

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION
CORPORATION

Minutes of a Meeting held on Monday 7 July 2008 at 5.00pm

Membership:	<ul style="list-style-type: none"> * Mike Rushworth * Judith Armstrong Michelle Balderstone * George Batho i Andrew Bishop Louise Brierley * Charles Cardiff * Steven Connolly Lucy Dean * Lynne George * Graham Heath * Mike Howe * Lynden Jones Rob Munson * Mary Orsborn * Chris Turner * Pamela Woolgrove Ron Young Vacancy (DE) 	<ul style="list-style-type: none"> Member Principal Student Member Member Member Member Member Member Student Member Member Member Member Member Member Member Staff Member Member Member Member 	<ul style="list-style-type: none"> Chairman Vice Chairman
Quorum:	8 Members required	12 present	Meeting quorate
In Attendance:	<ul style="list-style-type: none"> * Simon Burrell * David Moir * Pete Phillips * Present at meeting i From Minute 194 	<ul style="list-style-type: none"> Clerk to the Corporation Deputy Principal – Finance & Resources (DPFR) Deputy Principal – Curriculum & Quality (DPCQ) 	

(5.10-5.45pm)

PRE MEETING PRESENTATION

Funding Streams and Framework

David Moir, Deputy Principal Finance & Resources, gave Members a briefing on the current and changing funding methodology, and on the implications towards the future funding of the College.

The DPFR tabled a schedule outlining the principle funding streams for the College and highlighted challenges and opportunities against each type of funding.

PART 1 – NON CONFIDENTIAL MATTERS

192. APOLOGIES FOR ABSENCE

Louise Brierley, Rob Munson, Ron Young.

193. DECLARATION OF INTERESTS

All employees of the College present (both Members and Non Members) declared an interest in Agenda Item 8.3 – Pay Award 2008/09.

194. MEMBERSHIP OF THE CORPORATION

1. David Eyre (Member)

The Clerk reported that David Eyre had resigned from the Corporation owing to pressure of work. The Clerk also reported that the Search Ctte had requested the Principal to contact the local Secondary Heads Association seeking a replacement for David. **ACTION: Principal**

2. Andrew Bishop (Member)

The Clerk informed Members that the Search Ctte had met that afternoon with Andrew Bishop, the Medical Director at the Basingstoke & North Hampshire Hospital. A copy of Andrew's CV was tabled for information.

The Chairman of the Search Ctte advised the Search Ctte were very impressed with Andrew. She confirmed that his background and skills met those that had been previously identified for potential membership (a senior manager in the health care environment), and that the Search Ctte unanimously recommended him for appointment. The Ctte had also recommended that Andrew be appointed to the Audit Ctte. The Corporation considered Andrew Bishop for appointment.

It was RESOLVED that Andrew Bishop be appointed as a Member of the Corporation for a four year term of office ending 31 July 2012, and that he also be appointed as a member of the Audit Ctte.

(Proposed by Pamela Woolgrove, Seconded by Chris Turner)

3. Donna Kitchen [Staff Member (Teaching Staff)]

The Clerk reported that Graham Heath's term of office as a Staff Member expired on 31 July 2008. He (the Clerk) had called for nominations, one nomination only being received, for Donna Kitchen the Course Co-ordinator for HE in the Dept of Business, Leisure & Hospitality.

It was RESOLVED that Donna Kitchen be appointed as the Staff Member (Teaching Staff) for a four year term of office commencing 1 August 2008.

(Proposed by Mary Orsborn, Seconded by Charles Cardiff)

4. Graham Heath [Staff Member (Teaching Staff)]

It was noted that Graham's term of office as the Staff Member (Teaching Staff) expired on 31 July 2008, and that he had decided not to stand for re-election.

Members thanked Graham for his time and commitment to the Corporation during his term of office, and wished him well for the future.

(Andrew Bishop joined the meeting)

5. Welcome to New Member

The Chairman welcomed Andrew Bishop as a new Member of the Corporation.

195. NOTIFICATION OF ANY OTHER BUSINESS

The Clerk notified one item of Any Other Business.

196. MINUTES OF THE PREVIOUS MEETINGS

The Part 1 Minutes of the meeting held on 31 March 2008 were confirmed as a correct record, and were signed by the Chairman.

197. MATTERS ARISING

There were no Matters Arising discussed.

198. COMMITTEES OF THE CORPORATION

1. AUDIT COMMITTEE

The Minutes of the meeting held on 11 June 2008 were received and noted.

The Chairman of the Audit Ctte (Charles Cardiff) advised that the Audit Ctte Members had met to consider the wider role of the Ctte. They had felt that there were potential opportunities to consider additional matters in addition to those reviews agreed as part of the annual plan. He further advised that the DPFR had agreed with the Internal Auditor to ensure that up to 5 days of the Internal Audit Plan were not scheduled and could be used by the Ctte for additional reviews as appropriate. He also advised that the Audit Ctte proposed to 'trial' a self assessment process that could also be used by other committees, and could also 'feed into' the College SAR.

Matters Arising from the Minutes

i. Internal Audit Plan 2008/09 (Minute 96.6)

A written report was received and considered.

