

City College, Birmingham Corporation

**Corporation Meeting
Tuesday 24th February 2009, 5.30 pm
at
North West Skills Academy
in room 3&4**

Present: Mr Mohammed Afzal Ms Aishah Ahmed (Student member)
Mr Henry Coore (Chair) Ms Liz Furey
Mr David Gibson – Interim Principal Ms Kate Hartigan
Ms Lucy Jeynes Mr Jagwant Johal
Mr Ian Richards Mr John Williamson (Staff member)

In Attendance: Ms Julie Alder – Head of Student Services
Mr Everton Burke – Vice Principal, Curriculum Development
Mrs Debbie Cole – Clerk to the Corporation
Mr Stuart Cutforth – Vice Principal, Curriculum Delivery
Mrs Tracy Everett – Governance Administrator
Mr Phil Forrest – Director of Property
Ms Annella Mochan – LSC Partnership Director
Ms Ranjna Parmar – Director of Human Resources
Mr Peter Ryley – Interim Director of Finance
Ms Carole Tidball – Interim Vice Principal, Quality & Standards

Prior to the meeting members received a Child Protection Briefing from the Head of Student Services.

The Head of Student Services guided members through the presentation. Handouts attached as Appendix A.

Governors asked if white students were more vulnerable. The Head of Student Services stated that white students feel more comfortable. The problems presented with other ethnic groups are quite different problems i.e. forced marriages.

The Student Governor asked how this benefited students and the College as it does not apply to everybody. The Head of Student Services informed members that like health and safety we all have a responsibility to safeguard and there are legal responsibilities on educational institutions. Safeguarding is not optional.

One Governor asked if there is any comparative data from safeguarding forums that complies with the patterns being seen in the College. The Head of Student Services informed members that the College is in contact with a number of organisations across the city. It is surprising the number of colleges that say they do not have any child protection issues and don't know who their designated officer is. City College Birmingham has always had a very caring approach and students find it easy to disclose at the College.

One Governor asked if there was any correlation compared to what is being presented. The Head of Student Services informed members that child abuse is equally represented across all groups.

The Chair thanked the Head of Student Services for her briefing.

1. Declaration of Interests

23.09C The Chair asked if anyone wished to declare an interest. The following governors declared interests in relation to the following:

The Chair – South Birmingham College (SBC), Governor
Ms Liz Furey – Aston University, her employer
Mr Jagwant Johal – Birmingham City Council, his employer

2. Ballot for Appointment of Vice Chair

24.09C The Clerk informed members that she had requested nominations for Vice Chair by a specified deadline and to date only one nomination had been received which was Ms Hartigan.

25.09C **Resolution: members unanimously agreed to appoint Ms Kate Hartigan as Vice Chair of the Corporation for the remainder of her term of office.**

3. Apologies

26.09C Apologies were received from Mr Buncombe, Mr Crump, Ms Harrison, Cllr Hunt, Ms Lewis and Ms Quirke.

Members agreed to take item 9 next.

9. Interim Principal's Update

27.09C The Interim Principal guided members through his presentation. Slides attached as Appendix B. He updated members on the sale of the East Campus.

28.09C The Teaching Staff Governor asked if the college knew what type of housing was being planned for the site. The Director of Property informed members that originally it was predominantly apartments which are now not selling. The Developers are now looking at affordable low level housing. The only issue still being debated with regard to this site is the density. The Developers have a QC appointed to look at this case and they should receive some feedback within the next two weeks.

29.09C The Student Governor asked if the college had a backup plan in case the sale does not go through. The Interim Principal informed members that the College is in discussion with the LSC in case the College has to take out a bigger loan.

30.09C The Interim Principal expressed his thanks to the LSC Partnership Director and her colleagues for £2.3 million which the college does not have to pay back. The LSC have supported the college to the tune of £8.5 million. He wanted to place on record the College's thanks for the excellent support of the LSC.

31.09C The Interim Principal guided members through the rest of his presentation which focussed on the improvements made within the College in readiness for the re-inspection.

