



## CORPORATION MEETING

Wednesday, 17 October 2007 at 5.15 pm in Room B110, Science Park Campus, Kings Hedges Road, Cambridge

### MINUTES

**Present**

Christopher Spokes (Chair)	Anne Kent
Reza Assadi	Vernice Key
Ben Bradnack	Amanda Last
Tony Cooper	Barry Popplewell
Rick Dearing	Jill Preston
Zoe Hellewell	Raymond Tait
Mina Jesa	

**In attendance**

Chris Lang  
Chris Sherwin

**Clerk**

Julia Kennedy

The Chair welcomed members to the first meeting of the new academic year, and reported that a very pleasant farewell dinner had been held for Jafar Mirza on the previous evening.

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 Project.	

1.2	Apologies for absence	Apologies were received from David Adamson, Simon Fairhall, and James Allan. Steve Caley and Andrea Chilton, who would normally be in attendance, also sent apologies.	
1.3	Minutes of the meeting held on 11 July 2007	The Minutes were agreed to be a true record and signed by the Chairman, with one amendment.	
1.4	Matters arising from the minutes	Item 9: Members <b>agreed</b> that the Away Day would provide an opportunity to further consider performance measures.	Clerk
<b>Section 2: Matters for Decision</b>			<b>Action</b>
2.1	COR/01/07-8 Committee Chairs 2007/8	<p>The paper proposed changes to the Chairs of Committees consequent on the appointment of Christopher Spokes as Chair of the Corporation. These changes ensure that recommendations brought to the Corporation from the Finance and Resources Committee will be considered at a meeting that has a different Member as Chair.</p> <p>The Corporation <b>approved</b> the following changes—</p> <ul style="list-style-type: none"> <li>• Chair of Finance and Resources Committee: Barry Popplewell</li> <li>• Chair of the Learning and Achievement Committee: Tony Cooper.</li> </ul>	Clerk
2.2	COR/02/07-8 Corporation Outline Work Plan 2007/8	<p>The paper provides a framework for Corporation meetings for the 2007/08 year together with a table showing the relationship between strategic aims, performance measures, and Corporation engagement.</p> <p>Governors discussed and commented on the following aspects—</p> <ul style="list-style-type: none"> <li>• the College Performance Report is reflected in the programme of work for the Learning and Achievement Committee</li> <li>• issues concerning staff, such as recruitment, sickness absence etc, are considered at the Learning and Achievement Committee and reported by that Committee to the Corporation</li> </ul>	

		<ul style="list-style-type: none"> <li>• Governors would appreciate an opportunity to consider other human resource issues, including professional development, and the results of any staff surveys: it was suggested that these issues could also be managed through the Learning and Achievement Committee</li> <li>• there is a specific requirement that Corporation evaluates the impact of policies and procedures in the 3 areas listed on p.3: Child Protection, Race Relations Act, SENDA.</li> </ul> <p>The Corporation <b>agreed</b> that Governors should contact the Clerk if they wished to add items to the agenda of the Corporation or its Committees.</p>	All/Clerk
2.3	COR/03/07-8 Pay Award 2007	<p>This paper recommends a pay award for all staff effective from 1 August 2007.</p> <p>Negotiations with unions this year have been protracted and the pay award could not be considered at the July meeting of the Corporation. The AoC recommended award is—</p> <ul style="list-style-type: none"> <li>• 2% increase in salaries from 1 August 2007 and</li> <li>• an additional 1% from 1 February 2008</li> <li>• a minimum £500 applying to staff earning less than £15,000.</li> </ul> <p>The UCU has rejected the AoC recommended award, but the local branch has indicated there is no objection to the College implementing it. Not all colleges make the recommended award. Some make additional uplifts and some make none at all.</p> <p>The Principal recommends—</p> <ul style="list-style-type: none"> <li>• implementation of 2.51% from 1 August 2007</li> <li>• the salary base for 2008/09 is based on the on the full year 3% uplift on the 2006/07 base to remain fully in line with the AoC national scale points.</li> </ul> <p>Governors asked about the impact on the cash flow, and how many CRC staff are in the category earning less than £15,000. [Clerk's note: As of 31 July 2007, there are 44 staff earning less than £15,000 pa, 12 of whom are apprentices. Other staff at this level include apprentices appointed to junior administrative roles, administrative staff, sports centre assistants, technicians, and Newmarket Road catering staff. Twenty of those staff are in the band £14,600 to £14,900.]</p> <p>Corporation <b>approved</b> a pay award for all staff of 2.51% effective 1 August 2007, with a rebase at end of year to 3%, and a minimum pay rise of £500 for staff on less than £15,000.</p>	

2.4

COR/04/07-8  
Positioning and Developing  
CRC, 2007–12

The purpose of the paper is to—

- update Corporation Members on key policy, economic, and environmental drivers to which the CRC must respond
- provide an overview of proposed developments
- set the context for the Corporation’s strategic discussions and decisions in 2007/08.

The Principal proposed that Corporation use three meetings each year to look at strategic issues and promote broad debate. The Principal intends to identify some of the key drivers of government policy and growth drivers for the region and anticipates that Governors’ discussion will help frame the Away Day agenda. At last January’s Away Day the Corporation considered some significant issues. Other significant issues are emerging, particularly in the skills area.

The paper covered—

- Achievement of strategic and development plan targets 2006/07 (see Appendix 1)
- Key foci for development
- National policy drivers: their impact on CRC
- Cambridge growth area: CRC’s contribution in education and training
- Priority strategic developments.

