

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## Minutes of the Corporation Meeting held on Wednesday 24 March 2010 at 5.00pm

<b>Membership:</b>	<ul style="list-style-type: none"> <li>* Lynne George</li> <li>* George Batho</li> <li>* Chris Batten</li> <li>Andrew Bishop</li> <li>James Booth</li> <li>* Anthony Bravo</li> <li>* Louise Brierley</li> <li>* Charles Cardiff</li> <li>* Mike Howe</li> <li>* Lynden Jones</li> <li>* Donna Kitchen</li> <li>* Gary Livingstone</li> <li>* Rob Munson</li> <li>* Mary Orsborn</li> <li>* Liz Stuart</li> <li>* Richard Wareham</li> <li>Pamela Woolgrove</li> <li>i Ron Young</li> <li>Vacancy (MR)</li> </ul>	<ul style="list-style-type: none"> <li>Member</li> <li>Member</li> <li>Student Member</li> <li>Member</li> <li>Student Member</li> <li>Principal</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Staff Member</li> <li>Member</li> <li>Member</li> <li>Staff Member</li> <li>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>Vice Chairman</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>* Katie Brannagan</li> <li>* Simon Burrell</li> <li>ii Robert Kingham</li> <li>* David Moir</li> <li>iii Julia Mortimore</li> <li>Beverley Smith</li> <li>ii Jeremy Wilson</li> <li>* Present at meeting</li> <li>i From Minute 362</li> <li>ii Minute 362 only</li> <li>iii Minute 363 only</li> </ul>	<ul style="list-style-type: none"> <li>Student Observer</li> <li>Clerk to the Corporation</li> <li>Drivers Jonas Deloitte (DJD)</li> <li>Deputy Principal – Finance &amp; Resources (DPFR)</li> <li>Headteacher, Costello Technology College (JM)</li> <li>Deputy Principal – Curriculum &amp; Quality (DPCQ)</li> <li>Drivers Jonas Deloitte (DJD)</li> </ul>	

(4.30-5.10pm)

## PRE MEETING PRESENTATION

### Development Day (23 February 2010) Action Plan

A written report was received and considered. The Principal took Members through the proposed Action Plan and sought comments on the issues raised at the Development Day. He updated the proposed Actions based on comments received and agreed to circulate the revised Action Plan to all Members.

A copy of the Inspection Ready Health Check was also received and considered. Members gave the Principal a 'steer' on their responses and the basis of the source of appropriate evidence.

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## PART 1 – NON CONFIDENTIAL MATTERS

5.10pm **TIMED BUSINESS**

### 362. PROPERTY STRATEGY UPDATE

*(Robert Kingham and Jeremy Wilson joined the meeting)*

Members received a presentation from DJD. They (DJD) had undertaken a review of the existing estate and concluded that there were five options for consideration, namely:

Option Proposed Action/Outcome

0. base option, repair and maintenance only
1. repair, maintenance and re-provide leased provision
2. consolidate all provision on the North Site and dispose of the South Site
3. build a 'heavy trades vocational skills centre' as a first phase on North Site
4. lease and fit-out off-site space

DJD advised that having considered the options, in their opinion, the most effective future strategy was to develop the Worthing Road (WR) site(s). Their detailed review of the existing estate had concluded that at least 22.6% of the current buildings were in a poor state and would need extensive works undertaken in the very near future in order to meet current health & safety requirements etc. They highlighted South Site Engineering Block, BETA and Davy Close as being prime examples of those areas in need of immediate attention. They estimated that approx £10m would need to be spent on essential repairs and maintenance over the next 10 years just to ensure the buildings met existing regulations.

DJD had also reviewed the results of the college's space utilisation survey and identified that there are some large areas occupied by small groups. In addition, the overall usage of the current campus was low (26%) when compared to other similar establishments (35%+).

The DPFR advised that there were a number of key repair and maintenance issues that needed to be resolved, especially with regards to the provision of utility services. In addition he stressed that the College was also looking towards an overall reduction in workspace against increased learner numbers.

It was noted that, in broad terms, Option 1 would cost approx £10m, and Option 2 approx £40m - £50m. Option 1 would require the full use of the existing reserve, along with a bank loan of approx £5m, and the work would be phased over a 10 year period. The DPFR advised that in the light of the current funding restrictions any proposed developments would need to be funded from existing College resources (reserves) in addition to significant loans from banks.

*(Ron Young joined the meeting)*

Members sought clarification on a number of matters raised following the presentation and considered the options proposed.

Members concluded that in the light of the current economic climate, and existing funding difficulties, Option 1 was the favoured option. It was agreed that College Management should continue to pursue Option 1 and report back to the Corporation with further details for consideration.

*(Robert Kingham and Jeremy Wilson left the meeting)*

*(Chris Batten left the meeting)*

6.00pm **TIMED BUSINESS**

**363. COSTELLO TECHNOLOGY COLLEGE – TRUST STATUS**

*(Julia Mortimore joined the meeting)*

A copy of a proposal by Costello Technology College to establish a Learning Trust was circulated for Members information. JM outlined her proposal and highlighted the learning opportunities that would be available to students. She advised that the Learning Trust would consist of a number of partners, including primary schools, colleges, the University of Winchester and Basingstoke & Deane Borough Council. All partners would be members of the Trust Board. She also confirmed that the school (Costello Technology College) would continue to be part of the local education authority.

