

CORPORATION MEETING

Wednesday 16 July 2008 at 5.15 pm in SmartLIFE Conference Centre, Science Park Campus, Kings Hedges Road, Cambridge

MINUTES

Present Christopher Spokes (Chair) Vernice Key
David Adamson Vicky Parrett
Reza Assadi Barry Popplewell
Tony Cooper Jill Preston
Rick Dearing Raymond Tait
Mina Jesa Alex Plant [from 6.10 pm]
Anne Kent

In attendance Chris Lang Steve Galey
Chris Sherwin Andrea Chilton

Clerk Julia Kennedy

Section 1: General			Action
1	Declaration of Interest	Christopher Spokes declared his interest as a Partner of Bidwells who act as Planning Supervisor for the Single Main Campus Project and David Adamson declared his interest as an advisor to Citylife. Alex Plant declared his interest as Chair of the Northstowe Development Panel in relation to discussions on the Northstowe Post-16 Centre.	
2	Apologies for absence	Apologies were received from James Allen, Ben Bradnack, Aaron Cook, Zoe Hellewell, and Amanda Last.	
3	Minutes of the meeting held on 21 May 2008	The Minutes were agreed to be a true record and signed by the Chair.	
4	Matters arising from the minutes	Chris Lang provided an update on Citylife's submission to EEDA for capital funding.	

Section 2: Matters for Decision and Information		Action
5	Strategic Matters Principal's Report COR/23/07-8	<p>The Principal's report covered—</p> <ul style="list-style-type: none"> • 2007/08: A Good Year • Planning and Key Developments from 2008/09 • LSC Funding Allocation and Budget 2008/09 • Pay Award 2008/09 • Northstowe: Competition for Post-16 Centre • Braintree College: Seeking a Merger Partner <p>It has been a good year and there are challenging targets for next year. CRC is well positioned to continue to grow and invest, and the employer responsive model provides a major growth opportunity. There has been good work sharing best practice and benchmarking with four local major FE colleges. The Single Main Campus project is progressing very well. The LSC funding process was particularly challenging but CRC achieved a very good result, with additional funds for 16-18s and for employer responsive provision.</p> <p><u>Pay Award</u></p> <p>The Corporation was asked to approve a pay award of 3.2% from 1 October 2008 [2.6% cost in year] and Governors—</p> <ul style="list-style-type: none"> • noted that this is the AoC recommendation • noted that Unison has rejected the AoC recommendation and ATL and UCU have reserved their position • recognised the associated budget difficulties • noted that the delayed implementation would provide the opportunity to analyse funding and enrolment levels • discussed whether payment should be subject to— <ul style="list-style-type: none"> ○ enrolment trends ○ reasonable accommodation with unions on staff utilisation • considered the risk associated with affordability and the contingency provisions in place • considered whether, if there must be budget restrictions, savings are sought in other areas of expenditure • noted that the College must demonstrate that it values its staff. <p>Corporation APPROVED the implementation of a pay award of 3.2% with effect from 1 October 2008, subject to reasonable accommodation with unions on staff utilisation.</p>

Northstowe

CRC is planning to provide an outline proposal and enter the competition to run the Northstowe Post-16 Centre. It is proposed that CRC is the lead partner in collaboration with Long Road 6th Form College (LRSFC) and the developers to provide academic and vocational training. Demographics mean that the primary schools will fill first; although the competition for the Post 16 Centre is scheduled for autumn 2008, it may be delayed.

[Alex Plant joined the meeting at 6.10 pm during this agenda item.]

Governors discussed—

- the delay and reduced impact of any recession locally
- the optimum size for CRC and the opportunities provided by this development
- potential synergy with the national skills academy
- impact of the guided busway.

Corporation **APPROVED** the preparation of an outline proposal, in partnership with LRSFC, for the competition to run the Northstowe Post-16 Centre and **ENDORSED** this exciting development.

Braintree College

CRC was invited in the last 2 weeks to be considered as merger partner for Braintree College. Although the Principal and the Chair apologised for not informing Governors at the time, it was confirmed that they were operating within the delegated authority provided by the Corporation. The invitation was not pursued and considerations centred around the position of CRC in the region, its relationship with other FE providers, and whether a merger at this time aligned with CRC's strategic direction.

