

WOKING COLLEGE

Committed to Success

PART II MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 9 JULY 2008

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

Mr A. Beddow*
Miss R. Bond
Mrs. C. Bottomley
Prof. P. Bunyan*
Mrs. S Daboo *
Mr. B. Hawkins*
Mr. M. Ingram *
Mr. P. Jupp
Mrs. E. Kyriacou*

Mr D Ludlow*
Cllr. D. McCrum*
Revd Dr. R. Marks *
Mr P. Martin*
Mr. D. R. Methold *
Mr L.Oates CB *
Mr. D. Pitt *
Mrs. L.Waine*

* Present

In Attendance:
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, Mrs Bottomley and Mr Jupp.	
1.2	The clerk confirmed that the meeting was quorate.	
2.	DECLARATION OF INTEREST BY MEMBERS AND SENIOR POSTHOLDERS	
2.1	There were no declarations of interest.	
6.	Items 3 – 5 are in the Confidential Minutes	
	MINUTES OF THE CORPORATION MEETINGS HELD ON 19 MARCH AND 18 JUNE 2008	
6.1	<u>Accuracy.</u> The Minutes were accepted as an accurate record and were signed by the Chairman.	
6.2	<u>Matters Arising.</u> <u>Minutes 19 March 2008</u> <u>Item 6.3</u> Mr Hawkins attended the Four S Governors' Conference in May. <u>Item 8.1.5</u> The College's bid for a green Energy grant was successful. <u>Item 9.1.1</u> Several governors confirmed their preference for a full written Principal's report (in addition to updates to the Operating Statement) and the Principal prepared a report for this meeting and agreed to produce these for future meetings. <u>Item 9.1.2</u> The additional risk register is to be presented to a short additional meeting of the Audit Committee to be convened early in the Autumn Term. <u>Minutes 18 June 2008</u> <u>Item 3.2.7</u> The Principal reported that no changes have been made to the version of the College Mission and Operating Statement presented to this meeting.	Principal Finance Manager / Clerk

7.	STUDENT ISSUES	ACTION
7.1	<p>The Student Members reported that the Student Council organised a very successful Superheroes Day and have organised a Hawaii themed party for the end of term raising funds for Cystic Fibrosis. Governors discussed how useful the input of the students was at the last meeting and agreed how valuable this is and hoped that they will continue to attend and contribute at future meetings.</p>	
8.	<p>GOVERNANCE MATTERS</p>	
8.1	<p>Mrs Smith moved the adoption of Items 5 and 6 of the Minutes of the Search Committee meeting of 7 May 2008 (Item 9.1) which were accepted as an accurate record. The following recommendations were discussed and agreed:</p> <ol style="list-style-type: none"> 1)Governors unanimously approved the re-appointments of Mr B.Hawkins, Cllr D. McCrum and Mrs M. Smith as Members of the Corporation; 2) Governors noted the vacancy arising on the end of term of office of Mrs Kyriacou and the Chairman thanked her for her very valuable input to the Corporation and particularly on the Education and Standards Committee. 3) That the decision as to the future role of the Estates Committee was delegated to the June meeting of the Estates Committee. 	
8.2	<p>Mr Methold moved the adoption of the Minutes of the Estates Committee meeting of 18 June 2008 (Item 9.2) which were accepted as an accurate record. The following recommendations were discussed and agreed:</p>	
8.2.1	<p>To disband the Estates Committee; The Chairman of the Corporation commended the Chairman of the Committee, Mr Methold, for all of the work that has been achieved for the college by the Estates Committee over many years.</p>	
8.2.2	<p>It was agreed that a governor should attend the College Health and Safety Committee and that if unavailable another governor attend instead (Cllr McCrum and in his absence Mr Ludlow);</p>	
8.2.3	<p>That the staff and student governors be asked to consider joining the College Health and Safety Committee;</p>	
8.2.4	<p>That the Health and Safety Committee should try to meet once before the end of this term- the Principal confirmed however that this will not now take place this term;</p>	
8.2.5	<p>That the Principal will provide a written update on buildings and projects to each meeting of the Finance and Policy Committee- the Principal tabled a report minuted under Item 11</p>	
8.2.6	<p>That the success of the proposed changes should be reviewed after a year.</p>	
8.2.7	<p>The Minutes were adopted.</p>	
8.3	<p>Governors received the draft Terms of Reference for the College Health and Safety Committee which after discussion and agreeing some amendments were unanimously approved</p>	
8.4	<p>Governors agreed that a group of governors form an Employer Engagement Working Party to discuss how the college can increase employer engagement and the impact of this on the curriculum offer. Prof Bunyan, Mr Hawkins, Mr Ludlow, Mr Pitt and Mrs</p>	<p>PB,BH, DP, MS</p>