JM informed Members that the objectives of the Trust were to strengthen, formalise and join-up existing partnership working within the local community. The proposal would increase capacity, knowledge and the ability to work in a sustainable way to improve outcomes for learners of all ages. The Trust would work under the umbrella of existing local childrens partnerships.

JM advised that in 3 years time she hoped that the Trust would:

- See more students progressing to further education
- There would be less students not engaged in learning or training (NEETS)
- Raise aspirations with students and their families
- See better outcomes for students in the future

In response to a question from a Member JM advised that in becoming a member of the Trust there would be a more powerful opportunity for advice and guidance to students, and a commitment to future opportunities for all concerned.

At the conclusion of her presentation Members noted the proposal, agreed to continue to follow developments and to review the matter at a later date.

*(Julia Mortimore left the meeting)*

6.30pm **SCHEDULED BUSINESS**

**364. WELCOME/APOLOGIES FOR ABSENCE**

Katie Brannagan (Student Observer) was welcomed to the meeting.  
Apologies were received from Andrew Bishop, Pamela Woolgrove, Beverley Smith (DPCQ)

**365. DECLARATION OF INTERESTS**

David Moir made a declaration of interests in relation to Agenda Item 5: Costello Technology College – Trust Status

**366. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business notified.

**367. MINUTES OF THE PREVIOUS MEETINGS**

The Part 1 Minutes of the meeting held on 16 December 2009 were confirmed as a correct record, and were signed by the Chairman.

**368. MATTERS ARISING**

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

## 369. COMMITTEES OF THE CORPORATION

### 1. Audit Committee

The unconfirmed Minutes of the meeting of the Audit Committee held on 3 March 2010 were received and noted. The Chairman of the Ctte took Members through the Minutes.

Matters Arising from the Minutes

#### 1. Risk Management and Risk Register (Minute 196)

It was noted that the proposed update on the key risks would be made at the next meeting of the Corporation. **ACTION: DPFR**

### 2. Finance & Resources Committee

The unconfirmed Minutes of the meeting of the Finance & Resources Committee held on 10 March 2010 were received and noted. The Chairman of the Ctte took Members through the Minutes.

Matters Arising from the Minutes

#### 1. Changes to Bank Mandates (Minute 195)

The DPFR advised on the need to amend the bank mandate to add the recently appointed Head of Finance as a signatory, and to delete Bill Blythe (the previous Head of Finance).

**It was RESOLVED that the bank mandates for Barclays, Abbey (Santander Group) and Bank of Scotland (Lloyds Group) be amended to:**

- i. add Brian Theobald as an authorised signatory**
- ii. remove Bill Blythe as an authorised signatory**
- iii. maintain Anthony Bravo, Alan Gwyer, David Moir and Beverley Smith as authorised signatories.**

**All such authorisations to include any specific accounts, deposit bonds or other sub-accounts as may be operated by banks and/or groups.**  
*(Proposed by Mike Howe, Seconded by Charles Cardiff)*

### 3. Quality Committee

The unconfirmed Minutes of the meeting of the Quality Committee held on 20 January 2010 were received and noted. The Chairman of the Ctte took Members through the Minutes.

Matters Arising from the Minutes

#### 1. Higher Education Strategy (Minute 166)

The Chairman of the Ctte advised that whilst it was reviewing HE performance the Committee concluded that there needed to be an expansion in the range of reports covering HE provision. **ACTION: DPCQ**

## ITEMS FOR DECISION

### 370. SELF ASSESSMENT REPORT (SAR) 2008/09 & QIP 2009/10

A written report was received and considered. The Principal updated Members on the development of the SAR. He advised that the production of the SAR had involved a higher-level engagement by the HODs, as well as Member involvement as an integral part of the validation process. He advised further that there was, though, the need to continue to develop and change the culture of College Managers. He also advised that the process was now more robust, and that this had had the effect of reducing the grades against previous years primarily as colleagues were now more critical about their activities. He felt that the overall process was far more thorough than in previous years.

**370. (cont)**

Members also noted that the draft SAR 2008/09 had been uploaded onto the OfSTED website.

**It was RESOLVED that the Self Assessment Report 2008/09 & QIP 2009/10 be agreed**  
*(Proposed by Louise Brierley, Seconded by George Batho)*

**371. IT MANAGED SERVICE PROVIDER**

The DPFR gave a verbal report. He advised that following a tender process two firms (European Electronic and Redstone) had been invited to make presentations to a Panel that included three representatives (Gary Livingstone, Chris Batten and the Principal) from the Corporation. He outlined each firm's proposals for the operation of a managed IT service.

The DPFR also advised that each firm had been requested to outline the level of capital investment that should be considered in order to create a 'world-class' system for the learners and College. He had estimated that this could cost in the region of £2m, and that both firm's proposals were actually below that figure.

