

**The College of West Anglia
Minutes of Corporation Meeting
11 March 2009, Room 5, Enterprise Building, Milton Centre
10.00 am**

Present	Peter Dixon	Chair
	Roger Almond	Kate Atherton
	Di Atkinson	Jack Bantoft
	Chris Barnes	Kate Barnett
	Sharon Cambridge	Paul Cotton
	Cheri Crosley	Nick Daubney
	Yvette Pratt	David Steele
	Derek Stringer	Roger Ward
	Sandy Willatt	
	David Pomfret	Principal
Attending	Richard Williamson	Executive Director of Finance and College Services
	Arlene Clark	Executive Director Curriculum
	Gordon Gillespie	Director of Capital/Educational Developments
	Hilary Reid	Clerk to the Corporation

The meeting was preceded by a presentation entitled "Beyond Outstanding" led by the Head of Organisational Development and Quality, Andrew England.

1 Apologies

Andrew Cave, Alexandra Szatmari.

2 Minutes of the previous Meeting – 10 December 2008

The Minutes of the meeting of 10 December 2008 were agreed as an accurate record and signed by the Chair.

3 Matters Arising

There were no matters arising.

4 Resignations/Appointments

The Clerk reported that, following consideration, Search Committee at its meeting on 3 February 2009, recommended the re-appointment of Peter Dixon and Kate Atherton to the Board of governors for a further term of four years. The Committee also recommended the appointment of Alexandra Szatmari as Student Governor following her nomination to the Board from the Students' Union.

Jack Bantoft proposed, seconded by David Pomfret, that Peter Dixon and Kate Atherton be appointed for a further term of four years and that Alexandra Szatmari's nomination to the Board be approved.

5 Reports from Students' Union

In the absence of the Student Governors, there were no reports.

6 Management Accounts to 31 January 2009

The Executive Director of Finance and College Services presented the Management accounts to end January 2009 noting that they would be superseded by the subsequent mid-year budget review.

It was agreed that the report be held over.

7 Mid-Year Budget Review 2008-09

This item was deemed to be "Confidential".

8 Property Strategy Update

This item was deemed to be "Confidential".

9 Corporate Goals

The Principal presented an in-year review of performance against the Corporate Goals for 2008/09 and proposals for establishing targets for 2009/10.

A query was raised regarding the availability of national figures on Train to Gain. It was noted that the minimum level of performance was a success rate of 65%. Although the College was achieving at that level, the Eastern Region as a whole was not.

The Principal advised that key goals for 2009/10 would be considered at the half day planning event on 1 April 2009 and a fully developed draft would be presented for governor consideration at the meeting on 13 May 2009.

The report was noted.

10 Principal's Strategy Report

Part 1 of this item was deemed to be "Confidential".

(ii) Ofsted summary view of the College's performance

The Principal referred governors to the letter from Ofsted dated 13 January 2009 enclosing the Risk Assessment report from the desk monitoring activity undertaken by them. He highlighted the positive comments about the College's self-assessment process, described as being "forthright, self-critical and challenging" and confirmed that the College would be reviewed on this basis again in 2009/10.

Noted.

11 Self Assessment Report (SAR) – Executive Summary

The Principal explained that the Performance Review and Quality Committee had considered substantive elements of the SAR in detail and had determined that the Corporation should receive an executive summary of the SAR with a grade profile. He confirmed that the SAR had been uploaded to the College's web portal.

The SAR and grade profile were received and acknowledged by the Board.

12 Fees Policy 2009-10

The Principal referred governors to the Fees Policy for 2009-10 presented for approval. He advised that the policy had been reviewed in detail by the Finance and General Purposes Committee and was recommended by that Committee for approval.

Sharon Cambridge proposed, seconded by Derek Stringer, that the Fees Policy for 2009-10 be approved. Agreed.

13 Clerk's items:

(i) Freedom of Information Act – College Publication Scheme

The Clerk presented the Guide and detailed new College Publication Scheme effective from 1 January 2009 which had been developed in line with the Information Commissioner's Office (ICO's) sector specific definition document for FE Colleges. The definition document set out the categories and types of information the ICO expected FE colleges to be publishing routinely and the style and content of the Guide.

