

CORPORATION MEETING

Wednesday 19 March 2008 at 5.15 pm in Room B110, Science Park Campus, Kings Hedges Road, Cambridge

MINUTES

Present Christopher Spokes (Chair) Anne Kent
 David Adamson Vernice Key
 Ben Bradnack Amanda Last
 Aaron Cook Vicky Parrett
 Tony Cooper Alex Plant
 Rick Dearing Barry Popplewell
 Simon Fairhall Jill Preston
 Raymond Tait

In attendance Chris Lang
 Chris Sherwin [from 5.30 pm]
 Steve Caley

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 Site Project, and Simon Fairhall declared his interest as Chief Executive of Sport England involved with managing an ESF project jointly with the College. Ben Bradnack and David Adamson declared an interest in relation to item 9.3 (iii).

2	Apologies for absence	Apologies were received from James Allen, Mina Jesa, Reza Assadi, and Zoe Hellewell. Andrea Chilton, who would normally be in attendance, was unable to be present.	
3	Minutes of the meeting held on 11 January 2008 and notes from Corporation Away Day on 11 & 12 January 2008	The Minutes were agreed to be a true record and signed by the Chair.	
4	Matters arising from the minutes	There were no matters arising.	

The Chair asked the Principal to highlight the recent developments.

Inspection

This “light touch” Inspection produced an excellent result, with Good (2) on all 5 categories and some outstanding features, including partnership working. Success rates are a key factor and 16% of the provision is not quite there yet. The College will be able to promote the result widely once the result is made public. Thanks go to Chris Sherwin, who coordinated the preparations and logistics for the Inspection and liaised with Inspectors as College nominee, and to all those involved.

Funding

- Changes to LSC funding: there will be 2 new funding bodies, which reflect the division of government responsibility, and one to oversee commissioning of 16-18 provision via the local authorities
- 2008/09 funding decisions will be delayed until May which, together with some uncertainty about the application of the new funding methodology, makes planning very difficult: this has been incorporated in the College Risk Register
- Proceeds from the sale of the City Centre Site have been received.

Single Site Project

Progress is good with contractors on-site.

14-19 Diplomas

All but one of the 8 bids has been approved and that one will be resubmitted. Four were approved completely, one for 2009, and two for 2010. Submissions were made jointly in partnership with schools, sometimes with the schools leading, and it is an excellent success rate. Further information will be provided to the next meeting of the Learning and Achievement Committee.

The Principal has been invited to join the Regional LSC Board.

[Chris Sherwin joined the meeting during this item at 5.30. pm.]

Section 2: Matters for Decision and Information			Action
5	Corporate Governance COR/13/07-8 Revised Instrument and Articles of Government	<p>Revised Instrument and Articles of Government for general FE colleges came into effect on 1 January 2008 and the paper sets out the key changes. These include an increase in student representation to two: it was agreed that the Membership of Corporation be maintained at 18.</p> <p>Corporation noted the changes to the Instrument and Articles of Government and approved use of the term “External Governor” when there is a need to identify Governors who are not Staff or Student Governors. Corporation noted the consequential amendment of the Standing Orders of the Corporation (paragraph 2) and that, in line with the revisions, arrangements will be made to publish Committee terms of reference on the College website.</p>	Clerk
6 6.1 6.2	Search Committee COR/14(i)/07-8 Skills Matrix COR/14(ii)/07-8 Corporation Membership	<p><u>Skills Matrix</u> In making a recommendation on membership at the December Corporation, the Search and Governor Development Committee recognised that further work must be undertaken on the Governor Skills Matrix so that it can more easily demonstrate the match of candidates for Governor vacancies against the skills required. The paper proposed a new skills audit that will confirm Governors’ professional background in accordance with the existing matrix headings and identify their strengths in relation to the non-delegable functions of the Corporation.</p> <p>Governors discussed the skills required and considered that other information to be collected includes—</p> <ul style="list-style-type: none"> • knowledge of the strategic environment in which the college operates • links to stakeholders • qualifications • disability. <p>Corporation approved a new skills audit of Corporation Members, and asked the Search Committee to develop a suitable questionnaire.</p> <p><u>Corporation Membership</u> The term of office of Amanda Last is due to end on 30 April 2008. Amanda has served two terms, makes a valuable contribution to the Audit Committee, but wishes only to serve for a further period of approximately one year.</p> <p>Corporation approved extension of the term of office of Amanda Last to 30 July 2009, and noted that the Search Committee will report back at the next meeting of the Corporation on recruitment to the Audit Committee in order to plan for the retirement of all three members in 2009.</p>	Clerk/Chair of Search Clerk/ Chair of Search

