

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

Minutes of a Meeting held on Wednesday 17 December 2008 at 5.00pm

Membership:	* Mike Rushworth	Member	Chairman
	* Judith Armstrong	Principal	
	* Kirstie Ball	Student Member	
	* George Batho	Member	
	Andrew Bishop	Member	
	* Louise Brierley	Member	
	* Charles Cardiff	Member	
	* Claire Collum	Student Member	
	i Steven Connolly	Member	
	* Lynne George	Member	Vice Chairman
	* Mike Howe	Member	
	* Lynden Jones	Member	
	* Donna Kitchen	Staff Member	
	* Rob Munson	Member	
	Mary Orsborn	Staff Member	
	* Chris Turner	Member	
	* Pamela Woolgrove	Member	
	* Ron Young	Member	
	Vacancy (DE)	Member	
Quorum:	8 Members required	15 present at start	Meeting quorate
In Attendance:	* Christopher Batten	Student Observer	
	* Simon Burrell	Clerk to the Corporation	
	* David Moir	Deputy Principal – Finance & Resources (DPFR)	
	* Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Present at meeting		
	i From Minute 245		

(4.30-5.00pm)

PRE MEETING PRESENTATION

Health, Care, Early Years & Sciences – Educational Visit to South Africa

Laura Digby (National Diploma Animal Management Year 2) and Hajara Dangana (Animal Care Co-ordinating Lecturer), gave Members a presentation on their recent trip to South Africa, that was part of their Animal Management programme.

PART 1 – NON CONFIDENTIAL MATTERS

239. APOLOGIES FOR ABSENCE

Andrew Bishop, Mary Orsborn.

240. DECLARATION OF INTERESTS

All staff (Members and Officers): re Agenda Item 22 – Pay Award 2008/09
Lynne George and Pamela Woolgrove: re Agenda Item 6.4.1 – Terms of Office

241. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

242. 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.

243. MATTERS ARISING

There were no Matters Arising discussed.

244. COMMITTEES OF THE CORPORATION

1. Audit Committee

The unconfirmed Minutes of the Audit Ctte meeting held on 26 November 2008 were received and noted.

The Chairman of the Audit Ctte also advised that, at the Pre-meeting of the Ctte, Members had highlighted three specific areas for review in 2009/10, namely: i. property strategy, ii. success in planning, and iii. Post audit of projects.

Matters Arising from the Minutes

1. Progress Reports on Recommendations from Previous Audits (Minute 117)

In response to a question from a Member, the DPFR advised that the longest outstanding audit recommendation yet to be completed was in respect of testing the business recovery plan. However, he advised that work was progressing, and that the Internal Auditor would be undertaking an update review in 2009.

2. Finance & Resources Committee

The unconfirmed Minutes of the Finance & Resources Ctte meeting held on 3 December 2008 were received and noted.

There were no Matters Arising discussed, not covered elsewhere on the agenda.

3. Audit Committee

The unconfirmed Minutes of the Quality Ctte meeting held on 22 October 2008 were received and noted.

Matters Arising from the Minutes

1. Employer Questionnaire (Minute 105.2)

The DPCQ advised that the Business Unit was currently trying to encourage a greater return of feedback questionnaires from employers.

244. (cont)

4. Search Committee

The unconfirmed Minutes of the Search Cttee meeting held on 12 November 2008 were received and noted.

Matters Arising from the Minutes

1. Terms of Office (Minute 77.3)

i. Lynne George (Member)

It was RESOLVED that Lynne George be appointed for a new four year term of office commencing 1 January 2009.

(Proposed by George Batho, Seconded by Charles Cardiff)

ii. Pamela Woolgrove (Member)

It was RESOLVED that Pamela Woolgrove be appointed for a new four year term of office commencing 1 January 2009.

(Proposed by George Batho, Charles Cardiff)

2. Members Attendance Target 2008/09 (Minute 78)

It was RESOLVED that the attendance target for Corporation and committee meetings for 2008/09 be set at 75%

(Proposed by Charles Cardiff, Seconded by George Batho)

(Steve Connolly joined the meeting)

245. FINANCIAL STATEMENTS 2007/08

1. BCOT Consolidated Financial Statements 2007/08

A written report was received and considered. The DPFR advised that the Accounts had been prepared in the format prescribed by the LSC. They 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 £319k (£43k in 2006/07).

2. BCOT Enterprises Ltd – Report and Accounts 2007/08

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, showing a loss of £14k. He advised that the majority of the loss (£12k) was in relation to the write-off of stock when the College Bookshop closed in July 2008. He further advised that BCOT Enterprises Ltd had now been made dormant following the opening of the new bookshop operated by Blackwell UK.

3. Financial Statements Auditor's Management Letter 2007/08

A written report was received and considered. It was noted that the Financial Statements Auditor had submitted an unqualified report.

4. Financial Statements Auditor's Letter of Representation 2007/08

A written report was received and considered. The DPFR confirmed that the Letter of Representation was standard wording, and confirmed that the Corporation had made available all relevant materials to the Auditor's for consideration.

5. Internal Auditor's Annual Report 2007/08

A written report was received and considered. The DPFR advised that the Internal Auditor had given an 'adequate opinion' based on the results of reviews undertaken during the year.

245. (cont)

6. Audit Committee's Annual Report 2007/08

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.

