

***Minutes of the Corporation meeting held in the Boardroom at the Derby Road site on Thursday 14 July 2011 at 5.00 pm***

**BOARD MEMBERS PRESENT:**  
 Kate Allsop (Acting Chair)  
 Howard Baggaley  
 Tim Clarke  
 Diana Gilhespy  
 John Holford  
 Asha Khemka (Principal and Chief Executive)  
 Philip Lancashire  
 Mike McNamara  
 David Overton  
 Brian Stopford (until 6.00 pm)  
 Terry Dean (from 5.20 pm)

**ALSO IN ATTENDANCE:**  
 Maxine Bagshaw, Clerk to the Corporation  
 Andrew Martin, Deputy Principal/Director of Finance  
 Tom Stevens, Executive Director: Capital Projects & Estates  
 Patricia Harman, Deputy Principal: Teaching & Learning  
 Tracey Thompson, Director: HR

	<b>ACTION by whom</b>	<b>DATE by when</b>
<p><b>11.67 <u>APPOINTMENT OF THE MEETING CHAIR</u></b></p> <p>In the absence of Jean Hardy and Nevil Croston, Kate Allsop was appointed as the Chair for this meeting.</p>		
<p><b>11.68 <u>DECLARATION OF INTEREST ON ANY ITEMS ON THE AGENDA</u></b></p> <p>The Acting Chair reminded those present to declare at the start of the meeting any interests to be held in any matters to be declared. No matters, other than the standing matters, were declared. The meeting was confirmed to be quorate.</p>	Chair	14 July 2011
<p><b>11.69 <u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received from Nigel Cooper-Fowkes, Nevil Croston, Jean Hardy, India Murcott, Nigel Quinton and James Stafford. Chris Winterton was absent without apologies from this meeting.</p> <p>It was noted that this was the last meeting that Nigel Quinton had been expected to attend. Members asked that thanks for his valuable contribution as a Governor be passed on.</p>	Clerk	July 2011

Signed : \_\_\_\_\_Chair

Date:

		<b>ACTION by whom</b>	<b>DATE by when</b>
<b>11.70</b>	<b><u>MINUTES OF THE MEETING HELD ON 19 MAY 2011</u></b>		
	AGREED: to approve the minutes of the meeting held on 19 May 2011 as a correct record, these were signed by the Chair.	Chair	14 July 2011
<b>11.71</b>	<b><u>ACTIONS OUTSTANDING &amp; MATTERS ARISING FROM THE MINUTES</u></b>		
	There were no matters arising from the minutes. In relation to the monthly progress report, it was noted that at item 11 - the HE Strategy, that it was not yet available for presentation to the Board. It was confirmed that, given the changing environment of HE, considerable work had to be undertaken to review the strategy, and that the new strategy would be presented to the Standards Committee at its next meeting in October 2011.	Deputy Principal	October 2011
<b>11.72</b>	<b><u>OUTCOMES FROM THE BUSINESS STRATEGY RESIDENTIAL</u></b>		
	The Principal presented a review of the Business Strategy Residential and decision points made. Key items brought to Governors` attention were:		
	1) Business Development <ul style="list-style-type: none"> <li>• Creation of a single business unit</li> <li>• Potential acquisition for growth</li> <li>• Performance related pay to partners</li> <li>• Localism should be our priority, but would consider expansion into other areas</li> </ul>		
	2) BKSB Strategic Options <ul style="list-style-type: none"> <li>• Develop 3-5 year strategy</li> <li>• Secure BKSB Company name</li> <li>• Consider acquisitions but do not pursue actively</li> <li>• Review in-house development for commercial exploration</li> <li>• Develop broader commercial markets</li> <li>• Develop additional customer access and payment methods, eg, business to customer</li> <li>• Develop awarding body relationship</li> <li>• Aggressive expansion of international markets</li> </ul>		
	3) Teaching & Learning <ul style="list-style-type: none"> <li>• Bursaries should be targeted at most vulnerable</li> <li>• No weekly payments to students</li> <li>• Use money to purchase materials, trips, kit, etc</li> <li>• Introduce food vouchers – this does have some issues though, eg stigma</li> </ul>		