	Smith volunteered to join this group and the date of the first meeting was fixed as Wednesday 3 September at 6:00pm.	ACTION
8.5	Mr Oates confirmed that as Link Governor to Student Support Services he is happy also to become the governor linked to the careers service which is aiming to apply for 'Investors in Careers' status.	
8.6	Governors received the updated Matrix of Committee memberships and governors' contact details. Governors were asked to update the clerk with any changes of contact details. Prof Peter Bunyan agreed to join the Audit Committee which identified at its last meeting the need for an additional member. Governors agreed that on the recommendation of Mrs Kyriacou the clerk should invite Martin Booth from Woking High School to join as an external member of the Education and Standards Committee. It was noted that a new link governor will need to be appointed to replace Mrs Kyriacou's role as a Link Governor.	Clerk Governor volunteer
8.7.1	<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.	
8.7.2	<u>Governor Training.</u> The Clerk will circulate the date of the next AoC Good Governance Forum expected in October 2008 when this has been published.	Clerk
8.7.3	The Clerk gave an oral update on Governance section of the College Website and the unexpected delays in setting this up.	Clerk
8.7.4	Governors who did not attend the Governor training event on Child Protection on 21 May 2008 received the papers from this event at this meeting. Governors noted that the Annual Report to Corporation on Child Protection was presented at that meeting.	
	Governors received with the agenda a set of materials from the AoC / CEL Forum on Framework for Excellence which was attended by Mrs Daboo and the Chairman. The Chairman gave a brief overview of the impact of the new framework explaining that scores under the new framework will have to be published. It was agreed to include a governor training session on this during the next academic year and to take into account other topics for training suggested by the Education and Standards Committee at their meeting on 11 June 2008 (Minutes 3.2 and 11.2).	Clerk Clerk
	Governors reported from training session / conferences which they had attended and following the meeting the clerk is to circulate a draft paper on 'Surrey's vision for Learning in 2020' which had been presented to a Surrey Governors' Association meeting attended by the Chairman and Prof Bunyan and a paper on the Four S Governance Conference attended by Mr Hawkins.	Clerk
	<i>Governors were reminded to return to the Clerk the Declaration of Hospitality or Gifts</i>	All governors
9.	COMMITTEE MINUTES AND REPORTS	
9.1	SEARCH COMMITTEE	
9.1.1	The Chairman moved the adoption of the Minutes of the Search Committee of 7 May 2008. 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:	
9.1.2	Governors approved the re-appointment of Mr Brian Hawkins as a skills based Member of the Corporation;	

