

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION MEETING

Minutes of a Meeting held on Monday 9 October 2006 at 5.00pm

<b>Membership:</b>	* Mr C Cardiff	Business Member	Chairman
	* Ms J Armstrong	Principal	
	* Mr G Batho	Business Member	
	Prof G Batstone	Business Member	
	l Mr N Clarke	Local Authority Member	
	x Ms A Dzankic	Student Member	
	* Mr D Eyre	Community Member	
	* Mrs L George	Local Authority Member	
	* Mr G Heath	Staff Member	
	x Mr R Holmes-Mitchell	Student Member	
	x Mr M Howe	Co-opted Member	
	Mr L Jones	Community Member	
	* Ms J Poynter	Staff Member	
	x Mr M Rushworth	Business Member	
	* Mr D Swatton	Business Member	
	Prof C Turner	Co-opted Member	
	* Mr P Wilding	Business Member	
	* Mrs P Woolgrove	Co-opted Member	
	Mr R Young	Business Member	
	* Member present		
	l Late arrival		
	x From Minute 4		
<b>Quorum:</b>	8 Members required	10 present at start, meeting quorate	
<b>In Attendance:</b>	Mr S J Burrell	Clerk to the Corporation (From Minute 3)	
	Ms B Flanagan	Asst Principal – Business & Communications (APBC)	
	Mr A Gwyer	Strategy & Partnerships Director (SPD)	
	Mr T Harding	Asst Principal – Teaching & Learning (APTL)	
	Mr D Moir	Finance & Information Services Director (FISD)	
	Mr P Phillips	Deputy Principal	

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### PART 1 – NON CONFIDENTIAL MINUTES

#### 1. Apologies for Absence

Prof G Batstone, Mr L Jones, Prof C Turner, Mr R Young

#### 2. Welcome to New Members

The Chairman welcomed Mr Batho and Mr Eyre to their first meeting of the Corporation.

### **3. Appointment of Clerk to the Corporation**

The Chairman outlined the appointment process and the results of the interview process undertaken. He advised that the Selection Panel had recommended the appointment of Mr Simon John Burrell as Clerk to the Corporation on a service contract arrangement, at a cost of £21,600 pa.

**It was RESOLVED that Mr Simon John Burrell be appointed Clerk to the Corporation on a service contract basis, at a cost of £21,600 pa.**

*(Mr Burrell joined the meeting)*

### **4. Appointment of New Members**

The Chairman of the Search Committee advised that the Search Committee had met and interviewed Mr Mike Howe (a Director of Stannah Lifts Ltd and ex-trustee of BETA) and Mr Mike Rushworth (Operations Director of Vitacress Salads Ltd) and had recommended that both be appointed as Members of the Corporation.

The Chairman of the Search Committee also advised that the Student Union had recently held annual elections and had elected Ms Aleksandra Dzankic and Mr Rob Holmes-Mitchell as their nominees on the Corporation.

**It was RESOLVED that:**

**Mr Mike Howe be appointed as a Co-opted Members for a four year term of appointment ending on 31 August 2010.**

**Mr Mike Rushworth be appointed as a Business Member for a four year term of appointment ending on 31 August 2010.**

**Ms Aleksandra Dzankic and Mr Rob Holmes-Mitchell be appointed as the Student Members of the Corporation for a one year term of office ending on 31 August 2007.**

**(Proposed by Mrs P Woolgrove, Seconded by Mr P Wilding)**

*(Ms Dzankic, Mr Holmes-Mitchell, Mr Howe and Mr Rushworth joined the meeting)*

The Chairman welcomed the new Members to the Corporation. All Members and Officers then introduced themselves to all present.

### **5. Declaration of Interests**

No Members or Officers declared any Interests arising from the Agenda.

### **6. Notification of Any Other Business**

There were no items of Any Other Business notified.

### **7. Minutes of the Previous Meeting**

The Minutes of the meeting held on 10 July 2006 were confirmed as a correct record and signed by the Chairman.

