

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION MEETING

Minutes of a Meeting held on Monday 26 March 2007 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	
	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	
	i Mr Liam Jones	Student Member	
	* Mr Lynden Jones	Community Member	
	i Mrs M Orsborn	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		
	i From Minute 49		
Quorum:	8 Members required	12 present at start	Meeting quorate
In Attendance:	Mr S Burrell	Clerk to the Corporation	
	Ms B Flanagan	Asst Principal – Bus & Comms (APBC)	
	Mr A Gwyer	Strategy & Partnerships Director (SPD)	
	Mr T Harding	Asst Principal – Teaching & Learning (APTL)	
	Mr D Moir	Director of Finance & Information Services (DFIS)	
	Mr P Phillips	Deputy Principal	

CURRICULUM VISITS BY MEMBERS

Those Members that had undertaken curriculum visits prior to the meeting gave brief updates on their findings, as follows:

Gifford Batstone	Learning Development
Charles Cardiff	Health, Care & Early Years
Lyndon Jones	Hair, Holistic & Beauty Therapies
Mike Rushworth	Art, Design & Media
Phil Wilding	Computing
Ron Young	Hair, Holistic & Beauty Therapies

PART 1 – NON CONFIDENTIAL MINUTES

46. APOLOGIES FOR ABSENCE

Mr N Clarke, Mr D Eyre, Mrs L George, Prof C Turner.

47. DECLARATION OF INTERESTS

The Staff Members, the Principal, and the Officers declared an Interest arising from Item 10.2 (General Pay Award 2006/07) of the Agenda.

48. MEMBERSHIP OF THE CORPORATION

1. Student Members

i. Aleksandra Dzankic

The Clerk advised that Aleksandra Dzankic had been de-selected as the President of the Student Union, and was, therefore, no longer eligible as a Member of the Corporation.

It was RESOLVED that Aleksandra Dzankic be removed from Membership of the Corporation.

ii. Rob Holmes-Mitchell (Student Member)

It was noted that Rob Holmes-Mitchell had been appointed as the President of the Student Union (previously he was the Vice President).

iii. Liam Jones

Liam Jones had been appointed as the Vice President of the Student Union to replace Rob Holmes-Mitchell, and was the Student Union's nomination as the second Student Member.

It was RESOLVED that Liam Jones be appointed as a Student Member for a one year term of office ending 31 March 2008.
(Proposed by Mr Cardiff, seconded by Mr Wilding)

2. Staff Member (Support Staff)

i. Julie Poynter

It was noted that Julie Poynter had resigned as a member of staff of the College, and was, therefore, no longer a Staff Member on the Corporation.

ii. Mary Orsborn

The Clerk reported that he had received one formal nomination for membership of the Corporation from Mary Orsborn, to replace Julie Poynter.

It was RESOLVED that Mary Orsborn be appointed as a Staff Member (Support Staff) for a four year term of office ending on 31 March 2011.
(Proposed by Mr Cardiff, seconded by Mr Wilding)

(Liam Jones and Mary Orsborn joined the meeting)

The Chairman welcomed Liam Jones and Mary Orsborn to the Corporation.

49. NOTIFICATION OF ANY OTHER BUSINESS

The Principal notified one item of Any Other Business – Student Achievements.

50. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 18 December 2006 were confirmed and signed as a correct record.

51. MATTERS ARISING

1. Property Strategy (Minute 29.3)

Members noted and agreed the post meeting correction to the appointment of Planning Consultant, as set out in Recommendation 2 of Minute 29.3.

52. COMMITTEES OF THE CORPORATION

1. AUDIT COMMITTEE

The Minutes of the meeting held on 28 February 2007 were received and noted. Prof Gifford highlighted that the Audit Ctte was pleased to note that the number of outstanding recommendations was reducing, but had expressed its concern at the added pressure on staff following a period of sickness of a key member of the Finance Dept during the summer 2006.

2. FINANCE & RESOURCES COMMITTEE

The Minutes of the meeting held on 14 February 2007 were received and noted.

i. Architect's Fees (Minute 27.3)

The Chairman of the Ctte advised that the costs were not additional costs as the works would have been required to be undertaken in due course. A letter had been sent to Hornagold & Hills seeking a contribution to the fees, but they (H&H) had not been receptive to that proposal.

