

CANTERBURY COLLEGE

**Minutes of the MEETING OF THE CORPORATION
THURSDAY, 1 DECEMBER 2011
4.30 PM AT CANTERBURY COLLEGE IN ROOM J221**

MEMBERSHIP: Paul Barrett, Alison Clarke, Colin Carmichael, Vacancy, 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

Guest: Julie Pearce

MINUTES

The Corporation welcomed the newly appointed Clerk and Harry Fox to the Corporation meeting.

Governor Briefing: Self-Assessment (Alison Clarke)

- i. *A copy of the presentation is filed with these minutes.*
- ii. *Members asked what techniques are available to help lecturers teach in a different way; strategies such as the inspiration speaker at the staff conference, the Quality Committee reviews look at enabling teams work together across the College to adopt best practices.*
- iii. *Vocational lecturers embrace different learning strategies better than those teaching on 'A' levels which has a more traditional way of delivery.*
- iv. *Members spoke about the need to listen from each side, for example video filming teaching sessions and then reviewing them to make improvements.*
- v. *Members noted the 'SSA' hand out; priorities were noted and members requested an update following the national figures for 2010/11.*
- vi. *Members asked how they should prepare; it was noted that the Principal would provide a summary of the key points to be covered during Ofsted to Governors in preparation.*

**1000 APOLOGIES
NOTED**

- i. The absence of James Calderwood was noted.

1001 DECLARATION OF INTEREST

- i. Harry Fox declared his interest as president of the Student Union
- ii Barry Brooks declared his interest as Education specialist for Tribal Group.

1002 APPOINTMENT OF CORPORATION MEMBER

- i. The Corporation agreed the appointment of Julie Pearce onto the board for a three year term. Julie was welcomed into the meeting for the Governor Briefing following her appointment.

1003 MINUTES OF THE LAST MEETING

- i. The minutes and restricted minutes of the meeting held on 23 June 2011 were agreed and signed by the Chair as an accurate record.
- ii. The Minutes of the Special Corporation meeting held on 3 October 2011 were agreed and signed by the Chair as an accurate record.
- iii. The Minutes of the Special Corporation meeting held on 31 October 2011 were agreed and signed by the Chair as an accurate record.

**1004 MATTERS ARISING
NOTED**

- i. 985 - Staff Pay Increase
 - Members were given an update on Student Recruitment against target to date.

- Agency Learner Target number of 4,593, the College's current estimated number of Learners is 4,525 which is 68 short of allocation.
 - Members discussed the variances in learner numbers across the College and the implications of not meeting the planned target overall.
 - Member questioned whether the additional pay award should be given to those areas that have achieved target or given as a whole.
 - The 0.5% staff pay award would be the equivalent of £80k if given across the College.
 - The College does have the revenue to award the pay increase should the College not meet the Learner numbers, but it is anticipated the target will be met during the academic year.
- ii. 986 – Risk Appetite to be discussed in the Clerk's report.

RESOLVED

- i. The Corporation agreed an additional 0.5% pay increase would be awarded to all staff to take effect from 1st January 2012

1005 CHIEF EXECUTIVE'S REPORT ACTION

CAPITAL PROJECT UPDATE (UNRESTRICTED)

NOTED

- i. The progress on the current capital project.
- ii. The additional VAT cost may be able to be met from the underspend on contingency and decanting budgets.
- iii. All planning conditions have been met.

RESOLVED

- i. The Corporation noted the update on the Capital Project and the significant progress made on Block 16.
- ii. The remaining contingency of £55k was noted.
- iii. The Corporation approved an application to Canterbury City Council to extend the permission to retain the temporary buildings beyond October 2012.
- iv. The College's submission to the FSA under the Enhanced Renewal Scheme was noted.
- v. The Corporation approved the submission of an application to Sports England Iconic Facilities Fund.

OFSTED INSPECTION UPDATE

NOTED

- i. Members noted that much of the update was covered and discussed in the Governor Briefing: Self-Assessment.
- ii. The College will be inspected under the New Common Inspection Framework and members discussed the impact of a live pilot.
- iii. A 'good' inspection grade would mean that the College would not be re-inspected for another six years.
- iv. Members questioned whether external observations would be worthwhile.
- v. External observations have already been planned starting 9th January 2011 and feedback would be given before Ofsted observations take place.

RESOLVED

- i. The update on the College's Ofsted Inspection was noted.

