

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

Minutes of a Meeting held on Monday 17 December 2007 at 5.15pm

Membership:	<ul style="list-style-type: none"> * Mike Rushworth * Judith Armstrong i Michelle Balderstone & George Batho & Louise Brierley Charles Cardiff Steven Connolly Lucy Dean David Eyre * Lynne George * Graham Heath * Mike Howe * Lynden Jones * Rob Munson Mary Orsborn Chris Turner * Pamela Woolgrove Ron Young Vacancy (PW) 	<ul style="list-style-type: none"> Business Member Principal Student Member Business Member Local Authority Member (HCC) Business Member Business Member Student Member Community Member Local Authority Member (BDBC) Staff Member Co-opted Member Community Member Business member Staff Member Co-opted Member Co-opted Member Business Member Business Member 	<ul style="list-style-type: none"> Chairman Vice Chairman
	<ul style="list-style-type: none"> * Member present i Late arrival & From Minute 139 		
Quorum:	8 Members required	8 present at start	Meeting quorate
In Attendance:	Simon Burrell David Moir Pete Phillips	Clerk to the Corporation Deputy Principal – Finance & Resources (DPFR) Deputy Principal – Curriculum & Quality (DPCQ)	

PART 1 – NON CONFIDENTIAL MINUTES

136. APOLOGIES FOR ABSENCE

David Eyre, Mary Orsborn, Chris Turner, Ron Young.

137. DECLARATION OF INTERESTS

There were no declarations of interest made.

138. MEMBERSHIP OF THE CORPORATION

1. Louise Brierley (Local Authority Member)

The Clerk reported that the Search Ctte had met with Louise Brierley, the North & East Area Director of Education & Inclusion (for HCC), and had recommended her for appointment to the Corporation.

It was RESOLVED that Louise Brierley be appointed as a Local Authority Member, for a four year term of office, expiring on 31 December 2011.

(Proposed by Mike Howe, Seconded by Rob Munson)

138. (cont)

(Louise Brierley joined the meeting)

The Chairman welcomed Louise to the Corporation.

139. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

140. MINUTES OF THE PREVIOUS MEETINGS

The Part 1 Minutes of the meetings held on 15 October 2007 and 27 November 2007 were confirmed and signed as correct records.

141. MATTERS ARISING

1. Strategic Plan 2007/08 – 2011/12 (Minute 113)

The DPFR confirmed that those comments made by Members and feedback received from College Managers had been incorporated into the Strategic Plan, and that a revised document was currently being finalised. He advised that it was proposed to update Members on the Strategic Plan at the Corporation Development Session scheduled for 25 February 2008. **ACTION: DPFR/Clerk**

2. College Bookshop Proposal (Minute 114)

The DPCQ advised that he had now assumed full responsibility for the College Bookshop project and was currently developing a revised proposal for consideration by the Corporation its next meeting (31 March 2008). **ACTION: DPCQ**

142. COMMITTEES OF THE CORPORATION

1. AUDIT COMMITTEE

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

Matters Arising from the Minutes

i. Risk Management Annual Report 2006/07 (Minute 62)

A written report was received and considered. The DPFR outlined the basis of the report and confirmed that all risks identified were 'scored' and prioritised. He confirmed that the Director of Developments & Partnerships (DDP) was responsible for maintaining and monitoring the Risk Register through the Risk Management Group. It was proposed that the Corporation be given suitable training on its risk management role at the Development Session scheduled for 19 May 2008. **ACTION: DDP**

It was RESOLVED that the Risk Management Annual Report 2006/07 and Risk Register 2007/08 be agreed.

ii. Health & Safety Annual Report 2006/07 (Minute 63)

A written report was received and considered. The DPFR advised that the report summarised actions taken relating to health & safety during the year. He also advised that in the absence of a Health & Safety Manager the College had engaged a firm of Consultants to conduct an audit of health & safety. It was noted that the Facilities & Estates Manager was responsible for the day-to-day management of health & safety, with the Consultants acting as the competent authority on health & safety issues.

It was RESOLVED that the Health & Safety Annual Report 2006/07 be agreed.

142. (cont)

2. FINANCE & RESOURCES COMMITTEE

The unconfirmed Minutes of the meeting held on 28 November 2007 were received and noted. There were no matters of significance discussed.

(George Batho joined the meeting)

3. QUALITY COMMITTEE

The unconfirmed Minutes of the meeting held on 14 November 2007 were received and noted. The Chairman of the Committee highlighted the continuing improvements being shown in student achievement.

Matters Arising

i. Draft College Performance Report 2006/07 - Business Unit (Minute 65)

It was noted that a range of options were being pursued with regards to the low level of achievement at the IT Learning Centre in Chineham. **ACTION: QSDM**

4. SEARCH COMMITTEE

The unconfirmed Minutes of the meeting held on 29 November 2007 were received and noted.