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	<b>ACTION by whom</b>	<b>DATE by when</b>
<p>4) Property Strategy</p> <ul style="list-style-type: none"> <li>Phase 3 Derby Road: a) relocate business curriculum and support services from Chesterfield Road, b) dispose of Chesterfield Road, c) relocation and remodelling of Catering, d) remodelling of LRC and HE Centre</li> <li>Create a single Engineering Centre of Excellence</li> <li>Detailed feasibility and costings to be completed</li> <li>Progress report including financial information at every Board meeting</li> </ul>	ED: CP&E	Standing Item
<p>5) Business Support Services</p> <ul style="list-style-type: none"> <li>Leadership team within Heads of Service</li> <li>Focus on the College as a customer</li> <li>Targeted and specific service agreements</li> <li>Expand support services to external customers</li> <li>Do not structurally separate support teams or their Terms and Conditions at this time</li> </ul>		
<p>6) Governance</p> <ul style="list-style-type: none"> <li>Business as usual, a) cycle of meetings, b) composition, c) committee structure</li> <li>E-Governance paperless meetings in 2011/2012</li> <li>Self-assessment and skills audit to be circulated</li> <li>Governor links progress post restructure</li> </ul>		
<p>7) Summary</p> <ul style="list-style-type: none"> <li>Challenges and opportunities</li> <li>Maintain and build on our strengths</li> <li>Diversify our income stream</li> <li>Manage risk to grow business</li> <li>Executive Team priorities 2011/12: a) motivate, enthuse and energise staff, b) a successful property strategy, c) develop leaders at all levels</li> </ul>		

AGREED: to note the content of the Business Strategy Residential presentation.

### 11.73 **PRINCIPAL`S REPORT**

The Principal introduced her detailed report and drew members` attention to the following:

- HE White Paper – the Government launched its highly anticipated Higher Education white paper on Tuesday 28 June, ‘Students at the Heart of the System’. Key highlights for the further education sector are the general opening of the market and encouragement for colleges to grow and develop their HE provision with 20,000 places to be made available for bidding opportunities for courses priced below £7500. It is

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believed the HEIs who charge more than £6k per course will have a cap on numbers allocated. The Principal confirmed that the College will not charge £6k and therefore this gives rise to opportunities. The College is also exploring how it can move forward with some Russell Group universities. The challenge for the College is to educate students regarding the impact of loans and the need for them to invest in their own future.

(Terry Dean joined the meeting at 5.20 pm)

- OFSTED new Common Inspection Framework – given the previous outstanding OFSTED grading it is not expected that the College will be subject to an inspection. One variable however is the fact that the College may be seen to be on ‘risk’ because of its significant expansion and the significant change in provision, ie, the move to apprenticeships from Train to Gain. The Principal confirmed that the College was undertaking inspection preparation work but, at this stage, it was not envisaged that an inspection was imminent. It was noted that, in relation to inspections, school sixth forms are not to be graded separately and this is a concern for the FE sector generally. In terms of the continuing different treatment between sixth forms and FE colleges, there is sector concern regarding publication issues and the ability for students and parents to have clear choice. It was confirmed that there are still issues to resolve regarding how to accurately compare and measure success rates.
- Local college developments – Friday 1 July 2011 saw the official merger of South Nottingham College and Castle College.
- Brand update – members were reminded that the new brand for the College is due to be phased in starting Summer 2011. The new Vision West Notts branding will be used from 25 July on all publications, recruitment materials and the College website.
- Job evaluation update – members were advised that the project continues to run to schedule, albeit that a final report has not been capable of preparation for this meeting. A final moderation panel meeting is scheduled to take place in mid July. A full report will be provided to Governors in the autumn term.
- Academy update – the Principal and Deputy Principal have met with representatives from the Sutton Centre. Given the difficulties and the change of direction expressed by the Sutton Centre, the College has agreed to formally withdraw as lead sponsor for the academy proposal.

HR  
Director

Sept/Oct  
2011

AGREED: to note the content of the report provided.

