

WOKING COLLEGE

Committed to Success

PART II MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 8 JULY 2009

Chairman: - Mrs. M. Smith
Vice-Chairman: - Mr. C. Morgan-Jones * (Acting Chair)

Miss O. Beagley	Mr M. Kalorkoti **
Miss R. Bond	Mr D Ludlow*
Mrs. C. Bottomley *	Cllr. D. McCrum
Prof. P. Bunyan *	Revd Dr. R. Marks *
Mrs. S Daboo *	Mr. D. R. Methold *
Mr. B. Hawkins	Mr L.Oates CB *
Mr. M. Ingram *	Mr. D. Pitt *
Mr. P. Jupp	Mrs. L.Waine *

* Present

** Present for part of meeting

In Attendance:
Mrs. H. Meredith* - Clerk to the Corporation

PART TWO – NON-CONFIDENTIAL ITEMS		ACTION
1	GOVERNANCE	
1.1	<p>APOLOGIES FOR ABSENCE AND QUORUM</p> <p>Apologies were received from Miss Bond, Mr Hawkins, Mr Jupp, Cllr McCrum, Mrs Smith. Mr Kalorkoti apologised that he could only stay for the first few items. Prof Bunyan sent apologies in anticipation of arriving late. Miss Beagley was absent from the meeting.</p>	
1.2	The clerk confirmed that the meeting was quorate.	
2.	<p>DECLARATION OF INTEREST BY MEMBERS AND SENIOR POSTHOLDERS</p> <p>There were no declarations of interest.</p> <p>Items 3 – 5 are in the Confidential Minutes</p> <p><i>Item 6 Student Issues was taken next but the minutes appear in the Agenda Order</i></p>	
5.	<p>MINUTES OF THE CORPORATION MEETINGS HELD ON 18 MARCH AND 17 JUNE 2009</p>	
5.1	<u>Accuracy.</u> The Minutes were accepted as an accurate record and were signed by the Chairman.	
5.2	<p><u>Matters Arising.</u></p> <p><u>Minutes 18 March 2009</u> – None</p> <p><u>Minutes 17 June 2009</u></p> <p><u>Item 3.2.7</u> The Principal reported that the student council had met and input their comments into the College Mission and Operating Statement presented to this meeting.</p> <p><u>Item 3.3.4</u> A report by the Vice –Principal on all of the partnerships and organisations with which the college has a working relationship will be brought to a future meeting.</p>	

