

WOKING COLLEGE

Committed to Success

PART II MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 2 DECEMBER 2009

Chair: - Mr L.Oates CB *
Vice Chair: - Revd Dr. R. Marks *

Miss. O. Beagley*	Mr M. Kalorkoti*
Miss R. Bond	Mr D Ludlow*
Mrs. C. Bottomley *	Cllr. D. McCrum*
Mrs. S Daboo *	Mr. D. R. Methold *
Mr. S. Gupta*	Mr. J. Nayler*
Mr. B. Hawkins*	Mr. D. Pitt*
Mrs. A. Hewett*	Mrs. E. Steel*
Mr. M. Ingram *	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 Waine was absent from the meeting.	
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. The Clerk confirmed that all annual declaration forms had been received from governors.	
3.	MINUTES OF THE CORPORATION MEETING OF 14 OCTOBER 2009	
3.1	<u>Accuracy.</u> The Minutes were accepted as an accurate record and signed by the Chairman.	
3.2	<u>Matters Arising.</u> Governors reviewed the action log of matters arising from the last meeting. The items other than those listed below are covered on the agenda or had been actioned since the last meeting:	
4.2 & 5.1	Matters arising University of Surrey replacement governor	Clerk/ Principal
5.6. 2	Constitution matters Governors JD to include safeguarding and be cross checked against Ofsted inspection handbook: Agreed to be reviewed after January training session	Clerk / Vice Principal
5.9	Constitution matters Link Governor induction fixed for 11 December	New Link Governors

4.	STUDENT ISSUES	ACTION
4.1	The Student Members reported that the college librarian was concerned about the use by students of the LRC as a social space; particularly at lunchtimes on wet days and had suggested that a covered social area was needed. The Principal expressed surprise that the librarian had raised this issue this way and reminded members that enquiries about the installation of a covered walkway last year had found this to be prohibitively expensive. The Principal confirmed that the review of the accommodation strategy in 2010 will include this issue and agreed to discuss any problems in the meantime with the librarian.	Principal
4.2	The Student Members also reported on the difficulty for students in finding enough available computers in the LRC with problems compounded by lessons being taught in the LRC and computer suites being locked at lunchtimes – the latter however was due to students leaving the rooms in too much mess when unsupervised. The Principal reported that the college will be wireless from January which should help to alleviate these problems as students will be able to bring their own laptops into college.	
5.	GOVERNANCE MATTERS	
5.1	<u>Designation of Sixth Form Colleges-</u> The Corporation discussed a paper from the Clerk and unanimously approved the college applying for designation as a Sixth Form College under The Apprenticeships, Skills, Children and Learning Act. The Chair agreed to write to the DCSF to confirm this decision.	Chair
5.2.	<u>Governor Vacancy</u> Governors noted the vacancy and the clerk reported on continued discussions with the University of Surrey in relation to the request that they nominate a governor to replace Professor Bunyan. Governors discussed whether instead to seek a governor from another HE institution but the Principal explained about increasing links with the University of Surrey and it was agreed that the Principal and Clerk should continue to pursue a nomination from the university.	Clerk/ Principal
5.3	Governors received the updated Matrix of Committee memberships and governors' contact details. The Clerk agreed to add Mr Pitt to the Remuneration Committee membership.	Clerk
5.4	<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.	
5.5.1	<u>Governor Training</u> Governors received details of training events with the agenda and by e-mails from the clerk since the last meeting, any governor wishing to attend any of the events was asked to contact the clerk. Governors reported on training sessions which they had attended.	
5.5.2	Governors discussed topics for governor training sessions for January 27 th and 19 th May (dates included on the governor schedule of meetings). It was agreed that the governor training session at college on Wednesday 27 January at 6:30pm would be to receive the Annual Child Protection Annual Update and Training on Child Protection and Safeguarding, as well as training for governors in preparation for an Ofsted Inspection. Governors noted that the college could receive a full Ofsted Inspection in the Autumn term 2010. The May Session will cover Equality and Diversity and any of these issues not covered fully in the January session.	All governors

