

## CORPORATION MEETING

**Thursday 2 December 2010 at 5.15 pm in the Boardroom [Room B110], Science Park Campus, Kings Hedges Road, Cambridge**

### MINUTES

**Present**

Christopher Spokes, Chair	Andrew Herbert
David Adamson	Anne Kent
Reza Assadi	Vernice Key
Anne Constantine, Principal	Vicky Parrett
Tony Cooper	Barry Popplewell, Vice Chair
Jamie Easton	Jill Preston
Nichola Harrison	Anne Ridgeon

**In attendance**

Steve Caley  
 Chris Lang  
 Chris Sherwin  
 Jackie Cannell [item 1 only]

**Clerk**

Julia Kennedy

Section 1: Preliminary			Action
<b>1.1</b>	<b>Declaration of Interest</b>	Christopher Spokes declared his interest as a Partner of Bidwells who act as CDM for the College, David Adamson and Nichola Harrison identified their interest as Members of the Hive Board, and Nichola added that she was no longer a Liberal Democrat Member but was now an Independent Member of the Council.	
<b>1.2</b>	<b>Apologies for absence</b>	Apologies were received from Dawn Fisher and Alex Plant.	

1.3	<b>Minutes and Notes</b>	<ul style="list-style-type: none"> <li>• Corporation meeting held on 21 July 2010</li> <li>• Special meeting of the Corporation held on 1 September 2010</li> <li>• Notes from the meeting of Corporation and Committee Chairs held on 1 September 2010 <ul style="list-style-type: none"> <li>○ Approved with amendment on page 2</li> </ul> </li> <li>• Strategic Corporation meeting on 11 November 2010 <ul style="list-style-type: none"> <li>○ Approved with correction to list of attendees.</li> </ul> </li> </ul> <p>The Minutes from the three meetings and the Notes of the Meeting of Corporation Chairs were approved as amended and signed by the Chair as a true record.</p>	
1.4	<b>Matters Arising</b>	There were no matters arising from the Minutes and Notes that were not elsewhere on the agenda.	
1.5	<b>COR/08/10-11 Annual Report on Safeguarding</b>	<p>Jackie Cannell provided a briefing session on Safeguarding before consideration of the Annual Report. Her slides are filed with these Minutes. Jackie's presentation included—</p> <ul style="list-style-type: none"> <li>• What is Safeguarding?</li> <li>• How do we Safeguard?</li> <li>• Who is responsible?</li> </ul> <p>Jackie also covered the legislative framework, how disclosures are dealt with, and the designated officers.</p> <p>In answer to questions Jackie said that 90% of issues arose outside the College, and 70% of the issues raised were referred on. Governors also asked about the link with whistleblowing, bullying [Jackie explained some of the complexities and about steps taken to raise awareness about bullying], and the information flow between the College and other organisations. Jackie explained the arrangements and protocols in place to cover young people moving to post-16 education, and the steps taken by the College in response to a negative CRB trace.</p> <p>New developments in 2009/10 included—</p> <ul style="list-style-type: none"> <li>• Safeguarding Coordinator in place</li> <li>• Focus Groups</li> <li>• Safeguarding handbook</li> <li>• Safeguarding month – November 2010</li> <li>• Staff training.</li> </ul> <p>Corporation <b>received</b> the Annual Report on Safeguarding, <b>noted</b> the contents, and <b>thanked</b> Jackie Cannell for her presentation.</p>	

Section 2 Strategic Matters		Action
2.1	<p><b>COR/09/10-11 Principal's Report</b></p> <p>Anne Constantine's report covered—</p> <ol style="list-style-type: none"> <li>1. Performance against Target Numbers/Allocations</li> <li>2. Success Rates on Learner Responsive/Adult Learner Responsive Provision</li> <li>3. Success Rates on Employer Responsive Programmes</li> <li>4. Government Policy</li> <li>5. Star Awards</li> <li>6. Manor School Agreement</li> <li>7. College Structure</li> <li>8. Property Strategy.</li> </ol> <p>Anne explained that most income lines were underperforming but the risks were being managed. Success rates on FE programmes were broadly in line with national averages, with Train to Gain and apprenticeship success rates expected to be well above the national average.</p> <p>Governors asked about the impact of the data management issues, benchmarking, and asked for a consistent approach to “traffic light” grades, and more information [around quartiles and deciles] to provide a useful indicator of direction travelled.</p> <p>Anne covered the implications of the <i>Skills for Sustainable Growth</i> strategy for the funding of adult students, including the ending of the EMA [at CRC 40% of students receive EMAs]. While the diploma is not being abolished it is likely to wither and the development of the baccalaureate will impact on the relationship of schools and colleges. The review of 14-19 led by Alison Wolfe will feed into this development.</p> <p>Governors discussed the difficulties created by sudden shifts in policy and the impact on the curriculum and asked about—</p> <ul style="list-style-type: none"> <li>• CRC response to the demise of the diplomas: CRC was continuing to work with schools</li> <li>• the future of the East Cambridgeshire Skills Centre at Ely, which was based on diploma development</li> <li>• the scope to “go it alone” and determine our own future</li> <li>• the future role of the Cambridge Area Partnership</li> <li>• impact of the changes to immigration rules.</li> </ul> <p>Feedback from the Star Awards had been good. While no major revamp of college structure was planned some structural changes may be necessary in response to government policy.</p> <p>Corporation <b>received</b> and <b>noted</b> Anne Constantine's report and the Chair thanked Anne for her presentation.</p>	

