

WOKING COLLEGE

Committed to Success

PART II MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 3 DECEMBER 2008

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. A. Finn*, King Sturge

Mrs. H. Meredith* -

(For presentation at start of meeting only)

Clerk to the Corporation

	<u>PART TWO – NON-CONFIDENTIAL ITEMS</u>	ACTION
	GOVERNANCE	
1	APOLOGIES FOR ABSENCE AND QUORUM	
1.1	Apologies were received from Mr Beddow, Mrs Daboo, Mr Oates and Mrs Waine.	
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. The Clerk circulated at the meeting a list of governors whose annual declaration form and annual certificate of eligibility was outstanding and those governors completed these at the meeting. The clerk will contact any remaining governors individually.	Clerk
9.	CAPITAL PROJECT PRESENTATION BY PROJECT MANAGER , Alastair Finn	
9.1	Mr Finn tabled and presented a Confidential update minute, the content of which forms the detail of the Confidential Minute on this item. Professor Bunyan and Mr Ludlow joined the meeting at 6:48 and 6:58 p.m. Mr Finn left at 7:20 p.m. Item 11 was taken next at the request of Cllr McCrum but the minutes are in agenda order	
3.	MINUTES OF THE CORPORATION MEETING OF 15 OCTOBER 2008	
3.1	<u>Accuracy.</u> The Minutes were accepted as an accurate record and signed by the Chairman.	
3.2	<u>Matters Arising.</u> <u>Min 6.2 Employer Engagement</u> Governors had received invitations to the first Employer Engagement event:- details at Item 13 of these minutes	

<p>4.</p> <p>4.1</p>	<p>STUDENT ISSUES</p> <p>The Student Members reported that this week the Student Council has organised rag week raising funds for charity culminating in a Talent Show on Friday. The litter problem has continued and the Student Council had to carry out their threat to cancel the ball due to the lack of improvement. They have applied for more litter bins. Governors congratulated the student council on their determination to improve the litter problem.</p>	<p>ACTION</p>
<p>5.</p> <p>5.1.</p> <p>5.2</p> <p>5.3</p> <p>5.4.1</p> <p>5.4.2</p>	<p>GOVERNANCE MATTERS</p> <p>CONSTITUTIONAL MATTERS <u>Governor Vacancy</u> Governors noted the vacancy and the clerk reported that no active steps are being taken to fill the vacancy as the plan is to invite one of the external members to join the Corporation.</p> <p>Governors received the updated Matrix of Committee memberships and governors' contact details.</p> <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> <p><u>Governor Training</u> Governors received details of several training events with the agenda, any governor wishing to attend any of the events was asked to contact the clerk. Governors reported from training session / conferences which they had attended: Miss Bond had attended the Surrey Governors Conference which referred to the paper on 'Surrey's vision for Learning in 2020' which had been previously circulated to governors by the clerk. Governors received with the agenda a report from Mr Oates on his recent attendance at a seminar on Framework for Excellence.</p> <p>Governors discussed topics for governor training sessions for January 28th and 20th May (dates included on the governor schedule of meetings). It was agreed that the governor training session at college on Wednesday 28 January at 6:30pm would be on Framework for Excellence and Diplomas. Cllr McCrum left the meeting at 7:45p.m.</p>	
	<p>COMMITTEE MINUTES AND REPORTS</p>	
<p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3.1</p> <p>6.1.3.2</p>	<p>EDUCATION AND STANDARDS COMMITTEE</p> <p>Revd Dr Marks moved the adoption of the minutes of the Education and Standards Committee meeting of 5 November 2008.</p> <p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record. The following items were discussed:</p> <p>COLLEGE SELF ASSESSMENT REPORT SUMMER (SAR) 2008 Revd Dr Marks presented the College Self Assessment Report (SAR) to the meeting. This was circulated to governors by e-mail and the clerk tabled at the meeting an extract with pages 5-18 and the Governance SAR.</p> <p>Governors noted that the Education and Standards Committee considered in detail the full report at their meeting. Governors considered the grades awarded in the SAR</p>	

	to the 5 key questions noting that on an inspection overall these grades would result in a Grade 2. Governors discussed certain curriculum areas and steps being taken by the college to improve grades.	ACTION
6.1.3.3	The College Self Assessment Report was unanimously approved.	
6.1.3.4	The Success Targets for 2008-9 were set out as an Appendix to the committee minutes and for the first time include targets for A - B grades which governors were pleased to note. The targets were unanimously approved.	
6.1.3.5	The Committee asked that the college should continue actively to take steps to celebrate success amongst the students including AS students. Revd Dr Marks was very pleased to circulate as an Appendix to the minutes the college new Strategy for Gifted and Talented Students.	
6.1.3.6	The Curriculum Quality Plan for 2008-9 was copied to governors as part of the SAR document and was unanimously approved.	
6.1.3.7	<u>Link Governors A</u> Curriculum Structure diagram for the college for 2008-9 was tabled at the meeting showing that there are now 3 Curriculum Directors and 2 Assistant Principals. This therefore means that there are still sufficient Link Governors in post despite the departure of Mrs Kyriacou. However the Vice-Principal has suggested that two Link Governors could be attached to each Curriculum Director in order for more governors to see the college at work and any governors interested in becoming Link Governors were asked to contact Revd Dr Marks to discuss this; the interest of Mrs Waine was already noted.	All governors
6.1.3.8	<u>Terms of Reference of the committee:</u> The Corporation approved the proposed amendments to the Terms of Reference of this Committee to reflect changes agreed to its composition. Mr P. Martin left at 8:10 p.m.	Clerk
6.2	AUDIT COMMITTEE	
6.2.1	Revd Dr Marks, in the absence of Mrs Daboo, moved the adoption of the minutes of the Audit Committee meeting of 19 November 2008. The following recommendations were discussed and agreed:	
6.2.2	That the external audit service should not be put out to tender this year (August 2008 to July 2009) 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;	
6.2.3	That the Risk Management Report and Action Plan November 2008 presented to the Audit Committee meeting be accepted. The revised Risk Register to incorporate risks relating to the Capital Project will be presented for review by The College Redevelopment Steering Group after review by the Chair of the Audit Committee;	
6.2.4	That the Internal Audit Plan and the Internal Audit Report be accepted;	
6.2.5	That the Annual Report of the Audit Committee be accepted. The Chairman expressed the appreciation of the Corporation to Mrs Daboo for preparing this.	
6.2.6	That the Financial Statements and Final Regularity Audit Report for the year ended 31 July 2008 presented to the Audit Committee meeting be accepted;	

