

WOKING COLLEGE

Committed to Success

PART II MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 18 MARCH 2009

Chairman: - Mrs. M. Smith*
Vice-Chairman: - Mr. C. Morgan-Jones*

Mr A. Beddow*	Mr D Ludlow*
Miss R. Bond	Cllr. D. McCrum*
Mrs. C. Bottomley *	Revd Dr. R. Marks *
Prof. P. Bunyan*	Mr P. Martin*
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

In Attendance:
Mr. B. Freeman* - Vice-Principal (for Items 8 and 9 only)
Mrs. H. Meredith* - Clerk to the Corporation

	PART TWO – NON-CONFIDENTIAL ITEMS	ACTION
	GOVERNANCE	
1	APOLOGIES FOR ABSENCE AND QUORUM	
1.1	Apologies were received from Miss Bond, Mr Hawkins and Mr Jupp and Mr Morgan-Jones sent apologies in anticipation of arriving late. The Chairman welcomed the Vice-Principal to the meeting.	
1.2	The clerk confirmed that the meeting was quorate.	
1.3	DECLARATION OF INTEREST BY MEMBERS AND SENIOR POSTHOLDERS	
1.3	There were no declarations of interest. Items 8 and 9 were taken first at the request of the Vice-Principal	
8.	OPERATING STATEMENT PRESENTATION BY VICE -PRINCIPAL	
8.1	The Vice-Principal presented and took questions on the January 2009 update of the Operating Statement which had been circulated to governors in advance of the meeting. Mr Beddow and Mr Morgan-Jones joined the meeting at 6:40 p.m.	
9.	EQUALITY, DIVERSITY AND COMMUNITY COHESION POLICY PRESENTATION BY VICE -PRINCIPAL	
9.1	The Vice-Principal invited questions on this policy which had been circulated to governors in advance of the meeting and had been reviewed by and recommended for approval by the Finance and Policy Committee subject to a few small changes. The Policy was unanimously approved by the Corporation. Mr Ludlow joined the meeting at 6:45 p.m.	

	RISK MANAGEMENT REPORT AND ACTION PLAN	ACTION
8.	<p>The Vice-Principal tabled, presented and took questions on this paper at the meeting. This had not been reviewed by the Audit Committee as this was produced since the last meeting of that committee. The Corporation accepted the report.</p> <p style="text-align: center;">The Vice-Principal left the meeting at 6:55 p.m.</p>	
3.	<p>MINUTES OF THE CORPORATION MEETINGS OF 3 DECEMBER 2008 and 28 JANUARY 2009</p>	
3.1	<p><u>Accuracy.</u> Both sets of Minutes were accepted as an accurate record and were signed by the Chairman.</p>	
3.2	<p><u>Matters Arising.</u> <u>Min 8.2</u> The Chairman congratulated the College on the College Production of Babes in Arms and for the Prizegiving and thanked the staff for organising these events. <u>Min 11.2</u> The repairs to the sports hall floor have been completed.</p>	
4.	<p>STUDENT ISSUES</p>	
4.1	<p>The Student Members reported on successful fundraising events for Comic Relief including a cake sale, caption competition and Talent show. Elections for the new Student Council are to take place shortly and the Chairman thanked both student governors for their excellent attendance and valuable input over the last year.</p>	
5.	<p>GOVERNANCE MATTERS</p>	
5.1.	<p><u>Corporation Standing Orders</u> The Clerk presented revised Standing Orders for the Corporation which incorporated a number of revisions agreed at previous meetings of the Corporation (including revised Terms of Reference of Committees) together with some amendments necessary to update the Standing Orders following Corporation decisions, such as to change the membership in accordance with the Instrument and Articles of Government. The updated Standing Orders were agreed and the Chairman thanked the clerk for producing the revised handbook containing these.</p>	
5.2	<p>Governors whose term of office ends this year were reminded of the procedure if they are seeking re-appointment and were asked to return their completed forms and to fix an appointment to meet with the Chairman by mid-April (in advance of the Search Committee which is to consider re-appointments)</p>	SD, PJ, DL, RM, C M-J.
5.3	<p><u>Skills Audit</u> Governors were reminded to complete and return the annual Skills Audit form to the Clerk by 17th April in order that the results can be reviewed at the next meeting of the Search Committee.</p>	All governors
5.4.	<p><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.</p>	
5.5	<p><u>Governor Training</u> Governors received details of training events and the clerk agreed to book places for governors wishing to attend events. It was agreed that the governor training session at college on Wednesday 20 May at 6:30pm would be used for a Strategic Planning Forum to include all governors.</p>	

