



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

Minutes of the Corporation meeting held in the Boardroom at the Derby Road site on Thursday, 13 October 2011 at 5.00 pm.

BOARD MEMBERS PRESENT:
 Kate Allsop
 Howard Baggaley (until 5.45 pm)
 Tim Clarke
 Nigel Cooper-Fowkes (until 5.40 pm)
 Nevil Croston
 Jean Hardy (Chair)
 John Holford
 Asha Khemka
 David Overton
 John Robinson
 James Stafford (until 5.40 pm)
 Chris Winterton

ALSO IN ATTENDANCE:
 Maxine Bagshaw, Clerk to the Corporation
 Tom Stevens, Executive Director: Capital Projects & Estates
 Patricia Harman, Deputy Principal: Teaching & Learning
 Louise Knott, Director: Marketing & Communications
 Graham Howe, Vice Principal: Business Development

		ACTION by whom	DATE by when
11.87	DECLARATION OF INTEREST		
	Standing declarations of interest were noted. The Chair reminded members to declare any interests that they may have at any time on the agenda items being discussed.		
11.88	<u>APOLOGIES FOR ABSENCE</u>		
	Apologies for absence were received from Terry Dean, Diana Gilhespy, Phillip Lancashire, Mike McNamara, Brian Stopford, and Andrew Martin. The Clerk to the Corporation confirmed that the meeting was quorate. John Robinson, the Chief Executive of Geddlington Borough Council, was welcomed as a new Governor to his first meeting of the Corporation.	Clerk	13.10.11
11.89	<u>MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2011</u>		
	The minutes were agreed as a true and accurate record and were signed by the Chair.	Chair	13.10.11
	AGREED: to approve the minutes of the meeting held on 15 September 2011 as a correct record.		

Signed : _____ Chair

Date: 24 November 2011

11.90 ACTIONS OUTSTANDING & MATTERS ARISING FROM THE MINUTES

There were no matters arising and members noted the action progress report. It was confirmed that the results of the Job Evaluation survey would be presented to the next meeting.

11.91 PRINCIPAL'S REPORT

The Principal introduced this item and drew members` attention to the following:

- Foundation Code of Governance – AoC briefing confirms that this is progressing, but in practical terms for the College there will be very little changes as there is already compliance with best practice.
- Possible changes to the regulation of colleges – if implemented, the changes proposed will offer more flexibility to FE Colleges, particularly those who are deemed to be outstanding. The suggestion includes a reduction in the powers of the Secretary of State. The implication for the College will be in relation to its financial reporting requirements. If the changes are implemented, these will be relaxed, but with this relaxation comes greater College responsibility. The Principal confirmed that the sector generally welcomes these changes and, if pushed to the current timetable, could be introduced as early as January 2012.
- OFSTED consultation on the Common Inspection Framework – this is progressing as expected with the College providing its views on fundamental changes required.
- Enrolment update – the enrolment picture is a positive one at 97% for full time learners, and 98% at 19+. Based upon these statistics, the College is very confident of hitting its target,
- Awards – the College has been shortlisted for a number of local and national awards, these are two national AoC Beacon awards in the categories of Responsiveness, Partnership and Impact and Leadership and Quality Improvement. The College has also been shortlisted for outstanding provider of the year in the Times Educational Supplement. Additionally, the College has been shortlisted for two awards in the Mansfield CHAD Business Awards, in the categories of Community Contribution and Business Personality of the Year.
- Student Accident – the Principal indicated that, tragically, one of the College`s students had been involved in a car accident on 13 October, which had resulted in his death. The news had shocked and distressed many of the College`s students and members of staff, and members of staff were working with external advisors and internal support to offer confidential counselling where necessary.

AGREED: to note the update provided.

ACTION by whom	DATE by when
Dir: HR	24.11.11

Signed : _____Chair

Date: 24 November 2011

11.92 PROPERTY STRATEGY UPDATE

The Executive Director: Capital Projects & Estates introduced this item and drew the following key points to members` attention:

- Phase 1 – the new Media & Performing Arts CREATE refurbishment of Trades Building for fabrication, printing and postal services, together with relocation of administrative staff to Ransom Hall is almost complete. The outstanding element relates to remedial works to the external panels. Total expenditure of £4,599,796 is recorded against an approved budget of £4,802,157 (a total under spend to date of £202,361).
- Phase 2 – the three contractors who submitted the lowest tenders for the sports hall and car parks were evaluated and discussed in confidence at the meeting of the Finance & Estates Committee on 29 September. The College has issued a letter of intent with Baggaley’s Construction, the Company will be starting hoarding and erection in the half term week.
- Finance and Estates Committee also recommended for approval a sum of £47,880 for acoustic enhancements for the sports hall for more speech based events.
- New build – from a long list of 22 building contractors, the Finance & Estates Committee has completed the delegated task of inviting between five and seven contractors to tender for the construction of the new build and enclosed courtyard.
- Design work on the new build is reaching a level of detail for issue to the shortlisted contractors. To help ensure that no time delays are incurred, tender documentation will be issued in batches to the contractors with the design team working in parallel to design specifications and cost estimates with the aim of eventual presentation of tender and evaluated submissions to the Corporation Board on 8 December 2011.
- A new £100million capital programme was confirmed in September 2011, the College is eligible to apply for a renewal grant of £100k, and enhancement renewal of up to £2million (including the renewal grant of £100k) by 9 November 2011. The Finance & Estates Committee have recommended for approval that the College submits applications supporting the phase 2 development work on the Derby Road Campus.

Members reviewed the detailed report and were happy that the College’s plans were progressing to timetable. Members discussed the enhanced acoustic costs to the sports hall facility, and were happy to approve the same.

AGREED:

- 1) to approve the recommendation that £47,880 be allocated to improve the acoustic integrity of the sports hall for more speech based events, and
- 2) that applications are submitted for the renewal grant and enhancement grant in support of the phase 2 development work on the Derby Road Campus.

ACTION by whom	DATE by when
ED: CPE	8.12.11

Signed : _____Chair

Date: 24 November 2011

ACTION by whom	DATE by when
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(John Holford abstained from participating in the above decision due to IT technical difficulties.)

Members then went on to discuss the use of the sports hall for speech based events and questioned whether the facility would have ventilation issues for large events. Members were advised that, in general terms, the larger events would be exceptional and would not occur over the warmer summer months, therefore on balance it was not felt to warrant additional expenditure on ventilation in this area.

Members discussed the Government's £100million capital programme which was to be spread over the next two years. It was acknowledged that the College has an automatic entitlement to £100k and can then make a further bid for up to £2million. Members were advised that all successful bids will be notified before the 24 December 2011. A key criteria for success is economic regeneration. It was felt that decisions may be made based upon location rather than estate led matters.

AGREED: to note the update provided.

11.93 STUDENT GOVERNOR UPDATE

James Stafford introduced his report and drew members' attention to the following:

- Smoking policy – the Students' Union had asked for feedback regarding the no smoking policy at the College, 61 negative comments were received and 43 positive. Despite some negativity from students regarding the changes, the policy is largely being upheld with students observing the ban.
- Lanyards – within the Students' Union block there is a policy of no lanyard, no entry. On the whole, students observe this policy and, when asked, they produce the lanyard and put it on. It was noted that students have actually designed the lanyards this year and, as a direct result, they have been better received.
- Start to the year – on the whole, students reported a very positive start to the year. All College sites are very busy and within the Students' Union, the team have seen the new block particularly popular at main break and lunchtimes.
- Activities for the year – the Students' Union has applied for a Green Impact Award and is aiming for bronze, silver or gold. The Students' Union is making available 63 hedges/trees to plant in the community.
- Inspire and Achieve Foundation – the Students' Union is going to sponsor a learner.

Members discussed the written and verbal report and all agreed that, on the tour, they had been very impressed with the new Students' Union facilities. Members discussed the statistics regarding the introduction of the smoking policy, and felt that only

Signed : _____ Chair Date: 24 November 2011

ACTION by whom	DATE by when

61 negative comments within an organisation the size of the College was very low for the introduction of a new policy, particularly as it was considered to be quite controversial.

AGREED: to note the Students` Union update.

11.94 EMPLOYER RESPONSIVE PROVISION UPDATE

The Vice Principal introduced this report and confirmed that, as it was his first report to the Board, it was very full and looks back in detail on the 2010/11 year. Members reviewed the data and all acknowledged that the content was very useful and provided a timely reminder for the starting point for the 2011/12 academic year. The following key points were identified:

- Success rates for 16-18 apprenticeships needs to be monitored closely.
- The achievement gap between the College and the national benchmark has closed.
- Consistency of partner quality is an issue. Members` attention was drawn to the detailed notes on quality improvement.
- Learner surveys are an important and a critical mechanism for obtaining student views.
- Employer Responsive provision is a significant proportion of College provision and needs to be monitored very closely.

Members then went on to discuss the appendices and survey results. Of particular concern was appendix b, item 18 and the relatively low (86%) of students who feel that they are supported and encouraged by their employer. The Vice Principal indicated that this may be a student`s response to the fact that, in some cases, their employer requires them to undertake the apprenticeship scheme rather than an actual lack of support being available in the workplace. Members discussed the response rate to health and safety questions that were positive in 92% of the cases. One member of the Board felt that, given the onerous responsibilities in this area, this was too low and should be 100%.

Members discussed the method of data collection used. It was explained that, historically, QDP have been employed but that the College is now moving to its own telephone surveys through its QTLP facility. In terms of capturing apprentice feedback, it was confirmed that 90% of Employer Responsive telephone surveys are carried out in the evening.

AGREED: to note the update provided.

