

**CANTERBURY COLLEGE**

**Minutes of the CORPORATION MEETING  
MONDAY, 2 JULY 2012  
5.30 PM AT CANTERBURY COLLEGE IN ROOM J221**

**MEMBERSHIP:** Paul Barrett, Alison Clarke, Colin Carmichael, Julie Pearce, Anne-Marie Nelson, Ian Odgers, Gary Fuller, Angela Tithecott, James Calderwood, Harry Fox, Barry Brooks, Hugo Fenwick, Penny Williams, Grahame Ward, Bob Jones, Steve Solly

**In attendance:** Sharon Hollingsworth, Clerk to the Corporation  
Adrian Cottrell – Director of Finance & Corporate Services

**MINUTES**

**1031 APOLOGIES  
NOTED**

- i. Apologies were received from Paul Barrett, Barry Brooks, Julie Pearce and Grahame Ward.

**1032 DECLARATION OF INTEREST**

- i. There was no declaration of interests received.

**1033 MINUTES OF MEETINGS**

- i. The Minutes of the Corporation meeting held on 22 March 2012 and the Special Corporation Meeting held on 13 June 2012 were agreed as an accurate record and signed by the Chair.

**1034 MATTERS ARISING**

- i. All matters arising had been taken into the agenda

**1035 GOVERNOR BRIEFING – SU PRESENTATION TO THE NUS AWARDS  
NOTED**

- i. A copy of the presentation is filed with these minutes.
- ii. The presentation was greatly received and appreciated by the Corporation Members.
- iii. Members thanked and praised the SU for the professional content of their presentation and congratulated them on their very impressive achievements.
- iv. Member noted the SU student accreditation system and course levies that provide extra equipment. Facebook, twitter, and termly newsletters are a major tool in engaging students and publicising the work of the SU.
- v. The SU has been in the top three nationally for the past five years.
- vi. Members recognised how hard it is to get at the top, but commended the SU for sustaining their position which is much harder.
- vii. Member expressed how proud they are of the SU; they are always impressed with their successes which breed further successes. The student-led staff awards are an excellent new initiative.
- viii. Members asked how the student-led awards are being judged, the SU advised that a number of factors are being taken into consideration, such as; student feedback on assignments, knowledge of staff, their ideas and how they make their lessons interesting and staff going beyond their call of duty.

**RESOLVED**

- i. The presentation was received and noted by the Corporation.

**1036 CHIEF EXECUTIVE'S REPORT (UNRESTRICTED)  
NOTED**

**FUNDING CHANGES**

- i. The DfE are due to make several announcements before the end of the summer term on 16 July 2012 which include the possible return of 'O' Levels.
- ii. The precise details of the 16-18 funding arrangements are still to be announced.

- iii. The changes are likely to have implications for the College both in terms of income and in the way we structure the curriculum.
- iv. Members received an update on student recruitment for the current academic year

#### **RESOLVED**

- i. The Funding changes were received and noted by the Corporation.

#### **OFSTED'S CONSULTATION "A GOOD EDUCATION FOR ALL" ON FE AND SKILLS**

- i. The key outcomes from the Ofsted consultation were noted as:
  - That they will only consider a provider to be outstanding for overall effectiveness, if they have outstanding teaching, learning and assessment
  - Introduce a new judgement of 'requires improvement'. This will replace the current 'satisfactory' judgement.
  - Introduce earlier re-inspection of learning and skills providers judged as 'requires improvement'
- ii. The Corporation reviewed and considered the key Ofsted consultation outcomes.
- iii. Providers who were graded 'satisfactory' at their last inspection and up to 31 August 2012 will be re-inspected, in most cases by, 31 August 2014.
- iv. The notice given to learning and skills providers is currently three weeks. From September this will be reduced and they will usually be given two working days notice.
- v. Members agreed that the College needs to aim to be outstanding everyday.

#### **RESOLVED**

- i. The Corporation noted Ofsted's consultation and the key outcomes.

#### **COLLEGE ACCOUNTS FOR NINE MONTHS TO APRIL 2012**

##### **NOTED**

- i. Members noted the surplus at 30 April 2012 is £2,041k against a budgeted surplus of £936k.
- ii. The main income variances were noted by the Corporation.
- iii. The College attained its 16-18 year old learner allocation targets but is currently below target for learner numbers on its 19+ activity.
- iv. The favourable variance in the Adult Skills Budget was noted as a timing difference.
- v. The management report to April 2012 detailed at Appendix 6 of the report was reviewed by members.
- vi. There has been an increase in the use of private training providers which has affected the figures.
- vii. The College has taken steps to increase its levels in Adult Skills activities.
- viii. Members noted that the College is making slow progress towards achieving its Adult Skills Funding allocation of 98.5%, as at 18 June the College is 95% to target.
- ix. The summary balance sheet reported at the year-end shows a strong financial position.
- x. The College has a confirmed Financial Health rating of Good as confirmed by the Skills Funding Agency
- xi. Members noted the background to the management accounts.

#### **RESOLVED**

- i. The Corporation approved the financial results of the College as at 30 April 2012.

#### **TUITON FEES – FURTHER EDUCATION**

##### **NOTED**

- i. Members noted the cost of fees remained the same as the previous year.
- ii. The College is proposing to set the overseas fees at £5,000; remaining the same as the current year.
- iii. The College is proposing that the Children Centre fees are maintained at the current level for 2012-13.
- iv. The proposed 2012-13 HE fees were noted.
- v. Members discussed HE applications; members noted HE students make a number of applications and currently the position is uncertain. The College will be in a clearer position as we get closer to the deadline.

## **RESOLVED**

### **The Corporation AGREED;**

- i. To approve the tuition fees of £1,482 based on adults on full-time courses.
- ii. To approve the Children's Centre fees.
- iii. To approve the following fees for Higher Education: Undergraduate £6,000  
Sub-degree (part-time) £3,000 and Overseas students £7,000

## **BUDGET**

- i. The proposed budget will give rise to a surplus of £1,982,000 and is derived from the financial forecast.
- ii. The College is in a stable position going forward.
- iii. The YPLA (now Education Funding Agency EFA) set a transition protection for colleges and schools such that the large reductions in funding per learner were capped on a tapering basis over three years. Members noted that the College did not receive this protection. Most schools and colleges will see their funding progressively cut over the next two years.
- iv. Members noted that the College is expecting to be funded for apprenticeships that exceed next years allocation, which is very good news.
- v. Members noted there is a time of great change for HE as it moves to a new basis of funding with its funding being based on tuition fees from students with some HEFCE funding.
- vi. Members noted an overall increase in main grant fund.
- vii. The Corporation asked what practical active marketing was taking place; the Principal advised that there is a shift in the mindset of staff; and activities including summer activity clubs for 11-15 year olds, performing art shows for school children and marketing in the town it being undertaken.
- viii. The Principal advised that the College's strategy is about the community and how we engage people; for example engaging with them in their environment, getting to the hearts and minds of individuals and inspiring them is vital.
- ix. Members noted that the numbers coming in looked good.
- x. Other income streams and Capital budgets were noted by the Corporation.
- xi. Members noted that the two additional sums of £150,000 a piece for the construction of new workshops for Brick and Motor Vehicle would need to be included in the budget.

## **RESOLVED**

### **The Corporation AGREED;**

- i. The revenue budget for the year ending 31 July 2013 as set out, subject to changes that arise from any amendments that might be agreed, particularly to the pay award.
- ii. The capital budgets for the year ending 31 July 2013

## **THREE YEAR FINANCIAL FORECAST**

### **NOTED**

- i. The three-year forecast is based on the latest ten year financial forecast that includes the contracted cost of constructing Block 17.
- ii. The latest SFA grant is not included in the forecast.
- iii. Members noted the summary of the current forecast and the financial health as Good.
- iv. The forecast for 2012-2013 forms the draft budget for that year.
- v. The figures shown within the forecast will be transcribed into the new template prior to its submission and the current year forecast will be updated in line with the management accounts to date.