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**11.74 PROPERTY STRATEGY UPDATE**

The Executive Director: Capital Projects & Estates introduced this item and drew members` attention to the following:

**Phase 1**

- A marketing sub group considered the introduction of a new logo to complement the brand for Vision West Notts and assist in the provision of the facility. From a number of options, CREATE Vision West Notts has been selected. Members` attention was drawn to page 18, which illustrates how the logo could potentially be used.
- Expenditure - additional insulation to the roof (at an estimated cost of around £50k plus VAT) is required to meet building regulations.
- External re-cladding of the building has commenced and paving for the walkway and entrance has arrived. Theatre performance floor and theatre seating are anticipated for completion in the week commencing 11 July. Benching is to be installed towards the end of July, soft furnishings are scheduled for arrival in early August.

Members all indicated that they would wish to have a tour of the facility. It was agreed that the Executive Director: Capital Projects & Estates would arrange an opportunity for Governors to tour the facility prior to the September opening date.

ED:CP&E

Jul/Aug  
2011

**Sports Hall and Car Parking**

The Executive Director: Capital Projects & Estates confirmed that a planning application for the sports hall and car parks was submitted on Friday 3 June 2011. Provisional confirmation was received from Mansfield District Council that the application will be determined by 8 August 2011.

Members were advised that long discussions took place at the Finance & Estates Committee meeting held on 6 July 2011 and members` attention was drawn to the detail of those minutes. He explained that a number of issues had arisen, these are, a) increased potential costs of the sports hall, and b) general performance of cost consultants.

He confirmed that, as detailed in the minutes of the Finance & Estates Committee meeting held on 6 July, the recommendations made to the Board are for the following:

1. Proceed with the tender based upon a six court and not a four court option. This is on the basis that a four court facility would not meet the additional space requirements. The six court planning application is underway and a withdrawal at this time would impact on the timetable of the whole project. The intention is to test the market and see whether the initial

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increase in costs is felt to be appropriate by all tender contractors.

2. The Principal and the Executive Director: Capital Projects & Estates are to meet with the cost consultants regarding the advice received. Timing in this matter is sensitive. He confirmed that the Principal and himself had met with Turner and Townsend and received a sound rationale for the cost difference seen and, on this basis, it was the recommendation to continue with the current consultants.
3. The construction tender list was agreed by the Committee and was in line with previous contract tender lists.

It was also noted that an additional meeting of the Finance & Estates Committee would take place on the 13 September 2011 at 4.00 pm, so that a strategic overview of the tenders could take place and a recommendation made to the full Board regarding the most appropriate way forward at its meeting on 15 September 2011.

Members of the Board reviewed the recommendations made by the Finance & Estates Committee and were happy to support the recommended way forward.

#### **New Build**

- The Executive Director: Capital Projects & Estates confirmed that further meetings have been held with Curriculum Heads to confirm the layout and design from which a RIBA stage C design report is being prepared.
- Specialist consultants have been selected for the development of detailed designs for the new No 19 and health spa. Work is underway with the aim of completing the detailed design by late July/early August 2011.
- Cost consultants have completed the budgetary exercise on the new build design and estimated RIBA stage C design to date is within budget at £9,947,691.

Members` attention was drawn to the Finance & Estates Committee recommendations that the College continue to use Turner and Townsend as cost consultants in this area. The recommendation is also that Taylor Young do a feasibility study regarding the six storey tower costs and cladding, this is to give continuity of design and maximise the efficiencies of the work already done by Turner and Townsend.

Governors present discussed the benefits and potential impact of continuing and discontinuing to work with Turner and Townsend and, on balance, felt that it was appropriate to accept the Finance & Estates Committee recommendations to continue to use Turner and Townsend as cost consultants for the sports hall and new build elements of the project.

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The Executive Director: Capital Projects & Estates confirmed that the meeting with Turner and Townsend had been a very probing one, and that they had given a genuine explanation of the cost variances seen. He accepted that part of the cost variance was as a consequence of a misunderstanding between the college and Turner and Townsend in the costing assumptions of certain design changes. He confirmed that once the misunderstandings had been resolved, it was estimated that the financial difference would be in the order of £300k - £350k.