7	<p>Strategic Matters COR/15/07-8 Principal's Report</p>	<p>The Principal's Report covered—</p> <ul style="list-style-type: none"> • OFSTED Inspection • Key Developments <ul style="list-style-type: none"> ○ 14-19 Diplomas ○ Foundation Learning Tier ○ Employer Responsive Provision ○ Carter and Carter • Review of Risk and Opportunity • Planning and Budgeting for 2008/09 • Staff Recruitment. <p>The OFSTED Inspection and 14-19 Diplomas were covered in the highlights at the beginning of the meeting. A key development in qualifications being driven by the QCA is the Foundation Learning Tier (FLT), which will replace current qualifications at Entry/Level 1 from 2009. On Employment Responsive Provision, the College's success in assisting organisations to support their training needs demonstrates that it is effectively responding to government priorities.</p> <p>Governors were thanked for their participation in the first staff loyalty dinner, which was very well received. Two further dinners are planned for the year to celebrate with 150 staff who have been employed by CRC for ten years or more.</p> <p>A summary of changes to the Key Corporate Risk Register were included with the Principal's report. Governors discussed these and whether the risks around KCR 8 (International) could be more effectively managed, and the extent to which the register can be integrated with financial management.</p> <p>Corporation received the Principal's Report and noted that the Finance and Resources Committee will review the Risk Register at its next meeting.</p> <p><i>[Tony Cooper left the meeting at 6.30 pm.]</i></p>	<p>Clerk to note</p>
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8	<p>OR/16/07-8 Updated Strategic & Development Plan 2007-10 and Progress on Achievement of Targets To Date</p>	<p>The purpose of this paper was to propose updated targets within the plan and to provide an update on progress against targets to date.</p> <p>The presentation to the OFSTED Inspectors was included as an appendix to the paper. Inspectors have endorsed the strengths and areas for improvement. Appendix 4 sets out the revised college targets for 2007/08.</p> <p>Corporation approved the amendment to targets (2007/10) for learner success rates, student attendance rates, and SAR grades as outlined in the appendices 1 to 3 of the paper.</p>	
9	<p>Finance & Resources Committee</p> <p>9.1 Minutes of the joint meeting with the Estates Working Group held on 11 January 2008</p> <p>9.2 Draft Minutes of the meeting held on 12 March 2008</p> <p>COR/17/07-8</p> <p>9.3 Matters for decision referred from the Finance & Resources Committee: i. Policy Framework for 2008/9 Budget ii. Draft Purchasing & Supply Strategy 2007/8 to 2009/10</p>	<p>9.1 Corporation received the Minutes of the joint meeting with the Estates Working Group held at Wyboston Lakes on 11 January 2008.</p> <p>9.2 Corporation received the draft Minutes of the meeting of the Finance and Resources Committee held on 12 March 2008, approved the investment strategy for the sales proceeds from the city centre campus as set out in the Minutes, and noted that the returns on the investment will be reported through the management accounts each month.</p> <p>9.3 (i) Corporation approved the outline Policy Framework for the 2008/09 Budget (subject to LSC Funding Allocations), and noted that the budget parameters include a surplus of 2.9% and capital expenditure of £900,000.</p> <p>9.3 (ii) Corporation approved the Draft Purchasing & Supply Strategy 2007/8 to 2009/10, noted that savings of £200,000 were anticipated for the current year, with savings of up to £500,000 in a full year, and noted that Vernice Key has agreed to be the Nominated Governor for Purchasing.</p>	<p>CL</p> <p>CL</p> <p>CL</p>

	<p>iii. Citylife – Draft Heads of Terms</p>	<p>9.3 (iii) Citylife – Draft Heads of Terms: the proposal is that Citylife locate their primary facility for Cambridge on the City Council site adjacent to the CRC main campus. Citylife is a charitable organisation working with disadvantaged groups and there is synergy with some of CRC’s provision. The proposed Heads of Terms are set out in the paper.</p> <p>Ben Bradnack declared an interest from his role as a City Councillor, and David Adamson declared his interest as an advisor for Citylife.</p> <p>CRC is negotiating with the City Council to purchase the City Council owned site for the ICE building and the site is sufficiently large to a Citylife building as well. Skills for Life could be relocated from the city centre campus to the same building. Governors discussed—</p> <ul style="list-style-type: none"> • benefits of a joint use building • timing, which is of the essence as a planning application has been lodged for the site • the strategic fit, and whether it is “synergy” or “opportunity” • whether there is any risk of delay to the ICE Project • the reputational advantages of working with Citylife • gaining access to an additional building without capital cost. <p>Corporation <u>approved</u> the draft Heads of Terms and <u>requested</u> a report is provided to the next meeting of Corporation. [To be considered by EWG.]</p> <p><i>[David Adamson and Vernice Key left the meeting. The time was 7.08 pm.]</i></p>	<p>CL</p>
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9.4	<p>COR/18/07-8 Matters for information referred from the Finance & Resources Committee: i. Sports & Social Club and Student Union Accounts ii. Period 7 2007/8 Management Accounts iii. Update on Single Site Project</p>	<p>9.4 (i) Sports & Social Club and Student Union Accounts Corporation received the Sports & Social Club Accounts for the year ending 31 July 2007 <i>and</i> the Student Union Accounts 2006/07.</p> <p>9.4 (ii) Management Accounts Period 7 The forecast surplus is £850,000. The accounts were recommended by the Finance & Resources Committee. Corporation received the Management Accounts 2007/08, Period 7.</p> <p>9.4 (iii) Additional Item – Update on Single Site Project An update from Fusion was tabled that provided a summary of progress since the building contract was placed in January 2008.</p> <p>All planning conditions have been met and construction is progressing on time and on budget, with the enabling works and extensive groundwork completed. There are two minor items that did not show up on the surveys: there is no material risk and the cost will be met from contingency funds. The new Reception area will be completed by the autumn term.</p> <p>The value engineering exercise resulted in some items falling below the line: Governors considered that it may be possible to reassess the risk and provide for some of these items, and asked the Estates Working Group to report back to Corporation. The timing of the next meeting of the Estates Working Group was discussed, and it was agreed that it should be held on the day of the next meeting of the Finance and Resources Committee, on 30 April 2008, or jointly with that meeting. [Clerk’s note: the meeting of the Finance and Resources Committee was subsequently rescheduled to 29 May 2008 and EWG will be held then also].</p> <p>Corporation received the Update on the Single Site Project.</p>	CL/EWG
10 10.1	<p>Audit Committee Draft Minutes of the meeting held on 4 March 2008</p>	<p>The Chair of the Audit Committee was pleased to report that the two audit reports on the Single Site Project were now finalised. In the first report (2006) risks were identified that were resolved by the time of the second report (2008) and there are now no matters of concern. “High assurance” was awarded by the auditors.</p> <p>Chris Lang reported on the results of the PFA Audit, which is an audit of governance and financial management undertaken by the LSC concurrently with Inspection. Eleven strengths were identified, with no major weaknesses and 5 “merits attention” recommendations. The overall grade awarded is still under consideration.</p> <p>Corporation received the draft Minutes of the meeting of the Audit Committee held on 4 March 2008.</p>	