There was a requirement for the Principal to review the scheme annually and for a wider review "from time to time".

Roger Ward proposed, seconded by Paul Cotton, that the Guide and Publication Scheme be approved and that periodic review of the Publication Scheme be delegated to the Performance Review and Quality Committee. Agreed.

(ii) Calendar of Corporation Meetings 2009-10

The Calendar of Corporation Meetings for 2009-10 was approved.

14 Minutes of Committee Meetings and Working Groups

**(i) Property Steering Group 6 November 2008
Property Steering Group 28 January 2009
Joint Property Steering Group/Finance and General Purposes
Committee 28 January 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 18 November 2008
Finance and General Purposes Committee 10 February 2009**

Derek Stringer, Vice Chair of the Committee, proposed the Minutes for adoption. He highlighted the Committee's recommendations of 18 November to approve the Letter of Representation and Financial Statements and acceptance of the Student Unions' accounts. At the meeting of 10 February the recommendation to approve the new budget had been debated in full and agreed by the Board at this meeting, as had the Fees Policy for 2009-10.

(iii) Performance Review and Quality Committee 17 December 2008

Paul Cotton, Vice Chair of the Committee, proposed the Minutes for adoption. He highlighted the detailed review of the SAR, ILT developments and the complaints report noting that complaints were reducing with fewer clusters around certain issues. Further, that response to the student induction survey had been high at 90%.

(iv) Search Committee 3 February 2009

Peter Dixon, Chair of the Committee, proposed the Minutes for adoption. He reported further consideration of the vacancy position with particular regard to the requirements of the Secretary of State in 2010. The results of the enquiries made of the membership were to be reported back to the next meeting of Search Committee.

The Committee had considered and recommended for approval a revised skills audit form which, it was planned, should be issued during the current academic year. Further, that a more detailed approach to self assessment be adopted for 2008-09 and a revised pro forma issued for completion during the summer break.

E-mail as well as hard copy distribution of the forms was requested and agreed.

(v) Audit Committee 4 February 2009

Cheri Crosley, Chair of the Committee, proposed the Minutes for adoption. She reported on the resignation of the Property Services Manager and current vacancy; that catering contracts had been subject to re-negotiation to bring prices and quality into line across all campuses; and, the Committee's continued concern about management pressures. She advised little or no improvement in responses by management to the internal audit service reports and the Principal was asked to raise again with the Senior Management Team as a matter of urgency.

(vi) Employment Policy Committee 11 February 2009

Derek Stringer, Chair of the Committee, proposed the Minutes for adoption. He drew attention to the pro-active and positive approach taken towards health and safety matters by the College. The Committee monitored accidents closely and there had been some serious near misses reported.

The Committee had recognised the commitment and effort that went into staff development and training illustrated by the annual review for 2007-08. However, the staff survey response rate had been disappointingly low at 40%, although it mirrored the results from the previous year.

The Chair moved adoption of the Minutes, en bloc, seconded by Kate Barnett. Agreed unanimously.

(vii) College/Fenland District Council Liaison Group 1 December 2008

The Minutes of the Group were presented by the Chair for information and note.

15 Any Other Business

- (i) CHC suggested King's Lynn might mirror promotion of the College in a Lincolnshire town by adding the College sign to the "Welcome to the Town" signs on the approach roads to the area.
- (ii) A query was raised as to whether the College intended to pursue the introduction of a new logo, given the current financial position of the College.
- (iii) It was reported that an ex governor who had retired on health grounds had made a full recovery. The good wishes of the Board were extended to him.
- (iv) RHW reminded governors about the presentation on 18 March 2009.
- (v) YP commented that some staff were reluctant to complete the survey because individuals could be identified.

16 Date and Venue for next Meeting

Wednesday, 13 May 2009 at Isle Campus.

The meeting closed at 1.40 pm