

## CORPORATION MEETING

Wednesday 21 May 2008 at 5.15 pm in Room C143, Science Park Campus, Kings Hedges Road, Cambridge

### MINUTES

**Present** Christopher Spokes (Chair) Anne Kent  
David Adamson Vicky Parrett  
Reza Assadi Barry Popplewell  
Ben Bradnack Raymond Tait  
Aaron Cook  
Rick Dearing

**In attendance** Chris Lang  
Chris Sherwin  
Steve Caley

**Clerk** Julia Kennedy

Section 1: General			Action
Additional agenda item	Membership	The Corporation noted the resignation of Simon Fairhall. Aaron Cook was invited to take up the appointment of Student Governor. Corporation <b>approved</b> the appointment of Aaron Cook as Student Governor for the remainder of the 2007/08 academic year and for the 2008/09 academic year.	
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 (the CDM Coordinator is a colleague of Chris Spokes). David Adamson declared his interest as an advisor to Citylife and Ben Bradnack declared his interest as a Member of the City Council in matters relating to Citylife.	

1.2	Apologies for absence	Apologies were received from Alex Plant, Amanda Last, Tony Cooper, Vernice Key, James Allen, Mina Jesa, and Jill Preston, Zoe Hellewell. Andrea Chilton, who would normally be in attendance, was unable to be present.	
1.3	Minutes of the meeting held on 19 March 2008	The Minutes were agreed to be a true record and signed by the Chair.	
1.4	Matters arising from the minutes	<p>Page 4: Loyalty Dinners. Rick Dearing thanked Governors for their involvement, which was much appreciated by staff, and invited Governors to “link” with the teaching areas, which would be welcomed by the academic staff.</p> <p>Page 6: Citylife. Chris Lang updated Governors. There are synergies between the two organisations and scope for sharing services but planning issues with the site are not straight forward and there is a need to assess whether Citylife will fit into the remaining footprint. EEDA funds may be available if agreement can be reached by the end of June. Therefore there is a need for Corporation to delegate powers to reach an option agreement that will permit the release of funds.</p> <p>Governors discussion included—</p> <ul style="list-style-type: none"> <li>• advantages of one building rather than two: Citylife’s space requirement may vary and this could be to the advantage of CRC</li> <li>• costs and benefits, and whether there are any disadvantages for CRC</li> <li>• benefits in terms of corporate social responsibility</li> <li>• a letter of comfort to Citylife that could form the basis of heads of terms.</li> </ul> <p>Governors <b>approved</b> delegation of authority to act in this matter jointly to the Principal, Director of Finance and the Chair.</p>	
Additional agenda item	Single Main Campus Project	<p>Chris Lang updated Governors on the SPC building works. Reception and the frontage will be finished in July, Hair &amp; Beauty is due for completion in time for the 08/9 Academic Year, and groundwork is underway for the Motor Vehicle and Sport buildings. The risks associated with the groundwork and planning have been largely mitigated. In relation to investing the proceeds from the sale of the City Centre site, Chris Lang will propose a stepped programme of investment to the next meeting of the Corporation. Decisions are now required in relation to reinstating items that were “valued engineered” off the programme of works.</p> <p>Corporation <b>approved</b> to delegation of authority to reinstate items on the programme of works jointly to the Principal and the Director of Finance. Governors offered congratulations to Chris Lang on progress.</p>	