Appendices

1. Strategic and Development Plan: Report on Achieving 2006/07 Targets, October 2007
2. Further Education: Raising Skills, Improving Life Chances, Update July 2007, pp 6–24
3. World Class Skills: Implementing the Leitch review of Skills in England, July 2007: Executive Summary, pp 9–14
4. Extracts from LSC Review of post-16 Learning provision in Cambridge
5. Key Foci for 2007/08.

Key issues that are being reviewed—

- the concept, set out in the DfES paper, of a specialised education system focussing on employability
- specialised diplomas and a foundation learning tier (making provision at a basic level)
- T2G and apprenticeships: the government aim is to double the number of apprenticeships
- professionalising the FE teaching force: CRC have 100% full time teaching staff trained or in training
- College performance across a range of indicators covering effectiveness and efficiency
- funding changes to support government objectives with an increase in open and competitive tendering and very steeply rising fees.

Post-Leitch the focus is on providing learners with skills for life and full NVQ levels 2&3.

CRC is positioned to work with schools to deliver the 14–19 vocational curriculum and with employers to deliver the skills agenda. The College is working with the sector skills councils and is intending to adopt the Skills Pledge in relation to its own staff.

		<p>A paper produced by the LSC describes the impact of the growth in housing on local education provision. It suggests 3 new centres: Comberton (presumptive 6<sup>th</sup> form), and post-16 centres at Northstowe and in East Cambridge (if the airport land is developed for housing). Extension and development of existing providers is also anticipated.</p> <p>The Principal explained the CRC initiatives with employers, and Chris Lang described the role of sector skills councils and what is fundable.</p> <p>Governors discussed—</p> <ul style="list-style-type: none"> <li>• the new world of working in partnership (to be considered in more depth at the Away Day)</li> <li>• the need to have a clear vision of the CRC to use in determining whether and how the College can contribute to new initiatives</li> <li>• the need to be nimble in response to the rapidly changing environment, and for a strategic response to the expected increase in population (students come from the Cambridge Region c. a 35 mile radius)</li> <li>• it is not enough to just <u>respond</u> to government initiatives: the environment is a hugely changing canvas, for example, schools are far more autonomous and six more secondary schools are planned for Cambridgeshire</li> <li>• the challenges associated with the twin tracks of providing vocational and occupational routes for 14–19s and employer engagement</li> <li>• the lack of interest by skills councils in Level 1 provision: is this a threat?</li> <li>• the need by Governors for a paper that identifies how “employer pull” may impact on each of the College’s key areas</li> <li>• the role of Governors in shielding “inside activities” from the “chaos outside”</li> <li>• marketing and employer engagement</li> <li>• the extent to which the College can control its destiny.</li> </ul> <p>The Principal suggested that a basis for discussion at the Away Day could be provided by an overview of the College that tracks its development in recent years and compares its present shape with future plans. One of the major strengths of the College is that it is responsive and resilient in the face of change. Some drivers are constant and anchor the College to particular targets, and there can be tension generated between the ability to move quickly and to maintain core provision.</p> <p>The Corporation <u>noted</u> the issues involved with positioning and developing the College, and <u>agreed</u> to continue analysis and debate at the Away Day in January 2008.</p>	
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Section 3: Matter for Discussion		Action
3.1	COR/05/07-8 Principal's Report	<p>The Principal's Report covered—</p> <ol style="list-style-type: none"> <li>1. Student enrolment 2007/08</li> <li>2. Student numbers 2006/07</li> <li>3. Socio-economic benefits of CRC to the local economy: a report has been commissioned and may be available for the Away Day</li> <li>4. Single main campus project and other site issues: planning consent has been provided and a report will be provided to the next meeting of the Corporation before the College seeks LSC approval on 11 December.</li> <li>5. Risk management and register: further information will be provided at the Finance and Resources Committee.</li> <li>6. Student successes and AOC skills event.</li> </ol> <p>The Principal reported that 16–18 enrolment is strong across most areas. Apprenticeships are buoyant with good prospects of achieving the LSC contracted figure. Full-time 19+ enrolment is below target. The enrolment process was efficient and induction had gone well.</p> <p>Feedback from the Student Liaison Committee is positive: the Student Governor commented that the enrolment process was easy and taster days were good. The Staff Governor added that the induction went very well this year. The Principal emphasised the importance of tight processes in integrating new learners.</p> <p>Governors discussed whether parental influence was still strongly towards A levels. They considered that this can present a real challenge for the College; the need to promote recognition of all Post - 16 options by parents and schools remains.</p> <p><i>Vernice Key left the meeting at this point. The time was 6.55 pm.</i></p> <p>The Corporation <b>received</b> the Principal's Report and the Chair offered congratulations to the Principal and his team.</p>

Section 4:			
4.1	Self Assessment of Governor Performance	Governors discussed how this is best done. The Corporation <b>agreed</b> there had been good opportunities to contribute to the meeting.	
4.2	Any Other Business	<p>A suggestion was made that the Committee Chairs meet on a regular basis. This would provide an opportunity to exchange information and ensure effective liaison.</p> <p>The Corporation <b>agreed</b> that Committee Chairs meet together with the Chair of the Corporation Principal once each year.</p>	Principal
4.3	Date of Next Meeting:	The date of the next meeting is Tuesday 4 December 2007 at 5.15 pm.	

The meeting closed at 7.15 pm

Signed ..... (Chair)  
Christopher Spokes

Date.....