Matters Referred from Committees Section 3: Audit Committee		Action
3.1	<b>Minutes of the Meeting held on 24 November 2010</b>	<p>Vernice Key, as Chair of Audit, introduced Audit Committee business.</p> <p>Corporation <b>received</b> and <b>noted</b> the Minutes of the meeting held on 24 November 2010.</p>
3.2	<b>COR/10/10-11</b> <ul style="list-style-type: none"> <li>• <b>Members' Report and Financial Statements for the year ended 31 July 2010</b></li> <li>• <b>Letter of Representation</b></li> <li>• <b>FMCE [short form]</b></li> <li>• <b>Internal Audit Annual Report 2009/10</b></li> <li>• <b>Financial Statements Auditors' Management Letter</b></li> <li>• <b>Audit Committee Annual Report 2009/10</b></li> </ul>	<p>Vernice explained the assurance provided in relation to the Financial Statements: the Internal Auditors Annual Report, which provided the auditors' statement of assurance; the Financial Statements Auditors' Management Letter, which provided an unqualified opinion and confirmed that controls were robust and the management accounts could be relied on. The auditors had reviewed the recruitment of the Principal and confirmed it had been carried out in accordance with best practice. The Audit Committee's work had included a review of recommendations from previous years that were not completed, and risk management. Risk appetite would be reviewed at the January Away Day.</p> <p>Chris Lang explained that the Financial Statements were also recommended by the Finance and Resources Committee. The College had passed £40m in turnover and achieved a surplus of £189k [£675k before FRS 17 adjustment], with cash at bank of just over £3m and net current assets of £706k.</p> <p>Governors asked the level of depreciation, the employer contribution to the pension funds, and the Letter of Representation.</p> <p>Corporation <b>received</b> the Annual Report of the Audit Committee 2009/10, the Financial Statements Auditors' Management Letter, and the Internal Audit Annual Report 2009/10.</p> <p>Corporation <b>approved</b> the Financial Statements for the year ended 31 July 2010, <b>approved</b> the Letter of Representation for signature by the Chair, and approved the submission of the FMCE questionnaire to the Skills Funding Agency.</p>
3.3	<b>COR/11/10-11 Annual Report on Risk Management 2009/10</b>	<p>Following the "full assurance" judgement from internal auditors, further refinements to the risk management practices were made. The report set out the progress and actions in 2009/10. Risk management would be further considered at the Away Day.</p> <p>Corporation <b>received</b> and <b>noted</b> the Annual Report in Risk Management 2009/10.</p>

<b>Section 4: Finance and Resources Committee</b>		
<b>4.1</b>	<b>Minutes of the Meeting held on 15 November 2010</b>	<p>Barry Popplewell, Chair of the Finance and Resources Committee, introduced committee business.</p> <p>Corporation <b><u>received</u></b> and <b><u>noted</u></b> the Minutes of the meeting held on 15 November 2010.</p>
<b>4.2</b>	<b>COR/12/10-11 Finance and Resources Committee Annual Performance Report 2009/10</b>	<p>The Annual Performance Report confirmed that the Committee had fulfilled the requirements of its terms of reference.</p> <p>Chris Lang identified a commitment to achieving outstanding financial management by year end. There had been a good start to the financial year but there were some issues on the horizon that would impact on income. A large contingency had been provided. The VAT on the single site project had been successfully recovered with a credit note for £1.5 million, which would impact on the balance sheet.</p> <p>Governors noted that, in the AoC Beacon Awards 2010/11, CRC's Finance Team was highly commended for the DfE/BIS/AoC Award for Smarter Procurement, and congratulated the College.</p> <p>Corporation <b><u>received</u></b> and <b><u>noted</u></b> the Finance and Resources Annual Performance Report 2009/10.</p>
<b>4.3</b>	<b>COR/13/10-11 Management Accounts 2010/11 Period 3, for the month of October 2010</b>	<p>Chris Lang explained that the Management Accounts at the end of period 3 showed the College ahead of budget by £462,000. With the VAT refund, net current assets will increase to £2.5m. The results provided a strong base for discussion at the Away Day.</p> <p>Governors asked about "not knowns" and the impact of under-delivery on next year's income, variances, and recruitment, and governance arrangements for the Hive, East Cambridgeshire Skills Centre and Addenbrookes.</p> <p>Corporation <b><u>received</u></b> and <b><u>noted</u></b> the Management Accounts 2010/11 period 3, and <b><u>requested</u></b> a chart to show the relationship between the Corporation and the partnership boards for the HIVE and Addenbrooke's.</p>