Members questioned how confident the College team now is in relation to the £9.9million forecast. The Executive Director: Capital Projects & Estates expressed confidence and acknowledged that the costings are high based upon the design given, and that if design changes are made, then this will have an impact on the financial forecast. Members all agreed that it was imperative that the College Management Team try to keep the component parts of the project on budget, albeit that there was an opportunity to make variances within the overall planned budget.

Members questioned what the Board and Management can do to practically seek assurances and clarity on this issue. The Executive Director: Capital Projects & Estates confirmed that he felt that the Management Team had learned lessons and that the real issue that had caused the misunderstanding was that the design change regarding the size of the support area in the sports facilities had been accepted/implemented with no clear understanding of the cost impact. The College Team had been working on an earlier assumption of a modest increase on the sports hall cost, per metre squared, unfortunately this modest increase in cost did not apply to support areas, which is where the significance variance arises. He confirmed that both the College and Turner and Townsend have accepted a clear need for more meetings to avoid any future misunderstandings or incorrect assumptions, and that this is now being implemented.

Members all agreed that the cost variances seen were concerning but could understand, on this specific occasion, where the errors may lie. All were concerned to see that the project does not escalate and that if this component part exceeds budget, there will need to be a clear explanation as to how other component part costs will be reduced to offset the impact.

AGREED: to note the contents of the report.

**11.75 FINANCE REPORT MAY 2011**

The Director of Finance introduced his report and drew the following to members` attention:

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- The financial performance of the College and the College Group up to the end of May 2011 continues to be strong, with reported operating profits exceeding forecast. This result is being achieved on lower than expected levels of activity with costs for pay and non-pay items under spending against the forecast position.
- Total turnover for the Group has now reached £37.07million for the ten months to the end of May 2011, which is some £518k below the forecast levels. Whilst there are a number of small variances within the programmes, by far the biggest contributor to this position is the under performance against forecast of the 16-18 apprenticeship programme.
- Operating profits for the Group up to the end of May 2011 stand at £1.928 million, some £328k better than anticipated, with all companies within the Group performing on or better than forecast.
- At College level, an operating profit of £1.109million is £278k ahead of forecast caused by an under-spend across pay and non-pay headings more than offsetting a £518k under performance within income.
- College income for 16-18 apprenticeships is £5.74million for the year to date, and is now unlikely to reach the full year forecast of £8.5million and, on current performance, will deliver somewhere between £7million and £8million. Whilst this results in a lost margin of around £300k, an improved performance within adult apprenticeships of around £500k and under spending within pay categories is still likely to ensure that the College result will be better than anticipated.
- College pay costs of £20.197million continue to under spend against forecast with a reported favourable variance for the year to date of £243k. An under-spend in teaching costs are marginally offset by a smaller over-spend in the use of sessional teaching resources, with an under-spend being reported in both administration and other support paid budgets. At the mid year forecast, there was no vacancy saving factor included within the costs for the second half of the year which, when coupled with the College`s challenge in vacancy replacement, has managed to continue to the current favourable position.
- A reported under-spend in College non pay costs relates almost entirely to lower than forecast partner costs associated with the under-performance of 16-18 apprenticeships.
- Subsidiary company trading performance for the year to date continues to be strong with Skilldrive and Safety Plus exceeding operating profit forecast of £680k and £154k respectively. Vision Apprentices performance is slowly improving in line with expectations for the end of May.
- The College balance sheet and solvency continue to be very strong with assets increasing to £22.98million and net current assets of £1.481million. Cash balances have increased to £8.87million as at 31 May 2011 for the College Group with

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increased profile payments for funding bodies and the strong operating position supporting the strong levels of liquidity.

- Capital expenditure of the phase 1 programme has now increased to £1.8million although, as of the month end, £600k of this amount has not been defrayed.

Members all agreed that this was a strong performance in what is quite challenging times.

The Director of Finance then went on to circulate an additional paper in relation to the College Student Transport Service Tender. He indicated that, because of the value of the contract, it takes it above the OJEU limits and therefore needs Board approval to contract.