Section 2: Matters for Discussion		Action
2.1	<p><b>Principal's Report COR/21/07-8</b></p> <p>The Principal's report covered—</p> <ul style="list-style-type: none"> <li>• OFSTED Inspection, PFA Audit, IIP Assessment</li> <li>• College Performance 2007/08</li> <li>• Funding Allocations 2008/09</li> <li>• Single Main Campus Project.</li> </ul> <p>Four items were tabled—</p> <ul style="list-style-type: none"> <li>• “Well earned praise for Regional College” Cambridge Evening News</li> <li>• College celebrates inspection results [press release]</li> <li>• Two fact sheets relating to the economic impact of CRC: <i>Overview Fact Sheet</i> and <i>Broad and Narrow Perspectives</i></li> </ul> <p>CRC is continuing to win awards and working to improve the dissemination of information to stakeholders and partners.</p> <p>The OFSTED report and the report from the IIP were both very positive. OFSTED judged the College to be a Good College with some Outstanding features. The PFA audit achieved a Grade1 (Outstanding). The College is performing well against key targets. In relation to funding allocations, funding for 16–18 is better than anticipated, but it is less good news on ALS. There is a focus on skills for level 2/3 and SFL qualifications with funding for other programmes being substantially reduced.</p> <p>Governors asked about the declining adult learner numbers: numbers have declined over the last 3 years in response to LSC funding changes. Governors noted that the funding regime is complex and multiple funding agencies have increased bureaucracy.</p> <p>Corporation <b>received</b> the Principal's Report, <b>noted</b> the increased risk in relation to funding, and congratulated the Principal on the college achievements.</p>	

2.2

**Strategic and Development Planning and Investment**  
**COR/22/07-8**

The Principal's paper set out the background and a summary of key areas for development. The College's achievements in learner success rates, teaching and learning, and the range and responsiveness of provision provide the basis to move to be an Outstanding College by 2011 and there are opportunities to grow learner numbers and income. This will be supported by an aligned investment strategy. There are now real opportunities for the College to grow in different curriculum areas. Key areas for development are supporting the achievement of disadvantaged students, development of the new diplomas, partnership with local employers, and foundation degrees. The aim is to—

- ensure sufficient targeted new Foundation Learning Tier progression pathways for disadvantaged learners
- provide effective progression routes through BTEC Diplomas and the new 14-19 Specialised Diplomas
- build on the success of employer responsive provision in partnership with major local employers
- provide progression through to higher level skills (levels 4 and 5) including the development of Foundation degrees in association with university partners.

Two additional papers were circulated—

- Revised version of Appendix 1
- Appendix 2: Key actions to be outstanding college.

The Principal highlighted that support for students is good. Colleges often restructure after inspection but CRC have been re-shaping the organisation during the last year with strong teams focussed on the new agenda. There are still challenges around securing and retaining adequate and sufficient staff. The Principal sought comment from Governors about the strategic direction outlined, and Governors discussed—

- the extent of CRC's catchment area and whether the Mission is right
- why CRC should be an "Outstanding College" and whether becoming Outstanding effectively supports the Mission, which is "to be the first choice"
- the role of achieving "Outstanding" in marketing the College
- HE provision, competition, and partnership and the requirement to partner with HEI's that will meet employer needs and enhance reputation and quality in provision
- the need to engage with an HE partner that can provide challenge for the more able students – learners no longer undertake all study at the same level
- International activities and whether they can be "ring-fenced"
- whether there were missed opportunities in the curriculum for Equality and Diversity
- the need for an investment strategy to support growth and achieve Outstanding
- the inter-relationship of quality, growth, and finances and the challenge of "pushing all three at once"
- the risk to future developments if the surplus is reduced, and the risk of plans based on increased income in the present economic climate
- incorporating post-planning evaluation and flagging decisions that relate to quality, growth and staffing.

The Chair asked the Student Governor about curriculum provision and Aaron Cook provided an "unsolicited testimonial". Reza Assadi highlighted the importance of valuing staff and welcomed the Loyalty Dinners as part of this.

		Corporation <b>received</b> the paper on Strategic and Development Planning and Investment, <b>endorsed</b> the strategies outlined, and <b>noted</b> that a paper on HE partnership will be brought to the next strategic corporation meeting.	Principal
<b>Section 3</b>			<b>Action</b>
3.1	Self Assessment of Governor Performance	The Clerk was asked to follow up on the lower than usual level of attendance and to note, for future meetings, the preferred seating arrangements.  The Chair noted that Governors had received papers in good time to promote discussion and make sound decisions.	Clerk
3.2	Any Other Business	There was no other business.	
3.3	Date of Next Meeting:	The date of the next meeting was agreed as 16 July 2008.	

The meeting closed at 7.15 pm

Signed ..... (Chair)  
Christopher Spokes

Date.....