

CORPORATION MEETING

Friday 16 January 2009 at 1.30 pm in the Moscow Room, Waterfront Centre, Wyboston Lakes Conference Centre

MINUTES

Present

Christopher Spokes (Chair)	Amanda Last
David Adamson	Vicky Parrett
Reza Assadi	Alex Plant
Tony Cooper	Barry Popplewell
Rick Dearing	Jill Preston
Andrew Herbert	Paul Smith
Anne Kent	Raymond Tait
Vernice Key	

In attendance

Chris Lang
Chris Sherwin
Steve Caley
Andrea Chilton

Clerk

Julia Kennedy

Section 1: General		Action
1.1	Declaration of Interest	Christopher Spokes declared his interest as a Partner of Bidwells who act as Planning Supervisor for the Single Site Poject. David Adamson declared his interest as a voluntary advisor to Citylife, and Vernice Key declared an interest as an official of the City Council in matters relating to CityLIFE. Alex Plant declared his interest as Chief Executive of Cambridgeshire Horizons involved in decisions on the ICE Project.
1.2	Apologies for absence	Apologies were received from Aaron Cook.

1.3	Minutes of the meeting held on 10 December 2008	Two amendments were made to dates. The Minutes were then agreed to be a true record and signed by the Chair.	
1.4	Matters arising from the minutes	<p><u>Loan resolution</u> The loan was agreed by Governors at the December meeting of the Corporation: Lloyds TSB have requested that a specific form of words is recorded authorising acceptance of Lloyds TSB Bank plc's letter offering a loan facility of £2,500,000 on a 10-year term, at a fixed interest rate for the entire term.</p> <p>Corporation resolved that a loan facility in an original principal sum of up to £2,500,000 (the "Facility") be arranged with Lloyds TSB Bank plc (the "Bank") and that the offer of such Facility made by the Bank in a letter dated 23rd December 2008 (the "Facility Letter") be accepted and that Rick Dearing and Chris Lang be authorised to make the necessary arrangements with the Bank and to sign on behalf of the Borrower the Facility Letter which was produced to the meeting and its terms and conditions approved.</p> <p>Corporation resolved further in respect of the operation of the facility that:</p> <ul style="list-style-type: none"> (a) any one of Rick Dearing, Chris Lang and Charlotte Skinner be hereby authorised on behalf of the Borrower to give all written instructions to the Bank in respect of the drawdown and continuance of the Facility; (b) that the Chair of Corporation and the Chair of the Finance and Resources Committee both be hereby authorised on behalf of the Borrower to appoint in writing additional authorised officials of the Borrower for the purposes of Resolution (a) above and that, on receipt of a certified copy of such appointment, the Bank be authorised to act on the instructions of such additional authorised officials; and (c) any one of Rick Dearing, Chris Lang and Charlotte Skinner be hereby authorised on behalf of the Borrower to agree and implement an appropriate Interest Rate Risk Management strategy. 	

Section 2: Matters for Discussion		Action
2.1	<p>Principal's Report COR/16/08-9</p> <p>The Principal's report focused on LSC planning and funding 2009/10. As the Away Day would include an address from John Nay, the LSC's Area Director for Cambridgeshire, Governors were directed to address any specific questions at that session.</p> <p>LSC funding priorities continue to focus on–</p> <ul style="list-style-type: none"> • 16-18 learners • Full level 2 and level 3 NVQs for adults through Adult Learner Responsive FE, Train to Gain and Apprenticeship budgets • Skills for Life via FE and Train to Gain funding <p>The LSC also aim to retain provision for students with learning difficulties and disabilities and for teacher training.</p> <p>Targets for 16-18 numbers are close to being achieved and employer responsive activities are going well. The College have initiated dialogue with the LSC about funding for 2009/10 and, overall, revenue appears to be relatively secure. Governors noted that for colleges undertaking capital development there is uncertainty and delay.</p> <p>The provisional allocation for 16-18 learners is based on standard learner numbers [SLNs] and detail is required on a wide variety of programmes, which adds to the complexity of the LSC allocation process. Governors noted that a key issue will be funding from 2011 and considered the possibility that all revenue at that time will be under pressure to meet the costs of recovery from the recession.</p> <p>Corporation <u>received</u> and <u>noted</u> the Principal's report.</p> <p><i>David Adamson joined the meeting during this item at 1.45 pm.</i></p>	

2.2	Period 5 Management Accounts	<p>The accounts for Period 5, December 2008, were tabled. Headlines were—</p> <ul style="list-style-type: none">• Employer Responsive have achieved 2,117 starts against profile• Joint Infrastructure Funding income of £500k was included in the budget, but delivery against this is unlikely: however additional capacity funds of £200k are expected from LSC• payroll savings of £329k have been achieved to date due to 36.9 fte current vacancies• the capital funding arranged from Lloyds Bank plc of £2.826 million is available to be drawn down on 30 January 2009• the reduction in interest rates will impact on the interest received by the College and the forecast is £50k less than budgeted. <p>Governors asked about—</p> <ul style="list-style-type: none">• staff vacancies and the ease of filling vacancies: there is still some difficulty at managerial level but otherwise it is an improving situation• financial implications of vacancies• VAT remission/rebate• variances in the pension liability. <p>Corporation <u>received</u> and <u>noted</u> the Management Accounts for Period 5 2008/09.</p>	
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2.3	Citylife and ICE COR/17/08-9	<p>The paper updated Governors on progress since the Corporation decisions on 10 December 2008 and covered— ICE Project, Citylife Project, Legal Risk and Land Disposal Issues, Site Valuation, and Planning. There were two appendices – Appendix A: Overview of key benefits to CRC of working in close partnership with Citylife, and Appendix B: Revised master plan drawing.</p> <p>Citylife is a charitable organisation that works with disadvantaged people to assist them gain employment. The College had plans to work with them and on joint site. At same time, the College agreed to work with City Council on the ICE Project on the same site. The proposed budget for the site, which included a substantial contribution from EEDA, was adversely affected by changes in funding policy. It was agreed at the December Corporation that CRC exercise its option to purchase the land and the CRC has reshaped the project based on a different funding package. A new master plan for the site was provided [Appendix B], with a reduced footprint for the buildings. The aim is to be on site in 2010 and to complete the project by mid 2011 [and to align with end of the lease for Brookmount Court].</p> <p>The purchase and sale were proceeding well and completion was expected on 28 February 2009. The College is purchasing the whole site, and will sell on half to Citylife. The timing allows Citylife to benefit from EEDA funding that is only available until the end of March 2009. A valuation opinion was obtained from Savills and from the City Council. There are plans to consult with residents’ groups.</p> <p>Governors comments included—</p> <ul style="list-style-type: none"> • the purchase is strategically important for the CRC • the plans enable the College to keep options open for future applications if Citylife were to withdraw • consultation should include parish councils, ward councils, and any emerging action groups • there may need to be an allowance made for dealing with the ancient hedge that is part of the site • the new housing development nearby will be of benefit to the College. <p>The Corporation received and noted the progress report on the ICE and Citylife Projects.</p>	
2.3	Any Other Business	<p>Student Governor: the Clerk identified that a second Student Governor had been elected, Benito Walsh, who is a student on the National Diploma Public Services.</p> <p>Corporation approved Benito Walsh as Member of the Corporation for the 2008/09 year.</p>	
2.4	Date of Next Meeting	<p>The date was confirmed as 1 April 2009 at 5.15 pm.</p>	

The meeting closed at 2.40 pm

Signed (Chair)
Christopher Spokes

Date.....