

WOKING COLLEGE

Committed to Success

PART II MINUTES OF THE MEETING OF THE WOKING COLLEGE CORPORATION HELD ON WEDNESDAY 15 OCTOBER 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 ** From 8:30pm

In Attendance:
Mrs. H. Meredith* - Clerk to the Corporation

<u>PART TWO – NON-CONFIDENTIAL ITEMS</u>		ACTION
1	GOVERNANCE	
1.1	APOLOGIES FOR ABSENCE AND QUORUM Apologies were received from Mr Jupp, Mr Beddow and Mrs Waine.	
1.2	The clerk confirmed that the meeting was quorate.	
2.	DECLARATION OF INTEREST BY MEMBERS AND SENIOR POSTHOLDERS	
2.1	There were no new declarations of interest. Governors were reminded to return their completed Annual Member's Certificate and Declaration of Member's Interest to the Clerk together with any remaining Annual Declarations as to Gifts and Hospitality received.	All governors
3.	STUDENT ISSUES	
3.1	The student member reported on a series of recent very successful charity fundraising events organised by the Student Council. The Student Council have however threatened to cancel The Halloween Ball, if litter problems in the canteen do not improve. Governors noted that a tannoy in the canteen would also be useful.	
4.	MINUTES OF THE CORPORATION MEETINGS HELD ON 10 SEPTEMBER and 8 OCTOBER 2008	
4.1	<u>Accuracy.</u> The Minutes of the meeting of 10 September and the report of the Conference of 8 October were accepted as an accurate record and were signed by the Chairman.	
4.2	<u>Matters Arising.</u> <u>Min 3.2</u> The Chairman wrote a letter of thanks to Mrs Kyriacou for her work as a governor on behalf of the Corporation. <u>Min 4.2.2</u> Ms Small has confirmed that the records of the tender process for the	

	Project Manager Appointment will be kept in college by the Finance Manager.	ACTION
5.	CONSTITUTION MATTERS	
5.1	<p><u>Governor Vacancies</u> Governors noted the steps being considered in relation to a replacement governor following the end of Mrs Kyriacou's term of office at the end of last term.</p>	
5.2	<p><u>Attendance statistics for governor meetings 2007-2008.</u> The Chairman congratulated a number of Governors with 100% attendance records at Corporation and Committee meetings and noted from the accompanying paper steps being taken to address attendance at one committee which had not achieved this target.</p>	
5.3	<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>	
5.4	<p><u>Governor Training and networking events.</u> Governors noted the training events listed on the agenda and that booking details are available from the Clerk and were commended to use the CEL Governance Good Practice Guide at http://www.ggpg.org.uk/index.html. Miss Bond agreed to attend the Surrey Governors Association Autumn Conference.</p>	
5.5.1	<p>After discussion it was agreed to set up a College Redevelopment Steering Group. This small group is to be made up of governors who should be available to meet at short notice probably monthly, and to be given delegated authority to make decisions in relation to the Capital Project to be ratified subsequently by the Corporation.</p>	
5.5.2	<p>The Draft Terms of Reference as drafted by Ms Small were agreed subject to amendment to record that :</p> <p style="text-align: center;"><i>"All major decisions will be referred to Corporation who delegate this group to make decisions within the overall project budget. All decisions of the Steering Group shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation."</i></p> <p>noting that £500,000 is included in the 2008-9 project budget.</p>	
5.5.3	<p>The content of the Terms of Reference was agreed except for the amendment in 5.5.2 above. These have since been amended to the college style and are attached as Appendix 1 to these Minutes.</p>	
5.5.4	<p>The skills set agreed for membership of the Steering Group was:</p> <ul style="list-style-type: none"> * Experience of acquisition and divestment of capital assets * Strategy development and implementation * Risk management * Financial oversight * Consultant management * Experience of project and programme management in the public sector * Appreciation of commercial project management 	I
5.5.5	<p>The membership of the Steering Group was agreed as: The Principal, Mrs Daboo, Mr Methold, Mr Morgan-Jones, Mr Oates, Mr Pitt, Mrs Smith. The Chairman agreed to speak to governors not present at the meeting following the meeting.</p>	Chairman
5.6	<p><u>SAR on Governance</u> After discussion the grade for the SAR on Governance was agreed as a Grade 2, the content of this having been agreed at the Conference on 8 October 2008.</p>	

