

BRACKNELL AND WOKINGHAM COLLEGE

Minutes of a Meeting of the Corporation Wednesday 8 July 2009 held at Hayley House Conference Room from 8.30am – 10.30am

Present:

Rev N Parish (Chair)
Mrs H Barnett
Mrs J Colbourne
Mr M Dudson
Mrs J Gay
Mrs J Hughes
Dr N Jorgensen
Mr H O'Keeffe (Principal)
Mrs L Klassen-Brown
Mr M Lovett
Mr D Passby
Mr D Scott
Mr A Stevens
Dr D Stirling
Mr P Wagstaff

In attendance:

Mr M Adams (Deputy Principal – Curriculum)
Mr F Perry (Deputy Principal – Resources)
Mr C Williams (Clerk)
Mr M Williams (Director of Information Services)
Mr B Uzzell (Director of Student Services)

Apologies: Mr R Cops, Mr S Diegan, Mrs D Hayes, Mr R Knight

Corporation Member Training and Development

Prior to the commencement of the meeting, as part of the Corporation Member Development Programme, Mr John Hawksley - Section Head Workbased Learning and Contracts Manager gave a presentation on the work of his section relating to Apprenticeships.

To attend the College students had to be 16+, in employment, with at least 5 GCSEs. They would then need to be given day release for 1-2 years. Training would be provided to NVQ level 2 with a Technical Certificate at Level 2, possibly leading on to an Advanced Apprenticeship with training to Level 3 with a City & Guilds or BTEC qualification.

The College had 300 apprentices in training. The largest group were in electrical installation but there were also apprentices in bricklaying, carpentry, heating and ventilation, children's care and hairdressing.

The programme was based at Eastern Road but because of lack of space some programmes were carried out at TVU (Reading) or Newbury College.

Mr Hawksley said that the College was good at what it did and employers came to the College rather than vice versa. The College was mainly involved with small businesses, sometimes just a single person, rather than large companies. On average 70-80% gained a qualification. The percentage was highest for electrical engineers, lowest for childcare or hairdressing, where students sometimes left for domestic reasons.

The College listened to employers and courses were adapted to meet industry's needs. By way of illustration, plumbing had given way to heating and ventilation.

Mr Hawksley was thanked for his very interesting and informative presentation.

26/09 – Mr David Scott

At the commencement of the meeting Mr. Scott stated that he was resigning from the Corporation with immediate effect. He had had a long association with the College and had very much enjoyed his time as a Corporation member, but having found a successor in Mr Passby, he felt now was the appropriate time to stand down. He looked forward to joining colleagues at the official opening of the new building in 2010.

The Principal assured Mr Scott that he would receive an invitation to the official opening in due course. The Chair stated that all Corporation members would join with him in thanking Mr Scott for his outstanding service to the Corporation over many years.

Resolved: That Mr Scott's resignation be received with regret and that the Corporation place on record their very deep thanks for the signal service Mr Scott had rendered the Corporation over many years.

27/09- Membership

The Principal stated that the papers before the Corporation had been prepared before he had become aware of Mr Scott's intention to resign. He would now like to recommend the Corporation to appoint Mr Lovett and Mr Passby to full membership of the Corporation and to then co-opt a parent Corporation member in due course. This was agreed.

- Resolved (1)** That Dr Norman Jorgensen be appointed as a Corporation member representing Wokingham Borough Council for a period of four years, with effect from 8 July 2009.
- (2) That Dr Jorgensen serve on the Resources Committee.
- (3) That Mr Mark Lovett be appointed as a Corporation member for a period of four years with effect from 8 July 2009, to serve on the Resources Committee.

- (4) That Mr David Passby be appointed as a Corporation member for a period of four years with effect from 8 July 2009, to serve on the Curriculum & Quality Committee.
- (5) That the composition of the Corporation committees be approved as per the circulated list with the above amendments.

28/09 - Declarations of Interest

No new declarations of interest were declared.

29/09 – Minutes of Corporation Meeting held on 18 March 2009

The Minutes of the previous meeting of the Corporation were approved and signed by the Chair.

30/09 – Minutes of the Audit Committee held on 1 July 2009

The Minutes were presented by Mr Wagstaff.

On Minute 13/09 there was a reference to materiality. There was an international standard on this and the external auditors would be asked to advise on what extent this should apply to the workings of an FE college.

On Minute 14/09 there had been a disagreement between the internal auditors and College management on one Grade 3 recommendation, which had now been replaced by a note. There would now be a discussion of the role and expectations of internal audit.