It was RESOLVED that the Internal Audit Plan 2008/09, based on 50 days, at a cost of £19,708.70 (excl VAT) be agreed, but subject to the deferment of the review of the Strategic Plan to 2009/10, and the inclusion of a review of the property strategy in 2008/09.

(Proposed by Charles Cardiff, Seconded by Pamela Woolgrove)

ii. Regularity Audit SAR (Minute 97.1)

A written report was received and considered.

It was RESOLVED that the Regularity Audit SAR 2007/08 be agreed.

(Proposed by Charles Cardiff, Seconded by Lynden Jones)

iii. Risk Register (Minute 99)

A written report was received and considered. The Chairman of the Ctte advised that the Ctte had requested some changes to the Risk Register, and the inclusion of a separate section related to the Property Strategy.

It was RESOLVED that the Risk Register, as amended, be agreed.

(Proposed by Charles Cardiff, Seconded by Lynden Jones)

iv. Appointment of Auditors (Minute 100)

It was RESOLVED that Bentley Jennison be appointed as the Internal Auditor, and Tenon be appointed as the Financial Statements Auditor and Regularity Auditor, for 2008/09.

(Proposed by Charles Cardiff, Seconded by Lynden Jones)

198. (cont)

2. FINANCE & RESOURCES COMMITTEE

The Minutes of the meetings held on 21 May 2008 and 25 June 2008 were received and noted.

Matters Arising from the Minutes

i. Franchise Contract (NCMA)(Minute 95)

It was **RESOLVED** that the contract with NCMA for 2008/09, based on an enrolment target of 320 students, be agreed.

(Proposed by George Batho, Seconded by Mike Howe)

ii. Financial Regulations 2008/09 (Minute 107)

A written report was received and considered.

It was **RESOLVED** that the Financial Regulations 2008/09 be agreed.

(Proposed by George Batho, Seconded by Mike Howe)

iii. Financial Framework (Minute 108)

A written report was received and considered.

It was **RESOLVED** that the financial performance indicators set out below be agreed: *(Proposed by Mike Howe, Seconded by Lynne George)*

(1)	(2)	(3)	(4)
	Acceptable Position	Strong position	*** <i>Budget 2008/09</i> ***
Current ratio	1.2	1.6	2.2
Cash days in hand	20 days	30 days	36
Gearing (borrowing as a percentage of income)	12.05% (To be calculated each year)		9.84%
Cash generated from activities	5%	8%	7%
Capital expenditure as a % of income	3.75%		3.75%
Operating surplus as a proportion of income	1%	3%	1.5%
Staff costs as a proportion of income	63%	58%	64.3%
Financial contribution from curriculum activity	44%	46%	41.9%

*** = See also Minute 199.1 below

3. QUALITY COMMITTEE

The Minutes of the meeting held on 4 June 2008 were received and noted. There were no specific items arising not covered elsewhere on the agenda.

198. (cont)

Matters Arising from the Minutes

i. Report on the Annual Monitoring Visit (Minute 93)

A written report was received and noted. The DPCQ updated Members on the outcome of the recent OFSTED Annual Monitoring Visit. He reported that the Inspectors had deemed one aspect of the College's provision to have made 'insufficient progress' - improving success rates particularly for 19+ and WBL students.

4. SEARCH COMMITTEE

The Minutes of the meeting held on 14 May 2008 were received and noted.

Matters Arising from the Minutes

i. Terms of Office (Minute 70.3)

It was RESOLVED that Chris Turner be re-appointed as a Member for a further four year term of office commencing 1 August 2008.

(Proposed by George Batho, Seconded by Lynne George)

ii. Committee Membership 2007/08 (Minute 71.1)

It was RESOLVED that Alasdair Spark be appointed as an External Co-opted Member on the Quality Cttee with effect from 1 September 2008.

(Proposed by Pamela Woolgrove, Seconded by Steven Connolly)

199. FINANCE MATTERS

1. Budget 2008/09

A written report was received and considered. The DPFR outlined the difficulties associated with preparing the budget, specifically in relation to the reduced funding from LSC. He stressed that he had taken a fairly pessimistic view in relation to income, and reduced costs significantly. He outlined how the proposed Budget 2008/09 met the Financial Performance Indicators agreed in Minute 198.2.iii above. He also highlighted a number of risks and opportunities (pages 115 and 116 of the report) related to the achievement of the Budget.

The DPFR also outlined a proposal to consider a Capital Budget for 2008/09 of £650k, based broadly on replacement IT equipment at £200k, other equipment at £175k and building improvements and refurbishments at £275k.

It was RESOLVED that:

1. the Budget 2008/09, based on:

i. Gross income	£18.435m
ii. Pay costs	£11.969m
iii. Non pay costs	£6.207m
iv. Creating a surplus of	£0.259m

2. a Capital Budget 2008/09 of £650k, broadly based on:

- i. replacement IT equipment at £200k**
- ii. other equipment at £175k**
- iii. building improvements and refurbishments at £275k**

3. the Financial Performance Indicators set out in Minute 189.2.iii (column 4 above

be agreed. *(Proposed by Lynne George, Seconded by Mike Howe)*

199. (cont)

2. Financial Forecast (FF) to July 2102

A written report was received and considered. The DPFR advised that he had developed the FF to cover a four year period, as opposed to the three year period requested by the LSC.

It was RESOLVED that the Financial Forecast to July 2012 be agreed.
(Proposed by Lynne George, Seconded by Pamela Woolgrove)

3. Pay Award 2008/09 (Staff and Designated Senior Post Holders)

The DPFR outlined the current position regarding national pay negotiations. He advised that the current 'offer' was 3.2% with effect from 1 October 2008 (full year equivalent 2.67%). SMT had considered the matter in detail, and following the 'steer' given by F&R Ctte, had proposed a two-stage award based on 2% from 1 August 2008, followed by a further 1% from 1 February 2009, but with the latter element subject to a further assessment by the Corporation in December 2008 to the College's financial position and affordability. The overall full year equivalent to the proposed two-stage award was 2.5%.

The DPFR also highlighted the pay-gap between the College's pay scales and national pay scales, currently at 2.8%. He reminded Members that a key aim of the Strategic Plan was to try and eliminate the gap over a five year period with the Corporation making an award slightly above the nationally agreed rates.

It was RESOLVED that a Pay Award of 2% effective from 1 August 2008 for all staff (including designated senior post holders) be agreed, and a further pay award of 1% effective from 1 February 2009 also be agreed, subject to a further assessment by the Corporation regarding the College's financial position and affordability of the award, at its meeting in December 2008.
(Proposed by Lynne George, Seconded by Mike Howe)

200. MEMBERS CURRICULUM LINKS 2008/09

A written report was received and considered. The Principal proposed three changes to the Members' curriculum links for 2008/08.

It was RESOLVED that:

- i. the Members' Curriculum Links set out in the report be agreed.**
 - ii. Lynden Jones be the Designated Member for Child Protection and the Chair of the Learning Development/Equality & Diversity Ctte,**
 - iii. Pamela Woolgrove be appointed as the Chair of the Josie Williams Trust.**
- (Proposed by Judith Armstrong, Seconded by George Batho)*

The Principal reported that, following the resignation of David Eyre, there was currently a vacancy for the Chair of the Adult Education Policy Ctte. Members were requested to submit any nominations for a potential chairman to the Principal as soon as possible. **ACTION: All Members**

201. SUSTAINABLE DEVELOPMENT DECLARATION

A written report was received and considered. The Principal outlined the background to the request from the AOC seeking colleges to agree to 'sign-up' to a sustainable development declaration.

It was RESOLVED that Corporation approval to support and sign the Further Education Sustainable Development Declaration be noted.

202. PRINCIPAL'S REPORT

The Principal advised that she had no further matters to advise not previously circulated/reported. In response to a question from a Member regarding progress on the BCOT Way, the Principal confirmed that the SMT were currently reviewing the various sections of it and developing action plans accordingly. In addition, the Principal advised that SMT were also reviewing options towards the introduction of a staff Rewards System.

203. EQUALITY & DIVERSITY ANNUAL REPORT 2007/08

A written report was received and noted. The Principal confirmed that equality and diversity continued to be embedded into all College activities. In addition, she highlighted the key identified strengths and areas for development (see page 173 of the report).

204. LEARNER PARLIAMENT

The Minutes of the Learner Parliament meeting held on 9 June 2008 were received and noted.

205. STUDENT ACHIEVEMENTS

A written report was received. The Principal highlighted the achievement of Alex Lacey, a Year 2 Young Apprentice in Automotive Skills, in being selected as one of two finalists for the LSC South East regional finals. The Corporation noted Alex's achievement and agreed to send a letter of congratulations to him. **ACTION: Principal and Chairman**

206. ANY OTHER BUSINESS

1. Authorised Bank Signatories

The Clerk advised that there had been some changes to College personnel that required a revised Bank Mandate for Authorised Signatories to be considered and agreed.

It was RESOLVED that the Chairman (Mike Rushworth) and the Vice Chairman (Lynne George) be authorised to sign the Bank Mandates to approve the addition of William Blythe (Head of Finance) to replace Clare King as a signatory for both Barclays Bank and Butterfields Bank, resulting in no change to the number of authorised signatories, the Financial Regulations to be updated accordingly, and that the agreed authorised signatories be:

- | | |
|----------------------------|--|
| Judith Armstrong | (Principal) |
| William Blythe | (Head of Finance) |
| Alan Gwyer | (Director of Business Development) |
| Alistair David Moir | (Deputy Principal Finance & Resources) |
| Peter Phillips | (Deputy Principal Curriculum & Quality) |
- (Proposed by Mary Orsborn, Seconded by Lynden Jones)*

207. DATES OF FUTURE MEETINGS

[All meetings commence at 5.00pm unless otherwise stated]

- Wednesday 15 October 2008 Scheduled meeting
- Wednesday 17 December 2008 Scheduled meeting

208. FORTHCOMING EVENTS

[As listed in the Agenda]

Noted.

(Part 1 Meeting closed at 7.00pm)

Confirmed as a correct record

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