32.09C **Resolution: members' unanimously agreed to receive the Interim Principal's presentation.**

4. Minutes of the Corporation meeting held on 16th December 2008

33.09C The minutes were agreed as a true and accurate record of the meeting.

34.09C **Resolution: members unanimously agreed to approve the minutes of the Corporation meeting held on 16th December 2008 contained in paper 1.**

5. Matters arising from the minutes

35.09C Minute No: 650.08C – The Teaching Staff Governor asked if the impact assessments around equality and diversity had taken place yet. The Director of Human Resources informed members that the College has a consultant working with the College and we have started the process of impact assessing policies and procedures. The Teaching Staff Governor asked whether this would be reported on separately and published. The Director of Human Resources confirmed this to be the case.

36.09C Minute No: 659.08C – The Teaching Staff Governor asked for an update with regard to Fordrough. The Interim Principal informed members that he had a meeting scheduled next week with the Pakistani leader in that area and has offered to take him on a tour of the site. He stated that the Vice Principal Curriculum Development will also be offering this facility to Schools within the area. The Vice Principal Curriculum Delivery informed members that every Friday morning there is a Fordrough Planning meeting. We look at what curriculum is going to be there.

37.09C The Vice Principal Curriculum Development informed members that the Fordrough Topping Out Ceremony is taking place on 10th March 2009. David Cragg MBE is the official guest of honour. All governors have been invited to the ceremony.

38.09C The Student Governor commented that in that whole area there are four City College centres. She asked whether they would be too close. The Vice Principal Curriculum Delivery informed members that alongside the business plan there is an accommodation plan and the College plans to rationalise accommodation and courses across those centres.

6. Minutes of the Special Corporation meeting held on 27th January 2009

39.09C The minutes were agreed as a true and accurate record of the meeting.

- 40.09C **Resolution: members unanimously agreed to approve the minutes of the Special Corporation meeting held on 27th January 2009 contained in paper 2.**

The LSC Partnership Director and the Staff Governor left the meeting at 6.55 pm.

7. Matters arising from the minutes

- 41.09C There were no matters arising.

8. Corporation Action List as at 24th February 2009

- 42.09C The Clerk guided members through the action list.

- 43.09C Minute No: 636.08C – An update from the meeting with the City Council Planning Department on 7th January 2009 was included as part of the Principal's presentation. This item is now complete and can be removed from the action list.

- 44.09C Minute No: 652.08C – The Interim Principal informed members that he and the Director of Planning and Information had not yet met with Councillor Hunt. Retain on action list.
Action point.

- 45.09C Minute No: 668.08C – Members gave feedback to the Clerk regarding the Draft Operating and Financial Review and Financial Statements by the agreed deadline and these have now been finalised. Item completed can be removed from the action list.

- 46.09C Minute No: 732.08C – The Succession Planning for the Chair of the Corporation was discussed and agreed at the Special Corporation meeting held on 27th January 2009. This item is now complete and can be removed from the action list.

- 47.09C **Resolution: members unanimously agreed to receive and monitor the Corporation action list as at 24th February 2009 contained in paper 3.**

Business/Strategic/Policy Items

9. Principal's Report

- 48.09C This was dealt with earlier in the agenda.

10. Financial Report

- 49.09C The Interim Director of Finance guided members through the report which is the half year accounts. Student enrolments for January 2009 were not as good as we had hoped for. LSC are likely to withhold some of our funding if we do not hit our targets. We have been successful so far in holding down our spending and are far more efficient. We may need to make further cost savings.

- 50.09C One Governor asked for clarification of £250,000 for specified project. The Interim Director of Finance explained that this related to Fair Cities which was a consortium driven project. City College were the lead and this project was finalised in May/June 2008.

