

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION
CORPORATION

Minutes of a Meeting held on Monday 15 October 2007 at 4.30pm

Membership:	* Phil Wilding	Business Member	Chairman
	* Judith Armstrong	Principal	
	Michelle Balderstone	Student Member	
	George Batho	Business Member	
	* Charles Cardiff	Business Member	
	Steven Connolly	Business Member	
	Lucy Dean	Student Member	
	David Eyre	Community Member	
	* Lynne George	Local Authority Member	Vice Chairman
	* Graham Heath	Staff Member	
	* Mike Howe	Co-opted Member	
	* Lynden Jones	Community Member	
	* Rob Munson	Business member	
	* Mary Orsborn	Staff Member	
	* Mike Rushworth	Business Member	
	* Chris Turner	Co-opted Member	
	* Pamela Woolgrove	Co-opted Member	
* Ron Young	Business Member		
Vacancy (NC)	Local Authority Member		
* Member present			
Quorum:	8 Members required	13 present, Meeting quorate	
In Attendance:	Simon Burrell	Clerk to the Corporation	
	Alan Gwyer	Director of Developments & Partnerships (DDP)	
	David Moir	Deputy Principal – Finance & Resources (DPFR)	
	Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	

PART 1 – NON CONFIDENTIAL MINUTES

106. APOLOGIES FOR ABSENCE

George Batho (late arrival), Steven Connolly, Lucy Dean, David Eyre.

107. DECLARATION OF INTERESTS

Alan Gwyer declared an interest in Agenda Item 9 – his daughter works for Blackwell UK Ltd.

108. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

109. MEMBERSHIP OF THE CORPORATION

1. Nigel Clarke (Local Authority Member)

The resignation and recent death of Nigel Clarke was noted.

109. (cont)

2. Steven Connolly (Potential Business Member)

The Clerk advised that the Search Ctte had met and interviewed Steven Connolly and had recommended him for appointment. The Search Ctte had noted that Steven's skills and professional background in retail were ideal to compliment the College's CoVE in Retail. A copy of Steven's CV was received and considered.

It was RESOLVED that Steven Connolly be appointed as a Business Member for a four year term of office expiring 31 July 2011.

3. Student Members

The Clerk advised that Lucy Dean and Michelle Balderstone had been appointed as the President and Vice President of the Student Union, and were the nominees as Student Members on the Corporation.

It was RESOLVED that Lucy Dean and Michelle Balderstone be appointed as Student Members for a term of office expiring on 31 July 2008.

110. MINUTES OF THE PREVIOUS MEETINGS

The Part 1 Minutes of the meetings held on 9 July 2007 and 1 August 2007 were confirmed and signed as correct records.

111. MATTERS ARISING

There were no Matters Arising from the Minutes.

112. COMMITTEES OF THE CORPORATION

1. SEARCH COMMITTEE

The draft Minutes of the meeting held on 24 September 2007 were received and noted.

1. Members Attendance Record 2006/07 (Minute 40)

The Clerk outlined the 'difficulty' of Members meeting the (currently) agreed attendance target of 80% for both Corporation and Committee meetings, because of the current three-meeting cycle of some committees. He proposed that a cumulative target should be agreed based on Members attendance at all formal meetings of the Corporation and any Committees that they are appointed to.

It was RESOLVED that an attendance target of 75% be agreed, based on the cumulative attendance at formal Corporation and Committee meetings.

(Proposed by: Mike Rushworth. Seconded by: Lynne George)

113. STRATEGIC PLAN 2007/08 TO 2011/12

A written report was received and considered. The DPFR gave Members a presentation on the process of the development of the Strategic Plan for the period to 2011/12. He took Members through a range of matters incorporated in the Strategic Plan, including:

1. Mission Statement – slightly revised for their current version
2. Impact Measures: outline headline targets
3. Performance matters
4. the Strategic 'map' of the Plan
5. Key areas for development during the 'life' of the Plan
6. Performance Indicators to monitor to ensure the Plan's success
7. Departmental Strategic Plans – to be added as development of the Plan continues

At the end of the presentation, Members sought clarification regarding a number of matters arising from the Plan. The DPFR confirmed that after the publication of the final document, a number of 'smaller documents' would be produced for different 'audiences' within the College. Members were requested to submit any specific comments direct to the DPFR after the meeting.

In response to a question from the Chairman, Members confirmed that they had no serious concerns regarding the production of the Strategic Plan and praised its quality and comprehensiveness.

The DPFR advised that copies of the complete final version of the Strategic Plan would be issued to all Members in due course.

