

**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**CORPORATION**

**Minutes of a Meeting held on Monday 9 July 2007 at 5.00pm**

<b>Membership:</b>	* Charles Cardiff	Business Member	Chairman
	* Judith Armstrong	Principal	
	* George Batho	Business Member	
	* Nigel Clarke	Local Authority Member	
	* David Eyre	Community Member	
	* Lynne George	Local Authority Member	
	Graham Heath	Staff Member	
	Rob Holmes-Mitchell	Student Member	
	* Mike Howe	Co-opted Member	
	Liam Jones	Student Member	
	* Lynden Jones	Community Member	
	* Rob Munson		
	Mary Orsborn	Staff Member	
	* Mike Rushworth	Business Member	
	* Derek Swatton	Business Member	
	Chris Turner	Co-opted Member	
	* Phil Wilding	Business Member	Vice Chairman
	Pamela Woolgrove	Co-opted Member	
	* Ron Young	Business Member	
	* Member present		
<b>Quorum:</b>	8 Members required	13 present, Meeting quorate	
<b>In Attendance:</b>	Simon Burrell	Clerk to the Corporation	
	Beverley Flanagan	Asst Principal – Business & Communications (APBC)	
	Alan Gwyer	Strategy & Partnerships Director (SPD)	
	Tim Harding	Asst Principal – Teaching & Learning (APTL)	
	David Moir	Director of Finance & Information Services (DFIS)	
	Pete Phillips	Deputy Principal	

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**PART 1 – NON CONFIDENTIAL MINUTES**

**86. APOLOGIES FOR ABSENCE**

Graham Heath, Mary Orsborn, Chris Turner, Pamela Woolgrove.

**86. DECLARATION OF INTERESTS**

The following declarations of interest were made:

Alan Gwyer    Agenda Item 6.2 (Finance & Resources Ctte – Minutes 35.2 and 55.1)  
Derek Swatton    Agenda Item 6.4 (Search Ctte – Minute 27.2)  
Lynne George    Agenda Item 15 (Property Strategy)

**87. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business notified.

**88. MINUTES OF THE PREVIOUS MEETING**

The Part 1 Minutes of the meetings held on 26 March 2007 and 21 June 2007 were confirmed and signed as correct records.

**87. MATTERS ARISING**

There were no Matters Arising discussed.

**88. COMMITTEES OF THE CORPORATION**

**1. AUDIT COMMITTEE**

The draft Minutes of the meeting held on 3 July 2007 were received and noted. The Chairman of the Cttee was pleased to highlight the positive reports being received from the Internal Auditor, and congratulated the staff concerned for their hard work and dedication.

**i. Appointment of Auditor Providers 2007/08 (Minute 44)**

A recommendation was received and considered.

**It was RESOLVED that Bentley Jennison (Internal Auditor) and Tenon (Financial Statements Auditor) be appointed for the year 2007/08.**

(Proposed by: Nigel Clarke, Seconded by: Derek Swatton)

**2. FINANCE & RESOURCES COMMITTEE**

The Minutes of the meetings held on 23 May 2007 and 28 June 2007 were received and noted.

**i. National Child Minders Association (NCMA)(Minute 41.1)**

A recommendation was received and considered. The Clerk advised that the LSC had given its written approval to the operation of the NCMA franchise contract for 2007/08.

**It was RESOLVED that the franchise contract with NCMA be extended for three years (2007-10), based on planned enrolments (per year) of 300 learners on Unit 1, and 300 learners on Units 2-5, achieving an income of £40,200 in Year 1.**

(Proposed by: Phil Wilding, Seconded by: Mike Rushworth)

**ii. Budget 2007/08 (Minute 52)**

A written report was received and considered. A recommendation was also received and considered. The DFIS outlined the basis of the proposed Budget 2007/08 and advised that he had taken a 'prudent' view regarding income levels. He advised further that growth was based primarily on 16-18 full time students, but that there were risks, mainly linked to over-achievement of targets and not receiving any additional income until the following year.

**It was RESOLVED that the Budget 2007/08 be agreed, based on:**

<b>Total Income</b>	<b>£18,839k</b>
<b>Total Expenditure</b>	<b>£18,273k</b>
<b>Net Operating Surplus</b>	<b>£566k</b>

(Proposed by: Phil Wilding, Seconded by: Lynne George)

**iii. Financial Forecast 2007/08 – 2010/11 (Minute 53)**

A written report was received and considered. A recommendation was received and considered.

88. (cont)

The Chairman of the Corporation questioned the stability of funding following the Government's recent re-shuffle. The DFIS advised that there were potential risks, and also that there were changes to both the funding methodology of specific programmes eg. National Diplomas, however the guidance issued by the LSC regarding preparation of the financial forecasts suggested that such changes should not be factored into the uncertainty surrounding them.

**It was RESOLVED that the Financial Forecast 2007/08-2010/11 be agreed.**

(Proposed by: Phil Wilding, Seconded by: George Batho)

#### **iv. Financial Regulations 2007/08 (Minute 54)**

A recommendation was received and considered.

**It was RESOLVED that the Financial Regulations 2007/08 be agreed.**

(Proposed by: Phil Wilding, Seconded by: Mike Rushworth)

#### **v. Authorisation to Proceed without Tender (Minute 55.1)**

The DFIS advised that the College had been in discussion with Blackwell UK to provide a bookshop/training facility at the College with effect from September 2007, which would also support the CoVE in Retail. Because of the restricted timescale the F&R Cttee had been asked to waive the requirement in Financial Regulations regarding the need to obtain three tenders.

However, subsequent to the F&R Cttee meeting, it had transpired that the Strategy & Partnership Director's (Alan Gwyer) daughter worked for Blackwell UK and that she had been involved in establishing the initial link between Blackwell UK and the College. She had also been asked by Blackwell UK to project-manage the scheme at BCOT, with the possibility of managing the bookshop when it was completed.

The DFIS advised that in view of this information and the potential conflict of interests, the SMT proposed to withdraw the scheme, review it fully, seek competitive tenders and make a full report to the October meeting of the Corporation. **ACTION: SMT**

The Chairman of the Cttee stressed his concern at what appeared to be a payment of £80k direct to Blackwell UK. However, the DFIS confirmed that the proposed cost of the scheme was related to the conversion of College premises (the Gatehouse) that would remain in the ownership of the College.

The Chairman of the Corporation also highlighted his concern that this was not the first time in recent years that such matters had been brought to the Corporation without it (the Corporation) having sufficient time to consider such matters. He stressed the need to ensure that the College's formal procedures were adhered to fully, and that it was a serious oversight that this declaration had not been made known (both by the College and by Blackwell UK) at the early stages of the process.

**It was RESOLVED that the scheme be withdrawn, tenders sought in line with Financial Regulations, and a full report made at the next meeting of the Corporation.**

**It was also proposed that Blackwell UK be advised that Miss Gwyer should not be involved in the process until after the completion of the scheme.**

#### **vi. Management Accounts and KPIs 2006/07**

A written report was received and considered. The DFIS advised that the forecast end of year position showed a slightly reduced operating surplus of £444k. He stressed that there were some costs associated with specific matters, eg. essential

88. (cont)

health & safety works and property strategy works that would be treated as 'below the line' operating costs. He also advised that the LSC would fund 50% of the costs associated with the property strategy, and the net cost to the College was £100k.

The DFIS advised that the underlying performance of the College remained satisfactory, and that a number of savings had been achieved through the reduction in both pay and non-pay costs. However, he stressed the importance of ensuring that full cost course 'orders' for July were realised and the estimated income received in full.

The report was noted.

### **3. QUALITY COMMITTEE**

The Minutes of the meeting held on 21 March 2007 were received and noted. The draft Minutes of the meeting held on 2 July 2007 were tabled.

#### **i. College SAR 2005/06 and QIP 2006/07 Progress Report (Minute47)**

A written report was received and considered. The Deputy Principal updated Members on the process for completing the SAR and highlighted that the QIP had been developed to address the weaknesses identified. He also outlined that a more rigorous system for validating curriculum department SARs was being introduced in 2007/08, and that in particular it was planned to involve the Link Member as part of a Validation Panel.

#### **ii. OFSTED Annual Assessment Visit (AAV) 18/19 June 2007 (Minute 53)**

The Deputy Principal advised that a detailed report following the AAV had been included in the Principal's Monthly Report that had recently been circulated to all Members by email. Members noted that the overall outcome of the AAV had been positive.

### **4. SEARCH COMMITTEE**

The Minutes of the meeting held on 23 May 2007 and 2 July 2007 were received and noted.

#### **i. Skills Audit 2006/07 (Minute 26)**

The Chairman of the Corporation advised that the Search Cttee had undertaken a skills audit of Members, which had identified a shortage of skills in some specific areas, and an excess in other areas. He highlighted that the Corporation had a plethora of engineering skills, but needed strengthening in the finance and retail sectors.

#### **ii. Derek Swatton (Business Member) (Minute 27.2)**

The Chairman of the Corporation advised that Derek's term of office expired on 31 July 2007. The Search Cttee had recommended that his term of office not be renewed based on the outcomes of the recent skills audit.

**It was RESOLVED that the term of office of Derek Swatton (Business Member) not be renewed.**

(Proposed by: Charles Cardiff, Seconded by Phil Wilding)

The Chairman of the Corporation thanked Derek for all that he had done for the Corporation and the College during his term of office. The Chairman of the Audit Cttee thanked Derek for his contribution to the work of the Audit Cttee.

88. (cont)

**iii. Committee Membership 2007/08 (Minute 32)**

A written report and recommendation was received and considered. The Clerk advised that it was also proposed that there would be an bi-annual rotation of a proportion of Members around the different committees in order that Members gained a wider understanding and knowledge of the work of the committees, the College and the Corporation.

**It was RESOLVED that the Committee Membership 2007/08, as set out in the report, be agreed.**

(Proposed by: Charles Cardiff, Seconded by Phil Wilding)

89. **MEMBER CURRICULUM LINKS 2007/08**

A written report was received and considered. The APBC outlined proposed changes to the curriculum links programme undertaken by Members. She advised that the changes had been designed to provide more appropriate 'linking' of Members professional expertise to the curriculum areas.

The Principal also highlighted that College Management had taken the decision to fully integrate BETA into the Engineering & Automotive Technologies Dept with effect from the appointment of a new Head of Department (post currently advertised). She also highlighted the proposal that the Learning Development Advisory Ctte absorb the work of the Equality & Diversity Ctte, the aim being to achieve an embedded approach to E&D within the College. In view of the proposed changes, the Principal advised that Lynden Jones, the designated Child Protection Member, had also agreed to become the Link Member for Learning Development.

In considering the role of Members, the Vice Chairman suggested that potential new Members be given a 'briefing sheet' that included more detail of the role of the Member, including curriculum links, membership of a committee, general time commitment etc. **ACTION: Clerk**

The Chairman of the Corporation suggested that there should be a similar rotation of Members on a 2-3 yearly cycle in order that Members could gain a greater insight into the curriculum offer of the College. **ACTION APBC**

90. **APPOINTMENT OF VICE CHAIRMAN FROM 1 AUGUST 2007**

The Chairman called for nominations. One nomination was received.

**It was RESOLVED that Lynne George be elected Vice Chairman of the Corporation for a one year term of office commencing 1 August 2007.**

(Proposed by: Phil Wilding, Seconded by: Nigel Clarke)

91. **MINUTES OF OTHER COMMITTEES**

**1. Adult Education Policy Committee**

The Minutes of the meeting held on 10 May 2007 were received and noted.

**2. Student Affairs Committee**

The Minutes of the meeting held on 21 May 2007 were received and noted.

92. **ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**93. DATE OF FUTURE MEETINGS**

Monday 15 October 2007, commencing at 5.00pm  
Monday 17 December 2007, commencing at 5.00pm  
A Schedule of Meetings for 2007/08 was received and noted.

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At the conclusion of the meeting, presentations were made to the Chairman of the Corporation and to Derek Swatton.

It was noted that Tim Harding (Assistant Principal – teaching & Learning) would be leaving the College at the end of the Summer Term. Members wished Tim every success in his new role.

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Confirmed as a correct record

Signed:..... Date:.....