6.	STUDENT ISSUES	ACTION
6.1	<p>Mr Kalorkoti reported that the Student Council meeting today suggested appointing student tutor representatives to give ideas from tutor groups to tutors. The Principal thought that this suggestion could be explored.</p> <p style="text-align: center;"><i>Mr Ludlow joined the meeting at 6:40pm</i></p>	Principal
6.2	<p>Mr Kalorkoti reported that the Student Council had asked for water coolers to be installed. The Principal confirmed that the Estates and Facilities Manager is identifying the best possible locations for these and the best value deal with suppliers.</p> <p style="text-align: center;"><i>Mr Kalorkoti left the meeting at 6:50pm, Prof P Bunyan joined the meeting at 6:55pm</i></p>	Principal
7.	GOVERNANCE MATTERS	
7.1	<p>Mrs Smith moved the adoption of Items 4.1.5 of the Minutes of the Search Committee meeting of 6 May, Item 3.2 of the Minutes of the Search Committee meeting of 20 May and Items 8 and 10 of the Minutes of the Search Committee meetings of 3 June and 17 June 2009(Item 7.1) which were accepted as an accurate record. The following recommendations were discussed and agreed:</p>	
7.1.1	<p>1)Governors unanimously approved the re-appointments of Mrs Daboo, Mr Ludlow and Revd Dr Marks as Members of the Corporation;</p>	
7.1.2	<p>2) Governors noted the vacancies arising on the end of term of office of Mr Jupp, Mr Morgan Jones and Mrs Smith and from the resignation of Professor Peter Bunyan and the Chairman thanked them all for their valuable input to the Corporation. A leaving party has been arranged for Mrs Smith on Friday 10 July at The Lightbox from 7:30pm to say a proper farewell .</p>	All governors
7.1.3	<p>3) Governors unanimously approved the appointments of Mr Gupta, Mrs Hewett, Mr Nayler, and Mrs Steel as Members of the Corporation.</p>	
7.1.4	<p>4) Governors noted that another applicant had been unsuccessful in his application to become a governor at this stage due to the very strong field of applicants but that he could be approached again if a vacancy were to arise in the near future.</p>	Clerk
7.1.5	<p>5) Governors agreed that the vacancy arising from Prof Bunyan’s resignation should if possible be filled with a governor from The University of Surrey and the clerk confirmed that Mr Howard and Prof Bunyan have asked the University Registrar for recommendations.</p>	PB/ CH / Clerk
7.1.6	<p>6) Governors discussed whether the start date for new governors should be 1 August or 1 September and after discussion it was agreed that the end of term of office and appointment of new governors should be changed to 31 August and 1 September respectively. With respect to those governors leaving office this summer it was agreed that their term of office would be extended to 31 August 2009.</p> <p style="text-align: center;"><i>The election of Chairman and Vice Chairman was taken at this part of the meeting because of the impact on Committee Memberships of a new Chairman and new Vice Chairman. Mr Oates left the meeting at 7:25 for this item and Revd Dr R.Marks left the meeting for the election of vice-chair at 7:28pm</i></p>	
16.	ELECTION OF CHAIRMAN AND VICE CHAIRMAN	
16.1	<p>The Clerk confirmed receipt of nominations in advance nominating Mr Oates CB as</p>	

	<p>Chairman and Revd Dr Marks as Vice Chairman. Mr Oates CB left the meeting. In his absence it was agreed that it would be helpful if the clerk could draw up a Job Description outlining the role of Chair of the Corporation. Mr Oates CB was elected unanimously as Chairman and rejoined the meeting and Revd Dr R.Marks was elected unanimously as Vice-Chairman for 2009-2010 with effect from 1 September 2009.</p> <p><i>Mr Oates CB re-joined the meeting at 7:28pm and Revd Dr R.Marks at 7:30pm</i></p>	ACTION Clerk										
7.2.1	Governors received and discussed the draft Matrix of Committee memberships showing vacancies arising and suggested committee memberships for the new governors being appointed.											
7.2.2	As the Chair of the Corporation is not permitted to be a member of the Audit Committee it was agreed that Mr Oates will cease to be a member of Audit Committee and will join the Finance and Policy and Search Committees and attend Remuneration Committee meetings,											
7.2.3	<p>It was agreed that the Clerk should ask the new governors to join the following committees</p> <p>Mr Gupta: Education and Standards and one of either Finance and Policy or Audit</p> <p>Mr Nayler: Audit</p> <p>Mrs Steel: Finance and Policy</p> <p>Mrs Hewett: is to remain as a member of the Audit Committee</p> <p>When a new governor nominee from the University of Surrey is appointed they will be asked to join the Education and Standards Committee.</p>	Clerk										
7.2.4	<p>A mentoring of 'buddy' arrangement was set up to link new governors with more experienced governors as follows:</p> <table border="0"> <tr> <td>Governor</td> <td>Mentee</td> </tr> <tr> <td>Sally Daboo</td> <td>James Nayler</td> </tr> <tr> <td>Sally Daboo</td> <td>Alison Hewett</td> </tr> <tr> <td>Laurence Oates</td> <td>Sandeep Gupta</td> </tr> <tr> <td>David Pitt</td> <td>Liz Steel</td> </tr> </table>	Governor	Mentee	Sally Daboo	James Nayler	Sally Daboo	Alison Hewett	Laurence Oates	Sandeep Gupta	David Pitt	Liz Steel	SD SD LO DP
Governor	Mentee											
Sally Daboo	James Nayler											
Sally Daboo	Alison Hewett											
Laurence Oates	Sandeep Gupta											
David Pitt	Liz Steel											
7.2.5	Governors noted that the Search Committee comprises the Chairmen of the other committees so that when the Remuneration Committee and College Redevelopment Steering Group have elected a new Chairman those governors will become members of the Search Committee.	Clerk										
7.3	<u>Professional Negligence</u> Governors noted that advice given by them to the College is incidental to their professional expertise and is not given in their professional capacity.											
7.4.1	<p><u>Governor Training</u>. Governors noted that the College Governor Conference will take place at college on Wednesday 23 September from 4:00pm (followed by dinner). The Clerk will be setting up induction training for new governors in September. Any other governors wishing to update their knowledge in any particular area relating to the college were invited to contact the clerk with a view to them participating in some of these induction training sessions.</p>	All governors Clerk All Governors										
7.4.2	<p>Governors reported from training session / conferences which they had attended . Governors received and noted the minutes of the Corporation Training Session on Strategic Planning held at college on 20 May 2009 and presented by the Vice-Principal.</p> <p><i>Governors were reminded to return to the Clerk the Declaration of Hospitality or Gifts</i></p>											