3. QUALITY COMMITTEE

The Draft Minutes of the meeting held on 21 March 2007 were tabled for information. One recommendation arising from the Minutes would be considered at the next meeting of the Corporation. **ACTION: Clerk**

4. SEARCH COMMITTEE

The Minutes of the meeting held on 7 February 2007 were received and noted.

i. Membership of the Corporation (Minute 17)

The Chairman of the Corporation advised that the Ctte had identified two potential individuals whose skills and experiences would be ideal as future Members of the Corporation.

53. STRATEGIC PLANNING

A written report was received and considered. The DFIS advised that the 'high level' outline of the Plan had been formulated and agreed by the Strategic Planning Working Group of Governors. The plan was now being 'fleshed out' with supporting data and detail. He took Members through the report and also highlighted two supporting reports "The College Vision – Success through Learning" and "BCOT Draft Strategic Map 2007/08 to 2011/12". He stressed that 'The College Vision' outlined how the College would 'look' in five years time, and that targets would be set to achieve these aims.

The DFIS also advised that there had been a number of consultative sessions with middle managers, and their input incorporated in the next phase of the process. He further advised that feedback from staff was generally positive to the proposed developments.

It was RESOLVED that progress to date be noted, and that 'The College Vision – Success through Learning' and 'BCOT Draft Strategic Map 2007/08 to 2011/12' be agreed in principle. (Proposed by Mr Rushworth, seconded by Mr Batho)

54. PROPERTY STRATEGY

A written report was received and considered. The Principal took Members through the report and updated them on progress. She advised that the College's Education Case had been accepted by the LSC. In addition, she advised Members of the considerable amount of work required to be undertaken in order to progress a bid for Gresley Road in time for the Corporation meeting scheduled for 18 April 2007. Drivers Jonas, having replaced Hornagold & Hills as the College's Property Advisers, had made an excellent start. It was also noted that SEEDA and B&DBC were currently 'leading' on the development of a 'learning campus' and that a meeting had been called for 29 March 2007 in conjunction with a local company to discuss the future of that organisation's Basingstoke site.

The Chairman stressed the need to ensure that all options were considered fully, especially in the light of the timescales involved in the bid process for Gresley Road, and the 'time window' for LSC capital funding. The Principal confirmed that Drivers Jonas were fully briefed to review all available options, and were well placed to undertake the work required in the short time-scale available.

It was RESOLVED that the appointment of Drivers Jonas, as the replacement Property Adviser, be noted.

55. FINANCE MATTERS

1. Management Accounts 2006/07 and KPIs

Members noted the Period 6 (January 2007) Management Accounts which had been previously circulated, and were advised that the Period 7 (February 2007) Management Accounts were due to be published shortly. **ACTION: DFIS**

2. General Pay Award 2006/07

A written report was received and considered. The DFIS advised that the AOC recommendation for 2006/07 had proposed a two-phase pay award, the second being a 1% cost of living increase from 1 February 2007.

It was RESOLVED that a 1% general pay award be made to all employees (including designated senior post holders) with effect from 1 February 2007. ACTION: Clerk
(Proposed by Mr Wilding, seconded by Mr Howe)

3. LSC Demand-led Funding Consultation

A written report was received and considered. The DFIS also gave Members a presentation based on the recently issued LSC consultation paper "Delivering World-Class Skills in a Demand-led System". He highlighted that the proposed changes would be implemented from 2008/09, and would have a significant impact on the College. He stressed that the College needed to be ready to meet the challenges set out by the LSC, which were based on:

- Demand driven, not supply driven – the customer would have more power to choose and funding would follow demand;
- Leitch: by 2010 all funding for adult vocational skills (except PCDL) would be through Train to Gain and learner accounts;
- LSC's role would be to create the right market environment;
- Competition would be supported;
- Providers that could demonstrate quality would be able to expand;
- New entrants to the market would be encouraged;
- Unwarranted barriers to entry would be removed;
- Suppliers of unwanted or lower quality provision would not be protected from the resulting loss of income;
- Employers would be able to choose which providers they want to use – freed from any constraints concerning geography or type of provider;
- Sector Skills Councils would speak authoritatively on behalf of employers;
- SSCs would have a significant influence on the content of vocational qualifications;
- The range and number of qualifications that were fundable would be much reduced;

- A qualifications and credit framework would be developed with qualifications built up from units and underpinned by credit accumulation and transfer;
- Foundation Learning Tier – coherent framework of qualifications for young people and adults below level 2. Progression pathways leading to level 2 was the key to this.

