

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION MEETING

Minutes of a Meeting held on Monday 18 December 2006 at 5.00pm

Membership:	* Mr C Cardiff	Business Member	Chairman
	* Ms J Armstrong	Principal	
	* Mr G Batho	Business Member	
	* Prof G Batstone	Business Member	
	* Mr N Clarke	Local Authority Member	
	Ms A Dzankic	Student Member	
	* Mr D Eyre	Community Member	
	* Mrs L George	Local Authority Member	
	* Mr G Heath	Staff Member	
	Mr R Holmes-Mitchell	Student Member	
	* Mr M Howe	Co-opted Member	
	* Mr L Jones	Community Member	
	Ms J Poynter	Staff Member	
	* 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		
Quorum:	8 Members required	16 present, meeting quorate	
In Attendance:	Mr S J Burrell	Clerk to the Corporation	
	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	

5.00pm

PRE MEETING PRESENTATION BY HORNAGOLD & HILLS, PROPERTY CONSULTANT

Lawrie Morley and Tom Saville of Hornagold & Hills gave Members a presentation updating them on progress to date regarding the development of the Property Strategy, and highlighting a range of options for future consideration.

CURRICULUM VISITS BY MEMBERS

Those Members that had undertaken curriculum visits prior to the meeting gave brief updates on their findings.

5.50pm

PART 1 – NON CONFIDENTIAL MINUTES

22. APOLOGIES FOR ABSENCE

Ms J Poynter, Ms B Flanagan (Assistant Principal, Business & Communications)

23. DECLARATION OF INTERESTS

Mrs L George declared an Interest arising from Item 8 (Property Strategy) of the Agenda.

24. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified.

25. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 9 October 2006 were confirmed and signed as a correct record.

26. MATTERS ARISING

There were no Matters Arising discussed.

27. COMMITTEES OF THE CORPORATION

1. AUDIT COMMITTEE

The Minutes of the meeting held on 15 November 2006 were received and noted.

Matters Arising from the Minutes:

1. Terms of Reference (Minute 13.1)

Revised Terms of Reference for the Committee were received and considered.

It was RESOLVED that the revised Terms of Reference for the Audit Committee be agreed.

(Proposed by Mr Clarke, seconded by Mr Swatton)

2. ESTATES COMMITTEE

The Minutes of the meeting held on 1 November 2006 were received and noted.

Matters Arising from the Minutes:

1. Feasibility Study Progress Report (Minute 4.1)

A recommendation was received and considered.

It was RESOLVED that KSS be appointed as the architects to undertake the initial concept brief.

(Proposed by Mr Cardiff, seconded by Mrs George)

2. Progress Report on Summer Works 2006 (Minute 7)

Members congratulated the Facilities & Estates Manager and his team for undertaking a considerable amount of work in a short timescale during the summer holiday period.

27. (cont)

3. Future Role of the Committee (Minute 8)

A recommendation was received and considered.

It was RESOLVED that the work of the Estates Committee be suspended, pending the outcome of the new build proposals, and for the role of the Committee to be included in the revised Terms of Reference of the F&R Cttee.
(Proposed by Mrs George, seconded by Mr Batho)

3. FINANCE & RESOURCES COMMITTEE

The Minutes of the meeting held on 8 November 2006 were received and noted.

Matters Arising from the Minutes:

1. Policy Statement on Discretionary Powers (Minute 10)

A written report was received and considered. The Deputy Principal advised that the report related to an enabling policy, and that any requests made under the policy would be referred to the Corporation for consideration.

It was RESOLVED that the Policy Statement on Discretionary Powers under the Local Government Pension Scheme Regulations 1997 be agreed, and that the review period be extended to five years (next review in 2010).
(Proposed by Mr Batho, seconded by Mr Rushworth)

2. Staff Satisfaction Survey 2005/06 (Minute 11)

The Chairman advised that the Committee had discussed the results of the Staff Satisfaction Survey in detail, and the Committee Members had also received a further written update from the Principal. He stressed the importance of having good and happy staff. The Principal advised that she and the Deputy Principal would be meeting with all teams during the first half of the Spring Term to discuss the outcomes of the survey/issues arising, together with the Property Strategy and development of the new Strategic Plan. **ACTION: Principal**

3. Review of Terms of Reference (Minute 12)

Revised Terms of Reference for the Committee were received and considered.