By way of summary, members were advised of the following:

- The College currently provides free student transport to all of its learners across nine routes through the communities of Mansfield and Ashfield. The College bus service is currently provided by Redfern Travel and has been for a number of years.
- A tender was issued on 8 April 2011 for interested operators to bid for an expanded student bus service, including two new routes. One providing a wider shuttle route through Ashfield and Mansfield and one to provide a service from Bolsover through the outer villages and into Mansfield. The tender includes a four year contract period with the option to extend for a further year.
- The College currently spends £384k annually on the provision of this service and has budgeted for an annual cost of £525k from 2011/12, reflecting the likely increase in operating prices and expansion of the service in order to mitigate some of the likely impact following the EMA changes.
- The tender process follows a public service contract regulation and is fully compliant with OJEU tender requirements due to the value of the award.
- The tender was issued including qualitative and quantitative sections, evaluated in the ratio of 60% to 40%. The tender included individual lots and a composite pricing option for a single award.
- The College shortlisted three providers and has concluded site visits for each proponent.

Members` attention was drawn to the table of information, which provides price variances between each tender on a single award option and a composite option based on price competitiveness. It was acknowledged that there were considerable savings to be made if a composite option was pursued with the College in effect 'cherry picking' the best company for each part of the bus service provided. Members were advised that, if the composite option is

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pursued, this would give the College flexibility and there would also be the opportunity to appoint someone to performance-manage the service. In terms of the significant composite variations, members were advised that the bus depot location for each provider has impacted upon the price for each element. In terms of the contract to be awarded, the Director of Finance confirmed that it provides a six month notice period for either party and that an inflation element is built into the contract of 5% or CPI whichever is the lower.

The Principal confirmed that she has, for a number of years now, been frustrated with the bus service provided and that this has been an element of complaint by students for a long time. She indicated that the College spends a considerable amount of money on providing this service and that it really needs to be improved, which is why there is the recommendation to appoint a Performance Manager to ensure that the College is getting the performance it expects and value for money.

Members reviewed the composite option table based on price competitiveness and were happy to:

AGREE: the proposal to make contractual offers to each of the three bus company operators as set out in the table, committing £461,488 for the 2011/12 financial year.

**11.76 2010/11 END OF YEAR FINANCIAL PROJECTION**

The Director of Finance introduced this item and confirmed that the detail had been presented to the Finance & Estates Committee at its meeting on 6 July. He drew members` attention to the expected increase in operating surplus and that the total operating surplus for the College Group (before FRS17 charges) is expected to be £1.568million and should be compared to the mid year forecast of £1.478million. This result is stated after the inclusion of a £390k provision for restructuring to deliver the current proposals which are out to consultation. He asked members to particularly note the swing between pay and non-pay costs, which reflects the changes in relation to partner delivery.

AGREED: to note the content of the report.

**11.77 DRAFT BUDGET FOR 2011/12 & FINANCIAL FORECAST 2011/12 – 2019/20**

The Director of Finance introduced this report and again confirmed that the full detail had been presented to the Finance & Estates Committee. He confirmed that, for the next academic year, there is an expectation that there will be an increased operating surplus. Members` attention was particularly drawn to

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paragraph 17 on page 24 where, in relation to College pay costs. He reminded them that negotiations around pay settlements are concluded in the sector usually at some point leading up to Christmas. Members were reminded that the AoC conducts joint negotiations with the Trade Unions which, although collective, are not binding on any member college. Decisions on the outcome for pay review continue to be a matter for the Board. It was noted that, at the time of setting the budget, an assumption of a 0% pay change has been included with respect of cost of living. During general discussion he reminded the Board that there are two aspects to any changes to pay, and these are, a) incremental and b) cost of living.

Members were reminded that the AoC negotiates in the sector in relation to cost of living increases and that, whilst the College will bear any recommendations in mind, it has to be mindful of the Government's intention in the public sector to impose a pay freeze. He reiterated that the Board has the responsibility for the decision on any cost of living increases and gave an update on AoC recommendations at this stage, which he described as complex and based on bandings. He advised that the AoC's current modelling would have a 0.54% average impact on most College pay bills, but that for West Nottinghamshire College it would be 0.63% as the College has more lower paid individuals. He confirmed that the decision time for the Board would be its December 2011 meeting and that, at that time, there would be an opportunity to review College performance and the contingency budget available.