6.1	COMMITTEE MINUTES AND REPORTS	ACTION
	EDUCATION AND STANDARDS COMMITTEE	
6.1.1	Revd Dr R. Marks moved the adoption of the minutes of the Education and Standards Committee meeting of 19 November 2009 apologising that these were not available for circulation with the agenda papers as the meeting had taken place a fortnight later this year than in previous years.	
6.1.2	<u>Accuracy of Minutes</u> The Minutes were corrected to show the reference to IPODS to I Touches and as amended in manuscript were accepted as an accurate record. The following items were discussed:	
6.1.3.1	COLLEGE SELF ASSESSMENT REPORT SUMMER (SAR) 2009 Revd Dr R. Marks presented the College Self Assessment Report (SAR) to the meeting. The complete report was circulated to governors by e-mail with paper copies of a shortened version of this having been sent to all governors with the agenda containing key pages of data and summary sheets for each department. Revd Dr R. Marks confirmed that 3 members of the committee attended the meetings at which the SAR reports were moderated and that all concluded that the moderation process is robust and that the process had been appropriately conducted.	
6.1.3.2	Governors noted that the Education and Standards Committee considered in detail the full report at their meeting. Revd Dr R. Marks reported that he had compared the grades awarded in the SAR this year with those awarded last year and that across the curriculum areas these averaged 1.86 which is exactly the same average as last year – with Grade 1 being Outstanding and Grade 2 being Good. The cross curricular areas were all Grades 1 or 2 except for Examinations – Grade 3 - which had caused some concerns to members who had however been reassured by the Vice-Principal that the new exams officer had a steep learning curve but that this area was under control.	
6.1.3.3	The Chair of the Corporation reported that he attended this meeting as an observer and that the committee had considered the SAR in great detail. The Principal commended the full SAR to all Link Governors who would find the SAR to a department useful background reading before making a Link Governor visit.	
6.1.3.4	Mrs Hewett asked how the cross curricular areas are chosen, querying why there were no entries for Risk Management or Admissions, and the Principal confirmed that there are no specific areas prescribed by the LSC and that some colleges do not grade all cross curricular areas.	
6.1.3.5	The College Self Assessment Report was unanimously approved. <i>Mrs Daboo joined the meeting at 7:15pm</i>	
6.1.3.6	The Success Targets for 2009-10 are set out in the SAR and were unanimously approved.	
6.1.3.7	The Curriculum Quality Plan for 2009-10 was copied to governors as pages 13-19 of the SAR document and was unanimously approved. Revd Dr R. Marks had thanked the Vice-Principal and Assistant Principal for their hard work on producing the SAR to a very tight timetable.	

<p>6.1.3.8</p> <p>6.1.4</p> <p>6.1.5</p>	<p>The Committee had also reviewed in detail the Operating Statement and confirmed that they were happy to report that progress is being made in relation to the targets set out in this.</p> <p><u>Link Governors</u> The revised list of Link Governors as agreed at and following the October Corporation meeting was attached as an Appendix to the minutes; an induction training / refresher session for link governors has been fixed to take place with the Vice-Principal on Friday 11th December at 9:00am. The Chair of the Corporation agreed to continue as nominated governor with responsibility for Child Protection and Safeguarding, until another governor has undergone training to take over this role.</p> <p><u>Terms of Reference of the committee:</u> The Corporation approved the proposed amendments to the Terms of Reference of this Committee.</p>	<p>ACTION</p> <p>Link Governors</p> <p>Volunteer governor</p> <p>Clerk</p>
<p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p> <p>6.2.4</p> <p>6.2.5</p> <p>6.2.6</p> <p>6.2.7</p> <p>6.2.8</p> <p>6.2.9</p>	<p style="text-align: center;">AUDIT COMMITTEE</p> <p>Mrs Daboo moved the adoption of the minutes of the Audit Committee meeting of 18 November 2009. The following recommendations were discussed and agreed:</p> <p>That the Risk Management Summary and the Risk Management Action Plan presented to the Audit Committee meeting be accepted;</p> <p>That the Internal Audit Plan and the Internal Audit Annual Report be accepted;</p> <p>That the Annual Report of the Audit Committee be accepted. The Chairman expressed the appreciation of the Corporation to Mrs Daboo for preparing this.</p> <p>That the Financial Statements and Final Regularity Audit Report for the year ended 31 July 2009 presented to the Audit Committee meeting be accepted;</p> <p>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. It was noted that the auditors' specialism in the education sector had been helpful to the Interim Finance Director and that her review of fees paid by comparable colleges found these to be among the lowest paid by colleges and that the Senior Manager had attended the Audit Committee meeting at the request of the committee which was also helpful.</p> <p><u>Financial Management Control Evaluation (FMCE)</u> The FMCE as completed by the Clerk and the Finance Director was approved and accepted subject to one change to this as recorded in the minutes;</p> <p><u>External Audit:</u> Mrs Daboo reported that the Audit Committee and Finance and Policy Committee had met jointly and worked in great detail through many suggestions and questions raised by Mr Nayler particularly relating to the assurances sought by the college by the external auditors in the Representation Letter.</p> <p><u>Representation Letter</u> The version of the letter to the auditors (as grammatically corrected in section 11) confirming that the Chairman and Principal are authorised by the Corporation to sign the financial statements was approved; this had been amended following the meeting to reflect changes to the wording of this raised by Mr Nayler and discussed at the meeting.</p>	