### **8. Matters Arising**

#### **1. Three Year Financial Forecast (Minute 8.7)**

The FISC advised that the LSC had acknowledged receipt of the Three Year Financial Forecast but, to date, had not made any comments.

## 8. 2. Self Assessment Forms (SAF) (Minute 14.5)

The Clerk advised that following an initial review of the returned SAFs, the vast majority of the responses from Members were graded 'good' or 'outstanding'. There were, though, two areas that had received several 'satisfactory' or 'inadequate' grades, linked to membership matters (Q 4.4-4.6) and the advice (Q 7.4) given by the (previous) Clerk. He advised that he would present a more detailed review at the Away Day Seminar on 30 October 2006. **ACTION: Clerk**

## 9. Committees of the Corporation

### 1. Search Committee

The Minutes of the Search Committee meetings held on 12 Sept 2006 and 18 Sept 2006 (two meetings) were received and noted.

## 10. Property Strategy

A written report was received and considered. The Chairman introduced the report and advised that the Property Strategy would be the key issue for consideration over the next 3 year period. The Principal reminded Members that there were four options under consideration and stressed that a decision had to be reached by the end of December 2006 in order to progress matters within the required timescale. She also advised that she had held various meetings with the LSC and the Principal of Queen Mary's College (QMC) to consider the 'co-location' option in particular.

The Principal advised that Option A (patching-up current site) had been discarded as a solution at an early stage in the strategy development process, and that Option D (to 'co-locate' with QMC) appeared unlikely. The latter is due to a combination of factors: unwillingness of the Local LSC to be directive in supporting the educational argument, what appeared to be an unwilling partner, and the reported outcome of the Transport/Traffic survey which highlighted the Highways Authority view on the difficulty in obtaining alternative access to the QMC site. Option C (a brown field site/town centre relocation) had not progressed as had been hoped owing to a breakdown in the negotiations between the local Council and the proposed developer; the scheme was now delayed whilst a full review is undertaken by the new administration; the outcome of this review is not anticipated before Spring 2007. However, the Council was continuing to seek to identify an alternative brown field site for the College.

It was noted that Option B (development of North Site) was seen as the best solution albeit challenging from planning and construction/operational points of view. The Principal advised that an outline concept design had recently been developed by the Architects that included 300 car park spaces in an under-croft.

The Principal further advised that Alistair Grindley, the national LSC's Capital Projects Manager, had advised that the BCOT site was seen as a high priority by LSC for re-development; a meeting with the LSC SE Property Adviser is scheduled for 20 October (subsequently postponed due to the ill health of this Adviser).

It was noted that LSC had significant capital funding available until 2009/10, and that there had also been an increase in the amount of funding support available towards fees and initial project costs, up to a maximum of £1.7m of which the LSC would match fund up to 50%.

*(Mr Clarke joined the meeting)*

Members considered a number of matters related to the various proposals. The Chairman reminded Members that whatever the final agreed solution was, it must be to give the best opportunities for young people and other learners in the locality. He also stressed the importance of 'keeping the pressure' on the LSC, QMC and Borough in order that the Corporation can reach an agreed final decision by 31 December 2006.

The Student Member outlined some of the benefits of moving to QMC as there were a number of additional facilities available there that were not on offer at BCOT. However, she stressed that there

were also facilities available at BCOT that were not available at QMC. In addition she highlighted that, from a transport position, she felt that there would be no major problems from a student's perspective.

The Principal advised that she would continue to progress work on the development of the Property Strategy and report to the Corporation at its next meeting. **ACTION: Principal**

#### **11. Committee Membership 2006/07**

A written report was received and considered. The Clerk advised that there were, currently, a number of vacancies on the Committees, and that the Search Committee had considered the matter and made a number of recommendations.

