

**The College of West Anglia  
Minutes of Corporation Meeting  
8 July 2009, Board Room, King's Lynn  
10.40 am**

<b>Present</b>	Peter Dixon	Chair
	Roger Almond	Kate Atherton
	Di Atkinson	Jack Bantoft
	Chris Barnes	Kate Barnett
	Sharon Cambridge	Andrew Cave
	Paul Cotton	Cheri Crosley
	Derek Stringer	Roger Ward
	Sandy Willatt	
	David Pomfret	Principal
<b>Attending</b>	Richard Williamson	Executive Director of Finance and College Services (part)
	Jill Francis	Executive Director Customer Services and Cambs (part)
	Gordon Gillespie	Director of Capital/Educational Developments (part)
	Hilary Reid	Clerk to the Corporation

*The meeting was preceded by a briefing led by Graham Brough, LSC Area Director, and Rory Robertshaw, Partnership Director, LSC, and Board discussion centred on LSC funding priorities and capital funding.*

**1 Apologies**

Nick Daubney, Yvette Pratt, David Steele.

**2 Minutes of previous Meetings – 13 May and 5 June 2009**

The Minutes of the meetings of 13 May 2009 and 5 June 2009 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

There were no matters arising.

**4 Appointment of Chair and Vice Chair**

The Clerk reported that one nomination for Chair (Peter Dixon proposed by Derek Stringer) and one nomination for Vice Chair (Sharon Cambridge proposed by Andrew Cave) had been received by the closing date of 17 June 2009. Both nominees were agreeable to re-appointment.

The nominations were seconded by Roger Ward and agreed unanimously.

**Peter Dixon was elected as Chair of the Board of Governors for the academic year 2009/10. Sharon Cambridge was elected as Vice Chair of the Board of Governors for the academic year 2009/10.**

*The Chair agreed to bring forward items 16, 17 and 19 on the agenda.*

## **5 Marketing Plan**

The Executive Director Customer Liaison and Cambs presented the Marketing Plan for 2009/10 for approval. She explained that the plan had been aligned to the College's priority objectives and the budget and that the level of essential marketing activity was very focussed and very targeted.

A review of marketing activities in 2008/09 had been included in the Plan to illustrate the impact on priority objectives. Targets for 14-19 and apprenticeships had been exceeded; mixed success had been achieved with employer engagement; HE had been difficult and new ideas were being sought; and, increased fees had impacted on adult recruitment.

Market Research activity by the marketing team had been limited because an additional planned post focussed on research had been withdrawn as an efficiency saving.

Governors commented on the Plan, as follows:

- The synergy between marketing and corporate objectives was welcomed
- It was noted that the budget had reduced by 36% from £294k to £187k
- Strengthening the College's relationship with the Press was seen to be key and a more pro-active approach was supported
- "The Fenlander" was quoted as an example of effective press marketing
- The self-critical analysis was welcomed.

**Derek Stringer proposed, seconded by Cheri Crosley, that the Marketing Plan for 2009/10 be approved. Agreed.**

## **6 Single Equality and Diversity Policy**

The Single Equality and Diversity Policy was presented by the Executive Director Customer Liaison and Cambs following consideration by Employment Policy Committee at its meeting on 17 June 2009. She advised that the detailed scheme would be presented at a future meeting of Employment Policy Committee.

**On the recommendation of the Employment Policy Committee Derek Stringer proposed that the Single Equality and Diversity Policy be adopted. Seconded by Sharon Cambridge and agreed.**

## **7 Report from ACER Governor Workshop 18 May 2009**

Three governors and the Clerk had attended the ACER Governor Workshop held at Easton College on 18 May 2009. Kate Barnett led the feedback from the event. She reported that the event had been well attended. There appeared to be some discontent among participants but CoWA's view was that there was a need for flexibility and a drive to move forward. Overall, it was felt that participation at the workshop was a little weak.

A suggestion that there should be a Health and Safety Director on the Board had been debated at some length. The view was taken that such a role would not be appropriate (a) because it vested responsibility in one person for Health and Safety, and (b) it blurred the line between operational and strategic management.

The Chair of Employment Policy Committee assured the Board that full, detailed Health and Safety reports were received by that Committee and examined vigorously.

**The report was noted.**

## **8 Corporation, Committee and Working Group Membership 2009/10**

The proposed structure of the Corporation, Committees and Working Groups for 2009/10 was presented by the Clerk for approval. The recommendations of Search Committee following analysis of the Skills Audit had been incorporated and the changes noted. The individuals affected by the changes had been consulted and had agreed to them.

**Peter Dixon proposed, seconded by David Pomfret, that the Corporation, Committees and Working Group Membership and Chairs thereof be approved. Agreed.**

Faye Button joined the meeting at 11.20 am.

## **9 Report from Students' Union**

The Student Services Co-ordinator attended the meeting in the absence of Student Governors. She invited the Board to put forward ways in which the role could be made more attractive and more appealing to students and how the interface with class representatives could be strengthened.

Governors suggested the following:

- Tap into the success of the class reps
- Improve the responses from the Board
- Ensure a written report is available for the Board meeting
- Capture the key issues from the class reps Minutes to bring to the Board

The Student Services Co-ordinator advised that the Student Union Constitution was under review. One of the proposals was that the SU elections take place in March of each year. The draft would be brought to Corporation for approval.

