be repair or improvement, on the verbal advice of the Capital Planning and Finance and General Purposes Committee it was agreed that further definitive guidance would be sought, facilitating the correct profiling of expenditure and accounting treatment. Guy Adams recommended that the Finance and General Purposes Committee be delegated with the task of approving the way in which the work is accounted, and that the Committee also have the delegated authority to approve virement of expenditure from next financial year into the current year. This was seconded by Mary Tighe and agreed *nem con*.

Six Classroom Project

The meeting was advised of progress with the value-engineering of the project, and that planning considerations had been taken into account in the siting of a ramp. Forty per cent of the overall project grant has now been paid to the College. It is anticipated that a contract in respect of the work will be signed at the time of planning consents, due in August 2011.

2. Principal's Report to the Corporation

Members noted the significant anxiety caused to staff and students through the distasteful activity of a social networking site. Concerns have been raised with relevant professional agencies, and the College will continue to make representations about the malicious nature of activity on the site.

There have been some significant challenges associated with the recent examination period, and members noted the potential costs to either individual students or to the College in pursuing appeals against results.

Whilst there has been a significant dip in Lesson Observation grades, members were reminded that this matter has been discussed at length within the Academic Planning and Quality Committee.

3. Presentations to the Meeting

Equal Opportunities and the Advisory Committee on Equality

The meeting noted the responsibility incumbent on the College to eliminate discrimination and to advance equality of opportunity. From September 2011, students will be able to access on-line training in respect of equal opportunities. The on-line resource also features students who have volunteered to talk about their particular protected characteristic/s, underpinning a very positive attitude to equality of opportunity.

The newly-established Advisory Committee on Equality will meet each half term, with an agenda to discuss a protected characteristic at each of its meetings.

Charitable Giving

Members noted that the recent creation of a policy associated with charitable giving will rationalise and strengthen the significant charitable work which the College already undertakes. Members will be invited to vote in the nominated charity selection process which will take place in September.

Student Support

Members received the latest information associated with the new Bursary Scheme, replacing Education Maintenance Allowance. In order to ensure that the award process is transparent, the College has created an application form for students to complete. Once completed forms have been received, there will be a prioritisation of need within the significant financial constraints of the new scheme.

Members noted that financial information from students must be supported by an official HMRC tax return. A number of students will be entitled to guaranteed bursaries, with other awards adjusted to fit the constraints of the scheme budget. It is anticipated that funding for the Bursary scheme will be reduced by 7% in 2012-13, compounding the strain on the scheme.

Somerset County Council has agreed that the County Bus Pass scheme can continue for 2011-12, with the only change to services impacting on students travelling from Berrow. The College has already entered into dialogue about provision for bus travel in 2012-13; it is critical that the College has a clear understanding of what this will be by December 2011.

Governance Self-Assessment

Members were reminded about the requirement for all governors to complete self-assessment forms, with the information feeding into the overall College self-assessment process and other statutory reporting processes.

PART 4: ITEMS FOR APPROVAL/REPORTS FROM COMMITTEES

Items for approval were considered in conjunction with Reports from the relevant Committees. The Capital Planning Committee/Finance and General Purposes Committee had also given advice in respect of the agenda item on Capital Planning.

The Risk Management Action Plan

Internal Audit Plan for 2011-12

External Audit Planning for the Year Ending 31 July 2011

The Principal noted the continuing strengthening of the relationship between the College and the Internal Audit Service, and that College risk management processes have been strengthened as a result of this.

Mary Tighe proposed approval of the Risk Management Action Plan, the Internal Audit Plan and External Audit Planning. This proposal was seconded by David Wood and agreed *nem con*.

Indicative Income and Expenditure Budget for 2011-12

Tuition Fees for 2011-12

Health and Safety Annual Report and Health and Safety Policy

The most significant risk associated with the Indicative Income and Expenditure Budget is the lack of provision in respect of an inflationary pay award. The Sixth Form Colleges Forum has been advised of the College inability to pay any such award. There is no provision in respect of restructuring costs, and members noted the exposure to rising utilities costs. The Finance and General Purposes Committee will consider issues associated with the capitalisation of costs on Beech Building.

Members noted that PAT testing has been brought fully up-to-date, with 100% completion at the time of the report.

John Rudge proposed approval of the Indicative Income and Expenditure Budget for 2011-12, Tuition Fees for 2011-12 and the Health and Safety Annual Report and Policy. This proposal was seconded by Garry Charles and agreed *nem con*.

Appointment of Legal Advisers

It was requested that the Personnel Committee gives it endorsement/approval to the appointment of the proposed legal advisers. No further action is required in respect of the appointment.

Financial Regulations

Dominic Lynch proposed approval of revised Financial Regulations, seconded by Jonathan Langdon and agreed *nem con*.

Terms of Reference of the Capital Planning Committee

Dominic Lynch proposed approval of the Terms of Reference, seconded by Mary Tighe, and agreed *nem con*.

Response to the Consultation on the Instruments and Articles of Government

Members noted that the Search Committee considers that the existing Instruments and Articles of Government serve the College well, and that apart from minor changes of name, there is no requirement for change. Hollie King proposed that David Wood record this view

Annual Calendar of Governance for 2011-12

Members noted the detail contained within the calendar, particularly in respect of the potential timing of the strategic planning meetings. Guy Adams proposed approval of the calendar, seconded by Dominic Lynch, and agreed *nem con*.

Timetable for Preparation of Members' Report and Annual Financial Statements

Dominic Lynch proposed approval of the Timetable, seconded by Garry Charles, and agreed *nem con*.

Date of Next Meeting

The date of the next meeting is 19 September 2011.

The meeting closed at 7.53 pm.

The Minutes of the Meeting were agreed and signed:

Chair.....

Date.....