ANNUAL REPORT OF THE AUDIT COMMITTEE

NOTED

- i. The College has received an unqualified audit report from the External Auditors for year ending 31st July 2011.
- ii. All recommendations from the Internal Auditors Annual Report are being implemented.
- iii. The Corporation noted that the Audit Committee had approved the Internal Audit report 2010/11 and Audit plan for 2011/12. The members further noted that Payroll and Pensions had changed to being rated as 'high risk'.
- iv. There were no major items arising from the Audit Committee's self-assessment of its performance during the year.

- v. The Corporation's duties on risk management have been properly discharged during 2010/11, which is supported by the College's financial statements and regularity and internal auditors.

RESOLVED

- i. The Annual Report of the Audit Committee was noted and approved.

COLLEGE ACCOUNTS TO 31 JULY 2011

NOTED

- i. Members noted an operating surplus of £4,135k for the year ending 31st July 2011 against a budgeted surplus of £2,470k.
- ii. Income was noted as slightly down and reasonably close to budget.
- iii. Higher Education income was down from previous year.
- iv. Overall non-funding bodies income down significantly
- v. Favourable reduced staffing costs for both teaching and support staff.
- vi. Members noted a positive variance in depreciation due to a large volume of assets being brought under the approved Capital Bids process.
- vii. The balance sheet reported at the year-end showed a strong financial position for the College.
- viii. Members noted the good results detailed in the papers.

RESOLVED

- i. The Corporation approved the financial results of the College as at 31st July 2011.

EXTERNAL AUDIT REPORT, ACCOUNTS AND MANAGEMENT LETTER

NOTED

- i. Member reviewed the External Audit Management Letter and College's response including audit summary.
- ii. The financial statements are prepared using the accounting policies prescribed by the Skills Funding Agency (SFA).
- iii. The letter raised no key audit observations arising from the External Auditors review of internal controls.
- iv. Members noted a £9m (2011) designated reserve for Phase 3 – Block 17 capital reserve, due to the concern raised at previous meeting. (Page 37 of the Financial Statements for the Year Ending 31st July 2011).

RESOLVED

- i. The External Auditors' Management Letter and College's response including the audit summary was noted and approved.

FINANCIAL STATEMENTS

RESOLVED

- i. The members' report and financial statements for 2010/11 was noted and approved and the Chairman and Principal were authorised to sign the accounts on behalf of the Corporation.
- ii. The Corporation agreed the letter of representation and authorised the Chairman and Principal to sign the letter on behalf of the Corporation.
- iii. The Corporation approved the financial results of the College as at 30th September 2011.
- iv. The accounts of the Student Union for the year ended 31st July 2011 were noted and approved.
- v. The budget for the SU was approved.

PERFORMANCE AGAINST PLAN, STUDENT NUMBERS, FUNDING

NOTED

- i. Members noted that the College had taken a proactive approach and achieved targets with ease.
- ii. The College achieved 105% of its overall target for Learners Numbers and 105% of its overall target for SLN's set by its Funding Agencies.

RESOLVED

- i. The performance against plan for 2010/11 was noted.

STUDENT RETENTION, ACHIEVEMENT & SUCCESS AGAINST TARGET

NOTED

- i. The overall Success Rate for the College has increased by 3.4% to 83.1% in 2010/11.
- ii. Members discussed the Level 1 long 16-18 courses and noted a decline in the success rates with a drop in both retention and achievement. The Foundation Learning area has had a particular impact in this decline.
- iii. Members discussed the working group which has been set up to address the issues related to the Level 1 provision which the new Director, Garry Costain will be chairing.
- iv. Members discussed the impact of Foundation Learning as a whole and recognised that it was not just an issue for the College. It was noted that the qualifications were very challenging for students and the lack of appropriate materials for courses had been an issue for everyone.

RESOLVED

- i. The Student Retention, Achievement & Success against Target was noted.

Paul Barrett and Bob Jones left the meeting at this point.

STUDENT RECRUITMENT 2011/12

NOTED

- i. This item was covered under matters arising item number: 985.

RESOLVED

- i. The recruitment against plan for 2011/12 was noted.

SELF ASSESSMENT REPORT (SAR)

NOTED

- i. The College's annual SAR demonstrates that the College is making sound
- ii. judgements on the previous year's performance.
- ii. The key strengths in 2010/11 and 2011/12 improvement targets were noted and
- iii. approved by the Corporation

RESOLVED

- i. The College's Self-Assessment Report 2010/11 was approved.
- ii. The Development Targets for 2011/12 were approved.

EMPLOYER RESPONSIVE/MARKETING & PUBLICITY UPDATE

NOTED

- i. The strategic overview of the Employer Responsive Activity was reviewed by the
- i. Corporation.
- ii. Employer focused activity remains a key element of the College's strategy.
- iii. The College is well positioned to maximise potential funding activity linked to Job
- iv. Centre Plus.
- v. Improvements are being made in order to increase the College's share of the highly
- vi. competitive market including a new National Retail Academy for Retail in the New
- vii. Year.