The Principal identified the need for a detailed consideration [at the October meeting] of the College's strategic positioning and regional base and that this would provide a basis for responding to opportunities as they arise. Background information to be provided for Governors would include business and funding opportunities, the capital implications, and the impact of funding changes.

Corporation **NOTED** the developments and that a report would be provided to the October meeting to provide a basis for discussion and decision making on CRC's strategic regional development.

Principal

6	Strategic & Development Plan 2008/11 COR/24/07-8	<p>The paper provides an update on performance against the strategic plan in 2007/08, and seeks Corporation approval for the targets proposed in the draft strategic plan 2008/09 to 2010/11.</p> <p>Andrea Chilton explained that, in response to the downward trend in student satisfaction demonstrated by the questionnaire, significant work is being undertaken by Academy Managers. The questionnaire is not the only source of feedback, and the feedback from academy meetings is uniformly good. Under objective 5 (page 3) achieving the target for 19+ full level 2 recruitment will almost double provision. Progress is being made under objective 8 (page 5) and sickness absence is decreasing each month.</p> <p>The strategic plan for the next three years takes account of the need to balance growth and responsiveness. The Aims, Themes, and Objectives (page 4) take account of Governors' input at the Away Day. Priorities and areas for development are set out on page 2, and include developing HE provision.</p> <p>Governors asked about the HE provision, whether delivery would be in partnership with ARU, and sought an opportunity to consider HE provision in more depth. Governors suggested that theme (2), managing a developing college needs to take account of local population growth, and that more work is needed on equality and diversity.</p> <p>Corporation NOTED the performance against the strategic plan 2007/08, APPROVED the targets for 2008/9 to 2010/11, and NOTED that a proposal on a draft HE strategy will be provided to the October Corporation meeting.</p>	AC
7	Corporate Governance Code of Conduct (Evershed's Version) COR/25/07-8	<p>The present Code of Conduct is incorporated in the Governors' Handbook and is relatively brief. Auditors recommended the use of a more comprehensive document and Governors were asked to approve the use of the Eversheds' Code of Conduct for Corporation Members [eighth edition 2008]. Corporation noted that each Governor must sign a copy of the code and that the Clerk will send out signing copies early in the autumn term.</p> <p>Corporation APPROVED the use of the Eversheds Code of Conduct for CRC.</p>	Clerk

<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Search Committee COR/26/07-8</p> <p>Terms of Reference</p> <p>Corporation and Committee Membership</p> <p>Report on Governor Attendance</p>	<p><u>Terms of Reference</u> A revised version of the Search Committee’s Terms of Reference was tabled (as amended by the Committee) that takes account of changes in the Instrument and Articles.</p> <p>Corporation APPROVED the amended Terms of Reference.</p> <p><u>Membership</u> Corporation RECEIVED the report of the Search Committee on membership and APPROVED—</p> <ul style="list-style-type: none"> • extension of David Adamson’s term of office for a further year to 31 July 2009 • extension of Amanda Last’ s term of office for a further year to 31 July 2009 • appointment of Alex Plant to the Finance and Resources Committee, Vicky Parrett to the Learning and Achievement Committee • appointment of Aaron Cook to the Learning and Achievement Committee • appointment of Ros Francis, who is currently a Member of the Finance and Resources Committee, to be a Member of the Audit Committee. <p><u>Attendance</u> Corporation RECEIVED the report on attendance and APPROVED—</p> <ul style="list-style-type: none"> • regular monitoring and reporting on attendance by the Search Committee to replace annual target setting • that one Governor, who has been unable to attend meetings, is asked to step down from Corporation but remain involved as a Committee Member.) 	<p>Clerk</p>
<p>9</p> <p>9.1</p> <p>9.2</p>	<p>Finance & Resources Committee COR/27/07-8</p> <p>Terms of Reference of the Finance & Resources Committee and Estates Working Group</p> <p>Minutes of the meeting held on 29 May 2008 and 7 July 2008</p>	<p><u>9.1 Terms of Reference</u> Consideration of the Terms of Reference of the Finance and Resources Committee was deferred. Corporation CONFIRMED the requirement for the Estates Working Group for the 2008/09 year and APPROVED the Terms of Reference without amendment.</p> <p><u>9.2 Minutes</u> Corporation RECEIVED the Minutes of the Finance and Resources Committee Meetings held on 29 May 2008 and 7 July 2008. Governors asked about the negative financial consequences in relation to two ESF projects. Chris Lang updated the Corporation and identified that it involved personnel issues, which have been resolved. Corporation CONFIRMED that the matter is now closed.</p>	<p>Clerk</p>

