

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

**Minutes of a Meeting held on Wednesday 15 October 2008 at 5.00pm**

<b>Membership:</b>	<ul style="list-style-type: none"> <li>* Mike Rushworth</li> <li>* Judith Armstrong</li> <li>\$ Kirstie Ball</li> <li>i George Batho</li> <li>* Andrew Bishop</li> <li>* Louise Brierley</li> <li>Charles Cardiff</li> <li>Claire Collum</li> <li>* Steven Connolly</li> <li>* Lynne George</li> <li>* Mike Howe</li> <li>* Lynden Jones</li> <li>* Donna Kitchen</li> <li>* Rob Munson</li> <li>* Mary Orsborn</li> <li>* Chris Turner</li> <li>* Pamela Woolgrove</li> <li>* Ron Young</li> <li>Vacancy (DE)</li> </ul>	<ul style="list-style-type: none"> <li>Member</li> <li>Principal</li> <li>Student Member</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Student Member</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Staff Member</li> <li>Member</li> <li>Staff Member</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member</li> </ul>	<ul style="list-style-type: none"> <li>Chairman</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li>Vice Chairman</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>
<b>Quorum:</b>	8 Members required	14 present at start	Meeting quorate
<b>In Attendance:</b>	<ul style="list-style-type: none"> <li>\$ Christopher Batten</li> <li>* Simon Burrell</li> <li>x Alan Gwyer</li> <li>* David Moir</li> <li>* Pete Phillips</li> <li>* Present at meeting</li> <li>\$ From Minute 218</li> <li>i From Minute 223</li> <li>x To Minute 224</li> </ul>	<ul style="list-style-type: none"> <li>Student Observer</li> <li>Clerk to the Corporation</li> <li>Director of Business Development (DBD)</li> <li>Deputy Principal – Finance &amp; Resources (DPFR)</li> <li>Deputy Principal – Curriculum &amp; Quality (DPCQ)</li> </ul>	

(5.00-5.40pm)

**PRE MEETING PRESENTATION**

**Basingstoke & Deane Education and Improvement Partnership (EIP)**

Louise Brierley gave Members a briefing on the implementation and aspirations of the Basingstoke & Deane EIP. She outlined the background to the setting-up of the EIP, and stressed that current government directive was aimed at collaboration and not competition.

Louise tabled a copy of the proposed governance arrangements for Members information. She clarified a number of matters raised by Members.

## PART 1 – NON CONFIDENTIAL MATTERS

### 217. APPOINTMENT OF STUDENT MEMBERS

The DPCQ reported that the Student Union Executive had undertaken its annual elections and had nominated Claire Collum (President) and Kirstie Ball (Vice President) as their nominees for membership of the Corporation.

**It was RESOLVED that Claire Collum and Kirstie Ball be appointed as the two Student Members of the Corporation, for a term of office expiring on 31 July 2009.**

(Proposed by Pamela Woolgrove, Seconded by Rob Munson)

The DPCQ further reported that the Student Union Executive had also elected a third member (Christopher Batten) to be an Observer at Corporation meetings. Members considered the matter in the light that the Corporation had classified all meetings as 'closed meetings', but that they (the Corporation) could invite others to attend if appropriate. It was noted that Christopher was a first year student and would be a potential nominee for membership in 2009/10, and that there was the opportunity for continuity from the student union.

**It was RESOLVED that Christopher Batten be allowed to attend Corporation meetings as a Student Observer, for the period to 31 July 2009**

(Proposed by Ron Young, Seconded by Pamela Woolgrove)

*(Kirstie Ball and Christopher Batten joined the meeting)*

### 218. APOLOGIES FOR ABSENCE

Charles Cardiff, Claire Collum.

### 219. DECLARATION OF INTERESTS

The Principal, DPCQ, DPFR and DBD declared an interest in Agenda Item 19 – Appointment of Principal.

### 220. NOTIFICATION OF ANY OTHER BUSINESS

The DPFR notified one item of Any Other Business.

### 221. MINUTES OF THE PREVIOUS MEETINGS

The Part 1 Minutes of the meeting held on 7 July 2008 were confirmed as a correct record, and were signed by the Chairman.

### 222. MATTERS ARISING

There were no Matters Arising discussed.