9.1.3	Governors approved the re-appointment of Cllr Derek McCrum as a skills based Member of the Corporation;	ACTION
9.1.4	Governors approved the re-appointment of Mrs Marilyn Smith as a skills based Member of the Corporation;	
9.1.5	It was agreed that the Clerk should continue to arrange governor training sessions and date for these have been included on the draft calendar of governor meetings.	Clerk
9.1.6	The Minutes were adopted.	
9.2	ESTATES COMMITTEE	
9.2.1	This item was taken under Item 8.2 above	
9.3	EDUCATION AND STANDARDS COMMITTEE	
9.3.1	Revd Dr Marks moved the adoption of the minutes of the Education and Standards Committee meeting of 11 June 2008. These were accepted as an accurate record subject to amending a typing error in Minute 5.2. The following recommendations were discussed and agreed :	
9.3.2	Revd Dr 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. In addition the committee received a series of data reports. Members were very pleased with the oral feedback which the committee received from the Ofsted Monitoring Visit which had just taken place. The Corporation received the written report of the visit – see Item 11.5 below.	
9.3.3	The Committee considered in detail the draft Retention and Progression Policy and commended this very thorough policy.	
9.3.4	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
9.3.5	The Minutes were adopted.	
9.4	AUDIT COMMITTEE	
9.4.1	Mrs Daboo moved the adoption of the Minutes of 25 June 2008. These were accepted as an accurate record. The following recommendations were discussed and agreed :	
9.4.2	<u>Min 4.2 Internal Audit Report</u> That the Internal Audit Plan and the Draft Internal Audit Report be accepted. Governors received a copy of the Executive Summary of the Internal Audit Report.	
9.4.3	<u>Min 4.4 and Min 4.5 Internal Audit Service</u> the Performance Indicators for internal audit were discussed and approved and it was agreed that the internal audit service should not be put out to tender this year (August 2008 to July 2009) and that MacIntyre Hudson should be re-appointed as the College's Internal Auditors;	
9.4.4	<u>Min 5 Provider Financial Assurance Report</u> the Provider Financial Assurance Report was discussed and accepted.	

9.4.5	<u>Min 7.1.1 Risk Register for 2008-9, Min 7.1.2 Risk Management Annual Report for 2007-8 and Min 7.1.3 Risk Management Timetable</u> The Annual Risk Management Report for 2007-8 and the updated Risk Register Summary for September 2008 and the Risk Timetable presented to the Audit Committee meeting were accepted noting that the only significant risk is to be addressed by a separate Risk Register;	ACTION
9.4.6	<u>Regularity Audit</u> That the Principal should sign the draft LSC College Regularity Self Assessment for the year ended 31.07.08;	Principal
9.4.7	<u>Self Assessment Report Questionnaire (SARQ)</u> The SARQ as completed and updated was accepted;	
9.4.8	The Minutes were adopted.	
9.5	FINANCE & POLICY COMMITTEE	
9.5.1	Mr. Pitt moved the adoption of the Minutes of the Finance & Policy meeting of 25 June 2008. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed :	
9.5.2	<u>Min 4 – Management Accounts to May 2008.</u> The recommendation to accept the Management Accounts to May 2008 was unanimously approved.	
9.5.3	<u>Min 5 – Draft Budget 2008-9.</u> The Chairman presented the draft budget to governors who noted that the College will maintain Grade A financial status during the budget period.	
9.5.4	The budget was based on the anticipated funding from the LSC of 860 FTE 16-18 year old students. However the LSC funding allocation had been received for the lower figure of 835 FTE 16-19 year old students.	
9.5.5	After discussion the revenue draft budget for 2008-2009 and the capital budget were unanimously approved.	
9.5.6	<u>Min 6 – Draft 3 Yr Financial Forecast to 2010-2011.</u> Governors noted that this had now been submitted to the LSC and noted the projected figures.	
9.5.7	<u>Min 11 Health and Safety At Work Policy</u> Governors agreed the suggested amendments and once amended the revised policy is to be signed by the Principal and Chairman. The Principal agreed to arrange the meeting which Mr Ludlow offered to the Operations Manager to discuss the impact of the Corporate Manslaughter and Homicide Act and ensure the implementation of the revised policy in line with current legislation.	MI / MS MI / DL
9.5.8	The Minutes were adopted.	
10.	CHAIRMAN'S REPORT	
10.1	The Chairman commended to those governors who had not visited it today the excellent College Summer Art, Textile and Photography Exhibition at The Lightbox in Woking and the Chairman and other governors congratulated the drama and dance students for their powerful and moving showcase 'Transformations' at college on 8 th and 9 th July. . The Chairman reported on the CEL / LSC Seminar on Framework for Excellence (course notes circulated with the agenda (Item 8.7.4).	

