

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

Minutes of a Meeting of the Corporation held on Wednesday 6 April 2011 at 5.00pm

Membership:	<ul style="list-style-type: none"> * Lynne George * George Batho * Andrew Bishop * Charnah Bradley * Anthony Bravo * Charles Cardiff ^ Julie Churcher Fran Herbert * Mike Howe * Lynden Jones * Donna Kitchen i Therese Lawlor Gary Livingstone Joanna Miller * Rob Munson * Mary Orsborn * Liz Stuart * Pamela Woolgrove Ron Young 	<ul style="list-style-type: none"> Member Member Member Student Member Principal Member Member Student Member Member Member Staff Member Member Member Member Member Staff Member Member Member Member 	<ul style="list-style-type: none"> Chairman Vice Chairman
Quorum:	8 Members required	13 present at start	Meeting quorate
In Attendance:	<ul style="list-style-type: none"> * Simon Burrell * David Moir * Beverley Smith Abigail Lillington * Present at meeting i From Minute 443 ^ From Minute 448 	<ul style="list-style-type: none"> Clerk to the Corporation Deputy Principal – Finance & Resources (DPFR) Deputy Principal – Curriculum & Quality (DPCQ) Student Observer 	

PART 1 – NON CONFIDENTIAL MATTERS

441. APOLOGIES FOR ABSENCE

Gary Livingstone, Joanna Miller, Ron Young.

442. DECLARATION OF INTERESTS

There were no Declaration of Interests made.

443. MEMBERSHIP OF THE CORPORATION

1. Therese Lawlor (Member)

The Chairman of the Search Ctte advised that the Search Ctte had met and interviewed Therese Lawlor, the Head of Strategy and Innovation at Basingstoke and Deane Borough Council and recommended her unanimously for appointment to the Corporation. A copy of Therese's CV was attached for Members information. Members considered the appointment.

It was RESOLVED that Therese Lawlor be appointed to the Corporation for a four year term of office.

(Proposed by Pam Woolgrove, Seconded by Lynne George)

Therese Lawlor joined the meeting and was welcomed to the Corporation.

2. Ron Young (Member)

The Clerk advised that Ron Young had tendered his resignation from the Corporation as he was in the process of moving to Scotland. It was noted that Ron had agreed to remain a Member until his actual date of moving.

444. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

445. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 15 December 2010 were confirmed as a correct record, and were signed by the Chairman.

446. MATTERS ARISING

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

447. COMMITTEES OF THE CORPORATION

1. Audit Committee

The unconfirmed Minutes of the meeting held on 16 March 2011 were received and noted. One recommendation from the Committee for Corporation consideration was included as a separate item on the Corporation agenda.

2. Finance & Resources Committee

The unconfirmed Minutes of the meeting held on 23 March 2011 were received and noted. There were no recommendations from the Committee for Corporation consideration.

Matters Arising from the Minutes:

1. Budget 2011/12 – Catering Service (Minute 236.1)

The Chairman advised that the in-house catering service had shown a deficit in the first term of operation. The DPFR advised that the Catering Manager had been set new targets in order to return the service to a net nil-cost for the current year, and that he was reasonably confident that this would be achieved.

2. Procurement Service Contract Renewal Proposal (Minute 242)

The DPFR advised that the savings quoted were based on the overall duration of the contract.

447. (cont)

3. Quality Committee

The unconfirmed Minutes of the meeting held on 9 March 2011 were received and noted. There were no recommendations from the Committee for Corporation consideration.

The Chairman of the Committee advised that the Committee had placed College Management under a lot of scrutiny at the last meeting of the Ctte, and that the Ctte had been satisfied that the College was continuing to move forward in the right direction. He advised further that this had been verified by OfSTED and LSIS following their recent inspections.

Matters Arising from the Minutes:

1. National School and College Annual Performance Tables (Minute 215)

The Chairman of the Ctte advised that the annual comparison between General FE colleges in Hampshire showed BCOT ranked first or second in most categories, and that BCOT also out-performing QMC in respect of the average point score per exam entry. Members were very pleased to note this achievement and extended their congratulations to all staff concerned.

(Julie Churcher joined the meeting)

ITEMS FOR DECISION

448. APPOINTMENT OF FINANCIAL STATEMENTS AUDITOR

A report was received and considered. The Chairman of the Audit Ctte advised that the Ctte had received presentations from four (4) providers. He advised further that in reaching their decision the Ctte had also considered whether it would be more appropriate to change providers or to continue with the existing service. They had concluded that continuity was an important factor, and that the partner responsible for the service to BCOT would change in the next 18 months, in line with Audit Code of Practice requirements. The Ctte had, therefore, recommended that RSM Tenon be appointed for a further term as the College's financial statements auditor.