In reviewing both presentations and their written submissions, the Panel felt that the proposal by European Electronic (EE) was better suited to the needs of the College. In addition, it was noted that EE had included an 'extra community element' to their proposals, that could have the impact of external suppliers making donations of equipment to the College. The DPFR stressed that the Panel was unanimous in its support for the proposal by EE.

The DPFR advised that he was now in the process of taking-up references, arranging to make site visits, and undertaking clarification of a number of points with EE. He advised further that the planned start date of the new service was 6<sup>th</sup> September 2010.

Members considered the report.

**It was RESOLVED that, subject to the Principal and DPFR being satisfied in relation to references, site visits and the clarification of a number of operational matters, European Electronic be appointed to provide a managed IT service for the College, with effect from 6 September 2010.**

*(Proposed by Gary Livingstone, seconded by Mary Orsborn)*

**372. APPOINTMENT OF INTERNAL AUDITOR**

The Chairman of the Audit Ctte advised that on 15 March 2010 the Ctte had received presentations from four audit service providers for the provision of an internal audit service with effect from August 2010. In considering each provider, the Chairman advised that:

i. Hampshire County Council Audit Department

The Panel felt the presentation to be poor, with the written tender being 'bland'. The Ctte had not been satisfied that there would be any improvement on the level or type of service that HCC had provided previously to the College.

ii. RSM Tenon (formerly Bentley Jennison) (Current provider)

Following the merger with Tenon (the current provider of the external audit service) the Chairman advised that LSC regulations would not permit the same firm to provide both internal and external services. The DPFR had informed the Ctte that he would prefer to keep RSM Tenon as the external audit provider.

iii. Clement Keys

Clement Keys had made a good presentation but the Ctte had expressed its concern that, being based in the Midlands, they may not be able to provide the level of service sought by the DPFR. In addition, they did not appear to have undertaken a great deal of pre-tender research, and had not taken the opportunity to visit the College before submitting their tender. In discussion with them, they did not appear too keen to 'spread-out' visits to the

**372. (cont)**

College to undertake specific audits, preferring to make termly visits covering a range of activities.

iv. Mazars

Mazars were a large international company based in Southampton. They had a growing involvement in FE auditing and the two senior managers responsible for FE both lived locally. The Ctte had felt that Mazars would 'fit in well' with the ethos of the College. Their proposal also met the needs of the DPFR.

The Chairman of the Ctte advised further that the DPFR would be happy with the appointment of any of the firms concerned (except with HCC) as he felt they all offered a good and supportive role for the College and Corporation.

The Chairman of the Ctte informed Members that the Audit Ctte had considered the matter and recommended that Mazars be appointed as the Corporation's internal audit service provider with effect from 1 August 2010.

**It was RESOLVED that Mazars be appointed as the Corporation's internal auditor with effect from 1 August 2010.**

*(Proposed by Charles Cardiff, Seconded by Anthony Bravo)*

## **ITEMS FOR INFORMATION AND NOTING**

**373. MANAGEMENT ACCOUNTS 2009/10**

The Management Accounts for the period to February 2010 were received. The DPFR advised that he was currently forecasting a revised surplus of £440k (approved budget £522k). He took Members through the Accounts and advised that there were no issues of any significance to report. He also advised that the financial performance indicators were all graded 'green' (strong) or 'amber' (acceptable) with the exception of one graded 'red' (poor) – the operating surplus of the core activities as a percentage of income. He proposed that, in future versions of the Management Accounts, he would show the operating surplus split between core and non-core activities. **ACTION: DPFR**

The DPFR also advised that the College had enrolled a much larger cohort of students in Sept 2009 and that funding for these additional students would 'catch-up' in the next financial year.

In response to a question, the DPFR advised that he was keeping the level of debtors under close scrutiny as the overall level of debt was slightly higher than in previous years.

The report was noted.

**374. PRINCIPAL'S REPORT**

The Principal reported that the latest edition of the Monthly Report had recently been circulated to all Members. He updated Members on actions undertaken since publication of the Monthly Report and advised that the College had been 'on show' recently through a wide range of different activities.

The Principal also advised that funding for adult provision had been subjected to a cut of 25%, but this had been offset by an increase in funding for 14-19 year olds. He also confirmed that work on achieving an Engineering Academy was progressing.

The report was noted.

**375. LEARNER INVOLVEMENT STRATEGIES**

The Minutes of the meeting of the Learner Parliament held on 7 December 2009 were received and noted.

**376. STUDENT ACHIEVEMENTS**

A written report was received and considered. It was agreed that letters of congratulation be sent to Ross Sheppard (Business, Leisure, Hospitality & Professional Studies), Monica Worrell, Jessica Swallow and Georgette McCarthy (Hair, Holistic & Beauty Therapy).

**377. ANY OTHER BUSINESS**

There were no items of Any Other Business discussed.

**378. DATES OF FUTURE MEETINGS**

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

Wednesday 12 May 2010	Scheduled Meeting
Wednesday 7 July 2010	Scheduled Meeting
Meeting Schedule 2010/11	Received and agreed

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(Meeting closed at 7.00pm)