There was a recommendation in Minute 18/09 to approve the Annual Plan for 2009/2010.

There was also a recommendation in Minute 19/09 to approve the revised Risk Management Policy. This formed a separate item on the Agenda.

Resolved :- (1) That the Minutes of the Audit Committee be received.
(2) That the Annual Plan for 2009/2010 be approved.

31/09 – Academic Board – 15 June 2009

The Principal stated that the Minutes were self-explanatory and there were no matters he felt needed to be brought to the attention of the Corporation.

Resolved: That the Minutes of the Academic Board be received.

32/09 – Curriculum and Quality Committee – 24 June 2009

The Minutes were presented by Dr Stirling. He drew attention to Minute 19/09, in which it was stated that there would be review of the College's HE provision in autumn 2010.

Resolved: That the Minutes of the Curriculum & Quality Committee be received.

33/09 – Resources Committee – 30 June 2009

The Minutes were presented by Mr. Dudson. Regarding Minute 17/09 (Budget Monitoring Report) he stated that there was a slight overspend on revenue but the position was slowly improving. Reference capital there was a potential problem as the contractors were claiming additional payments of £1.3m. The College's own advisers put the potential claim at £763K, still above the contingency sum of £500K.

Resolved: That the Minutes of the Resources Committee be received.

34/09 – Mission Statement

The Principal stated that Ofsted inspectors had advised that the College's Mission Statement should be approved by full Corporation on an annual basis. There were no changes to the statement approved last year.

Resolved: That the College Mission Statement be approved.

35/09 – Risk Management Policy 2009-2010

The Policy had been considered in detail by the Audit Committee, who recommended that it be approved (Minute 19/09).

Dr Jorgensen asked if there was any risk of relationships deteriorating between the College and the LSC or LEAs. The Deputy Principal (Resources) replied that relationships with the local LEAs were good. They understood the work of the College and local needs better than the LSC, who were based at Coventry.

Mr Scott asked why staff retention was rated as high as 11. He understood that the staff enjoyed working at the College. The Deputy Principal replied that the rating reflected the high average age of staff and the likelihood of a high turnover in years to come.

Resolved: That the Risk Management Policy for 2009-2010 be approved.

36/09 – Self-Assessment

The Clerk asked Corporation members to complete and return the questionnaires that had been distributed with the agenda. He would then analyse the returns and report back.

Resolved: That the questionnaires be completed as requested.

37/09 – Annual Report on Child Protection

The Report was presented by Mr Uzzell, Director of Student Services. The Corporation was asked to nominate a designated member to oversee the College's

activities in relation to child protection. The principal duties of such a Corporation member were set out in the report.

- Resolved:**
- (1) That the Annual Report be received.
 - (2) That any Corporation member interested in becoming a designated Corporation member for child protection be asked to contact Mr. Uzzell, and in the event of no volunteer emerging, the Principal be asked to circulate the full Corporation.

38/09 – Focus Groups

The Principal stated that at the last Strategic Away-Day in February, it was proposed that three focus groups be formed during 2009-2010 to consider the following areas:

- Employer engagement
- Improving College academic performance in specific areas
- Equality and diversity issues

Volunteer Corporation members were now sought to work together with appropriate staff, learners and management team members in considering these subjects.

Mrs Hughes expressed an interest in joining the equality and diversity focus group and Dr Stirling the academic performance focus group.

Resolved: That Corporation members be asked to contact the Principal if interested in joining any of the above focus groups.

39/09 – Corporation Calendar

Resolved: That Committees/Corporation is held on the following dates:

Autumn term 2009:

Audit	Wednesday 2 December
C&Q	Thursday 5 November
Resources	Thursday 12 November
Corporation	Wednesday 9 December

Spring Term, 2010:

Audit	Tuesday 23 February
C&Q	Wednesday 24 February
Resources (followed by Remuneration)	Tuesday 2 March
Corporation	Wednesday 17 March

Summer term 2010:

Audit	Tuesday 22 June
C&Q	Wednesday 23 June
Resources (followed by Remuneration)	Tuesday 29 June
Corporation	Wednesday 14 July

All meetings (other than Remuneration) to be at 8.30am.

40/09 – Attendance targets for Committees and Corporation

The Clerk stated that the system of substitutes was working well and committees were far exceeding the existing 70% attendance target.

Many meetings now had 100% attendance.

Resolved: That the attendance target be increased to 75%.