11.	PRINCIPAL'S REPORT	ACTION
11.1.1	The Principal presented his Report including a list of college achievements, events and staff changes.	
11.1.2	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.	
11.1.3	The Principal reported on the success of the recent taster days for Year 10 Woking High and Winston Churchill students and on the Welcome day.	
11.2 and	The Principal presented the Operating Statement for 2007-8 confirming that the targets had mostly been achieved.	
11.3	The Principal confirmed that there have been no further revisions to the versions of the Draft Operating Statement for 2008-9 and Mission as approved by the Corporation on 18 June 2008.	
11.4	The Principal confirmed that colleges are not being asked to submit a Three Year College Provider Development Plan to the LSC this year.	
11.5	<u>Ofsted Monitoring Visit</u> - The Principal presented the very positive report confirming that the grade was the highest achievable.	
	<i>Cllr McCrum left the meeting at 8:45pm</i>	
12.	POLICIES FOR APPROVAL	
12.1	Governors unanimously approved the following policies following a recommendation from the Finance and Policy and Education and Standards Committees to approve these:	
	<ul style="list-style-type: none"> • Policy on Confidentiality of Minutes and Papers of Woking College Corporation and Committees- Governors agreed that Corporation and Committee minutes will be published on the College Website once these are final versions having been approved by the relevant committee. • Retention and Progression Policy. 	
13.	HEALTH AND SAFETY	
13.1	Governors received a report on Health and Safety covering the period from April 2008 to July 2008 prepared by the Operations Manager which was tabled at the meeting by the Principal.	
14.	EQUAL OPPORTUNITIES	
14.1	Governors received the Minutes of the Equality and Diversity Group meeting of 1 April and 8 May 2008 with the agenda and the minutes of 3 July which were tabled at the meeting noting that they have held a series of successful events this term in particular Diversity Day on 30 June which included visits from various charities and organisations and which was also visited by Humphrey Malins MP.	

15.	GOVERNORS' SELF ASSESSMENT(SAR) REPORT	ACTION
15.1	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.	
15.2	Governors received by e-mail the LSC Self Assessment Questionnaire (SARQ) completed by the Clerk and Finance Manager as at June 2008. Sections of this, as relevant to the work of the committees of the Corporation, have been reviewed and agreed at committee meetings this term. Governors agreed the responses.	
15.3	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.	
16.	COLLEGE CALENDAR	
16.1	Governors agreed the calendar noting an error for the December Corporation date which should be Wednesday 3 rd December. Governors noted the Governors Conference is to take place on Wednesday 8 October 2008 to be followed by dinner. The Employer Engagement Working Party will meet on Wednesday 3 September at 6:00pm. An additional Corporation meeting was provisionally fixed for Wednesday 10 September 2008 at 6:30pm.	
17.	ELECTION OF CHAIRMAN AND VICE CHAIRMAN	
17.1	The Clerk confirmed receipt of nominations in advance nominating Mrs Smith and Mr Morgan-Jones as Chairman and Revd Dr Marks and Mr Morgan-Jones as Vice Chairman. Revd Dr Marks confirmed that he was happy not to stand for election as Vice Chairman and Mr Morgan-Jones confirmed that he was happy not to stand for election as Chairman. Mrs Smith and Mr Morgan-Jones left the meeting.	
17.2	Mrs. Smith and Mr Morgan-Jones were elected unanimously as Chairman and Vice-Chairman respectively for 2008-2009 and re-joined the meeting.	
18.	DATE OF NEXT MEETING	
18.1	<p>The next meetings of the Corporation will be:</p> <ul style="list-style-type: none"> ➤ Provisional date for extra Corporation meeting Wednesday 10 September 2008 at 6:30pm. ➤ Governors Conference on Wednesday 8 October at college at 4:00pm followed by dinner ➤ Wednesday 15 October 2008 at 6.30 p.m. in the College Conference Room. <p>The Part II Business closed at 9:05 pm. The Principal and the student members left the meeting.</p> <p>H M Meredith Clerk to the Corporation</p> <p>Signed:Date:</p>	