BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

Minutes of a Meeting held on Wednesday 14 October 2009 at 5.00pm

Membership:	*	Mike Rushworth	Member	Chairman
	i	George Batho	Member	
	*	Chris Batten	Student Member	
	*	Andrew Bishop	Member	
	*	James Booth	Student Member	
	*	Anthony Bravo	Principal	
	*	Louise Brierley	Member	
	*	Charles Cardiff	Member	
	*	Lynne George	Member	Vice Chairman
		Mike Howe	Member	
	*	Lynden Jones	Member	
	*	Donna Kitchen	Staff Member	
	*	Gary Livingstone	Member	
		Rob Munson	Member	
	*	Mary Orsborn	Staff Member	
	*	Liz Stuart	Member	
	*	Richard Wareham	Member	
	*	Pamela Woolgrove	Member	
	*	Ron Young	Member	
Quorum:		8 Members required	13 present at start	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation	
	*	David Moir	Deputy Principal – Finance & Resources (DPFR)	
	*	Beverley Smith	Deputy Principal – Curriculum & Quality (DPCQ)	

* Present at meeting
i From Minute 327

(4.30-5.00pm)

PRE MEETING PRESENTATION

Post Inspection Action Plan

Beverley Smith (Deputy Principal Curriculum & Resources) gave Members a presentation on the preparation of the PIAP, and outlined how she saw progress towards achieving excellence developing over the next 2-3 years.

At the end of the presentation a question/answer session was held in which Beverley clarified a number of matters.

PART 1 – NON CONFIDENTIAL MATTERS

320. WELCOME

The Chairman welcomed the following new Members to the Corporation:

Chris Batten (Student Member), James Booth (Student Member), Gary Livingstone (Member), Liz Stuart (Member) and Richard Wareham (Member).

321. APOLOGIES FOR ABSENCE

George Batho (late arrival), Mike Howe, Rob Munson (late arrival).

322. DECLARATION OF INTERESTS

Richard Wareham declared an Interest in Agenda Item 20 – Property Strategy.

323. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

324. MEMBERSHIP OF THE CORPORATION

1. Mike Rushworth (Member)

Mike advised that he would be resigning from the Corporation at the end of the meeting owing to major changes to his work commitments. He informed Members that following a re-structuring of Vitacress he had been appointed Managing Director of the UK operations and felt that he would not be able to commit sufficient time to his professional role and his role as Chairman of the Corporation, so had decided that the most appropriate course was to leave the Corporation.

Charles Cardiff paid tribute to Mike for his leadership and contribution to the Corporation during his time as a Member, and wished him well in his new role at Vitacress.

2. Prospective New Members

The Clerk advised on the following potential new appointments to the Corporation.

i. Anthony Bravo (Principal)
ii. Liz Stuart (Member)
iii. Chris Batten (Student Member)
iv. James Booth (Student Member)

It was RESOLVED that Liz Stuart be appointed as a Member of the Corporation for a four year term of office expiring on 31 July 2013.

It was RESOLVED that Anthony Bravo be appointed as a Member of the Corporation for a term of office co-terminous with his appointment as Principal & Chief Executive of BCOT.

It was RESOLVED that Chris Batten and James Booth be appointed as Student Members for a term of office expiring on 31 July 2010.
(Proposed by Charles Cardiff, Seconded by Pamela Woolgrove)

325. MINUTES OF THE PREVIOUS MEETINGS

The Part 1 Minutes of the meeting held on 8 July 2009 were confirmed as a correct record, and were signed by the Chairman.

326. MATTERS ARISING

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

ITEMS FOR DECISION

(Alan Dilley, Head of Department, joined the meeting for the following item)

327. CONSTRUCTION HOUSE PROJECT

A written report was received and considered. Alan Dilley stressed the difficulties faced by the College in being able to offer full time students on construction based programmes realistic work experience. He outlined the proposal to purchase a house close to the College that was in a run-down condition, and to refurbish it over a two year period when it would then be sold and another property purchased. He advised that such a scheme would provide realistic work experience for approx 95 students out of a total of 350 on full time construction programmes. He advised that the proposed budget for the scheme was a maximum of £250k, made up as £200k for the purchase of a suitable property and £50k for materials etc. A schedule of the proposed budget for the project was set-out in the report. The budget allowed for a potential loss at the end of the scheme of a maximum of £10k.

(George Batho joined the meeting)

In response to a question from a Member, Alan advised that it was the College's intention to work with local community groups in order to ensure that the College was seen as a good neighbour for the duration of the project.

Members noted that the College Auditor had advised that, in his view, as long as the primary purpose of the project was to provide work experience for learners he did not see that there would be a regularity issue. However, if the principle purpose of the project was property development conducted with the intention of making a profit, then there would be concerns.

James Booth (Student Member) stressed the positive nature of this project in encouraging other students to come to BCOT.

Members considered the proposal.

