

WOKING COLLEGE

Committed to Success

MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 19 MARCH 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 ONLY

	GOVERNANCE	ACTION
1.	APOLOGIES FOR ABSENCE AND QUORUM	
1.1	Apologies were received from Mrs Kyriacou. All other governors were present at the meeting including four newly appointed governors.	
2.	DECLARATION OF INTEREST BY MEMBERS AND SENIOR POSTHOLDERS	
2.1	There were no new declarations of interest at the meeting.	
3.	CONSTITUTION MATTERS	
3.1	Governors received and adopted the revised Instrument and Articles of Government pursuant to The Further Education Corporations (Former Sixth Form Colleges) (Replacement of Instruments and Articles of Government) Order 2007 which was published in December 2007 after the last Corporation meeting.	
3.2	Governors agreed the following new determination of Corporation membership as proposed in a paper circulated with the agenda by the Clerk: 19 Members comprising: <ul style="list-style-type: none">• 14 Members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government;• The Principal• 1 Staff Member• 2 Student Members• 1 Parent Member	

3.3	<u>New Member Appointments</u>	ACTION
3.3.1	Mrs Smith moved the adoption of the Minutes of the Search Committee meeting of 12 March 2008. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed :	
3.3.2	The committee recommended the Corporation appoint Mrs Lindsey Waite (who is also a parent) to the new category of skills based Member of the Corporation for a 4 year term and this was unanimously approved.	
3.3.3	The election of Miss Raisha Bond as a Parent Governor was noted.	
3.3.4	Mrs Waite and Miss Bond had agreed to join the Education and Standards Committee. The Clerk is to invite both to join this Committee and to invite them to the June meeting of this committee.	RB / LW Clerk
3.3.5	The Minutes were adopted.	
3.4	The election of two student governors- Paul Martin (Student President) and Ali Beddow (Vice-President) was noted.	
3.5	The four newly appointed governors joined the meeting at 6:40 and were welcomed by the Chairman on behalf of the Corporation; all joined the meeting after Item 3 which was taken first before Items 1 and 2.	
4.	MINUTES OF THE CORPORATION MEETING OF 5 DECEMBER 2007	
4.1	<u>Accuracy.</u> An amendment was made to delete a repeated word 'of' in the second line of Item 7.1 and the Part II Minutes as amended in manuscript were accepted as an accurate record and were signed by the Chairman.	
4.2	<u>Matters Arising.</u> <u>Item 4.1</u> The college is continuing to deal with issues of litter in an effort to keep the college clean and tidy, particularly in the refectory and the Principal and staff are trying to encourage this by regularly eating in the refectory. <u>Item 8.4</u> Governors congratulated the college on the excellent production of Copacabana and also felt that the prize giving went very well.	
5.	STUDENT ISSUES	
5.1	The Chairman particularly welcomed the Student Members explaining how important the student voice is to the Corporation. The Student Council had only met once since their election and they will bring Student Issues to future Corporation meetings.	AB / PM
6.	CONSTITUTIONAL MATTERS	
6.1	<u>Skills Audit</u> Governors were reminded to complete and return the annual Skills Audit form to the Clerk in order that the results can be reviewed at the next meeting of the Search Committee when applications by governors seeking re-appointment following the end of their terms of office will be considered. Governors whose term of office finishes at the end of the current academic year were asked to let the clerk know if they would be seeking re-appointment and if so, to return their completed forms on seeking re-appointment to the clerk by the end of April.	All governors BH, EK, CLLR McC, MS
6.2	<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.	