8.	COMMITTEE MINUTES AND REPORTS	ACTION
8.1.	SEARCH COMMITTEE	
8.1.1	The Chairman moved the adoption of the Minutes of the Search Committee meetings and interview panels of 6 and 20 May, 3 June and 17 June 2009. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed – for completeness this includes the recommendations agreed under Item 8 above:	
8.1.2	<u>Meeting 6 May</u> Governors approved the re-appointment of Mrs Daboo, Mr Ludlow and Revd Dr Marks as skills based Members of the Corporation;	Clerk
8.1.3	Following the large percentage of incoming governors it was agreed to alter the retirement date of governors from 31 July to 31 August each year as it was not possible to carry out the induction of new governors by 31 July.	Clerk
8.1.4	The review of the Draft Job Description and Person Specification for governors was deferred to the September Governor Conference.	Clerk
8.1.5	It was agreed that the Clerk should continue to arrange governor training sessions and dates for these have been included on the draft calendar of governor meetings.	Clerk
8.1.6	<u>Meeting 20 May</u> Governors agreed that the vacancy arising from Prof Bunyan's resignation should if possible be filled with a governor with HE experience and the clerk confirmed that Mr Howard and Prof Bunyan have asked the University Registrar for recommendations.	
8.1.7	<u>Interview panel Meetings 3 June and 17 June</u> The appointments of Mr Gupta, Mrs Hewett, Mr Nayler, and Mrs Steel as Members of the Corporation were unanimously approved.	
8.1.8	The Minutes were adopted.	
8.2	EDUCATION AND STANDARDS COMMITTEE	
8.2.1	Revd Dr R.Marks moved the adoption of the minutes of the Education and Standards Committee meeting of 10 June 2009. These were accepted as an accurate record. The following recommendations were discussed and agreed :	
8.2.2	Revd Dr R. Marks reported that the committee had received a wonderful presentation from Mandy Roberts on the pilot of the learning community which provides a great stepping stone to Higher Education and the committee are keen to encourage that initiative.	
8.2.3	Item 3.2 – Revd Dr R. Marks reported on the Grades for Framework for Excellence and that the Vice Principal had explained to the committee about the nature of the questions asked of learners and has followed up their responses with some student focus groups.	
8.2.4	Revd Dr R. Marks reported that the committee had considered the process by which the college is preparing the Self Assessment Report (SAR) and was satisfied with the arrangements for this. The recommendation to amend the SAR to include a data table as the front sheet for every curriculum department was approved. The SAR moderation process has this year been extended to take 3 days so as to cover all	