It was RESOLVED that the proposal to purchase a local property for the prime intent of offering realistic work experience with a maximum budget of £250k (based on £200k purchase and £50k materials), with a re-sale loss of no more than £10k, be agreed.
(Proposed by Lynne George, Seconded by Chris Batten)

(Alan Dilley left the meeting)

328. PARTNERSHIP DELIVERY 2009\10

A written report was received and considered. The DPFR outlined a proposal to enter into two new contracts with third-party providers to deliver off-site training on behalf of the College. He advised that LSC approval would be sought following approval by the Corporation, and stressed that both proposals met the requirements of the LSC for working with adults and employers.

The DPFR advised that the two proposals were:

i. Training Associates (Surrey)

Based on 335 indicative enrolments generating max funding of £227k, of which the College would receive £68.1k

ii. The Skills Network

Based on 300 indicative enrolments generating max funding of £144k, of which the College would receive £54k.

The DPFR stressed that there was no financial risk to the College.

It was RESOLVED that the two proposed franchise contracts with Training Associates (Surrey) and The Skills Network be agreed.

(The Clerk took the Chair for the following item)

329. APPOINTMENT OF CHAIRMAN OF THE CORPORATION

It was noted that the term of office for the Chairman expired on 26 November 2009. However, in view of the resignation of the current Chairman (see Minute 324.1 above) a Chairman would be appointed with effect from 15 October 2009.

Nominations for Chairman were sought. One nomination was received.

> **It was RESOLVED that Lynne George be elected Chairman of the Corporation for a two year term of office commencing 15 October 2009.**
> *(Proposed by Pamela Woolgrove, Seconded by Anthony Bravo)*

(Mike Rushworth resumed the Chair)

It was agreed that the appointment of the Vice Chairman, to replace Lynne George, would be considered at the next meeting of the Corporation. **ACTION: Clerk**

ITEMS FOR INFORMATION AND NOTING

330. STRATEGIC PLAN ANNUAL REVIEW

A written report was received. The DPFR outlined work currently being undertaken to achieve meeting the Strategic Plan. He highlighted the actions taken towards achieving the 26 strategic aims contained in the Plan. He took Members through the report and updated them on progress to date.

In response to a question from a Member, the DPFR advised that job evaluation had not yet been implemented as there were a number of concerns about the outcomes of the current scheme. He advised further that the SMT was currently reviewing the position and that a report would be made to the next meeting of F&R Ctte.

In response to another question, the DPCQ advised that plans had already been developed to drive-forward the planned 25% increase in HE work across the College. She also advised that the College was also reviewing additional links with other Universities in a wider geographical area for appropriate HE partners.

The update report was noted.

331. ENROLMENT UPDATE 2009/10

A written report was received. The DPFR advised that full time 16-18 enrolments had increased significantly. However, there had been a reduction in work based learning (WBL) and it was probable that the WBL target would not be met. He also advised that the College had not met the target for 2008/09 part time adult enrolments, and that there was a considerable amount of work required to meet the current target. With regards to the financial implications of reduced enrolments, the DPFR advised that there would be a need to use some of the budgeted operating surplus from 2008/09 to support the current year's learning.

In response to a question from a Member, the DPCQ advised that there had been some reduction in the number of students from the Andover area, but that there had been a corresponding increase in students transferring from QMC. In addition, she felt that the student-base did appear to be widening geographically.

The report was noted.

332. FINANCIAL OUTTURN 2008/09

A written report was received. The DPFR advised that since the production of the report there had been some further adjustments agreed with the Auditor, and that the current forecast end of year position was for a surplus in excess of £400k. He further advised that the LSC had also written to the College confirming that the financial status of the College was 'outstanding'.

332. (cont)

The Principal advised that he also anticipated there would be some 'heavy' cuts to funding in the future, and that he was under the impression that they could be in the region of 20%-25%. The DPFR advised that the SMT were already reviewing those areas that would be likely to be causes for concern in the future in order to try to pre-empt any problems at a later date. He felt that adult provision would be the biggest concern, but that as most adult work was now operated through the franchise (contractor) routes, the financial implications would be limited. The Principal stressed that the SMT was fully aware of the overall implications and was putting in place appropriate strategies to deal with any such matters.

The report was noted.

333. PRINCIPAL'S REPORT

The Principal reported that the latest edition of the Monthly Report had been circulated to all Members. He also advised that he perceived that "things were beginning to change". He felt that staff were being more self-critical, had more 'say' in actions, and were more accountable for their decision-making.

The report was noted.

334. ANY OTHER BUSINESS

There were no items of Any Other Business discussed.

335. DATES OF FUTURE MEETINGS
[All meetings commence at 5.00pm unless otherwise stated]

Wednesday 16 December 2009	Scheduled Meeting
Thursday 14 January 2010	Principal's Dinner for the Corporation
Wednesday 24 February 2010	Development Session (commencing at 12.30pm)
Wednesday 24 March 2010	Scheduled Meeting
Wednesday 12 May 2010	Scheduled Meeting
Wednesday 7 July 2010	Scheduled Meeting

(Part 1 Meeting closed at 6.05pm)