6.2.7	<u>Financial Management Control Evaluation (FMCE)</u> The FMCE as completed by the Clerk and the Finance Manager was approved and accepted;	
6.2.8	The recommendations as to amendments to the Terms of Reference for the committee to change membership and the quorum for meetings were approved;	Clerk
6.2.9	The Minutes were adopted.	
6.3	FINANCE & POLICY COMMITTEE	
6.3.1	Mr. Pitt moved the adoption of the Minutes of the Finance & Policy meeting of 19 November 2008. The Minutes were accepted as an accurate record. The following recommendations were discussed and agreed :	
6.3.2	<u>Min 4.2 Financial Statements for the Period Ended 31 July 2008</u> The committee had examined the financial statements in detail and recommended their approval. The financial statements were approved.	
6.3.3	<u>Min 4.4-Representation Letter</u> The letter to the auditors confirming that the Chairman and Principal are authorised by the Corporation to sign the financial statements was approved.	
6.3.4	<u>Min 5.4 Management Accounts to October 2008</u> The management accounts to October 2008 were unanimously approved.	
6.3.5	<u>Min 6.1 and 6.2 Support Staff and Teaching Staff Pay Settlement and Professional Standards Payment (PSP) for support staff 2008-9</u> The recommendations that the College adopt the national agreement for the support staff and teaching staff cost of living increase of 2.45% with effect from 1 September 2008 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.	
6.3.6	<u>Policies for approval</u> : The proposed Environmental Policy; the amendment to the College Fraud Policy (from the Financial Procedures) and the draft Energy Management Policy were unanimously approved.	
6.3.7	The Minutes were adopted.	
7.	CHAIRMAN'S REPORT	
7.1	Nothing to report.	
8.	PRINCIPAL'S REPORT	
8.1	The Principal produced a written report for the October Corporation meeting. Governors agreed the Principal's suggestion that the Vice-Principal should be invited to attend Corporation meetings to present the Operating Statement. The Principal agreed to invite the Vice-Principal to future meetings.	Principal / Vice-Principal
8.2	Governors had been invited to the College production of Babes in Arms and to the drinks reception and College Prizegiving on Monday 15 December 2008 at Surrey University and the Principal thanked governors who attended the college Carol Service earlier in the week. Governors congratulated the chamber choir on their singing there and at the funeral of Walter Deakin.	

<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>CAPITAL PROJECT UPDATE</p> <p>See Confidential Minutes</p> <p>Provisional dates are to be agreed for meetings of the College Redevelopment Steering Group in mid-January, mid- February and early March.</p>	<p>Clerk</p>
<p>10.</p> <p>10.1</p>	<p>EQUALITY AND DIVERSITY</p> <p>Governors received the minutes of the Equality and Diversity Group of 4 November 2008 and noted the contents of these.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>HEALTH AND SAFETY</p> <p>Governors received the minutes of the Health and Safety Management Committee of 25 November 2008 which were presented by Cllr McCrum and noted the contents of these. Cllr McCrum had asked the Facilities and Estates Manager to investigate whether it was appropriate to include students' names in the minutes and he had reported that this was appropriate so that specific incidents can be identified from the minutes.</p> <p>Following questions from governors the Principal agreed to investigate whether the repairs to the sports hall floor have been completed satisfactorily.</p>	<p>Principal</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>13.3</p> <p>13.4</p>	<p>DATE OF NEXT MEETING AND EVENTS</p> <p>Employer Engagement Session – all governors are invited to attend the Woking Chamber of Commerce Networking Event sponsored by the college at The Ambassadors Bar, New Victoria Theatre, Woking Friday 16 January 12:00 – 2:30</p> <p>Governor training session on Framework for Excellence and Diplomas for all governors will be held in the Conference Room at college on Wednesday 28 January at 6:30pm</p> <p>The next meeting of the Corporation will be held on Wednesday 18 March in the Conference Room at College at 6:30 pm.</p> <p>Mr Ludlow had requested whether Corporation meetings can be varied to include Mondays, Tuesdays or Thursdays as often other business networking events take place on Wednesday evenings. It was agreed that as the calendar has been fixed for the current academic year no changes should be made before July, but the clerk should canvass governors' opinions before the Education and Standards Committee considers the next draft calendar of meetings in June</p>	<p>Clerk</p>
	<p>The Part II Business closed at 8:40 pm. The Principal, staff and the student members left the meeting. H M Meredith Clerk to the Corporation Signed:Date:</p>	