The DFIS also stressed that any growth funding would be based on 14-19 year old students, and that the College was currently preparing a response to the consultation paper.

The report was noted.

4. Fee Policy Review 2007/08

A written report was received and considered. The DFIS advised that the revised Fee Policy had incorporated the Remission of Fees Policy into a single Fees Policy statement. He also highlighted the LSC's requirement that all adult students and employers contribute an increasing proportion towards the costs of programmes, and that the current fee requirement for 2007/08 was 37.5%, with an anticipated rise to 47.5% by 2009/10. The DFIS advised that there had been an adverse impact across the country with the number of adult students reducing considerably.

It was RESOLVED that the Fee Policy 2007/08 be agreed.

(Proposed by Mr Batstone, seconded by Mr Wilding)

5. Queen Mary's Foundation Annual Report 2006/07

A written report was received and noted. The Deputy Principal updated members on the number of students that had received grants through the Queen Mary's Foundation.

56. REVISED LSC FINANCIAL MEMORANDUM

A written report was received and considered. The Clerk advised that the LSC had revised the Financial Memorandum following consultation within the Sector. He highlighted a requirement for the Corporation to ensure that there were specific procedures in place that it (the Corporation) would expect the Clerk to follow if he (the Clerk) believed the Corporation or any of its Members were seeking to act beyond their powers. A proposed process was considered.

Members noted that the Finance & Resources Cttee had expressed its concern at the wording of the proposal to authorise the Clerk to obtain initial legal advice on such matters without the agreement of College Management or the Corporation. It had proposed that this section be amended to read "... to obtain further advice on such issues with the agreement of the Corporation."

It was RESOLVED that:

1. The conditions of funding set out in the revised Financial Memorandum Part 1, be noted,

2. The procedure set out in Paragraph 3 (as amended) of the report be agreed.

(Proposed by Mr Cardiff, seconded by Mr Young)

57. APPOINTMENT OF CHAIRMAN FROM 1 AUGUST 2007

(In line with Standing Orders, the Clerk took the Chair for this item)

Mr Cardiff advised that he did not wish to seek re-election as Chairman at the end of the current academic year.

The Clerk called for nominations. One nomination was received.

It was unanimously RESOLVED that Mr Phil Wilding be elected Chairman of the Corporation for a one year term of office commencing 1 August 2007.

(Proposed by Mr Cardiff, seconded by Mrs Woolgrove)

Mr Wilding thanked Members for their vote of confidence, and paid tribute to Mr Cardiff for all the work he had done for the College and Corporation during his period of office as Chairman.

(Mr Cardiff resumed the Chair)

58. CURRICULUM REVIEW

A written report was received and considered. The Principal outlined the College's aspirations to excellence and stressed that the review gave College Managers the 'tools' to achieve that goal. She advised that there had been a wide-ranging consultation process with staff, and that their general responses had been very positive. The review would not lead to any job losses but a net investment of over £100K in the curriculum management structure. The report was noted.

59. MINUTES OF OTHER COMMITTEES

1. Adult Education Policy Committee

The unconfirmed Minutes of the meeting held on 15 March 2007 were received and noted.

2. Student Affairs Committee

The unconfirmed Minutes of the meeting held on 5 March 2007 were received and noted.

It was RESOLVED that Mary Orsborn (Staff Member) be appointed to Chair the Student Affairs Ctte, to replace Julie Poynter (previous Staff Member on the Ctte).

60. THE "BCOT" WAY – CULTURE CHANGE PROGRAMME

A written report was received and considered. The APBC updated Members on progress and advised that a process to develop the BCOT Way Programme had been developed and issued to middle managers for discussion. Work to achieve the planned changes was progressing well.

61. ANY OTHER BUSINESS

1. Student Achievement

The Principal tabled a briefing note on the success of Andrew McCluskey, an adult part time student on a 12 week NEBOSH Construction course, who had achieved a distinction and been chosen by NEBOSH as their candidate of the year.

It was RESOLVED that the Chairman send Andrew a letter of congratulations on behalf of the College.

62. DATE OF FUTURE MEETINGS

Wednesday 18 April 2007, commencing at 5.00pm
Wednesday 6 June 2007, commencing at 5.00pm
Monday 9 July 2007, commencing at 5.00pm
A Schedule of Meetings for 2007/08 was received and agreed.

PART 2 – CONFIDENTIAL MINUTES

63. CONFIDENTIAL BUSINESS

There were no items of confidential business discussed.