- 51.09C One Governor asked whether with regard to the under recruitment of adult students if there were any broad areas the College was looking for those efficiency savings. The Interim Director of Finance informed members that there are a few areas we could look at agency staff for example. Finance are asking staff who present purchase orders whether it is absolutely necessary and whether it is necessary now. Staff are also coming up with initiatives of how we might obtain some additional funding.
- 52.09C The Chair of Audit stated that she presumed that for this year there was nothing else the College could do with regard to the adult starters. She stated that with the downturn there will be a number of people who may be made redundant and suggested that there may be an opportunity there. The Interim Director of Finance stated that for this year there is not a great deal of time left, but there are still things we can do. The Vice Principal Curriculum Delivery stated that after inspection the College will be looking at what can be done to get the adult enrolment numbers back up to where they should be.
- 53.09C One Governor asked, if next week an inspector asked about what the College was doing with regard to the recession, would it be able to paint a picture. The Vice Principal Curriculum Development confirmed that it would. It is the Train to Gain targets and there are big initiatives taking place.
- 54.09C The Interim Principal informed members that the LSC are also now looking at reducing the requirements into obtaining an NVQ and breaking them down into smaller packages.
- 55.09C One Governor stated that what will pay the money is getting people into jobs so there is a big opportunity there for the College. He stated that there are a number of initiatives through the local councils in order to achieve this. The Interim Principal explained that the College had not gone to those lengths in detail yet. The Vice Principal Curriculum Development explained that the College is, however, in contact with those organisations.
- 56.09C The Chair stated that it was worth bearing in mind that the College had to get through inspection first. He noted that as part of the cycles of business franchise and partnerships should be included as part of this report. The Interim Director of Finance confirmed this to be the case and apologised that it had not been included.
- 57.09C Governors asked what the timescale was for after inspection. The Interim Director of Finance informed members that the College has arranged with the LSC regional finance team to do a half year review in March 2009 against the financial plan.
- 58.09C One Governor asked in terms of the forecast going forward whether efficiency savings have been built into the forecast. The Interim Director of Finance explained that every month he does a review with the budget managers. Following those reviews we currently update the forecast.
- 59.09C One Governor asked in terms of agency staff and VAT risk if the College had picked that up. The Interim Director of Finance confirmed that the College had picked up the changes from 1st April 2009. We have already had a meeting with Protocol to discuss how best we can mitigate the risks.
- 60.09C The Student Governor suggested doing budgets on a site basis and have fund raising events. The Interim Director of Finance informed members that he had tried that

approach before in other colleges but it always proved to be more expensive. The Vice Principal Curriculum Delivery stated that also some areas by the nature of their business are easier to make a contribution to budget income than others. The Interim Principal stated that there was a tension as to whether the College operates on a site basis. The College has worked out the budgets on a curriculum basis as there is a much tighter control line.

61.09C The Chair commented that some good suggestions had come out of that discussion session. He asked if individuals could meet with the Interim Director of Finance to talk through these ideas further as we do not want to lose them. Contact can be made via the Clerk to the Corporation. **Action point.**

62.09C **Resolution: members unanimously agreed to receive and monitor the Financial Report for the six months to 31st January 2009 contained in paper 4.**

11. City College Annual Human Resources Report 2007/2008

63.09C The Director of Human Resources guided members through the report.

64.09C One Governor asked for clarification of the sickness absence of 5.9% as they did not really understand that percentage. The Director of Human Resources stated that the percentage was based on the national average which is the absence rate across the college for all staff as a whole of available days as a percentage. She stated that it is high compared to national statistics. However looking at colleges of a similar size she did not believe that the average was only 2%.

65.09C One Governor asked as far as turnover is concerned whether there is anything to say that turnover is high due to the current situation. The Director of Human Resources directed members to the comparisons on page 55. She stated that the percentages for last year were exceptionally high, but it had been an exceptional year for the college with 120 staff leaving under voluntary severance.

66.09C One Governor asked if the College calculates absence on the Bradford Factor. The Director of Human Resources informed members that the College does not currently use the Bradford Factor but may consider in the future. Currently sickness absence is calculated using specific triggers.

67.09C One Governor asked what the Bradford Factor was. The Director of Human Resources informed members that it is a method of calculating different figures. The College has not used this yet.