<p>6.2.10</p> <p>6.2.11</p>	<p>The following recommendations was discussed and agreed : That the external audit service should not be put out to tender this year (August 2009 to July 2010) and that Tenon should be re-appointed as the College's External Auditors. It was again noted that the auditors' knowledge of the education sector helps them to give added value to the service which they provide for the College and their work is always very professional;</p> <p>The Minutes were adopted.</p>	<p>ACTION</p>
<p>6.3</p> <p>6.3.1</p> <p>6.3.2</p> <p>6.3.3</p> <p>6.3.4</p> <p>6.3.5</p> <p>6.3.6</p> <p>6.3.7</p> <p>6.3.8</p>	<p style="text-align: center;">FINANCE & POLICY COMMITTEE</p> <p>Mr. Pitt moved the adoption of the Minutes of the Finance & Policy meeting of 18 November 2009. The Minutes were amended in manuscript to show that Mr Ludlow had been present at the meeting and as amended were accepted as an accurate record. The following recommendations were discussed and agreed:</p> <p><u>Min 4.2 Financial Statements for the Period Ended 31 July 2009</u> The committee had examined the financial statements in detail and recommended their approval. The financial statements were approved.</p> <p><u>Min 4.4-Representation Letter</u> The version of the letter to the auditors (as grammatically corrected in section 11) confirming that the Chairman and Principal are authorised by the Corporation to sign the financial statements was approved; this had been amended following the meeting to reflect changes to the wording of this raised by Mr Nayler and discussed at the meeting.</p> <p><u>Min 5.4 Management Accounts to October 2009</u> The management accounts to October 2009 were unanimously approved.</p> <p><u>Min 6.1 and 6.2 Support Staff Pay Settlement and Support Staff Standards Payment (SSSP) for support staff 2009-10</u> The recommendations that the College adopt the national agreement for the support staff cost of living increase of 1.84% in total, 1.5% backdated to 1 September 2009 and the balance being paid on 1st April 2010 - not backdated to September. and that the College adopt the national agreement for the one off annually agreed payment to support staff of £320 (pro rata for part timers) were ratified – these sums already having been approved in the previously agreed budget.</p> <p><u>Financial Management Control Evaluation (FMCE)</u> The FMCE as completed by the Clerk and the Finance Director was approved and accepted subject to one change to this as recorded in the minutes;</p> <p><u>Policies for approval</u>: The Human Resources procedures, new model policies prepared by the Sixth Form Colleges Forum were unanimously approved.</p> <p>The Minutes were adopted.</p>	
<p>7.</p> <p>7.1</p>	<p style="text-align: center;">CHAIRMAN'S REPORT</p> <p>The Chairman reported on regular meetings with the Principal and attending the meeting of the Education and Standards Committee as an observer.</p>	