<p>9.3</p> <p>9.4</p> <p>9.5</p>	<p>COR/28/07-8 Budget 2008/9</p> <p>COR/29/07-8 Matters for decision referred from the Finance & Resources Committee: i. Decision Making Policy ii. Scheme of Delegation</p> <p>COR/30/07-8 Single Site Project: End of Year Progress Report</p>	<p><u>9.3 Budget 2008/09</u> Chris Lang summarised the financial strategy and Governors noted that there are no capital borrowings at year-end 07/08. The budget for 2008/09 includes provision for borrowing £2.3 million for F Block (the initial loan was cleared from the proceeds of the sale of Newmarket Road) and £2.8 million for the Single Main Site Project. A VAT refund may mitigate the borrowing required. Against this there are assets of £1.9 million and cash in bank of £3.3 million. The Income and Expenditure Budget 2008/09 reflects the continued growth of the College. Governors discussed—</p> <ul style="list-style-type: none"> • franchised provision, which incorporates a phased stepping down in provision to community colleges and in traditional community learning that reflects government policy • inclusion of provision for energy saving work in the capital budget • whether there is the potential for raising revenue from salvage at Newmarket Road • the LSC financial health categories • risk. <p>Corporation NOTED the College’s improving financial position (for 2007/08 expenditure is on budget) and NOTED the LSC Funding Allocations for 2008/09.</p> <p>Corporation APPROVED—</p> <ul style="list-style-type: none"> • Income and Expenditure Budget 2008/09, with surplus of £730,000 (including the receipt of interest in relation to capital disposal) • Franchise Contracts 2008/09: • College Fees Policy and Regulations 2008/09: headlines only were presented due to the late release of LSC Allocations and consideration of the full policy DEFERRED to the autumn term • Capital Budget 2008/09 • Cash Flow Budget and Balance Sheet • Three-Year Financial Forecast 2008/09 to 2010/11 <p><u>9.4 Decision Making Policy and Scheme of Delegation</u> Both the Policy and the Scheme were considered by the Finance and Resources Committee and have been amended by that Committee. The Scheme will be reviewed and reported on annually.</p> <p>Corporation APPROVED the Decision Making Policy and Scheme of Delegation</p> <p><u>9.5 Single Site Project</u> Progress has been maintained on the Hair, Beauty and Catering building with cladding to external walls underway. The foundations for the Motor Vehicle Building are complete, the steel frame has been erected, and enabling work completed for the Sports Hall Extension. The new reception area is close to completion. The Estates Working Group and the Finances and Resources Committee are confident in the position against budget and the Committee approved the release of £190,000 contingency funding to enable additional work to be undertaken in accordance with agreed priorities.</p>	<p>CL</p> <p>CL</p>
<p>Corporation Minutes 16.07.08</p>		<p>Corporation RECEIVED and NOTED the End of Year Progress Report for the Single Site Project. The Chair congratulated those involved.</p>	<p>CL</p> <p>6</p>

10	Learning & Achievement Committee	<p><u>10.1 Minutes</u> Corporation RECEIVED the Minutes of the meeting of the Learning and Achievement Committee held on 18 June 2008.</p>	
10.1	Minutes of the meeting held on 18 June 2008	<p><u>10.2 Report from the Learning and Achievement Committee</u> The report summarised the work of the Committee and included appendices that provided—</p>	
10.2	COR/31/07-8 Report from the Learning & Achievement Committee including key elements from College Performance Report and matters referred from the Committee: Quality Strategy and Progress against Milestones in the Strategic Plan 2007-2010	<ul style="list-style-type: none"> • Ofsted results of the Inspection of Initial Teacher Training for FE Teachers 2007/08 • Quality Strategy • College Performance Report 2007/08 • Good New Items. <p>The Chair of the Committee highlighted the very good inspection result and that the College is well positioned to take the next step to “outstanding”.</p> <p>Governors considered whether, in terms of the strategic plan, that achieving success is relatively more important than responsiveness. Governors discussed the position of the College in the market place, “the type of college we want it to be”, and agreed that both achieving success and responsiveness are important but that in terms of the “order of events” must get the curriculum right first.</p> <p>Corporation APPROVED the Quality Strategy, NOTED that good progress has been made against all milestones in the Strategic and Development Plan monitored by the Committee, and APPROVED letters of congratulation being sent by the Chair to—</p> <ul style="list-style-type: none"> • Philip Taylor, Academy Manager Learning and Teacher Development in recognition of the outstanding outcomes of the inspection of Initial Teacher Training • Steve Gayfer, in recognition of his work in improving teaching and learning in the College, and to congratulate him on this being recognised by the QIA in a Good Practice Guide for the sector. 	CS