It was RESOLVED that the revised Terms of Reference for the Finance & Resources Committee be agreed.
(Proposed by Mr Clarke, seconded by Mr Wilding)

4. QUALITY COMMITTEE

The Minutes of the meeting held on 6 December 2006 were received and noted.

Matters Arising from the Minutes:

1. Terms of Reference (Minute 25)

Revised Terms of Reference for the Committee were received and considered.

It was RESOLVED that the revised Terms of Reference for the Quality Committee be agreed.
(Proposed by Mr Clarke, seconded by Mr Howe)

28. FINANCIAL STATEMENTS 2005/06

Written reports were received and considered. The Director of Finance & Information Services advised that the overall results for 2005/06 had been better than anticipated, and that he was reporting an end of year surplus of £211k. He further advised that both the Finance & Resources Ctte and the Audit Ctte had reviewed the reports in detail and recommended them for approval.

The Director of Finance & Information Services also advised that the Balance Sheet was strong and showed a positive outcome, despite having to now incorporate the impact of the pension provision.

The Corporation complimented the staff concerned for achieving such good financial results.

It was RESOLVED that:

- 1. The Financial Statements 2005/06, showing a surplus of £211k, be agreed,**
- 2. The BCOT Enterprises Ltd Report and Accounts 2005/06 be agreed,**
- 3. The Financial Statements Auditor's Management Letter 2005/06 be agreed,**
- 4. The Financial Statements Auditor's Letter of Representation be agreed,**
- 5. The Internal Auditor's Annual Report 2005/06 be agreed,**
- 6. The Audit Committee's Annual Report 2005/06 be agreed.**

(Proposed by Mr Cardiff, seconded by Mr Clarke)

29. PROPERTY STRATEGY

A written report was received and considered. Members were referred to the presentation made at the commencement of the meeting by Hornagold & Hills, as a number of issues raised during their presentation required formal approval by the Corporation.

1. Re-development of the College

The Principal updated members on progress to date, and on the possibility to consider a plot of land large enough for a new campus at Gresley Road, subject to the successful acquisition of that site from the Borough Council through a public tender process. She stressed that there were no guarantees that the College would succeed in acquiring the land. Meetings had taken/were due to take place with senior representatives of the Borough Council and SEEDA to discuss the land acquisition process and the potential to incorporate an embryonic Basingstoke Learning Campus within the Gresley Road site. It was noted that a decision on the sale of Gresley Road should be known by the end of June 2007.

2. Castle Field Playing Field Site

The Principal outlined a written proposal received from the Basingstoke Sports & Social Club to develop the Castle Field site as part of the Olympic Bid team facilities. It was noted that the written proposal was more onerous on the College than the initial verbal plans. The Principal advised that SMT's recommendation was that, currently, there should be no substantive, long term commitment agreed for the Castle Field site as this could jeopardise any potential opportunities to sell the land as a development proposition or maximise its use in future negotiations with the Borough Council.

3. Draft Education Case for the Property Strategy

The Strategy & Partnerships Director advised that he had been developing the Education Case in line with the requirements prescribed by the LSC. He advised that the Education Case emphasised the regional role of the College, highlighted the specialisms of the College, the different role the College had to QMC, and the partnerships with HE providers. He also stressed the future increase in major housing developments in the Basingstoke area, and the potential opportunities to the College these would bring. In addition, he outlined the various positive outcomes that other colleges had received following major re-building programmes, eg increased enrolments and income opportunities.

29. (cont)

The Principal advised that there was a productive dialogue continuing with QMC. Regular meetings to discuss a range of issues had been scheduled, and in addition there was to be a meeting with the LSC to discuss, and gain support for, both colleges' growth plans.