4.4	<b>COR/14/10-11 Annual Health and Safety Report 2009/10</b>	<p>The Annual Report covered health and safety initiatives including the Health and Safety Guide for Staff, resources, statistics, the Annual Safety Inspection, staff development, and future plans.</p> <p>Governors congratulated the College on being awarded the RoSPA President’s Award for the third time. It reflected that the College had a good track record of pro-actively managing health and safety.</p> <p>Corporation <b><u>received</u></b> and <b><u>noted</u></b> the Annual Health and Safety Report 2009/10.</p>	
<b>Section 5: Learning and Achievement Committee</b>			
5.1	<b>Minutes of the Meeting held on 29 November 2010</b>	<p><i>The Minutes and Reports were tabled.</i></p> <p>Corporation <b><u>received</u></b> the Minutes of the meeting of the Learning and Achievement Committee held on 29 November 2010.</p>	
5.2 <i>and</i> 5.3	<b>COR/15/10-11 Report and Recommendations from the Learning and Achievement Committee</b>  <b>COR/16/10-11 Annual Report from the Learning and Achievement Committee</b>	<p><i>These two items were considered together.</i></p> <p>The Report and Recommendations updated the Corporation on the key issues considered by the Committee at its last meeting. Tony Cooper, Chair of the Committee, explained that much of the progress against the strategic objectives was green but the role of Committee was to examine those areas that were not. For example attendance had been one challenging area and strategies were in place to improve it. Full analysis of the success rates for 2009/10 would be provided to the next meeting.</p> <p>The Committee had also reviewed Steve Caley’s proposal to introduce a limited A level programme for International Students in response to demand and the visa changes introduced by the Government; and supported Anne’s proposal of an “entitlement curriculum” to extend students beyond vocational skills.</p> <p>Tony explained that three local schools had gained presumptive 6<sup>th</sup> form status: Cottenham, Comberton, and Parkside. Cottenham would be offering vocational studies in a new building for up to 100 students from September 2011. These developments were predicated on demographic growth that has not been forthcoming and may result in 300 surplus places in the CAP area.</p>	

		<p>Corporation <b>received</b> the Report and Recommendations from the Learning and Achievement Committee and the Annual Report from the Learning and Achievement Committee.</p> <p>Corporation <b>approved</b> the recommendations as set out in the paper relating to agenda item 2 [adequacy and effectiveness of the Safeguarding Policy and the Child and Vulnerable Adult Policy and Procedure] and to agenda item 6 [including progress against Strategic Aims 1 and 2 and Themes 1 and 2].</p> <p>Corporation <b>noted</b> the re-introduction of an A-level curriculum specifically for International and European Union students on a full cost basis, <b>noted</b> that the Finance and Resources Committee would examine the implications where the College had failed to meet the increase in target numbers, and <b>noted</b> that Partnerships continue to be a strength.</p>	
<b>Section 6: Search Committee</b>			Action
6.1	<b>Minutes of the Meeting held on 1 September 2010</b>	<p><i>A verbal report had been provided to the Special meeting of the Corporation on 1 September 2010 but it was necessary for the Minutes to be formally received.</i></p> <p>Corporation <b>received</b> and <b>noted</b> the Minutes of the meeting of the Search Committee held on 1 September 2010.</p>	
<b>Section 7: Final Matters</b>			
7.1	<ul style="list-style-type: none"> <li>• <b>Governors' Eligibility to Serve</b></li> <li>• <b>Register of Interests</b></li> <li>• <b>Skills Audit</b></li> </ul>	<i>Governors returned completed forms to the Clerk.</i>	
7.2	<b>Self Assessment of Governor Performance</b>	<p>The assessment of the meeting was considered against the following questions—</p> <ul style="list-style-type: none"> <li>• Were the agenda and papers clearly written?</li> <li>• Was there time for sufficient debate and critical review of each item?</li> <li>• Do Members consider they were able to fully contribute?</li> </ul> <p>Members provided an affirmative answer to each question.</p>	

7.3	<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>• Agenda for the Away Day Corporation <b>resolved</b> the agenda would incorporate issues raised during the meeting, including curriculum matters raised under item 3.1.</li> <li>• Confidential item A confidential matter relating to a possible conflict of interest was considered at the end of the meeting and minuted separately.</li> </ul>	
7.4	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• <b>Corporation Away Day</b></li> </ul>	The date of the Away Day was confirmed as 21 January 2011.	

The meeting closed at 7.40 pm

Signed..... (Chair)  
Christopher Spokes

Date.....