

**CORPORATE BOARD**

**Minutes of a meeting of the CORPORATE BOARD**

**Held at 5.30pm on Wednesday 25 January 2012 in the Training Restaurant,  
Lower Higham Road, Gravesend**

**Present:** Eddie Anderson (Chair)  
Susan Adams  
Cllr Arron Bardoe  
Shelton Besa  
Nick Butterfield  
Raj Vinder Singh-Gill  
David Gleed  
Adam Johnson  
Graham Moody  
Julian Parkes

**In attendance:** Frank Hardman (MCA Cooper Associates)  
Penny Morgan (Vice Principal)  
Keith Oxspring (Acting Clerk to the Corporation)

		<b>Action</b>
<b>P-1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence had been received from Brian Newell, Robbie Higgins, Pam Jones and Elizabeth Birchenough. These were formally accepted by the meeting.	
<b>P-1a</b>	<b>GOVERNOR RESIGNATION</b>	
	The meeting was informed that Olu Oguns had tendered his resignation as a governor of the college.	
<b>P-1b</b>	<b>WELCOME</b>	
	The Chair welcomed Cllr Arron Bardoe, Shelton Besa and Adam Johnson to their first governors' meeting at the college.	
<b>P-2</b>	<b>DECLARATIONS OF INTEREST</b>	
	Both Keith Oxspring and Frank Hardman declared their interest in item P-4.2 Clerking arrangements.	
<b>P-3</b>	<b>MINUTES</b>	
3.1	The minutes of a meeting of the Corporation Board held on 14 December 2011	

<p>The minutes of the above meeting were approved as a correct record subject to the following amendment:</p>	<p><b>Action</b></p>
<p>Page 8 – Item R7 – ‘Policy and Research Committee’ replaced with ‘Policy and Finance Committee’.</p>	
<p>3.2 Matters Arising</p>	
<p>The Chair requested that the Principal provide the new governors with details of the Link Governor arrangements under the six strategic aims.</p>	<p><b>Principal</b></p>
<p><b>P-4 PRINCIPAL’S REPORT</b></p>	
<p>Copies of the Principal’s Report Ref: CB/25.01.12/P-4 had been circulated with the agenda.</p>	
<p>The Principal took Members through his report which covered Adult Learner Responsive Funding for 2012/13, attendance at Committee Meetings and the Shuttle Bus Service.</p>	
<p>Members noted that the first draft Adult Learner Responsive allocation for 2012/13 was £162k lower than that received in 2011/12 which represented a reduction of around 5% on the previous year. This was mainly due to the completion of the Train to Gain activity which ceases in 2011/12. The allocation may increase depending upon the later figures reported to the SFA in relation to Apprenticeship numbers.</p>	
<p>The proposal for Operational Managers to refrain from attending future meetings, including sub-committee meetings, was discussed. Concerns were expressed that this could result in a loss of development opportunities for this group. Specific concerns were also expressed about the attendance of the Finance Manager at Audit Committee meetings.</p>	
<p>However, it was agreed that the Principal’s proposals should be accepted with the situation being monitored on an ongoing basis.</p>	
<p>The proposal to revert Health and Safety reporting at the Estates and Facilities Committee was debated. It was agreed that this proposal should be deferred pending the return of the Chair of the Estates &amp; Facilities Committee and should be included as an agenda item at the next Corporation meeting. The proposal to report on IT via the Estates and Facilities Committee was discussed and Members agreed that due to its strategic importance then this should be reported via the Policy and Finance Committee.</p>	<p><b>Interim Clerk</b></p>

**Action**

The position on the provision of the Shuttle Bus was discussed and it was noted that a comprehensive review of the service was being undertaken. Members requested that input be sought from users of the service and asked that these comments be taken into account in deciding the way forward.

It was

**RESOLVED:**        *to receive and note the Principal's Report*

**R-1        STANDING ORDERS**

Copies of the Standing Orders Ref: CB/25.01.12/R-1 had been circulated with the agenda.

The Chair informed the meeting that he had a number of proposed amendments to the content of the document. Given the nature of the document, Frank Hardman offered to review the Standing Orders and then re-submit them to the next meeting.

**Interim  
Clerk**

It was

**RESOLVED:**        *that consideration of this item be deferred until the next meeting of the Corporate Board when the revised document would be considered.*

**R-2        CODE OF CONDUCT**

Copies of the Code of Conduct Ref: CB/25.01.12/R-2 had been circulated with the agenda.

Frank Hardman advised that the document was a standard code used by the majority of colleges. There were a small number of amendments to the previous version to take into account updates in legislation.

It was

**RESOLVED:**        *that the Code of Conduct for Corporation members be adopted.*

**R-3        RESOLUTION FROM POLICY AND FINANCE COMMITTEE**

Copies of Minute extract from the Policy & Finance Committee Ref: CB/25.01.12/R-3.1 had been circulated with the agenda.

The Chair informed the meeting that the government had recently been considering the compulsory requirement for staff and student membership of the Governing body. Notwithstanding government policy, members were of the view that both students and staff should be encouraged to be members of the Governing body and these membership categories should be retained.

It was

**RESOLVED:**        *that in the interests of best practice, the Corporation will continue to support and include staff and student representatives to be part of the Governing body.*

**D-1        CAPITAL PROJECT STATUS REPORT**

Copies of Capital Project Status Report Ref: CB/25.01.12/D-1 had been circulated with the agenda.

Members noted that the items in bold and blue print were previously unseen by the Corporation such as the note on inspections included on page 2.

Members also agreed that they no longer needed to receive copies of this Report in future and instead would rely upon updates from either the Principal or the Director of Estates in relation to any significant updates.

It was

**RESOLVED:**        *to approve the Capital Project Status Report*

**D-2        DRAFT CALENDAR OF MEETINGS FOR NEXT ACADEMIC YEAR**

Two proposed calendars were submitted to the meeting. The first was in line with current practice with the second version included a reduced number of meetings being based on one Corporation and one Sub-Committee meeting per term. It was noted that if version two were adopted then additional meetings could be added if needed.

The situation was discussed by the members and the Principal was requested to re-arrange the Quality and Curriculum meetings to later dates within each term. The date of the Corporate Conference was also amended from Saturday

9 March 2013 to Saturday 16 March 2013.

It was

**RESOLVED:** *that subject to the above amendments, version two meeting calendar would be used.*

### **D-3 CORPORATE CONFERENCE DISCUSSION TOPICS**

Members were asked for their views on potential discussion topics for the forthcoming Corporate Conference to be held on Saturday 10 March 2012. The subject was debated and the following topics proposed:

- development of the College Strategic aims;
- review of potential Funding opportunities; and
- develop a vision for the College going forward.

It was

**RESOLVED:** *that the above topics form the basis of the forthcoming Corporate Conference.*

### **I-2 QUALITY AND CURRICULUM COMMITTEE**

Copies of the minutes of the Quality and Curriculum Committee meeting held on Tuesday 10 January 2012 Ref: CB/25.01.12/I-2 had been circulated with the agenda.

It was

**RESOLVED:** *to receive and note the minutes of the Quality and Curriculum Committee meeting held on 10 January 2012.*

### **I-3 MANAGEMENT ACCOUNTS to NOVEMBER 2011**

Copies of the Management Accounts to November 2011 Ref: CB/25.01.12/I-3 had been circulated with the agenda. Members noted that an operating surplus of £707k had been generated in the period.

It was

**RESOLVED:** *to approve the Management Accounts for the period 1 August to 30 November 2011.*

**I-4 USE OF CORPORATION SEAL 2011/12**

Copies of a Report Ref:CB/25.01.12/I-4 on the use of the Corporation seal in the period 14 December 2011 to 25 January 2012 had been circulated with the agenda.

It was

**RESOLVED:** *to approve the use of the College Seal in the period 14 December 2011 to 25 January 2012.*

**C-1 ANY OTHER BUSINESS**

There were no items of any other business.

**C-2 DATES AND TIMES OF NEXT MEETINGS**

Corporate Conference: 8.45am, Saturday 10 March 2012 at the Learning Shop, Bluewater

Ordinary Meeting : 5.30pm, Wednesday 21 March 2012 in the Boardroom, Dartford

The meeting concluded at 7.30pm