

UNCONFIRMED MINUTES

GOVERNING BODY

Minutes of the meeting held at 2.00 pm on 29 May 2009

Present:

R Carter	S Leggo
J Finn	C Manning
S Gerber	R Millea
K Golding	J Simmonds
A Gordon-Stables	E A Williams (Principal)
D Hills	R Windsor

In attendance: D Howells (Deputy Principal)
P Thirkettle (Vice Principal, Curriculum & Quality)
M Wagner (Vice Principal, Student and Business Services)
M D Fell (Corporation Secretary)

In the absence of the Chairman, the Vice-Chairman, Mr R Millea was appointed to the Chair for this meeting.

Action

1. Apologies

Apologies for absence were received from Mrs J Bloomfield, Mr S Cook, Mr P Dickie, Mrs E Milburn, Mr J Roberts and Mr B Smith

2. Minutes

The minutes of the meeting held on 3 April 2009 were confirmed and signed.

3. Matters arising

Nursery – it was reported that arrangements were in hand that would lead to the closure of the College Nursery on 31 July 2009. The Governors were pleased to note that most

of the children had secured places at other nurseries and also that nearly all of the staff had also gained employment at other childcare providers.

4. Governance

The Governors agreed to confirm the appointment of Sarah Leggo to the Accommodation Strategy Committee.

5 Members' reports of representational activities

Jo Finn reported on a special meeting of the LSC Regional Council which had concentrated on the arrangements being made to resolve the difficulties with the capital funding situation. It was noted that the FE Strategic Forum had not met since the last meeting but the College chairs had met to consider proposals for new terms of reference of the Forum and to clarify its membership. These proposals would be considered at the next meeting on 26 June.

6 Accommodation Strategy Committee

The minutes of the meetings of the Accommodation Strategy Committee held on 26 March 2009 and 28 May 2009 and of the joint meeting of the Committee with the Finance Committee on 28 May 2009, were received and noted.

It was agreed that the minutes of the meeting on 28 May should be amended by the deletion in paragraph 3 of the sentence beginning 'Conversely it appeared that '.....etc.

7. Building Programme Update

A verbal update was given on the current situation concerning the College's capital support bid and the issues that would need to be addressed should it not be confirmed. It was recognised that if funding were not provided by LSC, the Accommodation Strategy in its present form would not be achievable. It was confirmed that pending the outcome of the LSC review no decision had been made to proceed with the demolition of Edmund House.

It was agreed that the SMT should review the curriculum priorities and put forward an outline development plan for discussion at the next meeting.

EAW

8 Business Development and Student Services

A report on current issues relating to Business Development and Student Services was received.

The Governors were pleased to note that the cap on the College's Train to Gain contract that had been threatened by LSC had now been lifted and the full contract value had been restored.

9 Principal's Report

The Principal's report was received and the following points arose:

Potential for student accommodation – the Governors agreed that the possibility of student accommodation being provided by a third party was welcome and those proposals should be worked up by the developer in association with USC Accommodation Office in Ipswich. It was confirmed that if implemented, these proposals would not result in costs accruing to the College.

Transport – it was noted that the Local Authority had yet to make an appointment to the post of transport co-ordinator.

10 Finance Committee

The minutes of the meetings of the Committee held on 31 March 2009 and 21 May 2009 were received. Arising from the minutes, the Governors endorsed the Committee's view that the budget for 2009-10 should incorporate a surplus of the order of £1m, in order to ensure that capital investment options were to be available.

It was confirmed that approximately £1m had been spent on the rear access road and associated car parking and this expenditure would be able to be capitalised. A further £1.8m had been paid to consultants to develop the building proposals and assuming that the project did not proceed, it was expected this would have to be written off.

11 Finance Report

The finance report for April 2008 was received and the Governors were pleased to note that performance against budget was satisfactory and that a surplus at year end of approximately £1.2m was currently forecast.

12 Curriculum and Quality Report

A report of current issues relating to curriculum and quality was received and the following points arose:

Framework for Excellence – it was noted that the detailed results leading to the overall Framework for Excellence grades would be submitted to the Quality Committee for consideration.

Full-Time Applications – it was noted that applications from students for 2009-10 were well up on last year, but as yet, no confirmation was available from LSC on the level of funding to be available next year, and it was unclear how this would affect the 'September guarantee'. The Finance Committee had asked for the margins generated by courses to be identified to enable consideration of the business case should it be necessary to restrict recruitment to new courses.

13 HE Report

A report outlining current issues relating to higher education provision was received and the Governors were pleased to note the progress made with validation of new programmes for 2009 and 2010.

14 Student Council Reports

It was noted that attendance at recent student representative meetings had been poor because of communication difficulties but it was hoped that measures now implemented would lead to improved attendance in future.

15 Audit Committee

The minutes of the meeting held on 12 May 2009 were received and noted. Arising from the minutes:

- i. Internal Audit 'The Student Journey to the end of Term 1'. It was noted that this audit had used an innovative approach that included interviewing a number of students to discover their perceptions. The Governors welcomed this new approach and were very pleased to note the outcome and that the College staff involved in the process had found it a very positive

- experience.
- ii. Governance – the proposal that the annual audit of governance might involve interviews with a sample of Governors to determine effectiveness of the Corporation was welcomed by the Governors. The procedure for the conduct of the audit would now be developed with the auditors.
 - iii. Appointment of Auditors – it was noted that the appointment of the internal auditors had been made for a term of five years and would not be due for renewal until 2011.

MDF

16 Risk Management

An update on risk management and the top ten risks identified by the Risk Management Group were received and noted.

The Governors agreed with the recommendation of the Audit Committee that each committee should identify the top two risks within their remit, which would then be reported to the SMT and the Finance Committee, prior to reporting back to the Governors.

17 Governors Meeting Schedule 2009-10

The draft meeting schedule for 2009-10 was received and approved.

18 Financial Regulations and Treasury Management Policy

The recommendations of the Finance Committee that changes to the Financial Regulations and Treasury Management Policy be confirmed was formally approved (proposed by A Gordon-Stables, seconded by S Gerber).

19 Performance Indicators

The student performance indicators were received and noted.

20 Members' reports of training and development activities

Jo Finn reported on a national conference that she had

attended on 'HE in FE' at Westminster Hall.

David Hills reported on a vibrant meeting of student representatives in the Faculty of Technology that he had attended.

Richard Carter congratulated all of the students involved with the Graduate Art Show currently in Leonardo House.

The meeting closed at 4.30 pm