

MINUTES OF THE CORPORATION MEETING**HELD ON WEDNESDAY 19TH MARCH 2014**

Present:	P Brennan-Barrett	Governor (Principal)
	S Cooper	Governor
	G Crowe	Governor
	C Francis	Governor (Student)
	P Hilton	Governor
	S Hillyard	Governor (Staff)
	A Mochan	Governor
	R Morris (Chair)	Governor
	A Rajguru	Governor
	G Schofield	Governor
	R Smart	Governor
	T Branson	Governor

The quorum for the meeting was six Members.

In attendance:	J Bexson	Deputy Principal
	G Brough	Director of Estates
	S Lewis	Director of Marketing
	S Rankine	Director of Finance & Corporate Affairs
	R Hill	Clerk to the Corporation
	J Margrave	Minute Taker

The Chair welcomed Judy Margrave as the minute taker.

1. Apologies

- 1.1 Apologies were received from Maughan Johnson and Mercy Muroki. The Chair informed Members that Helen Miller had resigned with immediate effect. This resignation has been accepted and a letter of thanks for her service to the Corporation would be forwarded to her on behalf of the Corporation. The Chair reported the proposal from the Search and Governance Committee (19 March 2014) that Tracy Branson be promoted from External Co-opted Member of the Corporation to the role of full Governor with immediate effect.

RESOLVED [C 17/14]

The Corporation resolved to appoint Tracy Branson as a Governor of the Corporation for her first term of office from 19 March 2014 until 31 July 2017.

2. Declarations of Interest

- 2.1 The Chair reminded Members to declare their interests as and when necessary on the agenda.

3. Minutes of the Corporation Meeting held on 26th February 2014 and any Matters Arising

3.1 The minutes were agreed as a true and correct record and were duly signed by the Chair.

3.2 There were no matters arising not otherwise on the agenda.

3.3 The Clerk to the Corporation informed that Member availability in June 2014 for a visit to Student Services and Safeguarding Training would be pursued by email.

4. Minutes of the Audit Committee Meeting held on 26th February 2014

4.1 The Chair of the Audit Committee approved the draft minutes and were duly signed by the Chair of the Corporation. The draft minutes had been verbally reported to the previous meeting of the Corporation (26 February 2014).

5. Minutes of the Search and Governance Committee held on 19th March 2014

5.1 The Chair of the Search and Governance Committee presented a verbal report from the meeting.

RESOLVED [C 18/14]

The Corporation resolved to offer Shena Cooper a further term of office from 1 August 2014 to 31 July 2015 to assist options for succession arrangements for the future Chair and Vice (s) of the Corporation.

6. Determination of Any Other Business

6.1 The Principal presented a paper requesting permission for two trips abroad College staff and students. The trips are to Hyvinkaa, Finland (11 – 25 May 2014) and Ypres, France (29 May – 2 June 2014).

RESOLVED [C 19/14]

The Corporation resolved to approve the trips to Hyvinkaa and Ypres.

7. Strategic Objectives Monitoring Report 2013/14

7.1 The Principal presented the written report which provided an update of College performance in relation to the Corporation's Key Performance Indicators.

7.2 The Principal informed that a new school has been created to highlight the importance of English and Maths. A Head of School has been appointed as well as the Curriculum Manager for maths. We are just seeking a Curriculum Manager for English now.

(Cheyenne Francis joined the meeting at 6.25pm)

- 7.3 An update on proposed contract of employment changes was provided by The Principal who informed Members that two time extensions had been given to the Universities and Colleges Union. The Principal explained that there will be a ballot of members (via UCU headquarters) on the College's proposals and the results should be known within the next 14 days. The Association of Managers in Education has already accepted the proposed changes.
- 7.4 The College has been informed by the Skills Funding Agency that our financial status is 'satisfactory' and it no longer wants regular copies of the College's management accounts.
- 7.5 Members queried the adequacy of College learner data for business planning. The Principal confirmed that appropriate systems were in place and the learner data had improved and was continuing to improve. The ongoing learner data meetings were going well and Department Heads were finding the enhanced learner data useful. It is hoped to designate this subject as 'amber' by July 2014.
- 7.6 The Principal clarified that previous reference to poor data regarding 'Safeguarding' arose from human error and did not reflect systemic weakness.
- 7.7 The Principal advised that there is a current scoping of management information requirements and possibilities as this area is currently underdeveloped at College. Members encouraged the development of imaginative ways to portray complex data.
- 7.8 The Principal informed that a review of the Business Centre has taken place to look at how the College ensures that the right products are presented to the right market. The Principal explained that the College wished to offer 'Logistics' in future as a new product.
- 7.9 Members commended the Principal's reporting of corporate performance and also requested an out-turn column for RAG rating.

