

confirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

Minutes of a Meeting held on Monday 25 February 2008 at 5.00pm

Membership:	* Mike Rushworth	Member	Chairman
	* Judith Armstrong	Principal	
	Michelle Balderstone	Student Member	
	i George Batho	Member	
	* Louise Brierley	Member	
	Charles Cardiff	Member	
	* Steven Connolly	Member	
	Lucy Dean	Student Member	
	David Eyre	Member	
	* Lynne George	Member	Vice Chairman
	* Graham Heath	Staff Member	
	* Mike Howe	Member	
	* Lynden Jones	Member	
	* Rob Munson	Member	
	Mary Orsborn	Staff Member	
	* Chris Turner	Member	
	* Pamela Woolgrove	Member	
	* Ron Young	Member	
	Vacancy (PW)	Member	
	* Member present		
i Late arrival			
Quorum:	8 Members required	12 present at start	Meeting quorate
In Attendance:	Simon Burrell	Clerk to the Corporation	
	David Moir	Deputy Principal – Finance & Resources (DPFR)	
	Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	

5.00pm

PRE-MEETING PRESENTATION

Strategic Plan 2007/08 – 2011/12 An Update

The Deputy Principal Finance & Resources gave Members an update on the progress towards the ongoing development of the College's Strategic Plan 2007/08 – 2011/12, and highlighted the current work on incorporating individual departmental and service area Plans.

5.40pm

PART 1 – NON CONFIDENTIAL MINUTES

160. APOLOGIES FOR ABSENCE

Michelle Balderstone, Charles Cardiff, Lucy Dean, David Eyre, Mary Orsborn.

161. DECLARATION OF INTERESTS

There were no declarations of interest made.

162. MEMBERSHIP OF COMMITTEES

1. Audit Committee – Appointment of Andy Williams

The Chairman of the Search Committee reported that the Search Committee had considered and recommended the appointment of Andy Williams as an external co-opted Member of the Audit Committee. Andy's CV was received and considered. The Clerk confirmed that the terms of reference of the Audit Committee allowed for up to one external co-opted member.

It was RESOLVED that Andy Williams be appointed as an Co-opted Member of the Audit Committee, renewable annually.

(Proposed by Pamela Woolgrove, Seconded by Ron Young)

2. Committee Membership 2007/08

A written report was received and considered. The Chairman of the Search Committee advised that the Search Committee had considered the membership of the Committees, and had made a formal recommendation, as set-out in the report.

It was RESOLVED that the Committee Membership for the remainder of 2007/08, as set-out in the report, be agreed and implemented with immediate effect.

(Proposed by Pamela Woolgrove, Seconded by Mike Rushworth)

163. COLLEGE BOOKSHOP PROPOSAL

A written report was received and considered. The DPCQ tabled a revised Service Level Agreement (SLA) that incorporated minor 'typo' amendments. He also advised that the SLA had been strengthened in line with comments made by the Financial Statements Auditor. The Financial Statements Auditor had been consulted on the revised SLA and given his approval to it. The DPCQ further advised that Blackwell UK Ltd had yet to respond to the revised SLA, and stressed that there was a risk that Blackwell's might not agree to it (the revised SLA). Members considered the revised SLA and proposal.

It was RESOLVED that the proposal and revised Service Level Agreement with Blackwell UK Ltd, for the provision of a College Bookshop facility, be approved.

(Proposed by: Lynne George, Seconded by: Pamela Woolgrove)

164. CAPITAL ALLOCATION 2007/08

A written report was received and considered. The DPFR outlined a request to increase the current year's Capital Allocation by £72,218 (incl VAT) in order to undertake two specific additional projects, namely i. computing workshops, and ii. gas assessment area, both of which were critical to the curriculum offer.

It was RESOLVED that the current year allocation for capital projects be increased by £72,218 (incl VAT) in order to undertake two specific projects (computing workshops and gas assessment area) be agreed, funded from within existing College funding.

(Proposed by: Mike Howe, Seconded by: Lynne George)

165. DATE OF FUTURE MEETINGS

Scheduled Meeting	Monday 31 March 2008
Development Session	Monday 16 June 2008

(Part 1 Meeting closed at 6.00pm)

Confirmed as a correct record

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