<p>11</p> <p>11.1</p> <p>11.2</p>	<p>Learning & Achievement Committee</p> <p>Draft minutes of the meeting held on 18 February 2008</p> <p>COR/19/07-8 Report from the Learning & Achievement Committee including key elements from College Performance Report</p>	<p>The Committee agreed that the targets under Strategic Aim 1 – Improve the quality of students’ learning and achievements, were insufficiently stretching and did not properly reflect current success rates. Revised targets were emailed to Members for agreement and are now recommended to Corporation.</p> <p>Corporation received the draft Minutes of the meeting of the Learning and Achievement held on 18 February 2008.</p> <p>The report from the Committee included—</p> <ul style="list-style-type: none"> • Feedback form the Student Liaison Committee: processes in the College to hear the learner voice are successful and identify cross-college issues • Validation of the Self Assessment Grade for leadership and management • Attendance trends • CRC: An Improving College: this paper from the Principal demonstrates a very positive picture overall • Learning & Achievement Performance Report, Spring term Update for 07/08 • Good news stories. <p>Corporation received the report from the Learning & Achievement Committee.</p>	
<p>11.3</p>	<p>COR/20/07-8 Matters for decision referred from the Learning & Achievement Committee: Progress against Milestones in the Strategic Plan, 2007-10</p>	<p>Two recommendations were made by the Committee.</p> <p>In relation to attendance trends, Corporation noted that—</p> <ul style="list-style-type: none"> • significant actions are being taken to ensure that accurate and comprehensive data is now available and attendance rates for full-time learners increase to 85% by the summer term 07/08 • whilst the average attendance will not reach 85% for the academic year, the target will be achieved for the summer term and beyond • actions being taken by the College are sufficiently robust to ensure that the average attendance of full-time learners improves to 85%. <p>In relation to targets, Corporation endorsed the revised targets for Strategic Aim 1 as set out in the paper [Clerk’s note: these were approved under item 8].</p>	<p>CS</p>

Section 3			Action
12	Self Assessment of Governor Performance	Governors considered that it was a good meeting and well structured, and appreciated that the Principal's report on key items was brought to the front of the agenda.	Clerk to note for future meetings
13	Any Other Business	There was no other business.	
14	Date of Next Meeting:	The date of the next meeting was agreed as 21 May 2008.	
Section 4: Confidential Item			
15	Remuneration Committee	<i>Simon Fairhall, the Principal and officers of the College, the Staff Governors, and the Student Observer left the meeting. The time was 7.20 pm.</i> <i>Those present for item 15 were: Christopher Spokes, Barry Popplewell, Anne Kent, Ben Bradnack, Jill Preston, Raymond Tait, Alex Plant, and Amanda Last, with the Clerk in attendance.</i>	
15.1	Draft minutes of the meeting held on 27 February 2008	Corporation received the Minutes of the meeting of the Remuneration Committee held on 27 February 2008.	
15.2	Report from Remuneration Committee [verbal]	The meeting of the Committee had considered a draft brief provided by Lynne Moffat for a consultant to advise the Committee in relation to the remuneration of the senior postholders. Governors agreed that it is important to ensure that the pay and benefits for the senior postholders is competitive, offers progression, and is appropriate for the College. Corporation approved engagement of a consultant and requested that the Committee report back to Corporation [at the July meeting].	Clerk/Chair of REM

The meeting closed at 7.35 pm

Signed (Chair)
Christopher Spokes

Date.....