In response to a question, the DPFR advised that he had been able to negotiate a slightly lower fee to the one quoted in the report.

It was RESOLVED that RSM Tenon be appointed as the financial statements auditor for BCOT, for a contractual period of three (3) years, with a potential for extension of up to two (2) further years, with effect from 1 August 2011.

(Proposed by Charles Cardiff, Seconded by Anthony Bravo)

ITEMS FOR INFORMATION AND NOTING

449. OFSTED INSPECTION MONITORING VISIT 1-2 FEB 2011

A report was received. The DPCQ informed Members that the report highlighted the findings of the inspectors and that she was pleased to be able to advise that the Ofsted Monitoring Report was the best one ever achieved by the College.

The DPCQ advised that Ofsted had reviewed a total of seven areas, and graded 3 as 'significant progress' and 4 as 'reasonable progress'. She took Members through the report and highlighted where further improvements had been made since the inspection visit.

In response to a question from a Member the DPCQ advised that the College was looking at a range of opportunities to continue to improve teaching, and that included the option of student exchanges with students from 'outstanding' colleges. She also advised that other mechanisms being implemented included: sharing good practice through peer-mentoring, additional resources to show good practice via video clips, students involved in giving feedback as well as through the formal learner surveys undertaken each year.

In summary, the Principal advised that the outcome from the monitoring visit was a fair reflection of the College, with room for continued improvement.

450. DRAFT COLLEGE CODE OF GOVERNANCE 2011/12

A report was received and noted. The Clerk advised that the Chairman, Vice Chairman and SMT had reviewed the draft Code and concluded that the majority of the elements contained in it were already covered by existing processes operated by the Corporation. The only real exception had been the annual appraisal of the Chairman and the Clerk, which had now been implemented. The Vice Chairman had also requested that he be appraised as part of the process. It was also noted that, at the current time, neither DBIS nor the SFA had yet to support formally the introduction of a Code of Governance.

It was agreed that the draft Code be noted, and that no further action be taken unless there was any significant changes proposed.

It was suggested that a review of those colleges graded 'outstanding' for governance was undertaken. The DPCQ advised that LSIS offered a governance training programme that would incorporate good practice from such colleges. It was proposed that LSIS be invited to undertake a suitable training programme at a future Development Day. **ACTION: DPCQ**

It was also proposed that a review of the current induction arrangements be undertaken, and that the formal feedback from those recently appointed 'new' Members be sought. **ACTION: CLERK**

451. DEVELOPMENT DAY – 2 MARCH 2011

A report was received and noted. A Summary of Recommendations was also tabled, based on the three Themes identified at the Development Day – Theme 1: Growing Our Business, Theme 2: Reducing Our Costs, Theme 3: Structural Change, and outlined a series of actions designed to meet a number of issues raised at the Development Day. The Principal highlighted ongoing discussions with a range of other providers regarding joint opportunities etc. He also stressed the continuing need to recruit more students from Basingstoke schools.

The Principal also highlighted the pressures being placed on current school pupils and post 16 learners with regards to their future aspirations through higher university fees, the growing uncertainty by many about whether to go to university because of the potential debt issue, a potential increase in the drop-out rates from A level students and a greater focus by students on job and career opportunities. He stressed the need for BCOT to capitalise on the 'employability' opportunities afforded to students who took vocational courses as opposed to academic courses.

In response to a question from a Member the Principal advised that an analysis of current full time students' addresses showed that the majority came from within the BDBC area with a much smaller proportion from outside of that area, and that the College's resources were better utilised in strengthening the marketing of the College locally. The DPCQ advised that the College had set a target to get 50% of Year 11 school leavers to apply to BCOT.

The Principal also advised that as an outcome from the recent Development Day a Business/Marketing plan was currently being developed, for consultation in May 2011, presentation to the Corporation at the next Development Day (July 2011) with implementation in Sept 2011. In response to a question from a Member he confirmed that the College was utilising all appropriate 'social media' sources in order to 'get the message out'.

The report was noted.

452. PRINCIPAL'S REPORT

1. University Technical College Proposal (UTC)

The Principal advised that following a review of the current proposal, and in view of the imminent deadline for applications, it had been decided not to pursue an application at the present time. However, he did not rule-out an application for a UTC in 2012.