RESOLVED

- i. The update on Employer Responsive Activity and Marketing & Publicity was noted.

EQUALITY & DIVERSITY ANNUAL REPORT

NOTED

- i. Equality and Diversity information to be published no later than 31 January 2012 and
- ii. at least annually thereafter to demonstrate the Colleges compliance with the Equality
- iii. Act 2010.
- iv. Equality objectives are to be prepared and published by no later than 6 April 2012 and
- v. at least every four years thereafter.

RESOLVED

- i. The Annual Report on Equality & Diversity was noted and approved.

SAFEGUARDING REPORT

NOTED

- i. Members reviewed the Safeguarding Report and noted the commitment that the College undertakes in relation to the protection/safeguarding of young people and vulnerable adults.

RESOLVED

- i. The Annual Report on Safeguarding was noted and approved.

HEALTH & SAFETY ANNUAL REPORT

NOTED

- i. Overall Accident/Incident figures for students and staff have dropped from 2009/10.
- ii. Training packages have diversified and over 300 people have been trained in risk Assessment.
- iii. Health and Safety audits with a specific focus on risk assessment.

RESOLVED

- i. The Annual Report on Health & Safety was noted and approved.

HE & INTERNATIONAL UPDATE/HE TUITION FEES

NOTED

- i. The Higher Education and International update was reviewed by members.

RESOLVED

- i. The update on Higher Education & International was noted.
- ii. HE fees were set at £6,000 pa for degree and sub-degree courses in 2012-13.
- iii. It was agreed to retain overseas fees at £7,000 pa for 2012-13.

1006 CLERK'S REPORT

NOTED

- i. Members noted the College policies had not been included in the papers under point 12. The Clerk was asked to arrange a Special Corporation Meeting to be held on 18th January 2011 starting at 12:30 pm to consider the contents of the policies.
- ii. The interim report relating to the 'Colleges at the Heart of their Communities' inquiry by Baroness Sharpe, was noted. A final report was to be published in autumn 2011 and the findings will be reported to the next full Corporation.
- iii. The Education Bill 2010-11 received Royal Assent on 17 November 2011, a further update will be provided at the next full Corporation Meeting.
- iv. The College Risk Register was reviewed and the top fourteen significant Risks were noted.
- v. Risk Appetite was discussed; members recognised that it was an important issue and questioned whether there was a Risk Appetite in place currently.
- vi. It was noted that Risk Management is currently embedded into College systems and proper evaluations take place at all levels.
- vii. It was noted that the Risk Appetite of a company is likely to vary dependent on the level of risk and size.
- viii. Members questioned whether the definitions of Risk Appetite detailed under point 7.4 were realistic.
- ix. Members agreed that a balanced approach to Risk Appetite is needed and asked for Risk Appetite to be included for a more robust discussion at the next Audit Committee. Julie Pearce expressed an interest in this issue and attendance at the Audit Committee meeting.
- x. Members noted that Dominic Nichol, Co-opted member of the Audit Committee term of office expires June 2012. Dominic to be thanked for his valued contribution at the next Audit Committee to be held in June 2012.

RESOLVED

- i. The FMCE was noted and the recommended grading was approved.
- ii. The Corporation Key Performance Indicators were noted and approved.
- iii. The Corporation Self-Assessment results were noted.
- iv. The Inquiry into 'Colleges at the Heart of their Community' was noted.
- v. The implications for Governance in regard to the Education Bill were noted.
- vi. The Risk register was noted and approved.
- vii. The Training Plan for 2011/12 was noted and approved.
- viii. The proposed Code of Governance was noted. No action to be taken on adoption of

- ix. the code until the new Education Bill becomes clearer. Item to be discussed at the next full Corporation meeting in March 2012.
- x.
- xi. The following key recommended actions of the Search Committee were noted and approved;
- xii.
 - Julie Pearce be appointed to the Corporation for a 3 year term
 - Nigel Beevor be appointed to Audit Committee as a co-optee for a 3 year term
 - Barry Brooks, Colin Carmichael and Grahame Ward be re-appointed to the Corporation for a further 3 year term
 - The Governance and Search Committees be merged
- xiii. The Minutes of the Sub-committees were noted and approved.
- xiv. The report on restricted papers was noted and approved.

**1007 DATE OF THE NEXT MEETING
NOTED**

- i. The next full Corporation meeting is scheduled for Thursday, 22 March 2012 commencing at 5.30 pm.

**1008 EVALUATION OF THE MEETING
NOTED**

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