Director  
of  
Finance

Dec  
2011

Members were reminded that, at the current time, the College is undertaking job evaluation and restructuring and that now would not be an appropriate time to start pay discussions. It was agreed that this part of the College budget would be revisited in the new academic year.

Director  
of  
Finance

Nov  
2011

AGREED: to approve the Budget and Financial Forecast 2011/12 to 2019/20.

**11.78 BUSINESS PLAN FINAL DOCUMENT 2011/12**

The Principal introduced this agenda item and confirmed that the business plan had been updated following in depth discussions at the June 2011 residential.

AGREED: to approve the Business Plan 2011/12 – 2013/14.

**11.79 HEALTH & SAFETY ANNUAL REPORT**

The Executive Director: Capital Projects & Estates introduced this item and confirmed that the report summarises a strong performance for the year and reflects what has now become

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'business as usual' in terms of health and safety. All members agreed that it was encouraging to see a reduction in the number of accidents recorded. Members` attention was drawn to page 81 and the summary of key items from the document. Members were advised that the College continues to have difficulty in recruiting first-aiders at the Derby Road site and is proactively seeking to address this. For future reports, members were advised that the Health & Safety Manager has been asked to collate year on year data so that moving forward trend information will be available for analysis.

AGREED: to note the content of the Health & Safety Annual Report.

(Brian Stopford left the meeting at 6.00 pm).

**11.80 SMOKING POLICY**

The Executive Director: Capital Projects & Estates introduced this item and drew the following to members` attention:

- The policy proposed is in line with smoke free legislation that came into effect on 1 July 2007 which prohibits smoking in all enclosed workspaces and public areas within the whole of the UK. The College introduced a smoking policy that inhibited smoking on all campus sites except designated smoking areas.
- In June 2010, the College began a review of this policy in light of the growing number of complaints from staff about the impact of smoking.
- Staff and student surveys sought a response from the statement 'College should have a no smoking policy on all sites'. A total of 422 staff responded from a workforce of 895 full and part time, (excluding 211 sessional staff), this represents 47% of the work force, 59.2% voted in favour and 40.8% against. A total of 2759 learners responded to the statement, with 57% in favour and 43% against.
- Four colleges who have introduced a no smoking zone have been visited. 3 have reverted back to having designated areas. A common problem was experienced with the public and neighbours as smokers are pushed into the public highway.
- Policy actions to facilitate the changeover include an information campaign, internal management to support the process and deal positively with any difficulties encountered and a campaign of help and encouragement to assist staff and students to stop or cut down on smoking.
- The learner code of conduct has been revised to say that smoking within the College is classed as a form of misconduct. With a change of policy, this will also apply to the staff code of conduct.

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Members reviewed the proposed no smoking policy and agreed that this was a difficult issue to address and that whilst the consensus at both staff and student level is in favour of no smoking, it is going to be very important to monitor the implications of such a policy. Management agreed that the implications would be brought back to the Board for review. It was acknowledged that each action would have a reaction and that Management will need to have strategies in place to address continued smoking behaviours. The Board was able to share experiences seen at the NHS where they initially made all buildings no smoking, but have had to withdraw this because of increased pressure.

The question from the Board was can the College actually make its facility no smoking, if yes, there has to be clear demonstration of how this will be achieved and there needs to be confidence in how it can be managed. In terms of debating advantages and disadvantages, it was acknowledged that the most significant advantage is a clear educational statement, and that if the College is able to convert even a small number of smokers to non-smokers, then this has to be seen as an achievement. Members requested that Management ensure that full support is given to both staff and students in relation to cessation opportunities and that clear management plans are developed and put into operation. The Principal confirmed that the introduction of the policy would be subject to a full impact assessment and that this would be brought back to the Board in the autumn term.

Principal

Nov  
2011

AGREED: to approve the introduction of a No Smoking Policy and the College become an entirely smoke free zone from 1 August 2011.