5.6	<p>The Clerk updated governors on the documents which have been uploaded to the Governance Section of College Website. Governors noted both the Nolan Principle of Openness and exemption under the FOIA from the requirement to publish information which is commercially sensitive. The Chair of the Corporation annually reviews the classification of Confidential Minutes.</p>	ACTION
<p>COMMITTEE MINUTES AND REPORTS</p>		
6.1	<p>EDUCATION AND STANDARDS COMMITTEE</p>	
6.1.1	<p>Revd Dr Marks moved the adoption of the minutes of the Education and Standards Committee meeting of 11 February 2009.</p>	
6.1.2	<p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record. The following items were discussed:</p>	
6.1.3.	<p>The committee went through Retention and Achievement Targets both for 2007-8 and targets set for the current year monitoring these. The Corporation agreed the recommendation that the Retention and Achievement targets presented to the Committee be accepted.</p>	
6.1.4	<p>The Curriculum Quality Plan for 2008-9 was copied to governors as part of the SAR document and was unanimously approved.</p>	
6.1.5	<p>Link governors were encouraged to continue with their visits to their allotted curriculum areas within college which are well received by staff and students and Mrs Waive was thanked for agreeing to become a Link Governor.</p>	
6.1.6	<p>Governors were pleased to note the steps on Employer Engagement being taken by the Vice-Principal.</p>	
6.1.7	<p>The Curriculum Structure diagram and Management Structure Diagrams and Glossary of FE Terms and Acronyms were noted as useful documents.</p>	
6.1.8	<p>The Principal agreed to a request from the Chairman of the Corporation to re-iterate to staff the importance of having papers for Corporation and Committee meetings ready in time for these to be circulated in advance of the meeting.</p>	Principal
6.1.9	<p>The Minutes were adopted.</p>	
<p>6.2 FINANCE & POLICY COMMITTEE</p>		
6.2.1	<p>Mr. Pitt moved the adoption of the Minutes of the Finance & Policy meeting of 11 March 2009. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed:</p>	
6.2.2	<p><u>Management Accounts to January 2009 -</u> The management accounts to January 2009 were unanimously approved.</p>	
6.2.3	<p><u>Budget Assumptions 2009-10-</u> The Corporation agreed the budget assumptions as proposed noting that the budget will come to the Corporation for approval in July.</p>	
6.2.4	<p><u>Equality, Diversity and Community Cohesion Policy -</u> See Item 9.</p>	
6.2.5	<p>The Minutes were adopted.</p>	

7.	CHAIRMAN'S REPORT	ACTION
7.1	Nothing to report.	
8.	PRINCIPAL'S REPORT	
8.1	The Principal presented his written report which was circulated in advance of the meeting and invited questions on this. Governors congratulated the college on recent concerts including the Evening of Note and the concert at Christchurch. Mrs Waine asked that at future concerts a member of the Principalship should be present at each performance. The Principal said he would try to ensure that this would happen, but that senior staff do have a large number of evening commitments	Principal
9.	POLICIES FOR APPROVAL	
9.1	Item taken at beginning of meeting	
10.	HEALTH AND SAFETY	
10.1	Governors received the minutes of the Health and Safety Management Committee of 24 February 2009 which were presented by Cllr McCrum and noted the contents of these and that these are very thorough. Cllr McCrum apologised for not having attended the meeting due to not having received notice of the date; it was agreed that the clerk would send Cllr McCrum details of future meeting dates.	Clerk
11.	EQUALITY AND DIVERSITY	
11.1	Governors received the minutes of the Equality and Diversity Group of 20 January 2009 and noted the contents of these.	
12.	AGENDA ITEMS FOR NEXT MEETING	
	See Governors' Cycle of Business Election of Chairman and Vice Chairman of the Corporation-nomination forms will be circulated to members by the Clerk prior to the meeting.	
13.	DATE OF NEXT MEETING AND EVENTS	
13.1	Governor training session for all governors will be substituted with a Strategic Planning Discussion to be held in the Conference Room at college on Wednesday 20 May at 6:30pm	
13.2	The next meetings of the Corporation will be held on Wednesday 17 June and Wednesday 8 July in the Conference Room at College at 6:30 pm.	
	The Part II Business closed at 8:35 pm. H M Meredith Clerk to the Corporation Signed:Date:	