## **RESOLVED**

- i. The Corporation approved the financial forecast prior to its submission to the Skills Funding Agency by the 31 July 2012

## **COLLEGE PROGRESS AGAINST KEY TARGETS**

### **NOTED**

- i. The College's progress against key targets and the quality summary update report was noted.

**EMPLOYER RESPONSIVE, HE AND INTERNATIONAL REPORTS  
NOTED**

- i. The Employer Responsive, HE and International update reports were noted.

**ANNUAL REPORT ON EQUALITY AND DIVERSITY  
NOTED**

- i. The annual report was noted.

**ANNUAL REPORT ON SAFEGUARDING**

- i. The annual report was noted.

**1037 CLERK'S REPORT (UNRESTRICTED)  
NOTED**

- i. Members considered the recommendations of the Search and Governance Committee.
- ii. The minutes of the sub-committees were noted.
- iii. The Corporation discussed the Self-assessment questionnaire. Members asked the Clerk to email the questionnaire to members and to revise the return date to 31 August 2012.
- iv. Members reviewed the key areas where development work is required to ensure compliance with the Foundation Code of Governance. Members agreed the key areas of improvement.
- v. The Risk Management Plan, Policy, Register and Major Risks documents was noted.
- vi. Members noted that the action from the PFA Audit in regard to the ranking of the quality of teaching and learner outcomes had been included in the Risk Register and Major Risks.
- vii. Capital Risk Register was noted.
- viii. The review of the Standing Orders and Terms of Reference was noted. No significant changes were reported. The recently adopted Foundation Code of Governance has been included in the Standing Orders.
- ix. The Corporation Governance Training Record was noted.
- x. The proposed meeting schedule for 2012-14 and updates was noted. The Clerk was asked to email the new meeting schedule to all members.
- xi. Grahame Ward attended the LSIS Annual Governance Conference in March this year. Members noted in particular the question raised in regard to moving to an electronic system for meetings, for example paperless meetings.
- xii. There was mixed feelings on the issue and members asked the Clerk to initially look at separating the appendices from the main report for the next meeting.
- xiii. The use of the College seal was noted.
- xiv. Updated/new College policies were noted.
- xv. The updated Financial Memorandum was noted.
- xvi. The student governor support programme was noted.

**RESOLVED**

**The Corporation AGREED;**

- i. The recommendations of the Search & Governance Committee
- ii. The appointment of Stephen Solly to the Audit Committee in place of Grahame Ward
- iii. The appointment of Julie Pearce to the Quality Committee in place of Penny Williams
- iv. The minutes of the Sub Committees
- v. To complete and return the Governors self-assessment questionnaire to the Clerk by 31 August 2012. The Clerk to email the questionnaire to all members.
- vi. The key development areas in regard to the Foundation Code of Governance; the Clerk was asked to provide the Board with recommended actions for improvements at the next full Corporation Meeting.
- vii. The top Eight Major Risks and approved the Risk Management Plan, Policy and Risk Register.
- viii. The Ten High Capital Risks.
- ix. The Risk Management Group minutes.
- x. The Standing Orders and Terms of Reference.
- xi. The meeting schedule 2012-2014 and revised dates.
- xii. To note the use of the College Seal.
- xiii. To note and adopt the new/updated College policies.
- xiv. The Corporation reviews and adopts the new Financial Memorandum and the procedures

- to be followed where the Clerk believes that the Corporation may act inappropriately or beyond its powers in regard to the Financial Memorandum.
- xv. The Clerks report.

**1038 DATE OF THE NEXT MEETING  
NOTED**

- i. The next full Corporation meeting is been scheduled for Thursday, 6 December 2012 commencing at 5.30 pm.

**1039 EVALUATION OF THE MEETING  
NOTED**

- i. Members completed the evaluation of the meeting and returned them to the Clerk.