It was RESOLVED that the Strategic Plan 2007/08 to 2011/12 be agreed, subject to the inclusion of any final comments submitted by Members.

(Proposed by: Mike Rushworth. Seconded by Ron Young)

114. COLLEGE BOOKSHOP PROPOSAL

(The DDP had declared an interest in this matter but remained present in order to answer any questions raised)

A written report was received and considered. The DPCQ took Members through the report and highlighted the importance of the proposal in relation to the provision of a real-life work experience opportunity that was an integral element of the CoVE in Retail. He advised that formal tenders had been sought, but that only one had been submitted – from Blackwell UK Ltd.

The DDP outlined the expected level of student enrolment allied to the bookshop proposal. He advised that there would be 30 young apprenticeship students using the bookshop with immediate effect, with recruitment from a range of new and existing programmes, up to an overall total of approx 75 students per year from 2008.

The DDP also advised that three quotes had been received in relation to the proposed building works associated with the proposal. He stressed that the quotes had not yet been scrutinised in detail. However, he highlighted the merits of using The Hub to undertake the work, based on the College's previous good experience of their work, that they were the preferred builder for Blackwell UK Ltd, and on the good reputation they had in other colleges.

Members expressed their concern that The Hub's quotation was not the cheapest of the three, and that a formal tender evaluation had not yet been undertaken. The Principal confirmed that the tenders would be formally assessed and that the procedure would be governed by College Financial Regulations.

It was also noted that the LSC had committed £80k to the proposal, and that there would be no financial liability on the College.

It was RESOLVED that the College Bookshop Proposal with Blackwell UK Ltd be agreed.

(Proposed by: Charles Cardiff. Seconded by: Mike Rushworth)

115. CURRENT MORTGAGE LOANS WITH BARCLAYS BANK

A written report was received and considered. The DPFR advised on the need to amend the loan covenants following changes to the current funding regime in Further Education. He advised that the changes gave no additional risk to the Corporation or the College.

However, the DPFR proposed that there should be a further change to the resolution required by the Bank to reflect any potential changes related to the property strategy, and that he would be writing to the Bank outlining his proposed further amendments.

It was RESOLVED that the Barclays Bank Mandates be agreed, subject to the additional change proposed by the DPFR.

(Proposed by: Mike Howe. Seconded by: Rob Munson)

116. ENROLMENTS 2007/08

A written report was received and noted. The DPFR updated members on the current enrolment position and outlined his concerns regarding the reduction in part time adult enrolments. He reminded Members that enrolments were ongoing and that he anticipated an increase as the year progressed. He also advised that, in order to protect the budget position, he had agreed with the Directors of Curriculum reductions in planned expenditure based on the current enrolment position.

117. YEAR END 2006/07 – FINANCIAL OUTTURN

A written report was received and noted. The DPFR advised that the initial outturn, before including exceptional costs (essential health & safety and property strategy costs), showed a reduced operating surplus of £256k (original budget +£527k, forecast outturn +£443k). He further advised that after including the exceptional costs the overall surplus would be reduced to a near-breakeven position. The DPFR stressed that the accounts were still subject to audit.

118. EQUALITY AND DIVERSITY ANNUAL REPORT 2006/07

A written report was received and noted. The Principal advised that the impact of equality and diversity measures had already led to a noticeable more diverse culture within the College, and that there were still further changes proposed to continue to improve equality and diversity matters. Members were also advised that the report reflected on a great amount of work undertaken by the College to date.

119. STUDENT ACHIEVEMENTS

A written report was received and noted. The Principal highlighted three outstanding national student achievements received by Paul Benfold and Steven Marks (both in Construction) and Dean Butler (Hospitality). It was agreed that a letter of congratulations be sent to the three students from the Corporation.

120. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

121. DATE OF FUTURE MEETINGS

Thursday 1 November 2007, commencing at 5.00pm
Monday 17 December 2007, commencing at 5.00pm

6.55pm

**PRESENTATION BY MARTIN LAMB
SOUTH EAST REGIONAL DIRECTOR AND EXECUTIVE DIRECTOR OF HANTS & IOW LSC**

At the conclusion of the formal meeting, Martin Lamb gave Members a presentation on a number of issues relating to the current and future strategy of the LSC, the imminent changes to the 16-18 funding mechanism, and an update on capital project funding, especially in relation to BCOT's property strategy.

(Meeting closed at 7.45pm)

Confirmed as a correct record

Signed:..... Date:.....
Chairman of the Corporation