Matters Arising

i. Ron Young - Business Member (Minute 50.2)

It was RESOLVED that Ron Young be appointed as a Business Member for a second four-year term of office, commencing 1 January 2008.

143. **FINANCIAL STATEMENTS 2006/07**

1. BCOT Consolidated Financial Statements 2006/07

A written report was received and considered. The DPFR advised that the Accounts had been reviewed by the Financial Statements Auditor and had received an unqualified report for both the financial statements and the regularity audit. He further advised that the Accounts showed an operating surplus of £43k, lower than that forecast in the Monthly Accounts. He advised that the Monthly Accounts disclosed the costs of essential health & safety works undertaken during Summer 2006, and the costs of pursuing the property strategy, after the operating surplus, whereas both costs were included in the end of year Accounts, before the operating surplus. He also stressed that the final results had been lower than anticipated, due mainly to additional costs identified through the payroll system related to late pay claims submitted by part time Sessional staff.

2. BCOT Enterprises Ltd – Report and Accounts 2006/07

A written report was received and considered. The DPFR confirmed that the Board of BCOT Enterprises Ltd had met earlier that day and agreed the Accounts. It was also noted that the Board of Directors comprised the Chairman (Mike Rushworth) and Vice Chairman (Lynne George) of the Corporation, plus the Principal (Judith Armstrong) and one other Member of the Corporation (Pamela Woolgrove).

3. Financial Statements Auditor's Management Letter 2006/07

A written report was received and considered. It was noted that the Financial Statements Auditor had made a number of recommendations following his audit of the Accounts. One recommendation was deemed 'significant' and related to the proposed Bookshop contract. It was noted that Mike Rushworth and Charles Cardiff had met with the Principal and discussed with her the Auditor's concerns.

143. (cont)

4. Financial Statements Auditor's Letter of Representation 2006/07

A written report was received and considered.

5. Internal Auditor's Annual Report 2006/07

A written report was received and considered. The DPFR advised that the Internal Auditor had undertaken the planned internal audit programme in 63 days, but had only been paid for the contracted 50 days. He advised that the results of all internal audits had been good, and that College Management were satisfied with the work of the Internal Auditor.

6. Audit Committee's Annual Report 2006/07

A written report was received and considered. The Clerk advised that the Annual Report highlighted the work of the Audit Ctte during the year concerned.

It was RESOLVED that:

- i. the BCOT Financial Statements 2006/07
- ii. the BCOT Enterprises Ltd – Report and Accounts 2006/07
- iii. the Financial Statements Auditor's Management Letter 2006/07
- iv. the Financial Statements Auditor's Letter of Representation 2006/07
- v. the Internal Auditor's Annual Report 2006/07
- vi. the Audit Committee's Annual Report 2006/07

be received and agreed.

(Proposed by Lynne George, Seconded by George Batho)

144. CORPORATION MEMBERS' SELF ASSESSMENT REPORT 2006/07

A written report was received and considered.

It was RESOLVED to refer the Corporation Members' Self Assessment Report 2006/07 to the Search Ctte for detailed consideration.

145. COLLEGE SELF ASSESSMENT REPORT (SAR) 2006/07

A written report was received and considered. The DPCQ distributed copies of the latest version of the College SAR to Members for information. He advised that the gradings of the SAR had been validated by a Panel that included two Members of the Corporation (Lynden Jones and Rob Munson). He requested that Members review the SAR and let him have comments for detailed consideration at the next meeting of the Quality Ctte, scheduled for 5 March 2008.

ACTION: All Members/ DPCQ

146. THE BCOT WAY

A written report was received and noted. The Principal updated Members on progress of the BCOT Way. A copy of a summary 'glossy brochure' that was due to be issued to all staff in January 2008 was received and noted. It was proposed that consideration be given to the preparation of a similar brochure for issue to learners.

147. ADULT EDUCATION POLICY COMMITTEE

The Minutes of the Adult Education Policy Committee meeting held on 15 November 2007 were received and noted. The DPCQ highlighted that the main concern of the Committee related to the drop in enrolments.

148. LEARNER PARLIAMENT

The Minutes of the first meeting of the Learner Parliament held on 3 December 2007 were received and noted.

149. SCHEDULE OF PLANNED BUSINESS 2007/08

A written report was received and considered. The Clerk advised that the Schedule outlined the broad agenda for Corporation meetings during the year, but stressed that matters could change based on progress of the Property Strategy.

150. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

151. DATE OF FUTURE MEETINGS

Corporation Dinner	Thursday 31 January 2008
Development Session	Monday 25 February 2008
Scheduled Meeting	Monday 31 March 2008

(Part 1 Meeting closed at 6.20pm)