**Noted.**

Faye Button left the meeting at 11.40 am

## **10 Management Accounts to 31 May 2009**

The Executive Director of Finance and College Services presented the Management Accounts to end May 2009. He explained that the £815k deficit was significantly better than the forecast of £1.3m. The main changes had been reductions in forecast part-time pay costs, franchise and subcontractor payments and depreciation and a forecast increase in employer responsive and apprenticeships income.

He highlighted the following points from the accounts:

- Adult employer responsive income had increased since the accounts were prepared

- Accommodation strategy costs were still shown as a separate line in the accounts but would eventually fall within the claim across all business
- Restructure costs were not yet fully calculated
- The proposal to close Tots to Teens nursery had been reversed – additional income shown was from both nurseries in Wisbech and King's Lynn.

A governor queried the high variance report on full time and part time lecturers' pay. The Executive Director explained that part of the high expenditure on Train to Gain caused an over run; and, in all departments a 4 ½% vacancy level was budgeted – vacancies overall had reduced by 2%.

**The current position was noted.**

**11 Staff Pay Award 2009/10**

The Principal reported verbally the recommendation of Employment Policy Committee that an annual pay settlement of 0% be proposed for all staff. An intimation of the recommendation had been given in the consultation paper for the restructure. He advised that this was less than the AoC nationally recommended pay award of 1.5% but that one third of colleges had proposed 0%, the range across all colleges being between 0-3.5%.

**Derek Stringer proposed, seconded by Andrew Cave, that the pay settlement of 0% for all staff from 1 August 2009 be approved. Agreed.**

**12 Funding 2008/09 and 2009/10**

This item was deemed to be "Confidential".

**13 Proposed Budget for 2009/10**

This item was deemed to be "Confidential".

**14 Write-off of Capital Project Development Costs**

This item was deemed to be "Confidential".

**15 Financial Plan 2009/10**

This item was deemed to be "Confidential".

The meeting was halted for a comfort break at 1.15 pm and re-convened at 1.30 pm.

**16 Property Strategy Update**

This item was deemed to be "Confidential".

Sandy Willatt left the meeting at 2.15 pm

Richard Williamson left the meeting at 2.15 pm

**17 Corporate Goals 2009/10**

The Priority Objectives 2009/2010 had been further modified in response to governor feedback at the 13 May Board meeting and LSC funding allocations. They were presented by the Principal for approval.

**Sharon Cambridge proposed, seconded by Peter Dixon, that the Priority Objectives 2009/2010 be approved. Agreed.**

*The Chair informed the Board that Gordon Gillespie, Director of Capital/Educational Developments had secured a promoted post as Vice Principal at Lincoln College and would be leaving. Gordon was thanked for all his work for the College and wished well for the future.*

Gordon Gillespie left the meeting at 2.20 pm.

**18 Principal's Strategy Report**

This item was deemed to be "Confidential".

**19 Governor Planning Day 7 October 2009**

The Principal presented a number of suggested topics for consideration by Governors at the strategic planning day on 7 October 2009.

**Governors determined that there should be a single item agenda for consideration of a new Estates Strategy.**

**20 Principal and Clerk's Appraisal**

The Chair advised that the dates for the Clerk's and Principal's appraisals had been agreed as 22 July and 31 July 2009, respectively.

**Noted.**

**21 Minutes of Committee Meetings and Working Groups**

**(i) Property Steering Group 19 May 2009**

Peter Dixon, Chair of the Committee, proposed the Minutes for adoption and confirmed that the updates provided during the course of this Corporation Meeting reflected the current position.

**(ii) Finance and General Purposes Committee 28 April 2009**

Andrew Cave, Chair of the Committee, proposed the Minutes for adoption. He reassured the Board that the difficulties experienced in the MIS systems had been identified and resolved.

**(iii) Audit Committee 29 April 2009**

Cheri Crosley, Chair of the Committee, proposed the Minutes for adoption. She reported the concerns expressed by the internal auditors about the continuing lack of response from management to their reports and the steps taken to improve communication between them without success.

The Chair of the Board asked that this issue be referred back to SMT, via the Principal.  
**Action: DP**

**(iv) Performance Review and Quality Committee 20 May 2009**

Kate Atherton, Chair of the Committee, proposed the Minutes for adoption. She highlighted the presentation made by the Director, Employer Engagement, and the success of the strategy; the implications of teacher qualification status in terms of maintaining quality; changes to the Self Assessment process; and, the ISO Quality Management system.

The Chair noted the approval of the College Charter by the Committee and recommended adoption of the College's Quality Policy to Corporation.

**(v) Remuneration Committee 17 June 2009**

Sharon Cambridge, Chair of the Committee, proposed the Minutes for adoption. She confirmed that consideration of the salaries of designated Senior Postholders and the Clerk had taken place.

**(vi) Search Committee 17 June 2009**

Peter Dixon, Chair of the Committee, proposed the Minutes for adoption. The Committee recommended approval of the Committee structure and had endorsed the process for formally appointing the Chair and Vice Chair of the Board of Governors on an annual basis.

**(vii) Borough Council of King's Lynn and West Norfolk/College Strategic Liaison Group 15 May 2009**

Peter Dixon presented the Minutes for information.

**The Chair moved adoption of the Minutes, en bloc, seconded by Sharon Cambridge. Agreed unanimously.**

**22 Any Other Business**

- (i) The Clerk reported receipt of an e-mail from Yvette Pratt, the Staff Governor, just prior to the meeting tendering her resignation from the Board.
- (ii) DA undertook to endeavour to re-establish liaison meetings with Fenland District Council.

**23 Date and venue for next Meeting**

Wednesday, 21 October 2009, King's Lynn.

**The meeting closed at 2.40 pm**