### 223. STRATEGIC PLAN ANNUAL REVIEW

A written report was received and considered. The DPFR reminded Members that Parts 1 and 2 of the Strategic Plan had been considered and approved by the Corporation in October 2007, and he now presented Parts 3 (Performance Indicators) and 4 (Department Strategic Plans) for consideration. A copy of the Marketing Department Strategic Plan had been omitted from the documentation and was tabled. He took Members through the seven key Strategic Priorities, and updated on progress made towards achieving them.

*(George Batho joined the meeting)*

The DPFR advised that the departmental plans had been developed with the full involvement of the Departmental Heads, and that the performance indicators included in each plan were consistent with the college targets.

**223. (cont)**

The DPFR stated that a schedule of actual data against targets for 2007/08 would be presented to the next meeting of the Corporation. **ACTION: DPFR**

The DPFR further advised that he proposed to present an Annual Report to the Corporation at the October meeting each year, updating on progress towards the achievement of the Strategic Plan.

**It was RESOLVED that Part 3 (Performance Indicators) and Part 4 (Department Strategic Plans) of the Strategic Plan be agreed.**

(Proposed by Chris Turner, Seconded by Lynne George)

**224. PARTNERSHIP DELIVERY 2008/09**

A written report was received and considered. The DPFR advised that the College was required to ensure that there were appropriate and robust systems and controls in place to monitor contracts undertaken through partnership delivery. He highlighted key elements to his proposals, including a prohibition on delivery partners sub-contracting to third parties any part of the provision contained in their specific agreement. A copy of the standard contract for such provision was also received and considered. He also advised that monitoring of contracts would continue to be undertaken through the F&R Ctte, and by the Internal Auditors as part of their cycle of reviews. The increased use of partner providers would also be added to the college's risk register.

In response to a question from a Member, it was agreed that the draft contract would be amended to include a clause to allow for the termination of a contract if the provider brought the College into disrepute. **ACTION: DPFR**

The DPFR highlighted three proposals for partnership arrangements operated through Train to Gain.

**It was RESOLVED that the proposals set-out in the report be agreed, and that the College enter into contracts with the three organisations outlined in the report for the provision of training and other services, using the standard contract form adapted as necessary.**

*(Alan Gwyer left the meeting)*

**225. ADULT EDUCATION POLICY COMMITTEE**

The Principal advised that the Terms of Reference for the Adult Education Policy Ctte required that a Member of the Corporation be the Chair of the Ctte. Previously David Eyre had been Chair. It was proposed that Louise Brierley be Chair of the Adult Education Policy Ctte

**It was RESOLVED that Louise Brierley be appointed Chair of the Adult Education Policy Ctte.**

(Proposed by Judith Armstrong, Seconded by Lynne George)

**226. ENROLMENT UPDATE 2008/09**

A written report was received and noted. The DPFR advised that the current enrolment position as:

	16-18 FT	16-18 PT	19+ FT	19+ PT
LSC target learner numbers	1800	85	300	Not set by LSC
Actual to date (30/9/08)	1843	60	374	1528

In addition, the DPFR highlighted that HE enrolments were disappointing (67 FT against a target of 85, and 101 PT against a target of 126) but that there was a possibility of additional enrolments in January.

**227. FINANCIAL OUTTURN 2007/08**

A written report was received and noted. The DPFR advised that the provisional end of year position currently showed a retained surplus of £381k, but was subject to audit. The final Accounts would be considered at the next meeting of the Corporation.

**228. PRINCIPAL'S REPORT**

The Principal advised that she had no further matters to raise other than those previously circulated/reported.

**229. ANY OTHER BUSINESS**

**1. College Investments**

The DPFR tabled a copy of an email from the College's investment banker (Butterfield Private Bank) outlining the bank's current security in relation to the College's investments.

**2. Education Maintenance Awards (EMA)**

The DPCQ advised that, in view of the current national 'problems' with the administration of the EMA scheme, the College was using the Learner Support Fund to assist those students deemed to be in greatest need. He confirmed that there was a potential risk that some students may not be granted an EMA, but that the process would help retain students on programmes, and that the overall risk was not anticipated as financially significant. **ACTION: DPFR**

**230. DATES OF FUTURE MEETINGS**

*[All meetings commence at 5.00pm unless otherwise stated]*

- Wednesday 17 December 2008
- Wednesday 25 February 2009
- Wednesday 1 April 2009

**231. FORTHCOMING EVENTS**

*[As listed in the Agenda]*

Noted.

(Part 1 Meeting closed at 6.25pm)

Confirmed as a correct record

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