		ACTION
	departments.	
8.2.5	In addition the committee received a series of data reports. The Ofsted Monitoring Visit had not taken place by the time of the committee meeting. <i>[The Corporation received the written report of the visit of 18 June 2009 which was tabled at the meeting – see Item 10.5 below.]</i>	
8.2.6	Revd Dr R. Marks reported that the committee were pleased to have received information about a series of measures to celebrate student success.	
8.2.7	Link Governors were particularly encouraged to continue with their visits to College and any Link Governors who have not carried out their visits were asked to do so.	Link Governors
8.2.8	Mr Oates presented his Link Governor visit record of his visit to the Careers Department and it was agreed that the College should progress an application to seek accreditation for the “ Investors in Careers” award.	Principal
8.2.9	The Minutes were adopted.	
8.3	AUDIT COMMITTEE	
8.3.1	Mrs Daboo moved the adoption of the Minutes of 24 June 2009. These were accepted as an accurate record. Mrs Daboo reported that Ms Anna Carvisiglia is providing interim cover during a sabbatical by Ms Mercer, Finance Director. The following recommendations were discussed and agreed :	
8.3.2	<u>Min 4.1 Internal Audit Report</u> that the Internal Audit Plan and the Draft Internal Audit Report be accepted;	
8.3.3	the recommendation that students could be asked to join the ILT Strategy Group;	
8.3.4	<u>Min 4.4 Internal Audit Service</u> that the internal audit service should not be put out to tender this year (August 2009 to July 2010) and that MacIntyre Hudson should be re-appointed as the College’s Internal Auditors with a suggestion that this review should in future be brought forward to the November meeting to give sufficient time for the tender to take place in time for the next year;	
8.3.5	<u>Min 6.1.1 .Risk Register for 2009-10, Min 6.1.2 Risk Management Annual Report for 2008-9 and Min 6.1.3 Risk Management Timetable for 2009-10</u> that the Annual Risk Management Report for 2008-9 and the updated Risk Register and the Risk Timetable presented to the Audit Committee meeting should be brought to the next meeting of the Corporation as these were not copied with the Corporation papers;	Clerk
8.3.6	<u>Regularity Audit</u> that the Principal should sign the draft LSC College Regularity Self Assessment for the year ended 31.07.09;	
8.3.7	<u>Financial Management and Control Evaluation (FMCE)</u> that the FMCE as completed was accepted;	
8.3.8	The Minutes were adopted.	
8.4	FINANCE & POLICY COMMITTEE	
8.4.1	Mr. Pitt moved the adoption of the Minutes of the Finance & Policy meeting of 24 June 2009. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed :	

8.4.2	<u>Min 4 – Management Accounts to May 2009.</u> The recommendation to accept the Management Accounts to May 2009 was unanimously approved.	ACTION
8.4.3	<u>Min 5 – Draft Budget 2009-10.</u> The Chairman presented the draft budget to governors . After discussion the revenue draft budget for 2009-2010 and the capital budget were unanimously approved.	
8.4.4	<u>Min 6 – Draft 3 Yr Financial Forecast to 2011-2012.</u> Governors noted that this had now been submitted to the LSC and noted the projected figures.	
8.4.5	<u>Min 9 Health, Safety and Welfare Policy, Sustainable Development Action Plan and Workshop Safety Policy, Rules and Guidelines.</u> Governors approved these policies.	
8.4.6	The Minutes were adopted.	
9.	CHAIRMAN’S REPORT	
9.1	The retiring Chairman Marilyn Smith had been to a staff briefing to say goodbye to staff and regretted missing this meeting as she was unwell. Governors were invited to a leaving drinks party for Mrs Smith was to take place on Friday 10 July at The Lightbox.	All governors
10.	PRINCIPAL’S REPORT	
10.1	The Principal presented his Report including a list of college achievements, events and staff changes. The Principal commended to governors the College Summer Art, Textile and Photography Exhibition at The Lightbox in Woking and governors congratulated the drama and dance students for their powerful and moving Performing Arts Department performance of “Seasons – a celebration of the Performing Arts” at college on 6th July.	
10.2	The Principal confirmed that a record number of first year students had already confirmed their acceptance of places and the College hopes to enrol the target number of students.	
10.3	The Principal confirmed that there have been only minor revisions to the previously circulated version of the Draft Operating Statement for 2009-10 and Mission, the final versions of these were circulated to governors by e-mail on 7 July and these were unanimously approved.	
10.4	<u>Risk Management</u> The Principal reported that the SMT deals with Risk Management at every meeting and that most risks are covered in the Operating Statement. Governors received with the report the updated Risk Register Summary which was agreed .	
10.5	<u>Ofsted Monitoring Visit-</u> The Principal tabled the written report from the visit on 18 June and reported that the highest grades were awarded for Success rates and retention strategies and Observation processes and teaching and learning. The second highest judgment was received for Self assessment and action planning. The Principal reported on the action being taken by the college to address this in planned improvements to this year’s SAR.	
10.6	<u>IIP</u> The Principal reported that the college successfully retained its IIP award after a recent inspection.	
10.7	<u>Surrey Employability Award</u> The Principal reported that the College received the “Making a Difference Award” from SCC in relation to offering employment and continuing support to adults with learning difficulties.	