It was RESOLVED that:

1. **Subject to further clarification from Hornagold & Hills regarding their residential property valuation experience, London Clancy be appointed as Land Agents, at a ceiling cost of £2k plus VAT.**
2. **Scott Wilson be appointed as Planning Consultant, at a ceiling cost of £1,750 plus VAT. [POST MEETING NOTE: Following discovery of an error in their presentation material, Hornagold & Hills have advised that **Bell Cornwell** should have been recommended as Planning Consultant, on the same contractual terms]**
3. **The draft Education Case be noted, and work continued to progress it to completion.**
4. **A bid be prepared for Gresley Road, and that continuing work on the development of the North Site and South Site be deferred in the short-term whilst the Borough Council considers those bids received.**
5. **The College should not to proceed with the Castle Field proposal from the Basingstoke Sports & Social Club.**

(Proposed by Mr Cardiff, seconded by Mr Wilding)

It was NOTED that:

1. **Traffic/transport consultants had already been appointed, but as the work had not yet been triggered (site dependent), Hornagold & Hills had confirmed that their original quotation was still valid.**
2. **Work was continuing on the draft Education Case.**
3. **The Corporation would need to hold an additional meeting in February 2007 in order to consider and agree a bid for Gresley Road.**

ACTION: SMT (bid process)/Clerk (additional meeting date)

(Mr Eyre left the meeting)

30. DISABILITY EQUALITY SCHEME (DES)

A written report was received and considered. The Principal advised that the College was required to produce a DES by the DfES, and that the College already had in place a number of disability policies and procedures. Members stressed the need to ensure that all systems in place were robust.

It was RESOLVED that the Disability Equality Scheme be agreed and signed by the Chairman and Principal on behalf of the Corporation.

(Proposed by Mr Cardiff, seconded by Mr Jones)

31. CORPORATION MEMBERS SELF ASSESSMENT REPORT 2005/06

A written report was received and considered. The Clerk advised that there were no further issues to raise that had not already been identified at the previous meeting. Members noted that the only 'areas of concern' related to:

- (i). the balance, skills and expertise (Q:4.4), mix of gender, age, range and ethnicity (Q4:5) and reflection of the community served (Q4:6) of the Corporation,

and

- (ii) the provision of advice and guidance by the (previous) Clerk.

With regards to (i) above, it was noted that during the past year, several new Members had been appointed from a range of backgrounds, and that this had also reduced the age profile of Members. Members stressed that whilst they noted the responses made, it was more important to ensure that those persons appointed were of the right calibre and committed to the role as a member of the Corporation.

It was noted that, with regards to (ii) above, a new Clerk had been appointed and any improvements would be seen in the Self Assessment for 2006/07.

It was RESOLVED to refer the report to the Search Committee in order that it can consider the issues raised when reviewing further appointments to the Corporation.

ACTION: Search Cttee

32. STUDENT ACHIEVEMENTS 2005/06

A written report was received and noted. The Corporation requested that a letter of congratulations be sent to the student and tutors concerned, signed by the Chairman.

ACTION: Chairman/Principal

33. KEY PERFORMANCE INDICATORS

A written report was received. The Director of Finance & Information Services took Members through the report. He advised that 16 – 18 success rate targets for 2006/07 had now been added to the monthly report, and that these showed a modest improvement against the previous year. The report was noted.

34. 'THE BCOT WAY' – CULTURE CHANGE PROGRAMME

The Principal gave a verbal update on progress of 'The BCOT Way' programme. She stressed the prime aim of the programme was to support the College's aspirations to achieve excellence. The report was noted.

35. ADULT EDUCATION POLICY COMMITTEE

The Minutes of the meeting held on 9 November 2006 were received and noted.

36. STUDENT AFFAIRS COMMITTEE

The Minutes of the meeting held on 22 November 2006 were received and noted.

37. PLANNED BUSINESS 2006/07

A written report outlining the planned business of the Corporation for 2006/07 was received and noted. The Clerk advised that issues relating to the property strategy would require additional meetings of the Corporation during the year concerned.

38. ANY OTHER BUSINESS

1. Chairmanship of the Corporation

Mr Cardiff advised Members that he would not be standing for re-election as Chairman for the next year, and that he would be contacting members to seek any expressions of interest from Members who would like to be considered for election as Chairman.

39. DATES OF FUTURE MEETINGS

Corporation Dinner	Thursday 1 February 2007
Scheduled Meeting	Monday 26 March 2007, commencing at 5.00pm
Scheduled Meeting	Monday 9 July 2007, commencing at 5.00pm

40. EXCLUSION OF MEMBERS AND/OR NON MEMBERS

No Members or Non Members were excluded from the meeting.

41. CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING

The Part 2 Confidential Minutes of the meeting held on 9 October 2006 were confirmed and signed as a correct record.

42. MATTERS ARISING

There were no Matters Arising discussed.