RESOLVED []

The Corporation resolved to note the progress towards the achievement of the Corporations Strategic Objectives.

8. Daventry – Strategy for Development

- 8.1 The Principal reminded Members that the Corporation, at its meeting on 26 February 2014, supported bidding for funding support for the development of the Daventry Campus in principle.
- 8.2 Further information was circulated which included a SWOT analysis and an estimate of £15m to develop a new build for vocational studies in Daventry. The Director of Finance stressed that the College will not undertake any borrowing to fund this project. SEMLEP financial assistance of £6.5m is being requested. The College expects the result of its application for financial support to be known in July 2014.
- 8.3 The College has engaged Fusion Project Managers, in the short term, to support the development of the College's bid to SEMLEP. The Director of Finance clarified that the estimated maximum risk to the College in this development pre-approval stage is £125k which was necessary to achieve the required project timeline. This would include the appointment of architects to undertake design work to RIBA Stage C.
- 8.4 Members discussed the synopsis of market research in Daventry in detail and wanted to understand what the main requirements for the community would be. It was recognised that

Daventry was a very competitive setting for Northampton College. Discussion included marketing and re-branding and with a revised vocational curriculum which would include apprenticeships, an employment and employability focus, Engineering studies, Maths and English.

8.5 The Principal confirmed that, if successful, the first intake to the new College in Daventry would be September 2016.

8.6 Members queried whether this project would risk deflecting relevant senior staff from the main Northampton College objectives and Members requested a Risk Analysis relating to staff time. The Director of Estates confirmed that there was capacity to take on this project and the Director of Finance informed Members that, following an initial investment appraisal, the project was expected to be viable on *current* learner numbers, in effect breaking even.

8.7 Members believed that support from employers and the Chamber of Commerce would be crucial for the future success of Northampton College and its provision in Daventry. The Deputy Principal explained the proposal to organise 'curriculum companies' with supporting employers.

RESOLVED [C 20/14]

The Corporation resolved

(a) to approve the bid for funding for the new build of Daventry College on condition that no borrowing is required;

(b) to approve 'at-risk' expenditure of up to £125k intended to ensure that the Daventry project is deliverable by September 2016 (subject to a successful bid to SEMLEP).

The Chair thanked all members of staff involved in this project.

(G. Brough left the meeting at 7.35pm)

9. Management Accounts and Commentary for the period to 28 February 2014

9.1 The Director of Finance gave an overview of the key financial performance indicators for 2013/14 and confirmed that interest payments would be around £100k over budget. The Director of Finance anticipated an £400k operating surplus for the year ending 31 July 2014. He confirmed that all covenants are fully secure.

9.2 Members asked for a clearer picture of the management pay costs in relation to business support staff and teaching staff to be included in the next management accounts report.

RESOLVED []

The Corporation resolved to note the management accounts and commentary for the period to 28 February 2014.

10. Local Government Pension Scheme Policy – From 1 April 2014

10.1 The Director of Finance presented the written report which included the revised details of the local government pension scheme for College business support staff.

RESOLVED [C 21/14]

The Corporation resolved to accept the Local Government Pension Scheme Policy from 1 April 2014 and to note the College diversity impact assessment.

11. Treasury Management Policy – February 2014

11.1 The Director of Finance presented this policy which has previously been to the Audit Committee and has been recommended for approval. The Director highlighted the institution exchange rate exposure policy and list of retail operating banks with which the College may conduct its business.

RESOLVED [C 22/14]

The Corporation resolved to approve the Treasury Management Policy (February 2014).

12. Estimates of Funding Streams 2014/15

This item has been covered as part of Item 7.

13. Clerk to the Corporation

(Ron Hill left the meeting at 7.55pm)

13.1 The Chair informed Members that he would be holding 1:1 meetings with all governors during April and thanked everyone in advance.

13.2 The Principal proposed the case for the continuing engagement of Dr Ron Hill as Clerk to the Corporation until 31 July 2015.

13.3 Members discussed this in detail and it was agreed that some smart objectives should be produced to show the outcome at the end of this period.

RESOLVED []

The Corporation resolved to agree to the continuing engagement of Dr Ron Hill as Clerk to the Corporation subject to further details and costing to be presented to the Corporation at its meeting of 29 April 2014.

14 Date and Time of Next Corporation Meeting

14.1 The next meeting of the Corporation will be held on Tuesday 29th April 2014 at 6.15 pm.

The meeting closed at 8.05pm.

Ron Hill
Clerk to the Corporation
Northampton College