6.3	<p><u>Governor Training</u> - Governors interested in any courses listed on the agenda should contact the clerk for booking details. Mrs Smith, Mrs Daboo and Miss Bond agreed to attend the Good Governance Forum in May and the Chairman thanked Mr Hawkins for attending a recent AoC Briefing on Good Governance in Health and Safety on which he will prepare a note for circulation. Two governors were keen to attend the Four S Annual Governors' Conference but for cost reasons only one will attend.</p>	<p>ACTION RB, SD & MS</p> <p>BH</p> <p>MS or BH</p>
6.4	<p>The Clerk reported that progress is anticipated on the uploading of documents onto the college website over the Easter vacation to comprise a section with minutes of Corporation and committee meetings open to the public (as required under the new Instrument and Articles) and a separate password protected section for governors with additional documents such as the standing orders and confidential documents.</p>	<p>Clerk / college IT staff</p>
7. COMMITTEE MINUTES AND REPORTS		
7.1 ESTATES COMMITTEE		
7.1.1	<p>Mr. Methold moved the adoption of the minutes of the Estates Committee meeting of 16 January and 27 February 2008. The Minutes were accepted as an accurate record. The following items and recommendations were discussed and agreed:</p>	
	<p><u>Minutes 27 February 2008</u></p>	
7.1.2	<p><u>Min 4</u> The Operations Manager carried out the annual Asbestos Inspection before he left college to move to another position. <u>Min 4</u> Student Car-parking: the Student Members agreed to keep the Committee informed of any car-parking issues following the recent new signage to the car parks. <u>Min 8.1.5</u> Bid for green energy funding – result of bid for funding for double glazed panels awaited. <u>Min 8.1.6</u> Covered walkway between LRC and Canteen on hold due to design problems <u>Min 11</u> Energy Consultant's Report on Heating – not going ahead- instead the Principal reported that this is to be included in the Feasibility Study</p>	<p>AB / PM</p> <p>MI</p>
7.1.3	<p><u>Min 8.1 Date of Next Meeting</u>: The meeting planned for Wednesday 14 May is to be re-scheduled probably to Monday 12 May if this date suits the new Operations Manager</p>	<p>Clerk</p>
7.1.4	<p>The Minutes of the meetings of 16 January and 27 February 2008 were adopted.</p>	
7.2. EDUCATION AND STANDARDS COMMITTEE		
7.2.1	<p>Revd Dr Marks moved the adoption of the minutes of the Education and Standards Committee meeting of 12 February 2008. The Minutes were accepted as an accurate record. The following items and recommendations were discussed and agreed:</p>	
7.2.2	<p>The main focus had been on what the college has been doing post Ofsted Inspection in relation to the key issue of success rates- a combination of achievement and retention targets. The committee went through Retention and Achievement Targets both for 2006-7 and targets set for the current year carefully monitoring these. The Corporation agreed the recommendation that the Retention and Achievement targets presented to the Committee be accepted.</p>	
7.2.3	<p>The committee had asked about target setting for A-B grades and the Vice-Principal confirmed that there were no immediate plans to introduce these. The Principal confirmed that the college used to set A – C targets and that this was not found to be particularly helpful in raising standards. The Principal confirmed that the use of ALPS data focuses on Added Value – with all departments planning to move all students on, not just those expected to achieve the top grades. The Principal agreed that to increase success rates</p>	

	all departments are being required to focus more closely on retention.	ACTION
7.2.4	Link governors were encouraged to continue with their strong tradition of governor visits to their allotted curriculum areas within college which are well received by staff and students. It was noted that, with the exception of Mr Oates, Link Governors had not been carrying these out recently with the same frequency as previously due to staff commitments such as Inspection.	Link Governors
7.2.5	Diplomas- the committee felt that the Corporation should receive training or a briefing on the government proposals in relation to the introduction of diplomas.	
7.2.6	The Minutes were adopted.	
7.3 FINANCE & POLICY COMMITTEE		
7.3.1	Mr. Pitt moved the adoption of the Minutes of the Finance & Policy meeting of 5 March 2008. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed :	
7.3.2	<u>Management Accounts to January 2008</u> Mr Pitt reported that the figures are still very strong and presented the reasons for the considerable surplus over forecast at this stage as explained in the minutes together with discussing estimates for consultancy fees likely to be incurred in relation to making an Application in Principle to the LSC for funding for a major capital project. The management accounts to January 2008 were unanimously approved.	
7.3.3	<u>Student Charter</u> - See Item 12 below.	
7.3.4	The Minutes were adopted.	
7.4 STRATEGIC WORKING PARTY		
7.4	This item was taken as a Confidential Item.	
7.5. SEARCH COMMITTEE		
7.5.1	This item was taken under Item 3.3 above.	
8. CHAIRMAN'S REPORT		
8.1	The Chairman reported that she is to attend an LSC meeting on the Machinery of Government Changes 2008-11.	MS
9. PRINCIPAL'S REPORT		
9.1.1	The Principal gave an oral report of recent college events and achievements explaining that a full report of these is included in College Newsletters in January and June. The Principal invited governors to let him know if they wish him to revert to the previous format of a written Principal's Report for Corporation meetings. The Principal invited questions from governors on the Operating Statement for 2007-8: <u>1.5.2 Gifted and Talented Programme</u> - An Oxbridge co-ordinator has been appointed. The re-branded Gifted and Talented Programme is to be relaunched in September and includes students gifted in all areas including sport, music and drama. 2.5.2 Governors asked about the Cambridge Pre U qualification and the Principal confirmed that the college is watching developments in the pilots for	All governors
		MI