8.	PRINCIPAL'S REPORT	ACTION
8.1	The Principal took questions on his report.	
8.1.1	The Principal reported on the successful MoleNet mobile learning technology bid collaboratively with S7.	
8.1.2	The Principal reported that S7 are making a collective response to the Consultation on Surrey Draft 14-19 Plan 2010-2015 and agreed that he would copy the response to the Corporation.	Principal
8.2	The Principal confirmed that the Education and Standards Committee, as requested at the last Corporation meeting, had taken responsibility for the monitoring of the detail of the whole college targets.	
8.3	The Principal reported that a market research company which has been commissioned to undertake some market research and to analyse data on the demographics of the current students and will be reporting on this by the end of this term. Mr Methold asked for the approximate cost of the market research; the Principal confirmed that this is approximately £4000. The Principal proposed a Strategic Options Review to take place in the New Year based on the results from the analysis of this data which can then lead the high level review of the College Accommodation Programme and the need for any building projects at college. A date for this meeting of the Redevelopment Steering Group was fixed for Wednesday 24 February at 6:30pm. The meeting is open to all governors to attend.	All governors
8.4	The Principal reported that Brooklands College has stopped offering A level provision and as a result some of their students will be moving to Woking College	
8.5	Governors had been invited to the College production of Sweet Charity, the college Carol Service and to the drinks reception and College Prizegiving on Monday 14 December 2009 at The University of Surrey.	All governors
9.	HUMAN RESOURCES	
9.1	Governors received a report by Mr Ludlow on his review of contracts of employment of college staff and noted the contents of these. Mr Ludlow confirmed that his review of example contracts of employment found these to be largely up to date and in compliance with statute and common law. The Principal agreed to check that the Vice-Principal's contract is up to date as the example sent to Mr Ludlow was for the former Vice-Principal. Governors discussed liability noting the liabilities and duties as set out in this report. In response to a question from Mr Gupta about individual personal liability of governors the Principal confirmed that the college has insurance cover to indemnify governors.	Principal
9.2	Governors received a HR report from the Principal and noted the contents of these. The Principal agreed to bring an analysis of the data on staff by ethnicity and comparing this with benchmarking data to the next Corporation meeting. Revd Dr R.Marks asked that future meetings receive data on the average length of service of teaching staff, as distinguished from support staff.	Principal Principal
9.3	The Principal answered questions about an ET case confirming that the Chair and Vice Chair of the Corporation have heard an Appeal against a Grievance and that the College has insurance in relation to the claim and is taking legal advice from the insurers' lawyers.	

<p>10.</p> <p>10.1</p>	<p>EQUALITY AND DIVERSITY</p> <p>Governors received an oral update on the Equality and Diversity Group from the Principal confirming that the Group had met the previous week. Governors were pleased to hear about three themed weeks planned for the year with a focus on Diversity, Equality and Community. The Diversity week had already taken place and the outcomes of this will be reviewed.</p>	
<p>11.</p> <p>11.1</p>	<p>HEALTH AND SAFETY</p> <p>Governors received a Health and Safety report from the Health and Safety Officer which were presented by Cllr McCrum and noted the contents of these. The next meeting of the Health and Safety Management Committee will take place on 8 December and Cllr McCrum confirmed that he will meet with the Health and Safety Officer prior to this to carry out a Health and Safety Inspection. Mr Methold asked about the review of college insurance and it was agreed that Cllr McCrum and Mr Ludlow would review the revised policy to ensure that the cover is satisfactory.</p>	<p>Cllr McC / DL</p>
<p>12.</p>	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>See Governors' Cycle of Business</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p>DATE OF NEXT MEETING AND EVENTS</p> <p>Corporation Training Session for all governors will be held in the Conference Room at college on Wednesday 27 January at 6:30pm. This will cover receiving the Annual Child Protection Annual Update and Training on Child Protection and Safeguarding, as well as training for governors in preparation for an Ofsted Inspection.</p> <p>The next meeting of the Corporation will be held on Wednesday 17 March in the Conference Room at College at 6:30 pm.</p>	
	<p>The Part II Business closed at 8:45 pm.</p> <p>The Principal, staff, student members and clerk left the meeting.</p> <p>H M Meredith Clerk to the Corporation</p> <p>Signed:Date:</p>	