**It was RESOLVED that:**

- 1. Judith Armstrong to be appointed as a member of the Estates Ctte,**
- 2. George Batho be appointed as a member of the Finance & Resources Ctte,**
- 3. David Eyre be appointed as a member of the Quality Ctte,**
- 4. Mike Howe be appointed as a member of the Quality Ctte,**
- 5. Mike Rushworth be appointed as a member of the Finance & Resources Ctte,**
- 6. David Eyre to be appointed as the Chairman of the Adult Education Policy Ctte,**
- 7. Lynne George to be appointed as Chairman of the Estates Ctte.**

#### **12. Key Performance Indicators**

A written report was received and considered. The Deputy Principal and FSD gave Members an overview of the plethora of data contained within the report. They stressed that the report to the Corporation was designed to be 'headline figures' only. The Deputy Principal confirmed that the various targets given had been generated by the College in discussion with the LSC as part of the Development Plan and Strategic Plan processes, and also determined through the review of previous performance and national averages.

During discussion, Members made a number of comments and suggestions, including:

- i. the need to add national average data,
- ii. the need to add definitions/explanatory information to assist in interpreting the data,
- iii. the inclusion of data from the staff satisfaction survey.

In response to a range of suggestions, the Principal and Deputy Principal confirmed that the relevant information highlighted, along with existing routine reporting, would continue to be presented in detailed form to the appropriate committees etc.

It was also agreed that the monthly Principal's Report would continue to be issued by the Principal in its current form as it is also used as a staff communication document, and would be supplemented by the KPIs. **ACTION: Principal**

#### **13. The "BCOT" Way**

A written report was received and considered. The Principal advised that in order to meet the aspiration for the College to achieve 'excellence' status, the need to change a number of cultural issues had been identified, and that this would be achieved through the implementation of 'The BCOT Way'. She also highlighted two Sector consultation documents in 'Framework for Excellence' and 'Pursuing Excellence'.

The Principal reiterated that the two key areas of work for the College in the current year were:

- i. the Property Strategy,
- ii. the Strategic Plan,

and in order to increase understanding as to how best to achieve 'excellence', it was proposed to visit a number of other similar profile general FE colleges that had recently received Grade 1s across the board. It was suggested that Members may wish to link with the respective Boards of Corporation.

*(Mr Clark left the meeting)*

**14. Student Enrolment Report**

A written report was received and considered. The FISC updated Members on the enrolment position, and advised that full time enrolments were currently at 2096, against a College target of 2069 (LSC target of 2016). However, he stressed the potential variances this figure could have in the light of withdrawals and on-going enrolments during the remainder of the academic year. He also advised that HE enrolments were on target.

**15. Franchise Contract – OSAT Provision**

A written report was received and considered. The SPD advised that the franchise agreement with Trade Assessments Ltd was due for renewal, and that the LSC had approved the continuation of this contract for a second year. He also advised that the contract covered approx 75 students, with a net profit of £300 per student. The OSAT programme is funded under ESF regulations and is very low risk as at no time will the College's liability to Trade Assessments be greater than the income due from the ESF projects.

**It was RESOLVED that the contract with Trade Assessments Ltd for 2006/07 be agreed.**

**(Proposed by Mrs Woolgrove. Seconded by Mrs George)**

**16. Principal's Report**

A written report was received and noted. The Principal highlighted that staff turnover (based on permanent contracts only and excluding redundancies) was 14.5% in 2005/06, roughly in line with other similar colleges.

**17. Review of Committee Terms of Reference**

The Clerk advised that it was proposed to review all Committee Terms of Reference during the Autumn Term 2006, and recommendations for any changes would be referred back to the Corporation for consideration at its meeting in December 2006. It was noted that the review would include giving a greater delegation authority to the Committees where this was appropriate, and allowable under the Articles of Government.

**18. Any Other Business**

There were no items of Any Other Business discussed.

**19. Date and Time of Future Meetings**

Corporation Away Day Monday 30 October 2006, commencing at 3.00pm.  
Scheduled Meeting Monday 18 December 2006, commencing at 5.00pm.

A Meeting Schedule for 2006/07 was received and noted.

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