68.09C One Governor asked for clarification of the status of a level two qualification. The Director of Human Resources confirmed that it was GCSE.

69.09C One Governor asked for clarification regarding the breakdown on ethnicity. The Director of Human Resources apologised that she had not included the management descriptor which was why the information was confusing. The Chair stated that the College Diversity Group, which has recently reviewed its membership, looks at all aspects of equality and diversity.

- 70.09C One Governor asked if the 24 hour counselling helpline was used much. The Director of Human Resources informed members that this was new and the College was in the early stages of using this service. This is really a management tool to be able to track issues.
- 71.09C Governors asked if the absence costs were real costs to the College of just salary costs. The Director of Human Resources informed members that it was just salary costs and did not include cover.
- 72.09C Governors asked for clarification around the 18.4% overall stress rate for staff. The Director of Human Resources directed members to page 58 of the report. She explained that the stress rate is by individuals, so 18.4% of staff have been off with a stress related illness.
- 73.09C Governors asked if managers were suspicious of staff being off at very important times for the College i.e. inspection, what was being done about this. The Interim Principal informed members that these situations are closely monitored and followed up.
- 74.09C The Chair stated that exit monitoring is very important in this area. We need to know why staff are leaving. The Director of Human Resources informed members that the College does undertake exit monitoring and this does form part of the Human Resources Action Plan.
- 75.09C **Resolution: members unanimously agreed to approve the City College Annual Human Resources Report for 2007/2008 contained in paper 5.**

12. Business Development Unit Report – Update

- 76.09C The Vice Principal Curriculum Development informed members that the College is currently underperforming in its Work Based Learning (WBL) targets and there is cause for concern. The College has put strategies in place to deal with this. This includes recruiting some apprenticeships for the College in the areas of Administration and Accounting, as well as Motor Vehicle. He informed members that re-branding of the Business Development Unit (BDU) is now complete with the internal launch of Core Business Skills (CBS). The team are also developing a new sales presentation tool to support Account Managers in their roles when meeting with employers.
- 77.09C The Student Governor asked if Train to Gain (T2G) would have an effect on the inspection. The Vice Principal Curriculum Development confirmed that it would. As a College we had to come from a long way back. This is quite challenging and sadly the recession is a major downturn. The Vice Principal Curriculum Delivery stated that the numbers for T2G are a concern for LSC whereas the quality is the concern of Ofsted.
- 78.09C One Governor asked if the College was forming closer links with the Chamber of Commerce with regard to the training required. The Vice Principal Curriculum Development informed members that the College is using the Chamber of Commerce linkage with the business world. The Governor stated that the Chamber of Commerce does forecasting and with that would do training needs analysis as to where training is needed. He asked if there are any kinds of analysis in the Chamber which are accessible to the College. The Vice Principal Curriculum Development stated that the Chamber have informed the College that they have that analysis and we are currently in

discussions with them. The Chair of the Audit Committee confirmed that as a member of the Chamber of Commerce she was aware that the information is obtained for its members but did not know whether the College would be able to access it.

79.09C **Resolution: members unanimously agreed to receive and monitor the Business Development Unit Report – Update contained in paper 6.**

13. International Activities – Update

80.09C The Vice Principal Curriculum Development informed members that the College has invoiced £170,000 and has already received £104,000. The College are trying to ensure 100% collection of fees but we are not there yet as some people pay by instalments.

81.09C One Governor asked whether the target was invoice or collection. The Interim Director of Finance confirmed that the target is invoice as it is an income target.

82.09C The Vice Principal Curriculum Development informed members that the College has been recognised by the UK Border Agency (UKBA) as a licensed “Sponsor” for international student recruitment. The College has been awarded Grade A status and can continue to recruit in the international student market.

83.09C One Governor asked if the College was involved in the Birmingham Universities Foundation. The Vice Principal Curriculum Development confirmed that it was. He directed members to page 66.4 of the report. He explained that the College has had meetings with the Birmingham City Council International Unit. These meetings were originally initiated by Mike Murray, from the unit and are attended by most of the city’s FE colleges. A parallel group is meeting from the local universities and appears to have evolved an agreed model to promote undergraduate and graduate programmes. City College, Birmingham is taking a leading role in the discussions.

84.09C One Governor asked whether there was a possibility of making some money out of it by providing a service to other universities. The Interim Principal explained that universities are doing their courses and colleges do summer courses where students can improve their language skills to move onto universities.

85.09C The Chair stated that he had been emphasising external funding as he believed there is money out there. He was invited by the Chair of the GTTI to visit Gambia. The report on this visit will be presented at the next meeting. **Action point.**

86.09C **Resolution: members unanimously agreed to receive and monitor the International Activities – Update contained in paper 7.**

14. Every Child Matters Strategy – Update

87.09C The Head of Student Services guided members through the report, which was originally approved in 2006. Changes have been made due to the restructuring. She apologised for the typos in the report which had previously been through Corporation but the typos were not picked up.

88.09C **Resolution: members unanimously agreed to approve the changes and additions to the Every Child Matters Strategy contained in paper 8.**

15. Revised Student Union Constitution and Student Union – (Interim update)

89.09C The Head of Student Services guided members through the report. The College did consider disaffiliating to NUS during the summer. Our administrator was retiring and the affiliation costs were also quite high. However, since then we have been able to re-negotiate the affiliation fee with the NUS which has been much reduced due to the fact that the College is not making a grant to the Student Union.

90.09C One Governor asked how the Student Union is funded and whether there is much interest. The Student Governor informed members that the Student Union no longer receives a grant from the College hence the reduced affiliation fees. Students can obtain an NUS card by going online and paying £10.00 for the card. They would then receive discounts at various organisations. There is not much take up of the NUS card at this current time. Members of the Student Council and the College are promoting the NUS card by leaflets and signs as well as on the College website.

91.09C **Resolution: members unanimously agreed to approve the changes to the Student Union Constitution that are highlighted in bold and italics contained in paper 9.**

16. Risk Management Report

92.09C The Clerk guided members through the report.

93.09C **Resolution: members unanimously agreed to receive and monitor the Risk Management Report contained in paper 10.**

Curriculum, Quality & Learning Standards Items

17. VP Quality and Standards update on Quality Issues

17.1 Updated SAR and updated progress against the Quality Improvement Plan as at 5th February 2009

94.09C The Interim Vice Principal Quality and Standards guided members through the report which consisted of a very detailed executive summary. The Quality Improvement Plan (QIP), completed 8th December 2008, pulled together actions identified through the self assessment process and outstanding actions from the Post Inspection Action Plan (PIAP). Governors receive regular updates on progress made against the QIP usually in the form of a RAG report. On 2nd February 2009 the College received notice of the date of re-inspection and was given the opportunity to submit an updated SAR which would be used by the Lead Inspector, Lindsay Hebditch, together with original Ofsted Report November 2007 and Monitoring Visit October 2008, to inform the College's Pre-Inspection Commentary (PIC). The PIC summarises key information about the College under each of the five key questions of the Common Inspection Framework and puts forward preliminary hypotheses as to the current situation in each case and lists areas for exploration by the inspection team. It was therefore felt important that Governors receive a copy of the updated SAR, which is included in the pack as a separate bound document. Together with the detailed executive summary this summarises progress made to date. Members discussed the QIP in detail.

Ms Jeynes left the meeting at 8.20 pm.

95.09C The Student Governor asked what the College's chances were of getting a positive inspection outcome. The Vice Principal Quality and Standards informed members that the College is doing very well in terms of improvements. We know what is wrong and we are addressing the issues. However we cannot pre-empt what the outcome will be.

96.09C **Resolution: members unanimously agreed to receive and note the progress made in implementing improvements identified in the self assessment process contained in paper 11.**

17.2 Teaching & Learning Observation Policy & Procedures

97.09C The Vice Principal Quality and Standards introduced the policy. She explained that the policy and the procedures have been tightened up considerably. It is now very clear what happens and when observations will be carried out. It is also clear what will happen if a tutor gets a grade 4 for an observation. We now have a fully trained team although that training will continue and we will maintain the contact with the external Ofsted inspector.

98.09C One Governor asked if the College has sufficient control over agency staff. The Interim Vice Principal Quality and Standards informed members that the College has been in close discussions with the Chief Executive of Protocol and the College is working closely with them. The College cannot afford to have the agency supplying staff that we cannot work with. Agency staff need to be trained just as much as our own staff.

99.09C The Interim Principal commented that normally the College would pay 5% VAT on the cost of management of agency staff but the change from 1st April 2009 will mean that the College would pay VAT on each individual. Once inspection is out of the way the Corporation may want to consider whether it still uses an agency or creates a pool of staff. Some colleges do exactly that. Up until now it has been cheaper to use agency staff but that is no longer going to be the case.

100.09C **Resolution: members unanimously agreed to approve the Teaching & Learning Observation Policy & Procedures contained in paper 12.**

18. Enrolment Update

101.09C The Interim Director of Finance guided members through the report on behalf of the Director of Planning and Information. January 2009 enrolment was not as good as we were looking for. This has been reported to LSC in the spirit of openness. We are forecasting that we will be just under 90% of our 16-18 target but will be about 70% of original target for adults. We are keeping our minds open and trying to get some short term solutions to driving up the numbers. We have also started negotiations for next year.

102.09C The Chair stated that members' will expect to see a fuller report at some point. The Interim Director of Finance reported that a full year end report was presented in December 2008 and would again be presented to the December 2009 meeting with a mid year report going to the March 2009 meeting. **Action point.**

103.09C **Resolution: members unanimously agreed to receive and monitor the Enrolment Update report contained in paper 13.**

19. Learner Achievement

104.09C The Vice Principal Curriculum Delivery guided members through the report on behalf of the Director of Planning and Information. He explained that the tables at the back within the report will appear at the back of the Ofsted inspection report when published for everyone to see. The tables are not that easy to interpret. He guided members through the tables in detail. The College's achievement rates are improving and continue to do so.

105.09C The Chair asked what had happened with regard to AS levels from 2006/7 to 2007/8. The Vice Principal Curriculum Delivery explained that was as a direct result of changes to the recruitment of students. We are now recruiting students with integrity.

106.09C **Resolution: members unanimously agreed to receive and monitor the Learner Achievement Update report contained in paper 14.**

Governance Items

Items for approval from Committees

20. Audit Committee – 3rd February 2009

20.1 Annual Risk Management Report 2007/2008

107.09C The Chair of Audit guided members through the report.

108.09C One Governor stated that it seemed odd that we are saying there is a risk that we may not be able to see the future. The Chair of Audit informed members that in the past the College was not keeping up to date with local changes let alone government changes.

109.09C The Interim Principal stated that in his view governors were not given the full picture in the past. Papers were on the large side and it was not easy to find the message that was being portrayed. This is why the SMT are now trying to give governors bad news as well as good news.

110.09C The Chair of Audit stated that it is important to note that not only is the College identifying risks now in a different way but that the risks are monitored against actions taken to mitigate the risks.

111.09C **Resolution: (20.1) members unanimously agreed to approve the Annual Risk Management Report for 2007/2008 contained in paper 15.**

21. Finance & General Purposes Committee – 17th February 2009

112.09C The Clerk apologised on behalf of the new Chair of Finance and General Purposes Committee as he could not be there to present the report. She guided members through the recommendations from the Finance and General Purposes Committee.

21.1 Recruitment & Selection Policy

113.09C One Governor asked with regard to sexual orientation if there had been any conflicts where a particular group may have conflicts with another and what processes were in place to deal with this. The Director of Human Resources informed members that there had not been any issues yet but could guarantee that it would happen at some point. She explained that this issue if it arose would be dealt with under the College's grievance procedures.

114.09C **Resolution: (21.1) members unanimously agreed to approve the Recruitment & Selection Policy contained in paper 16.**

21.2 Probationary Policy

115.09C The Clerk informed members that this was a new policy with a robust set of procedures backing it up.

116.09C **Resolution: (21.2) members unanimously agreed to approve the Probationary Policy contained in paper 16.**

21.3 Freedom of Information Act – Publication Scheme – updated

117.09C The Clerk informed members that the College is required to have a publication scheme by law. The updated scheme presented is in line with Corporation timescales for review but also a revised exemplar has been issued, which we have followed.

118.09C The Chair of Audit commented with regard to exemptions on data protection perhaps we should have included other legislation. Members agreed that the section on exemptions should also include not only reference to the Data Protection Act but also or any other current legislation. **Action point.**

119.09C **Resolution: (21.3) with the above amendment members unanimously agreed to approve the updated Policy for Freedom of Information Act – Publication Scheme contained in paper 16.**

21.4 Data Protection Policy – updated

120.09C The Clerk informed members that the policy had been updated in line with Corporation timescales. She drew members' attention to section 13 which states that the Director of Planning and Information is the designated data controller and the Clerk to the Corporation is the deputy to the designated data controller.

121.09C **Resolution: (21.4) members unanimously agreed to approve the updated Data Protection Policy contained in paper 16.**

21.5 Expenses & Benefits Policy – updated

122.09C The Chair of Audit commented that she felt the £100 for accommodation charges seemed a little high. The Interim Director of Finance explained that this was due to the changing accommodation rates within Birmingham depending on which events are

taking place and also this is the average for other areas i.e., London. Prior approval also has to be obtained.

123.09C One Governor asked if the limits set out could also include 'as set out in line with current financial regulations'. The Interim Director of Finance explained that the Financial Regulations do not state that senior managers need to get the Principal's sign off whereas this policy does. Members felt that the policy and the Financial Regulations should be cross referenced. **Action point.**

124.09C **Resolution: (21.5) with the above amendments members unanimously agreed to approve the updated Expenses and Benefits Policy contained in paper 16.**

21.6 Tender Return – Classroom Furniture Fordrough

125.09C One Governor stated that he assumed that the College was happy with the quality of the furniture and we will not be having to buy more in the not too distant future. The Director of Property stated that the College was very happy with the quality. He had visited the factory. The organisation is also on the government approved list.

126.09C **Resolution: (21.6) members unanimously agreed to approve that the OGC approved supplier Gresham Office Furniture be awarded the contract for the supply of Classroom Furniture for the new Fordrough Campus up to a maximum of £224,768,19 (Excluding VAT) contained in paper 16.**

21.7 Anti Fraud and Anti Corruption Policy (additional paper that was dealt with at F&GP under AOB).

127.09C The Clerk informed members that the policy had been updated to reflect changes in re-structuring.

128.09C **Resolution: (21.7) members unanimously agreed to approve the Anti Fraud and Anti Corruption Policy contained in paper 16.**

22. Minutes of Committee Meetings

- Search & Governance – 13th January 2009
- Audit Committee – 11th December 2008 & 3rd February 2009

129.09C **Resolution: members unanimously agreed to note the above minutes contained in paper 17.**

23. Notes of the QIA Case Conferences

130.09C Members received the notes of the QIA Case Conferences of the following meetings:

- 7th January 2008
- 25th February 2008
- 1st April 2008
- 13th May 2008
- 24th June 2008

- 17th September 2008
- 22nd October 2008

131.09C The Chair again extended an invitation to any governor who would like to attend these meetings. Please let the Clerk know if you are interested in attending.

132.09C The Interim Principal informed members that these meetings are another way of governors being able to monitor the progress being made.

133.09C **Resolution: members unanimously agreed to receive the notes of the QIA Case Conferences contained in paper 18.**

24. Any other business

134.09C The Interim Principal stated that he was very conscious of the amount of papers tabled at this meeting. He apologised for this and stated that some of these were a general tidy up of policies with regard to title changes etc due to restructuring. Our aim, unless it is the Financial Report falling within the 15 day end of month production deadline, is that there will be no tabled papers.

135.09C The Clerk informed members that the process for the second student governor was currently underway and a nomination should be received shortly.

24.1 Insurance Review / Governor Liability

136.09C The Interim Director of Finance explained that Finance and General Purposes had discussed this issue due to the College's insurance contract needing to be renewed. He guided members through the paper. He explained that where the College is considered to have created a major problem, for example for a supplier, it may find itself being sued for redress. Very occasionally Corporation members may find themselves being sued individually rather than the suit being aimed at the College itself as a Corporate Body. However, Corporation members can apply to the courts for an order that reduces or eliminates their personal liability if they can show that they behaved "honestly and reasonably". The basis for such a request lies in section 145 of the Learning and Skills Act (2000) section (2). If, however, Corporation members cannot convince the court that they behaved "honestly and reasonably", they may then be held to account and if they lose their case, they may be found liable. Colleges often take out insurance on behalf of their Corporation members against such an eventuality. The College has obtained quotations for such insurance at 3 levels of cover: £2 million cover at a premium of £2,200 per year; £5 million cover at a premium of £3,300 per year; or £10 million cover at a premium of £4,500 per year.

137.09C Governors stated that there had been some email discussion with the College on this subject. If the average is £5 million cover then we should do that.

138.09C **Resolution 1: members unanimously agreed to approve £5 million cover at a premium of £3,300 per year for Governor Liability Insurance.**

139.09C Governors asked what was happening with regard to terrorist cover as unless you have additional cover then you cannot make a claim. One Governor stated that normally in the event of an attack the government would be pressurised into paying out.

140.09C Governors discussed this subject at length and the Chair decided to put the decision to a vote as detailed below:

3 votes for extra terrorist cover
4 votes against extra terrorist cover
1 abstention.

141.09C **Resolution 2: members agreed according to a majority decision not to take out additional terrorist cover.**

142.09C The Clerk asked whether it was possible to review the cover for terrorist attack on an annual basis. The Interim Director of Finance informed members that he would make sure that this facility was available. **Action point.**

24.2 Financial Regulations - Authority limit of £50,000 to sign Partnership/Franchise agreements. He has been signing for a higher value.

143.09C The Interim Director of Finance informed members that Baker Tilly who are currently doing work within the College have picked up on a weakness with regard to financial regulations. Contracts for partnership and franchise work was put before F&GP and Corporation but then I signed them all and about half of them are way over my authority. Asking for you to give delegated retrospective authority. He and the Interim Principal apologised that this had happened. Governors were happy that the signing of these contracts had been a genuine oversight. All future signings must comply with the Financial Regulations. **Action point.**

144.09C **Resolution: members unanimously agreed to give The Interim Director of Finance delegated retrospective authority to sign these contracts. They agreed that it had been a genuine oversight on his part. In future all signings must comply with the Financial Regulations.**

25. Date and time of next meeting

145.09C It was agreed that the next meeting would take place on Tuesday 31st March 2009, North West Skills Academy, room 3&4

146.09C The Clerk informed members that without the Staff and Student Governor, who in line with the Articles and Instruments of Government have to leave the meeting for the confidential items, then the meeting would no longer be quorate. Therefore the planned confidential items could not be approved and would have to be deferred to the next meeting.

Confidential Items

26. Minutes of the Remuneration Committee meetings held on 18th November 2008 and 13th January 2009

147.09C Deferred till next meeting.

27. Confidential Minutes of the Special Corporation meeting held on 27th January 2009

148.09C Deferred till next meeting.

28. Matters arising from the minutes

149.09C Deferred till next meeting.

29. Any other confidential business

150.09C Deferred till next meeting.

30. Meeting Evaluation Form

151.09C Members completed their evaluation forms and handed them to the Clerk prior to leaving the meeting.

152.09C The Chair thanked the Interim Principal, the SMT and all staff for the work that has been done within the college in order to prepare for the re-inspection.

The meeting closed at 8.55 pm.