

CANTERBURY COLLEGE

**Minutes of the CORPORATION MEETING
THURSDAY, 3 JULY 2014
4.00 PM AT CANTERBURY COLLEGE IN ROOM J221**

MEMBERSHIP: Paul Barrett, Alison Clarke, Colin Carmichael, Julie Pearce, Anne-Marie Nelson, Angela Tithecott, Barry Brooks, Hugo Fenwick, Penny Williams, Grahame Ward, Bob Jones, Steve Solly, Jeremy Licence, Benjamin Gardiner, Heather Dower, vacancy

In attendance: Sharon Hollingsworth, Clerk to the Corporation
Adrian Cottrell – Vice Principal Finance & Corporate Services

Governor Briefing: Plans for English & Maths

MINUTES

**1109 APOLOGIES
NOTED**

- i. Apologies were received from Steve Solly, Grahame Ward, Benjamin Gardiner and Heather Dower

1110 DECLARATION OF INTEREST

- i. There was no declaration of interests received.

1111 MINUTES OF MEETINGS

- i. The Minutes of the Corporation meeting held on 27 March 2014 were agreed as an accurate record and signed by the Chair.

1112 MATTERS ARISING

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

1113 GOVERNOR BRIEFING: PLANS FOR ENGLISH & MATHS

- i. The Governor Briefing had been postponed until the next meeting.

**1114 CHIEF EXECUTIVE'S REPORT (UNRESTRICTED)
NOTED**

College Accounts to the 9 months to April 2014

- i. Members acknowledged that it had been a difficult year.
- ii. Agency teaching contracts have risen sharply to cover staff shortages and sickness.
- iii. It was reported that Agency costs are being strictly monitored by the VP Finance.
- iv. The reserved provision for unbilled use of Gas at Swale Campus and unbilled use of Electricity at Rutland House was noted. It was reported that the Audit Committee had tasked the VP Finance to request an opinion from McIntyre Hudson as to whether the College could and should write back this provision.

Tuition Fees

- i. Members noted the cost of fees remained the same as the previous year.
- ii. The proposed two tier FE tuition fees for full time programmes and the proposed HE fees were noted.
- iii. The College has sought to set a simple level of fees on full-time courses in order to facilitate the offer to those students seeking to apply for Advanced Learning Loans.
- iv. The overseas fees at £5,000 would remain at the level of the current year.
- v. Children Centre Fees 2014-15 will be maintained at their current level.

Three Year Financial Forecast

- i. The forecast includes the latest mainstream funding allocations for 2014-15.
- ii. The forecast shows operating surpluses throughout the period of the forecast.
- iii. In the reported version of the forecast, the financial health will drop to "Satisfactory" for the next academic year before recovering to "Good".
- iv. The forecast includes expenditure assumptions in regard to Pay increases and General inflation.

College Progress against key targets

- i. The College progress against key targets was noted

Work Based Learning/ Business Development Update

- i. The developments in regard to Work Based Learning & Apprenticeship provision were noted.

International Update

- i. The International update report was noted.

Higher Education Update

- i. The update report on Higher Education and Access was noted.

RESOLVED

The Corporation AGREED:

- i. To approve the College Accounts to April 2014.
- ii. To approve the tuition fees for 2014/15.
- iii. To agree the Financial Forecast for submission to the SFA by 31 July 2014.

1115 CLERK'S REPORT

NOTED

- i. Members were in agreement in regard to the recommendations of the Search and Governance Committee.
- ii. The minutes of the sub-committees were noted.
- iii. Members acknowledged that the proposed re-shaping of the Quality Committee's Agenda and reporting arrangements will allow for effective scrutiny, challenge and accountability to bring about improvements.
- iv. The outcomes from the Audit Committee's self-assessment exercise were noted.
- v. Members reviewed the 2014/15 Draft Internal Audit Plan. The Corporation agreed they were comfortable with the 5 key review areas within the plan.
- vi. The work of the Governance Working Group was noted. Members acknowledged the Draft Governance Quality Improvement Plan (GQIP) would be updated to include a traffic light system to identify areas more clearly. The draft plan incorporates the key recommendation for colleges resulting from the "Creating Excellence in Governance"
- vii. The reported Risk Register and Major Risks extracted from the Risk Register were reviewed.
- viii. It was reported that a thorough review of the Risk Register will be undertaken by the College Risk Management Group in partnership with relevant departments during the summer/autumn term. Each individual Risk will be scrutinised to ensure it is focussed with precise and meaningful actions and is fit for purpose for the forthcoming academic year. The updated version will be presented to the October 2014 Audit Committee for consideration.
- ix. The Capital Risk Register and top sixteen highest risks were noted. The risk of Asbestos contamination had been found in the ground which has hampered progress to date in regard to Block 18. The College may not be liable for the costs under current legislation and is seeking advice on the matter.
- x. The review of the Standing Orders and Terms of Reference were noted. No significant changes were reported. The recently adopted Foundation Code of Governance has been included in the Standing Orders.
- xi. The proposed meeting schedule for 2012-14 was noted. The Clerk to email the new meeting schedule to all members.
- xii. There were no reported changes to the Corporation Members' Policy and Procedures.
- xiii. College Polices and key documents including a number of HR Polices had been approved by the SMT at the College.
- xiv. The use of the College Seal was noted.
- xv. The feedback from the Corporation's Learning Walks was noted.
- xvi. The Corporations Training Record 2013/14 was noted. Members were complimentary in regard to the 2015/15 Training & Development Plan that the Clerk had circulated to Members earlier in the week. Webinar training had been included in the programme.
- xvii. Members were asked to notify the Clerk of any external Training undertaken.

- xviii. Members were reminded of the Corporation Strategy Day on 12 September 2014.
xix. The briefing relating to Ofsted Governors' Dashboard and its use was noted.

RESOLVED

The Corporation AGREED:

- i. The recommendations of the Search and Governance Committee.
- ii. The minutes and recommendations of Sub Committees.
- iii. The proposed re-shaping of the Quality Committee's Agenda format and reporting arrangements.
- iv. The Draft Internal Audit Plan 2014-15.
- v. The Governance Quality Improvement Plan.
- vi. The Risk Register and Major Risks.
- vii. The Capital Risk Register.
- viii. The Corporations Standing Orders and Terms of Reference
- ix. The Corporations Meeting Schedule 2014-2016. The Clerk to email the new meeting schedule to all Members.
- x. The Corporation Members Policies at Appendix Seven:
- xi. The following policies and key documents:
 - Assessment, Verification and Moderation Policy
 - English and maths Policy
 - Homework Policy
 - Student Attendance and Punctuality
 - Tutorial Policy
 - Work Experience Policy
 - Risk Management Plan & Policy
 - HR Policies

1116 DATE OF THE NEXT MEETING

The next full Corporation meeting is scheduled for **Thursday, 4 December 2014** commencing at 5.30 pm.

1117 EVALUATION OF THE MEETING

NOTED

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