7. Resolutions

It was **RESOLVED** that:

- i. **the BCOT Consolidated Financial Statements 2007/08 be agreed.**
(Proposed by Chris Turner, Seconded by Kirstie Ball)
- ii. **the BCOT Enterprises Ltd – Report and Accounts 2007/08 be agreed.**
(Proposed by Mike Howe, Seconded by Pamela Woolgrove)
- iii. **the Financial Statements Auditor's Management Letter 2007/08 be received and noted.**
(Proposed by Charles Cardiff, Seconded by Lynne George)
- iv. **the Financial Statements Auditor's Letter of Representation 2007/08 be agreed.**
(Proposed by Ron Young, Seconded by Charles Cardiff)
- v. **the Internal Auditor's Annual Report 2007/08 be received and noted.**
(Proposed by George Batho, Seconded by Rob Munson)
- vi. **the Audit Committee's Annual Report 2007/08 be received and noted.**
(Proposed by Charles Cardiff, Seconded by Pamela Woolgrove)

246. CORPORATION MEMBERS' SELF ASSESSMENT REPORT 2007/08 (SAR)

A written report was received and considered. The Clerk advised that the Search Ctte had considered the SAR and had expressed their concern at the reduced number of completed returns made by Members. It was proposed that, in future, the SAR be amended to reflect that many of the questions related to a 'yes' or 'no' answer structure. **ACTION: Clerk**

The report was noted.

247. COLLEGE SELF ASSESSMENT REPORT 2007/08 (SAR)

A written report was received and considered. A copy of the draft SAR 2007/08 was tabled for Members' information. The DPCQ proposed that any comments be forwarded direct to him for consideration by the Quality Ctte at its meeting on 22 January 2009. The DPCQ also advised that the Quality Improvement Plan (QIP) would be included in the final version of the SAR.

In response to a question from a Member, the DPCQ advised that the SAR and QIP would be used as a key document by OFSTED Inspectors, and would also be published on the LSC website.

The report was noted.

248. STUDENT UNION CONSTITUTION

A written report was received and considered. The DPCQ advised that the College had developed a Learner Involvement Strategy based on a Learner Parliament and Departmental Councils made-up of learner representatives drawn from student representatives on course teams.

The DPCQ further advised that the revised constitution 'moved-away' from the traditional constitution to a more indirect election of the Student Union Executive as this ensured that the Executive was not monopolised by any one course or group of learners.

It was RESOLVED that the revised Student Union Constitution be agreed.
(Proposed by Kirstie Ball, Seconded by Chris Turner)

249. MANAGEMENT ACCOUNTS 2008/09

A written report was received and considered. The DPFR advised that he was currently forecasting a reduced end of year surplus of £123k (agreed budget of £257k). However, he stressed that this figure excluded two exceptional items that were 'below the line', covering i. the costs of recruitment of the Principal and Deputy Principal (£70k) and ii. the additional costs associated with the property strategy (anticipated to be capitalised during 2008/09). The DPFR further advised that the principal reasons for the reduced end of year surplus were i. under recruitment on HE programmes, and ii. additional costs in curriculum departments as a result of increased recruitment of full-time students.

The report was noted.

250. STRATEGIC PLAN

A written report was received and considered. The DPFR advised that, as a result of a review of the first year of the Strategic Plan:

1. Good progress was being made in:

- Improving quality
- Generating interest in the College with prospective learners and employers
- Improving staff satisfaction and skills
- Financial performance
- The provision of service functions

2. Reasonable progress was being made with:

- Adding value to the learner experience

3. Areas identified for improvement were:

- Increasing participation at age 16 (tackling the NEETs issue)
- Reversing the decline and then growing BCOTs share of Year 11 school leavers staying-on in full time education
- Value added (on National Diplomas)
- Increasing learner numbers

The DPFR referred Members to the schedule outlining the College Level Strategic Plan Performance Indicators that graded the various targets on the 'traffic light' principle. He advised that, of the 28 targets, 9 had been assessed as 'green', 5 as 'amber', 5 as 'red', 4 as 'mixed' and 5 not yet assessed.

In response to a question from a Member, the DPFR advised that each Strategic Priority was reviewed in detail by the SMT and progress updated accordingly.

The report was noted.

251. PRINCIPAL'S REPORT

The Principal advised that she was very pleased with the results of the 2008 staff satisfaction survey, a summary of which had been included in the November report.

Members were asked to let the Principal know if they would prefer hard copy versions of the monthly reports, rather than e-mail.

(Louise Brierley left the meeting)

252. STUDENT PARLIAMENT

The Minutes of the meeting of the Student Parliament held on 6 October 2008 were received and noted.

253. STUDENT ACHIEVEMENTS

A written report was received. The Principal highlighted the success of Susan Merchant in obtaining a 2:1 in the BA Hons Degree in Training and Education. It was agreed that a letter of congratulations be sent to Susan from the Chairman of the Corporation.

254. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

255. DATES OF FUTURE MEETINGS

[All meetings commence at 5.00pm unless otherwise stated]

- Tuesday 3 February 2009
- Wednesday 25 February 2009 @ 2.00pm
- Wednesday 1 April 2009
- Wednesday 13 May 2009
- Wednesday 8 July 2009

256. FORTHCOMING EVENTS

[As listed in the Agenda]

Two events noted.

(Part 1 Meeting closed at 6.35pm)

Confirmed as a correct record

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