

**MINUTES OF THE SECTION A MEETING OF THE CORPORATION HELD ON
THURSDAY 31st MARCH 2011**

Members: (Absent *)	Mrs M Peart OBE (Chairman)	External Member
	Mr D Anderson (Vice Chairman) *	External Member
	Ms G Bull	External Member
	Mrs J Crowhurst	External Member
	Mr B Dorey	External Member
	Ms A Harris	External Member
	Mr B Lester	External Member
	Ms A Sayers	External Member
	Ms D Patel	External Member
	Ms J Wacha *	External Member
	Dr D Watkins	Principal
	Mr C Yiannakou	External Member
	Mr S Philips	Staff Member
	Mr Z Hassan	Student Member
Mr H Lawson *	Student Member	
In Attendance:	Mr J Allen	Independent Clerk
	Mr R Greenaway	Deputy Principal
	Ms J Sherborne	Vice Principal

The meeting commenced at 18.00

SECTION A MEETING

22 GOVERNOR APPOINTMENTS

Following recommendations, it was **RESOLVED**:

- (i) To appoint Mr Steve Philips as the staff governor for the period 31 March 2011 to 30th March 2015;
- (ii) To appoint Ziaur Hassan and Howell Lawson as the student governors for the period 30th March 2011 to 31st July 2011.

23 WELCOMES, APOLOGIES & DECLARATION OF INTERESTS

Welcomes and introductions were made with Steve Philips and Ziaur Hassan. Apologies were received from D Anderson, J Wacha and H Lawson. There were no declared interests against any agenda item. The Clerk confirmed that the meeting was quorate.

24 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 16 December 2010 be confirmed as a correct record and signed by the Chairman.

25 MATTERS ARISING

There were no matters arising.

26 OFSTED INSPECTION OUTCOMES

The Corporation received a copy of the provisional Ofsted Inspection Report soon to be published on Ofsted's website (copy attached to the signed minutes).

Members welcomed the positive statements contained within the report and noted the following grades confirmed by Ofsted:

Overall Effectiveness	Grade 3	Satisfactory
Capacity to Improve	Grade 3	Satisfactory
Outcomes for Learners	Grade 3	Satisfactory
Safeguarding	Grade 2	Good
Equality and Diversity	Grade 3	Satisfactory
Quality of Provision	Grade 3	Satisfactory
Leadership and Management	Grade 3	Satisfactory
Governance	Grade 2	Good

Curriculum Grades

Hair and Beauty	Grade 2	Good
IT	Grade 4	Unsatisfactory
Business	Grade 3	Satisfactory
Arts and Media	Grade 3	Satisfactory

The positive statements made on governance were welcomed but Members wished for the minutes to record that good governance arose from a number of factors including the excellent, robust, and accurate reports from the Senior Management Team which enabled Governors to discharge their monitoring responsibilities to a high level.

The Chairman, on behalf of the Corporation, asked for the minutes to record the appreciation of the Corporation of the Senior Management Team and College staff for their hard work in achieving a satisfactory outcome. Although the overall assessment from Ofsted was that the College was satisfactory, the report contains many elements of good practice with some very positive messages on College provision and arrangements. The key task is to build on this solid foundation and to take the College to the next level of being good/outstanding.

The Vice Principal asked that the student governor be thanked for his active participation in meetings with the Inspectors that took place during the inspection week.

It was **RESOLVED** to note the inspection report.

27 REPORT FROM THE QUALITY & CURRICULUM COMMITTEE

The draft minutes/report of the meeting held on 24 March 2011 were received (copy attached to the signed minutes). The meeting covered the following:

- Quality & Curriculum Monitoring Report
- Learner Experience Monitoring Report
- Notice to Improve
- OFSTED Inspection
- Internal Audit on Personal Learning Plans (PLPs)
- Monitoring of College performance in the area of student experience, teaching & learning

The Corporation received an explanation on the outcomes of the quality audit of PLPs that was undertaken by RSM Tenon and that was reported on both to the Quality & Curriculum Committee and Audit Committee. The Corporation noted the recommendation not to issue a Notice to Improve at this stage but to review this when the follow-up quality audit report is made available in May.

It was **RESOLVED** to note the draft minutes/report of the meeting held on 24 March 2011.

28 REPORT FROM THE AUDIT COMMITTEE

The draft minutes/report of the meeting held on 10 March 2011 were received (copy attached to the signed minutes).

The report provided the Corporation with information on:

- Internal Audit 1st Report 2010/11
- Internal Quality Audit Report – Personal Learning Plans (PLPs)
- FMCE
- Risk Management
- Monitoring of College performance in the area of audit

It was **RESOLVED** to note the draft minutes/report of the Audit Committee meeting held 10 March 2011

29 REPORT FROM THE FINANCE & RESOURCES COMMITTEE

The draft minutes/report of the meeting held 17 March 2011 were received (copy attached to the signed minutes). The meeting covered the following:

- Management Accounts up to 31 January 2011
- Indicative Budget 2011/12
- 2010/11 Capital programme Update
- Feasibility Study
- College Tuition fee Policy 2011/12
- Human Resources
- Health & Safety
- Safeguarding
- Monitoring of College performance in the area of finance and estates

The forecast operating surplus for the year-end of £104k remains largely unchanged from the budgeted operating surplus of £110k.

It was **RESOLVED** to

- (i) Approve the College Fee Policy 2011/12; and
- (ii) To note the draft minutes/reports from the Finance & Resources Committee meeting held on 17 March 2011.

30 **MONITORING OF COLLEGE PERFORMANCE – OVERALL SUMMARY ASSESSMENT OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK**

The College report '*Monitoring of College Performance – Overall Summary Assessment of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The monitoring framework requires the overall assessments undertaken by each Committee during the term to be made available to the Corporation.

It was **RESOLVED** to note the following overall summary of College performance and assessment of risk:

1	The Student Experience, Teaching & Learning (Agreed by the Q&C Committee)	Some concern/risk
2	Financial & Estates (Agreed by the F&R Committee)	No concern/risk
3	Audit (Agreed by the Audit Committee)	No concern/risk
4	Staff & Human Resources (Agreed by the F&R Committee)	No concern/risk
5	Governance, Leadership & Management (Agreed by the Corporation)	No concern/risk

The Corporation welcomed confirmation that there were no reported High concerns/risks in any of the overall assessments being reported to the Corporation. The reasons for the amber assessment of some concerns/some risks made against student experience, teaching & learning has already been discussed in the report from the Quality & Curriculum Committee.

It was **RESOLVED** to note the report.

31 **ANY OTHER BUSINESS**

There was no other business

32 **DATE OF NEXT MEETING**

Monday 16th May and Thursday 7 July 2011 both @ 1800.

SECTION B MEETING

33 **MERGER**

This agenda item was for Members and College officers only and the report and minutes (recorded separately) will not be released into the public domain until agreed to do so by the Corporation.

SECTION C MEETING

34 REPORT FROM THE REMUNERATION COMMITTEE

This agenda item was for Members only and the report and minutes (recorded separately) will not be released into the public domain as they relate to information about named individuals.

The meeting closed at 19.15.

Signed: _____ Date: _____
(Chairman)