<p>11 11.1 11.2 11.3</p>	<p>Audit Committee COR/32/07-8 Terms of Reference of the Audit Committee Minutes of the meeting held on 11 June 2008 COR/33/07-8 Strategic Internal Audit Plan 2008/09 to 2010/11 and Annual Plan 2008/9 and Re-appointment of Internal Audit Service for 2008/9</p>	<p><u>11.1 Terms of Reference</u> The Audit Committee's Terms of Reference were considered by the Committee at its meeting on 4 March 2008 and no amendments were recommended. Corporation APPROVED the Terms of Reference of the Audit Committee without amendment.</p> <p><u>11.2 Minutes</u> Corporation RECEIVED the Minutes of the meeting of the Audit Committee held on 11 June 2008. The Chair of the Audit Committee highlighted the number of reports reviewed during the year.</p> <p><u>11.3 Strategic Internal Audit Plan 2008/09 to 2010/11, Annual Internal Audit Plan 2008/09, and Re-appointment of the Internal Audit Service for 2008/09</u> The Chair reported that, in reviewing the Internal Audit Plan, the Committee considered priorities in the light of the ESF matter. Annual reviews include key financial controls and risk management. Also in scope this year are Train to Gain, Staff Utilisation, and the Single Site Project. Two value for money audits will be carried out on the Recruitment and Deployment of Staff and Cleaning and Security.</p> <p>Corporation APPROVED—</p> <ul style="list-style-type: none"> • Strategic Internal Audit Plan 2008/09 to 2010/11 • Annual Internal Audit Plan 2008/09 • Re-appointment of the Internal Audit Service for 2008/09. 	<p>CL</p>
<p>Section 3</p>		<p>Action</p>	
<p>12</p>	<p>Self Assessment of Governor Performance</p>	<p>Governors considered that useful discussion and good progress had been made with a substantial agenda.</p>	

13	Any Other Business:	Mina Jesa reported on Equality and Diversity and that (in response to the request made by Corporation) she had met with Andrea Chilton, made recommendations that staff are considering, and her involvement will be ongoing.	
13.1	Election of Chair and Vice Chair of the Corporation for 2008/9	<p>Standing Orders specify that Governors elect the Chair and Vice Chair of the Corporation annually.</p> <p>The Clerk took the Chair of the meeting and requested nominations for the positions. Christopher Spokes was nominated as Chair and Barry Popplewell was nominated as Vice Chair by Vicky Parrett and seconded by Mina Jesa.</p> <p>Corporation unanimously APPROVED the election of Christopher Spokes as Chair and Barry Popplewell as Vice Chair for the 2008/09 academic year.</p>	
13.2	Calendar of Meetings 2008/9	Corporation APPROVED the draft calendar of meetings for the 2008/09 academic year.	Clerk
14	Date of Next Meeting:	The date of the next meeting was agreed as 15 October 2008.	
Section 4: Confidential Item			
15	Remuneration Committee	<p><i>The Principal and officers of the College and the Staff Governors left the meeting. The time was 7.35 pm.</i></p> <p>Corporation RECEIVED a report from the Chair of the Remuneration Committee and the confidential minutes of the meeting held on 9 July 2008.</p> <p><i>The Minutes of this part of the meeting are recorded separately.</i></p>	

The meeting closed at 7.50 pm

Signed (Chair)
Christopher Spokes

Date.....