**11.81 RISK MANAGEMENT**

**a) Annual Report for Risk Management Activity for 2010/11**

The Director of Finance introduced this item and confirmed that the detail had been reviewed by the Audit Committee who were now well versed in relation to the various registers in place at the College. He particularly drew members` attention to paragraph 4 on page 108, which details the changes to the risk environment for 2011/12. He confirmed that this had been a turbulent year in terms of the College`s risk environment. A new Government, plus reductions in public spending, coupled with fundamental changes proposed for the education sector, have meant that a number of risks have either been reprioritised or added to the register. Additions were:

- Refocus on the employer responsive provision, splitting out 16-18 apprenticeships and adult employer related learning.

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- The external environment, reflecting the risk of political and structural changes on the College`s external influences and position within the sector.
- Property strategy – following the College`s decision to pursue major investment in its estate to deliver world-class facilities for the community.
- Financial stability, linked to the twin challenges of public spending reductions and the need to generate reserves for investment in the property strategy and the servicing of commercial debt.

The register at page 110 was noted.

AGREED: to note the Annual Report on Risk Management 2010/11.

**b) Risk Management Strategy & Register 2011/12**

The Director of Finance confirmed that the Management Team were not proposing any changes to the strategy for the new academic year and that this was supported by internal audit review which has remained very positive about the register and the strategy in place.

Members` attention was drawn to page 131, which sets out and identifies the key risks. He confirmed that all were being managed in an attempt to mitigate the likely impacts.

AGREED: to approve the Risk Management Strategy & Register 2011/12.

**11.82 EMPLOYER RESPONSIVE & WORK BASED LEARNING UPDATE MAY 2011**

The Director of Finance introduced this report and confirmed that the detail had been presented to the Finance & Estates Committee meeting, held on 6 July 2011. He drew members` attention to the following:

- Page 51 – this table details the performance of the NVQ programme, which is in line with expectations.
- Page 152 – this shows the anticipated performance of work-based learning. The likely out turn will be between £7million and £8million and it is not expected that the College will achieve contract capacity of £8.5million. In terms of adult provision, this area is performing better than expected with a shortfall in 16-18 provision, but overall in line with budget expectations.
- Page 154 – members` attention was drawn to the contract variances and the recommendation from the Finance & Estates Committee to approve the variances highlighted.

Signed : \_\_\_\_\_Chair

Date:

AGREED to:

- 1) note the current performance of the employer responsive programme, including the 16-18 work based learning programme, and
- 2) approve changes to partner contract values highlighted on the annex to the Board report.

**11.83 EXCEPTION REPORT SAFEGUARDING, EQUALITY & DIVERSITY**

The Deputy Principal introduced this report and confirmed that it covers the period 1 May 2011 – 31 May 2011 and 1 June 2011 to 30 June 2011. She confirmed that during the period 1 May 2011 – 30 June 2011 there has been one incident relating to Equality and Diversity. This was reported by ESOL learners at Chesterfield Road, they reported feeling bullied and harassed by fellow learners out of class, break times and on the College bus. In response to the complaint, the learners were accompanied onto the College bus and a campus assistant was located at Chesterfield Road, particularly at break and at lunch periods. In addition the local Police Liaison Officer worked with the College as this incident was parallel with one seen in Mansfield. She confirmed that there has been ongoing support and no further incidents have been reported, and that a proactive campaign is planned for the next academic year.

In terms of safeguarding reports, she confirmed that two incidents were reported in the period 1 May 2011 to 31 May 2011, both related to complaints of bullying. There were no disclosures under the young people and vulnerable adults protection policy during the period 1 May – 31 May 2011. There were no reported incidents relating to safeguarding during the period 1 June – 30 June 2011.

Members` attention was drawn to the appendix A table that provides a trend analysis for the period 1 August 2010 - 30 June 2011.

AGREED: to note the content of the update provided.

**11.84 HE FEE PROPOSALS 2012/13 AND BEYOND**

AGREED: that the content of the discussions regarding this agenda item would be confidential.