<p>11.</p> <p>11.1.</p>	<p>POLICIES FOR APPROVAL</p> <p>Governors unanimously approved the following policies following a recommendation from the Finance and Policy Committee to approve these:</p> <ul style="list-style-type: none"> • Health, Safety and Welfare Policy • Sustainable Development Action Plan • Workshop Safety Policy, Rules and Guidelines. <p><i>Mr Methold left the meeting at 8:30pm</i></p>	<p>ACTION</p>
<p>12.</p> <p>12.1</p>	<p>HEALTH AND SAFETY</p> <p>There was no Health and Safety Report</p>	<p>Bring forward</p>
<p>13.</p> <p>13.1</p>	<p>EQUAL OPPORTUNITIES</p> <p>Governors received the Minutes of the Equality and Diversity Group meeting of 12 March 2009 with the agenda.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>GOVERNORS' SELF ASSESSMENT(SAR) REPORT</p> <p>Governors who had not already done so were asked to complete and return the Governance Self Assessment Checklist to the clerk as soon as possible in order for their views to be incorporated in the SAR on governance.</p> <p>Governor members of the Audit and Finance and Policy Committees had reviewed the FMCE completed by the Clerk and Finance Manager as at December 2008. Governors agreed the responses.</p> <p>Governors agreed to delegate to the Principal, Chairman and Clerk the responsibility for preparing the SAR on governance taking into account governors' responses to the questionnaire. This will be discussed at the Governors' Conference.</p>	
<p>15.</p> <p>15.1</p>	<p>COLLEGE CALENDAR</p> <p>Governors agreed the calendar and noted the Governors Conference is to take place on Wednesday 23 September 2009 starting at 4:00 pm to be followed by dinner.</p>	
<p>16.</p>	<p>ELECTION OF CHAIRMAN AND VICE CHAIRMAN</p> <p>This item was taken earlier in the meeting.</p> <p>Mr Oates CB led a tribute to the work by Marilyn Smith in many years as Chair of the Corporation and previously as a governor; with appreciation for the way in which she had led the college through a crucial time. Mr Oates also thanked Mr Jupp, Mr Morgan-Jones and Prof Bunyan for their service to the Corporation as governors.</p>	

17.

DATE OF NEXT MEETING

17.1

The next meetings of the Corporation will be:

- Governors Annual Conference on Wednesday 23 September at college at **4:00pm followed by dinner**
- Wednesday 14 October 2009 at 6.30 p.m. in the College Conference Room.

The Part II Business closed at 8:35 pm. The Principal and staff members left the meeting. (There were no student members present)

AGENDA ITEMS FOR NEXT MEETING

Report by the Vice –Principal on partnerships and organisations with which the college has a working relationship.
Health and Safety Report

H M Meredith
Clerk to the Corporation

Signed:Date: