

# STRATFORD-UPON-AVON COLLEGE CORPORATION

## MINUTES OF CORPORATION MEETING HELD ON THURSDAY 7 APRIL 2011

<b>Present:</b>	Alan Richardson	Chair
	Lyn Anslow	Governor
	Imogen Cork	Student Observer
	Royston Hollyer	Support Staff Governor
	Cedric Irankunda	Student Governor
	David Kent	Governor
	Jeremy Moore	Governor
	Sinead Ouillon	Governor
	Martin Penny	Principal
	Kayleigh Pitts	Student Governor
	Gill Roache	Governor
	Geoff Thompson	Governor
	Andy Tyers	Teaching Staff Governor
<b>In attendance:</b>	Charles Anderson	Deputy Principal
	Christine Foster	PA to Principal
	David Jackson	Clerk to the Corporation
	Norman MacDonald	Vice Principal – Finance
	Yvonne Rose	LSC
	Hazel Skwirzynska	Director of Learner Services

### STUDENT GOVERNOR PRESENTATION

The two Student Governors and the Student Observer made a presentation to Governors on their experiences of the Student Governor Forum they all attended in January, the LSIS Annual Governance Conference attended by Kayleigh and the experiences of the Student Observer. They spoke positively about their experiences and thanked Governors for the welcome they had given them at Stratford, which from discussions with fellow Student Governors in other Colleges did not seem typical. Overall they reported their experiences had been positive and they had come away with determination of working with the Student Liaison Co-ordinator to embed a student network within the College that would be effective in collecting and communicating the desires of the Student Body to the Corporation in a more efficient manner and for that communication to be two-way. At the end of the presentation the Chair expressed a vote of thanks to them and their contributions at meetings which was welcomed by Governors. He concluded by saying that it was difficult to differentiate their input from that of other Governors and very much hoped that as they went forward they would be able to use the experiences gained of working with the Governing Body as they journeyed through life.

### PART ONE - ROUTINE BUSINESS

#### 1. WELCOMES / APOLOGIES

The Chair introduced Christine Foster as the Principal's PA who was attending the meeting as part of her induction which was agreed. Apologies were received from Mike Atkins, Satnam Bhogal, Tony Jefferson, Elaine Rowlands and Kay Taylor. The Chair commented on the number of apologies received which were not, with the exception of one, related to the location and reminded members that the Corporation would be judged in part at any Ofsted inspection on their attendance.

#### 2. DECLARATIONS OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which the meeting was reminded that:

- Alan Richardson was Chair of Governors at Coventry University;
- Sinead Ouillon was an employee of Coventry University;

- Gill Roache was a member of Stratford-on-Avon District Council.

### **3. MINUTES OF LAST MEETING**

The Chair sought confirmation that the minutes of the meeting held on 16 December 2010 reflected the comments made at the meeting.

It was resolved **THAT:**

The minutes of the Corporation meeting held on 16 December 2010 be regarded as correct and signed by the Chair of the Corporation.

### **4. MATTERS ARISING**

There were no matters arising.

### **5. COMMITTEE REPORTS / MATTERS ARISING**

#### **5.1 General Purposes Committee**

In the absence of the Committee Chair the Vice Principal Corporate Services introduced the minutes of the meeting commenting in particular on Equality and Diversity and Industrial Relations, she referred to IFL Registration with which there was an outstanding issue and the actions being taken until the matter was resolved.

It was resolved **THAT:**

The minutes of the General Purposes Committee be received by the Corporation and the actions endorsed.

#### **5.2 Standards and Performance Monitoring Committee**

The Chair of the Standards and Performance Monitoring Committee made mention of the actions being taken in relation to Maths and Science and reported that an assurance had been given to the Committee that there would be no issues for this Committee in relation to these subjects in the next Academic Year. He drew attention to the actions being taken in the Committee in relation to attendance, retention and success rates and he very much hoped that there would be an improvement in retention in 2010/11. The Deputy Principal commented however that there was likely to be an issue in relation to the second year of two year courses. After a brief discussion around success rates;

It was resolved **THAT:**

- a) The Minutes of the Standards and Performance Monitoring Committee be received by the Corporation and the actions endorsed;
- b) The Corporation attach great importance to students successfully completing their studies at Stratford-upon-Avon College.

#### **5.2a CONFIDENTIAL MINUTE**

#### **5.3 Search Committee**

Attention was drawn to the minutes of the meeting by the Chair of the Committee who highlighted the potential for forthcoming vacancies on the Corporation and the actions being taken to fill them. He asked Governors to put forward to the Clerk to the Corporation the names of any individuals they considered appropriate for consideration as Governors. He also drew members' attention to a revised Code of Conduct and to a discussion on a proposed Code of Governance for the Further Education Sector, following which:

It was resolved **THAT:**

The minutes of the Search Committee be received by the Corporation and the actions endorsed.

#### **5.4 Audit Committee**

The Chair of the Audit Committee introduced the minutes of the meeting held on 15 March 2011 and indicated that there were no matters to date that had been considered by the Committee that would affect Audit opinion. He then went on to report the outcome of a review of internal auditors for 2011/12 which had been undertaken as part of an LSIS project working with other Colleges on Value for Money.

It was resolved **THAT:**

- a) The minutes of the Audit Committee meeting held on 15 March 2010 be received by the Corporation and the action endorsed;
- b) The updated Risk Management Report and Action Plan be approved;
- c) RSM Tenon be appointed as Internal Auditors for 2011/12 and thereafter subject to annual re-appointment.

#### **5.5 Finance Committee**

The Chair of the Corporation, as Chair of the Finance Committee, worked through the minutes of the Finance Meeting stressing that the Management Accounts were on track for 2010/11 and that the cash position in the College had been well managed throughout the year. He went on to outline the basis upon which the budget for 2011/12 was being prepared to generate a surplus. He stressed, however, that there were risks around and that these were being kept under review by both College management and Finance Committee. Of particular concern at the present time was the potential for a shortfall of full-time students, the contract with Stratford-on-Avon District Council for the Tourist Information Centre and the international school student recruitment.

It was resolved **THAT:**

- a) The minutes of the Finance Committee be received by the Corporation and the actions endorsed;
- b) The Management Accounts for the period 1 August 2010 to 28 February 2011 be approved by the Corporation.

#### **6. APPOINTMENT OF CHAIR**

The Clerk to the Corporation drew attention to the fact that Alan Richardson would be standing down as Chair to the Corporation on 31 August 2011 and that there would be a need to appoint a new Chair at the next meeting. He outlined to the meeting the current Standing Order relating to the appointment of the Chair and a proposal to amend that Standing Order to seek nominations prior to the meeting and if necessary a secret ballot.

Following discussion;

It was resolved **THAT:**

- a) Prior to the next meeting the Clerk to the Corporation will be requesting written nominations, which are seconded between now and 8 July 2011 and that if necessary a secret ballot will be held during the meeting;
- b) Standing Orders be amended to reflect this change.

#### **7. APPLICATION OF THE COLLEGE SEAL**

It was resolved **THAT:**

Governors note the application of the seal on the Contract with Stratford-upon-Avon District Council for the Tourist Information Centre.

#### **8. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Corporation meet again on **Thursday 21 July 2011 at 1.30pm at Stratford Campus.**

#### **9. ANY OTHER BUSINESS**

The Principal reported that the Inland Revenue had recently increased the threshold at which travel allowances attracted taxation from 40p – 45p. The College practice in the past had been to adhere to the recognised Inland Revenue rates which meant that with effect from 6 April 2011 the mileage allowance would increase from 40p to 45p for College staff and Governors using their cars on College business. This increase would be managed within the current budget.

It was resolved **THAT:**

- a) The report be noted.
- b) Attention was drawn to a performance of the Secret Garden on 29 June 2011 at 7:30, to which Governors would shortly receive an invitation to attend the VIP night.

## **PART TWO – STRATEGIC ISSUES**

### **10.1 Strategic Planning Group**

Attention was drawn to the minutes of the Strategic Planning Group which had informed discussions in the Finance Committee referred to earlier.

It was resolved **THAT:**

The minutes be received and noted.

### **10.2 LSIS Conference**

At the invitation of the Chair, Gill Roache reported on the LSIS Conference that she had recently attended with some fellow Governors and particularly on the theme of New Freedoms which had come through at a number of the sessions. With these New Freedoms came a need to ensure that we integrated with the community and posed the question as to what was the College Community and how the Governors could ensure that they were providing courses that were relevant and required within the Community in the broadest sense. There then followed a discussion on the issues raised and;

- a) Why some Colleges were better placed to respond to local need, particularly as funding was directed to them from the Local Authority which was not the case in Warwickshire. Nevertheless there was a view on the Corporation that the local community was important and there was no guidance on what the College could do with the surpluses which it generated.
- b) The need to ensure that the buildings were more fully utilised by the local community which was a challenge for managers.

It was resolved **THAT:**

The Principal take into consideration these points when preparing the Strategic Plan for 2011/12 to 2014/15.

### **10.3 Principal's Up-date**

The Principal brought Governors up to date on a range of matters which affected the College on the theme of "Working our way through the Maze" and discussed with members some of the issues arising, in particular:

- YPA/SFA Allocations for 2011/12;
- Lack of flexibility in the use of the allocations 2011/12 being a critical transition year;
- The need to ensure that we over deliver on 16-18 year olds in 2011/12 for future funding;
- Sub-Contracting;
- Apprentices for Stratford-upon-Avon College;
- Apprentices/calibre of applicants;
- Tougher internal approach to curriculum planning and modelling;
- Introduction of a third Learner Conference;
- Positive announcements from UKBA;
- Staff/systems improvements;
- Construction Shed project;
- Recognition on the College appointment to Board and other projects;
- HND provision;
- NSA Studio School/Capital Funding;
- Wolf Report.

He went on to say that many of these matters would influence the Strategic Options paper under preparation which would be presented to the next Corporation.

The Student Governor reminded the meeting that we needed to get the good messages out into the wider community. The Chair then proceeded to summarise the presentation and discussion and thanked the Principal for a good and understandable presentation but recognises the challenges facing the College.

It was resolved **THAT:**

- a) The Corporation look forward to the Strategic Plan proposals for 2011/12 – 2014/15;
- b) The Principal's slides be circulated to members of the Corporation.

**PART THREE – CONFIDENTIAL MATTERS**

*Staff and Student Members withdrew from the meeting at this point.*

**11 REMUNERATION COMMITTEE  
CONFIDENTIAL MINUTE**