11.95 EXCEPTION REPORT – SAFEGUARDING, EQUALITY & DIVERSITY

The Deputy Principal introduced this report and confirmed the following:

Signed : _____Chair

Date: 24 November 2011

ACTION by whom	DATE by when

1. Equality & Diversity – during the month of September 2011, there have been two incidents relating to equality and diversity. The first incident involved two non-sighted students who were attempting to access Chesterfield Road. A group of students were standing on the edge of the steps and refused to move out of the way and ridiculed both students as they attempted to access the building with their guide dogs. The students have made a formal complaint, and Louise Knott has met with them to resolve the situation. The second incident was also at Chesterfield Road, a mobility scooter user was crossing the road outside the Chesterfield Road site and it is reported that he was unable to mount the pavement as students were blocking his path. This is being investigated. Also discussed were wider issues in the community and the College intends to put together a comprehensive programme of activity about respect over the forthcoming year.
2. Safeguarding – there was one disclosure under the young people and vulnerable adults protection policy during the month. Derbyshire Social Care has been informed and the student was going to report this to the Police. The student is meeting with a member of College staff and representatives from Derbyshire and Nottinghamshire County Council, in order to arrange accommodation away from the family home. There were no other safeguarding incidents during this period.

AGREED: to note the content of the report.

11.96 FINANCIAL REGULATIONS – ANNUAL REVIEW

The Principal introduced this item and confirmed that the full Financial Regulations were reviewed by the Finance & Estates Committee at its meeting on 29 September 2011. The Committee were happy to recommend the approval of proposed changes. One minor typographical error was noted at paragraph 8.7, and this was a reference to the ‘University’ rather than the ‘College’. Except for this minor correction, members were happy to approve the amended Financial Regulations.

AGREED: to approve the amended Financial Regulations.

11.97 MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 15 SEPTEMBER 2011

AGREED: to note the contents of the minutes of the Search Committee Meeting held on 15 September 2011.

11.98 MINUTES OF THE FINANCE & ESTATES COMMITTEE MEETING HELD ON 29 SEPTEMBER 2011

AGREED: to note the content of the minutes of the Finance & Estates Committee Meeting held on 29 September 2011.

Signed : _____ Chair Date: 24 November 2011

ACTION by whom	DATE by when

11.99 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 6 OCTOBER 2011

AGREED: to note the content of the minutes of the Audit Committee Meeting held on 6 October 2011.

11.100 REVIEW OF CONFIDENTIAL MINUTES 2010/11

The Clerk to the Corporation introduced this item and drew members` attention to the content of her report, which was considered to be self explanatory. Members acknowledged the need to regularly review minutes of meetings deemed to be confidential. Members reviewed the recommendations and were happy to accept the items proposed for declassification.

AGREED: to declassify the identified confidential minutes in the 2010/11 academic year.

11.101 STANDING ORDERS – ANNUAL REVIEW

The Clerk to the Corporation introduced this item and confirmed that a full review of the proposed changes had been considered by the Finance & Estates Committee meeting on 29 September 2011. All proposed changes were highlighted in red. Members were happy to accept the relatively minor administrative changes.

AGREED: to approve the amended Standing Orders.

11.102 SURVEY RESULTS

The Clerk to the Corporation introduced this item and presented detail of the survey results in relation to the Skills Audit 2011, Technology Skills Audit 2011 and Self Assessment 2010/11. She confirmed that these results would be presented to the Search Committee at its next meeting where they would determine and agree upon any development and training requirements and discuss any skills gaps identified.

AGREED: to note the content of the report.

11.103 STUDENT GOVERNOR VACANCY

The Clerk to the Corporation confirmed that, following election, the second Student Governor proposed for appointment is Libby Crane. She confirmed that Libby Crane is studying A levels in Chemistry, Law and Biology. Members were happy to support the proposal to appoint Libby Crane.

AGREED: to appoint Libby Crane as a Student Governor from 13 October 2011 until 31 July 2012 (or until such time as she ceases to be a student, whichever is the earlier).

Signed : _____Chair

Date: 24 November 2011

ACTION by whom	DATE by when

(Staff and Student Governors left the meeting at 5.40 pm)

11.104 CONFIDENTIAL ITEMS

Minutes of the Skilldrive Board meeting held 14 September 2011

AGREED: to note the content of the Skilldrive Board minutes of the meeting held on 14 September 2011.

Minutes of the Safety Plus Board meeting held on 14 September 2011

AGREED: to note the content of the Safety Plus Board minutes held on 14 September 2011.

Minutes of the Safety Plus Construction Board meeting held on 14 September 2011

AGREED: to note the content of the minutes of the Safety Plus Construction Board meeting held on 14 September 2011.

Minutes of the Vision Board meeting held on 14 September 2011

AGREED: to note the content of the minutes of the Vision Board meeting held on 14 September 2011.

(Howard Baggaley left the meeting at 5.45 pm).

11.105 AOB

There were no items of additional business.

11.106 DATE OF NEXT MEETING

The Clerk to the Corporation confirmed that the next meeting was scheduled for 24 November 2011.

Meeting closed at 6.00 pm.

Signed : _____Chair

Date: 24 November 2011