**11.85 MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 19 MAY 2011**

The Clerk to the Corporation introduced this item and drew members` attention to the recommendation at page 2 to seek to

Signed : \_\_\_\_\_ Chair

Date:

ACTION by whom	DATE by when
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identify an individual who has a LEP connection. She confirmed that subsequent to this meeting, Diana Gilhespy has spoken to a gentleman called John Robinson who is the Chief Executive of Gedling Borough Council. The Principal confirmed that she has met with John Robinson and in light of the Search Committee's targeted recruitment decision in this area, would recommend his appointment. Tim Clarke indicated that he knows John Robinson and would also be happy to support the endorsement of his appointment. Members reviewed a copy of a news archive report from Gedling Borough Council detailing John Robinson's experience and roles with the local authority. All members were happy to support the Search Committee's recommendation.

AGREED: to appoint John Robinson as a Business Governor from 14 July 2011 – 14 July 2015.

An additional matter raised at this time was the fact that following the resignation of Steve Carroll, Governor volunteers needed to be identified to join the Health & Safety Committee and the Equality & Diversity Committee to replace him. It was agreed that the Clerk to the Corporation would liaise with Governors outside the meeting on these two positions.

Clerk

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2011

The Principal took the opportunity to inform Governors of a CBI event at Castle Donington that she would wish them to attend. She confirmed that Helen Gyles would email out full details of the event to enable Governor participation.

AGREED: to note the content of the Search Committee meeting minutes held on 19 May 2011.

**11.86 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 23 JUNE 2011**

AGREED: to note the contents of the Audit Committee meeting held on 23 June 2011.

**11.87 MINUTES OF THE FINANCE & ESTATES COMMITTEE MEETING HELD ON 6 JULY 2011**

It was acknowledged that a considerable amount of debate had taken place already in the meeting regarding matters discussed by the Finance & Estates Committee members.

AGREED: to note the content of the minutes of the Finance & Estates Committee meeting held on 6 July 2011.

**11.88 APPOINTMENT OF THE CHAIR AND VICE CHAIR 2011/12**

The Clerk to the Corporation introduced this item and confirmed that now was the 'usual time' time in the business cycle to review annual appointments for both the position of Chair and Vice Chair.

Signed : \_\_\_\_\_ Chair

Date:

All members unanimously agreed that they would wish to see Jean Hardy and Nevil Croston continue with their positions.

AGREED:

- 1) to re-appoint Jean Hardy as the Chair of the Corporation from 31 July 2011 to 31 July 2012, and
- 2) re-appoint Nevil Croston as Vice Chair of the Corporation from 31 July 2011 to 31 July 2012.

**11.89 COMMITTEE MEMBERSHIP 2011/12**

In line with discussions at the residential event, members all agreed that they would wish to see membership continue in line with the current academic year. Members` attention was drawn to the schedule at page 180 where vacancies were noted. It was agreed that authority be delegated to the Search Committee and/or the Chair of the Corporation to fill the vacancies identified.

AGREED to:

- 1) approve Committee membership for 2011/12 as presented, and,
- 2) delegate authority to the Search Committee and/or the Chair of the Corporation to fill the vacancies identified.

**11.90 COMMITTEE TERMS OF REFERENCE 2011/12**

The Clerk to the Corporation presented this item and drew members` attention to proposed changes in red. Members were happy to endorse the changes recommended.

AGREED: to approve Committee Terms of Reference for 2011/12.

**11.91 STUDENT GOVERNOR RE-APPOINTMENT**

The Clerk to the Corporation introduced this item and confirmed that James Stafford has been reappointed as the Students` Union President for the 2011/12 academic year. Upon the basis of this appointment, he is automatically afforded the opportunity to continue as a Student Governor. She indicated that the second Student Governor position will be filled by way of election at the start of the new academic year to replace India Murcott.

AGREED: to approve the reappointment of James Stafford as a Student Governor from 31 July 2011 until 31 July 2012.

**11.92 AOB**

There were no items of additional business.

Signed : \_\_\_\_\_ Chair

Date:

ACTION by whom	DATE by when
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**11.93 DATE OF NEXT MEETING**

The Clerk to the Corporation confirmed that the first meeting of the new academic year was 15 September 2011.

**11.94 CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

Staff and Student Governors left the meeting at 6.43 pm.

Meeting closed at 7.00 pm

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Signed : \_\_\_\_\_Chair

Date: