

**Minutes of Norton Radstock College Governing Body Meeting
held on Wednesday 28 January 2008 at 6.35pm**

Present:	Mr J Wilkinson (Chair)	JW
	Mrs S Arayan (Principal)	SA
	Ms S Barter	SB
	Mr J Cocks	JC
	Mr C Dando	CD
	Mr M Dark (from 6.40pm until 8pm)	MD
	Mr R Newbery	RN
	Dr D Protheroe	DP
	Mrs N Spong (until 8.35pm)	NS
	Mrs J Stiddard	JS
	Mr K Willcox	KW
In Attendance:	Ms J Barber (Finance Director)	JB
	Mr P Hodgson (Corporate Director)	PH
	Mr J Holland (Clerk)	JH
	Mr A Ormerod (Academic Director)	AO

The meeting agreed to look at agenda item 8 first.

8. Minutes of Search and Nomination Committee meeting held on 12 January 2009 for information and to approve recommendations made

JS explained to the meeting that the Search Committee had interviewed Matthew Dark and were approving his appointment as a Student Governor. Matthew's intention is to continue studying at the College for the 2009/2010 academic year.

DP proposed Matthew be elected as a Student Governor, this was seconded by CD and unanimously agreed by the meeting.

MD now joined the meeting.

Presentation by John Chudley, Area Director, West of England LSC

John Chudley had sent his apologies as he was no longer able to attend the meeting.

1. Apologies for absence and declaration of interests

Apologies had been received from Jenny Clifford, David Evans, Lorraine Gillick, Nigel Hartley, Natalie Holloway Attwood and Richard Wynn Jones.

There were no declaration of interests.

PREVIOUS MEETINGS

2. Minutes of Annual General meeting held on 10 December 2009 for approval

CD proposed the Minutes be approved, this was seconded by DP and unanimously agreed by the meeting.

3. Matters arising

JH clarified that the Audit Committee Minutes will be amended for approval at the next Audit Committee meeting.

4. Minutes of Governing Body meeting held on 10 December 2008 for approval

JS proposed the Minutes be approved, this was seconded by CD and unanimously agreed by the meeting.

5. Matters arising

It was agreed the Clerk would circulate to Governors:

- Final copy of Self Assessment Report
- Response to Self Regulation Consultation

There were no other matters arising in addition to the Matters Arising sheet.

6. Minutes of Remuneration Committee meeting held on 10 December 2009 for information

The Minutes were noted.

7. Minutes of Student Forum meeting held on 4 December 2009 for information

There was some concern about the efforts still made to satisfy the demands of smokers amongst staff and students.

There was also concern that the comment about interruption to computer sessions may indicate a sign of bullying.

College management did not perceive bullying as a problem and any instances are firmly dealt with.

MD mentioned slow access to computers at Ellsbridge House. Phil Staples would be able to give an update at the next Student Forum meeting.

Upon query, SA explained the difference between peer mentoring for students and student ambassadors. Peer mentors are available to provide help to new students joining the College and student ambassadors are being appointed to improve the image of the College locally by representing the College at events.

The meeting felt a lot more of the queries raised at the Forum should be dealt with routinely at Departmental level.

JS informed the meeting that a review of the Student Forum and its operation would be discussed at the next Student Forum meeting.

8. **Minutes of Search and Nomination Committee meeting held on 12 January 2009 for information and approve recommendation made**

The appointment of MD had already been dealt with earlier in the meeting.

JH informed the meeting that the date suggested for the joint training session with City of Bath College was a date in the two weeks commencing 20 April 2009. A date would be advised to Governors as soon as known.

Action: JH GB1091

9. **Minutes of Management Accounts Review Group meeting held on 23 January 2009 for information**
and

11. i. **Management Accounts for November 2008 for information to include updated forecast**

The meeting agreed to do these two agenda items together.

The MARG Minutes were noted.

JB took the meeting through her report.

The two main points she wanted to highlight were:

- The profiling of the Employer Responsive funding with no payment in December but the forecast assumed this would be on target by the year end.
- The forecasted shortfall on tuition fees of £75k with the changes to Train to Gain giving remission to Care NVQs. Historically employers had paid fees.

JB pointed out that the cashflow figures included reflected 31 December position and that the debtors figure shown should read £159799 with student debtors excluded from the debtors breakdown.

The meeting noted the increased franchising commitment of £280k with Templegate Training. Upon query, PH confirmed it was on the same terms and conditions as previously agreed with Templegate Training.

The meeting wanted the Corporation to ratify the additional franchising. CD proposed that the College enter into a franchising arrangement with Templegate Training up to £280k in the 2008/2009 financial year, this was seconded by RN and unanimously agreed by the meeting.

The meeting queried if the College would be better off receiving project funding in Euros. The College already has Euro accounts and European project are transacted in Euros.

The meeting noted, as minuted in the MARG meeting, that the forecast is still predicting a break-even situation for 2008/2009 but this is becoming more difficult to achieve.

SA confirmed that the College is bidding for all appropriate funding that is available from new initiatives in the current economic climate.

The 8% reduction in Capital cost for square metres as minuted in the MARG meeting was queried. PH informed the meeting that the LSC had issued a new cost model which reflected what could now be bought in the market place.

JB confirmed that the VAT effect would be built into the bid at the Approval in Detail stage.

The report was noted.

DECISION/INFORMATION ITEMS

10. Principal's Report including Machinery of Government update (training topic) and student numbers for information

Machinery of Government - SA took the meeting through her report on Machinery of Government which was noted.

BANES will work in a Local Authority Cluster with the three other local unitary authorities. If the Local Authority model does not work, it will default to the Young People's Learning Agency.

The LSC is already losing staff and it is anticipated that a thousand staff will transfer from the LSC to Local Authorities nationally.

Joint Venture - The four college joint venture has secured a contract with the Unite Union for two thousand people to be trained in Customer Care/Retail. Swindon College may also be involved to encompass firms in their area.
Student Numbers - SA and PH went through the report in detail.

The meeting noted that the 592 allocation in 16-18 LR funding stream would be paid for, not the 669 actual, although there was some good news in next year's allocation dealt with later in the agenda.

The meeting thought that the layout of the report could be further improved. Under Adult LR, the allocation of 1540 was imposed by the LSC and the College never felt it was achievable.

SA confirmed that the franchise agreement would help meet the Adult ER target.

SA confirmed that LLDD status was either from a self declaration or a statement from School.

The report was noted.

Provisional Funding Allocation - SA was able to report good news in that the over-enrolment of 669 against an allocation of 592 for 16-18 LR in 2008/2009 has been reflected in our allocation for 2009/1010.

The provisional allocation was 708 learner numbers with funding of £2943042 against £2338951 in 2008/2009.

This was noted by the meeting.

MD now left the meeting.

11. ii. **Approve Fees Policy for 2009/2010**

JB highlighted the changes in sections 3.2 and 3.2.2.

Upon query, JB clarified that the enrolment fee had not been changed for several years, generated about £11k per year and could not be charged in Train to Gain courses. The enrolment fee was set by comparison with other local colleges and would be reviewed regularly.

CD proposed the Fees Policy for 2009/2010 be approved, this was seconded by RN and unanimously agreed by the meeting.

11. iii. **Update on retender for prison contract for information**

AO provided an update to the meeting. The current contract for providing education to 16 students at the Mary Carpenter Unit at

Eastwood Park prison expires at the end of July 2009. The current contract was for 22 hours per week. The College has had to submit four bids based on 22/15/13/10 hours per week. The bid was submitted in December 2008 with interviews being held on 9/10 February 2009 and the final decision is due in March 2009. The College was not expecting any redundancies as a result of this retender process and there was also the possibility that South Gloucestershire could take control of the contract from April 2010.

AO confirmed that the distance from the College for other prison contracts did not make it possible to bid for any other work.

11. iv. **Paper on effect of potential increase in employer contributions to the pension schemes for information**

The meeting noted the report.

CD informed the meeting that significant changes would be needed to the funding of the scheme and higher contribution rates for employers were likely.

12. **Personnel**

i. **Equal Opportunities data for information**

The meeting noted the report. The disabled but not registered staff are known to the College through personnel support.

13. **Accommodation**

Update on Capital Bid for information.

Capital Bid - The College has appointed the professional team following the submission of the C3 but the College has not progressed at risk pending the sign-off of the C3 by the LSC.

The College was promised a letter prior to Xmas but all sector Capital Bids were put on hold for a review by DIUS (Department for Innovation, Universities and Skills). DIUS have now appointed Sir Andrew Foster to review the position of the College and Schools Capital Programmes.

A meeting is scheduled later in February with local team. A national capital committee meets on 4 March to outline way forward.

The College has undertaken some modest survey work and had internal discussion with Heads of Schools but is reluctant to spend any more at risk.

King Sturge has been asked to look at how much it would cost to get the project to planning approval stages. The initial thoughts are that it would be too much to proceed at risk.

Governors supported the approach that the College should not proceed at risk.

Additional Unit at Wellsway Works for Construction - The College has the opportunity to rent the Unit next door to the existing Unit. This will support the expansion of Year 2 and Diplomas. The proposed rent is £17k per annum for a three year lease.

SA confirmed the local authority were likely to give the College 2 years funding to support School links in Construction. She would also explore a way to secure some funding for fit out of the Unit.

Action: SA GB1092

CD proposed the lease be approved at £17k per annum for three years, this was seconded by KW and unanimously agreed by the meeting.

NS now left the meeting.

Peasedown St John Centre - The College has taken possession of the Centre and would be offering daytime community education and skills for life courses and would be charging fees and drawing down funding where possible.

14. **Health and Safety**

Minutes of Health and Safety meeting held on 12 December 2008 for information

DP highlighted he is in discussion with Martin Peter on agreeing a report for accidents to Governors.

There was some concern expressed about the lone working at B6.

SA was able to confirm that the concern about Animal Care Health and Safety placement visits had been addressed.

Upon query, SA was able to confirm that students have insurance in place for sports activities and facilities used had risk assessments in place.

The Minutes were noted.

GOVERNANCE/MANAGEMENT

15. i. **List of Marketing Events for information**

The list was noted and also that the local schools' events were not included. The College received individual invitations to schools, they were generally vocationally specific.

ii. **Verbal update on regional Governors training event for information**

JW informed the meeting that a series of regional LSC Governors training events were being organised and hoped Governors would be able to commit some time to them. Details will be circulated when available.

Action: JH GN1093

There being no further business, the meeting closed at 8.45pm.