41/09 – Budget Monitoring Report to 31 May 2009

The Report was introduced by the Deputy Principal (Resources). It had been considered by Resources Committee and Mr. Dudson had already referred to the overall position and the potential contractual claim on the capital project. Mr Perry added that Morgan Ashurst had been asked to prove their claim and it was felt that in many cases they would be unable to do so. Claims could be divided into those which were accepted; those which were rejected out of hand and those where there was an argument and eventual compromise. In future reports it would be well to make the distinction.

Resolved: That the Report be received.

42/09 – Principal's Report

The Principal stated that the overall position from the College's point of view was very positive. He thanked Corporation members and staff for their support during what could have been a very difficult year but which had actually seen the College exceeding its full-time 16-18 target by 10%, when all the signs were that there would be a dip in recruitment owing to the disruption caused by the new capital project.

The Principal also thanked Mr Scott for his time as Corporation member. His attendance record had been exemplary and his comments were always thought-provoking and to the point.

On the pay front the AoC had now increased its offer to 1.5% , slightly behind what the Corporation was being recommended to offer as regards College staff. It was too early to say if there would be an agreement. The 6% sought by the staff union seemed quite unrealistic in the present economic climate.

Resolved: That the Principal's Report be received.

43/09 – Respect Agenda

The Principal stated that at the next inspection, Ofsted inspectors will be keen to know how the College is meeting the five themes of the Every Person Matters (EPM) agenda. The agenda is a core objective of the government's programme for schools and colleges and embraces five themes:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

It was proposed to embed the themes in the College's "Respect" ethos by explaining them to learners and coaching staff on what was needed to bring them into use.

For Information

44/09 – Staff Liaison Committee Report

The Report was given by Mrs Jan Gay, one of the Staff Corporation members.

The Committee was very active and this was appreciated by the staff. £250 had been raised for charity at a "dress down Friday". Staff had been consulted on the College Art Project and over college catering, where various positive suggestions had emerged. Staff also appreciated being given a sample menu for comment. The Committee had also acted as the conduit for communications over the sensitive subject of car parking. Discussions were taking place about a social event to commemorate the opening of the new building.

Mrs Dorothy Hayes and Mr Anthony Stevens had attended meetings of the Committee and their presence was much appreciated.

Mrs Gay also referred to the draft Staff Survey Development Plan for 2009-2010, which put forward actions for improving the visibility of the management team and ways of improving staff liaison communication.

Resolved: That Mrs Gay's report is received.

45/09 – Machinery of Government Changes

The Principal had circulated a draft paper prepared by local authority staff in an effort to show the implications of the changes proposed for 16-19 transfer as they applied to local authorities. The paper illustrated the complexity of future arrangements.

For Information

46/09 – Achiever Awards Ceremony

The Principal announced that the 2009 Achiever Awards Ceremony would take place on the evening of Wednesday 16 December at the Grange Hotel, Bracknell. Sponsorship was sought as in previous years.

For Information

47/09 – Student Travel 2009-2010

Mr Uzzell reported that agreement had been reached with the First Bus company to enable full-time 16-18 students to purchase a bus pass, enabling them to travel at children's rates. The pass would cost £30 a term and the scheme would be underwritten by Bracknell Forest Council. Some councils gave free bus passes, while the LSC had ruled that colleges could not pay for student travel. This represented a reasonable compromise.

For Information

48/09 – Public Art Project

The Principal distributed further details of the College Art project.

For Information

49/09 – Swine Flu

The Principal distributed details of the advice that was being given to learners and staff at the College, who had concerns about the subject or feared that they had contracted swine flu.

For Information

50/09 – College Football Team

Mrs Colbourne announced that the College football team had won its league for the second year in a row. They were seeking a sponsor and Mrs Barnett stated that the Bracknell Regeneration Partnership would be happy to sponsor the team.

Resolved: That congratulations be extended to the College football team on their success and grateful thanks be extended to Mrs Barnett and the Bracknell Regeneration Partnership for agreeing to sponsor the team.

51/09 – Social Occasion to Celebrate Moving into the New Building and the Public Art Project.

The Principal announced that this would take place on the evening of Wednesday 30 September 2009. Staff would be moving in from the 3 August. If any Corporation member wished to have a look round the building after the 17 August, they should contact Mrs Patricia Wright, who would be pleased to make the arrangements for the Principal to provide a guided tour.

For Information

CW/JHOK/BPW/TK040809..