	<p>this and discussing the issue with S7 colleagues.</p> <p><u>3.4 Conversion rate from application to enrolment</u> The Principal explained action being taken to increase the conversion rate; governors noted the increasing trend for students to make multiple applications and hold multiple offers from colleges.</p>	ACTION
9.1.2	<p><u>Risk Management Report</u> The Principal confirmed that the SMT will prepare a separate Risk Register in relation to the proposed Capital Project. This will be brought to the next meeting of the Finance and Policy Committee and will then be brought to the July Corporation meeting. All other risks have been reviewed.</p>	MI / Finance Manager
	<p>10. OFSTED INSPECTION REPORT AND PFA REPORT</p>	
10.1.1	<p>Governors received with the agenda papers a copy of the published Ofsted Report of the inspection in October 2007 which was published in February 2008 following an Appeal by the College. Governors noted that there remain internal inconsistencies in the report (E.g. different grades for Quality and Achievement) although the text of this is now more positive than the draft version and some grades have been revised upwards. The Principal confirmed that the post inspection action plan will be presented to the Corporation for approval in July.</p>	MI
10.1.2	<p>Governors asked for the Principal's views as to the low success rates. The Principal's reason for this was the retention element of this; the success rate being a combination of retention and achievement. The Principal explained that retention is a challenge in a thriving local economy when some of our students and their families have to balance difficult financial decisions. Students who do not achieve well in their January exams choose to go into employment instead. The Principal agreed that staff nonetheless need to address this problem and steps will include more focus on retention by teaching staff and more focus on getting students onto the right courses.</p>	
10.2.1	<p>Governors received with the agenda papers a copy of the PFA Report indicating only one weakness and some items which merit attention. Of these items, governors had previously expressed the wish that the college should implement a BACs payment system. The Clerk is to prepare a policy for the review of confidential minutes.</p>	MI / Finance Manager Clerk
	<p>11. STRATEGY</p>	
11.1	<p>See confidential minutes of Strategic Working Party</p>	
	<p>12. POLICIES FOR REVIEW / APPROVAL</p>	
12.1	<p><u>Student Charter</u> Governors approved the policy once the changes have been made as recommended by the Education and Standards Committee. The Principal had not yet checked whether the draft was based on a model charter and is to check this and arrange for the amendments to be made.</p>	MI
	<p>13. HEALTH AND SAFETY</p>	
13.1	<p>The Estates Committee meeting of 27 February received the Operations Manager's report which was attached to the minutes. The section of this report on Health and Safety including RIDDOR reportable and non-reportable accidents was reviewed by governors.</p>	
13.2	<p>Mr Hawkins reported on an AoC Briefing which he attended at Brooklands College on Good Governance in Health and Safety and reminded the Corporation of its responsibility to ensure that the Health and Safety of students and staff are embedded</p>	

13.3	<p>into the culture of the College amongst all staff, students and governors.</p> <p>The Principal confirmed that in the 5 week interim period before the replacement Operations Manager is in post, Health and Safety is being managed by the Principal, the Finance Manager and a member of staff in the Science Department. The Principal agreed that should there be a longer delay, the college will appoint a Health and Safety Consultant to oversee Health and Safety.</p>	MI
14. EQUAL OPPORTUNITIES		
14.1	<p>The minutes from the meetings of The Equality and Diversity Group of 4 December 2007 and 24 January 2008 were circulated with the agenda. Governors noted that the student council are involved in planning the Diversity Day.</p>	PM / AB
15. AGENDA ITEMS FOR THE NEXT MEETING		
15.1	<p>Election of Chairman and Vice Chairman of the Corporation-nomination forms will be circulated to members by the Clerk prior to the meeting.</p> <p>Receive and approve post inspection action plan.</p> <p>Other items see Cycle of Corporation Business</p>	Clerk
16. DATE OF NEXT TERM'S FULL CORPORATION MEETINGS		
16.1	<p>Next term's meetings of the Corporation will be:</p> <ol style="list-style-type: none"> 1) Monday 7 April at 6:30pm – Strategic on agreeing criteria for Feasibility Study 2) Training session: Wednesday 21 May at 6:30pm - on Child Protection 3) Wednesday 4 June at 6:30pm - Strategic to receive the Feasibility Study 4) Wednesday 18 June at 6:30pm - to approve the Mission and Operating Statement 5) Wednesday 9 July 2008 - at 6.30 p.m. <p>The Open part of the meeting closed at 9:00 pm.</p> <p>H M Meredith Clerk to the Corporation</p> <p>Signed:</p> <p>Date:</p>	