	6. COMMITTEE MINUTES AND REPORTS	ACTION
6.1.1	FINANCE & POLICY	
6.1.1	Mr Pitt moved the adoption of the minutes of the Finance and Policy Committee meeting of 1 October 2008. The following recommendations were discussed and agreed :	
6.1.2	<u>Min 5.4 Management Accounts to July 2008</u> The committee had examined the Management Accounts in detail and was very pleased with the surplus and expressed thanks for the work of the Finance Manager in producing these.	
6.1.3	The management accounts were unanimously approved;	
6.1.4	<u>Staff Cost of Living Increase</u> It was noted that the national agreement for cost of living increases for support staff and teaching staff are still under consultation but the recommendation that if the national agreement is within the percentage increase included in the budget (2.75% or less) the College should adopt the national agreement cost of living increases was approved.	
6.1.5	<u>College Credit Card</u> The recommendation to obtain a college credit card and the Financial Regulations be amended as proposed.	
6.1.6	<u>Terms of Reference</u> That the terms of reference of the committee be left unamended as proposed.	
6.1.7	The Minutes were adopted.	
6.2	EMPLOYER ENGAGEMENT WORKING PARTY	
6.2	Governors received the Minutes of the Employer Engagement Working Party meeting of 3 September 2008. The Chairman thanked all governors who attended this meeting including the student members and reminded any governors with local contacts to pass these details to the Vice-Principal. Governors asked to be kept updated of developments in relation to setting up an advisory board of local employers – Min 1.iv). The Principal confirmed that on completion of the SAR the Vice-Principal will be spending more time on Employer Engagement.	All governors Vice-principal
6.3	SEARCH COMMITTEE	
6.3.1	Mrs Smith gave an oral report of the Search Committee meeting of 15 October 2008. The following recommendation was discussed and agreed :	
6.3.2	The committee recommended the Corporation appoint Mr Martin Booth as an external member of the Education and Standards Committee.	Clerk
6.3.3	The Minutes were adopted.	
7.	CHAIRMAN'S REPORT	
7.1	The Chairman tabled and presented papers on the key recommendations from two reports received by a conference on Governance which she had attended. These	

included the role of governors and recommendations in relation to governance, most of which are already undertaken by the College Corporation and its members.

8. PRINCIPAL'S REPORT

8.1.1 The Principal took questions on his report.

8.1.2 The Principal presented the new Operating Statement for 2008-9 and confirmed that enrolments for 2008-9 exceeded the target enrolment of 835. Two years ago the LSC had indicated that they expected college numbers to be greater than 800 students to be viable. Governors congratulated the Principal on the continuing growth in student numbers and the Principal reminded governors that without this growth, an application for a capital bid would have been unlikely to succeed.

8.1.3 The Principal reported on the successful recent open evening and the large number of applications already received for 2009.

Mr Ludlow joined the meeting at 8:30pm

8.2 The Principal presented the Operating Statement for 2007-8 indicating the actions completed from that year and took questions from governors.

9. EQUAL OPPORTUNITIES

9.1 Governors received the Minutes of the Equality and Diversity Group meeting of 16 September 2008. The Principal confirmed that the prayer room has been re-located to a room with washing facilities.

10. HEALTH & SAFETY

10.1 Governors received and reviewed the minutes of the meeting of the Health and Safety Management Committee September 2008 and were pleased with the professional format and content of these. The lack of a governor at the meeting was due to the final date not reaching the nominated governor.

11. AGENDA ITEMS FOR NEXT MEETING

Operating Statement Updates to be colour coded or highlighted
To be included earlier on agenda & Vice-Principal to be invited to present this

12. DATE AND TIME FOR NEXT MEETING

The next meeting of the Corporation will be on Wednesday 3 December 2008 at 6:30 p.m. in The Conference Room.

The Part II Business closed at 8:50 pm.

H M Meredith
Clerk to the Corporation

Signed:Date:

WOKING COLLEGE

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TERMS OF REFERENCE FOR THE COLLEGE REDEVELOPMENT STEERING GROUP

PURPOSE

- 1.1 The group act as Steering Group for the major capital redevelopment arising from the College's Property Strategy.
- 1.2 To oversee and monitor the development of the College redevelopment.
- 1.3 To advise the Corporation on such matters relating to property strategy, capital projects, site disposals and acquisitions as the Corporation may remit to it.

COMPOSITION

- 2.1 The College Redevelopment Steering Group is to comprise 5 Members from any category. The Corporation may co-opt up to one (1) external member who has the relevant skills.
- 2.2. The quorum for a meeting is 3 Members of the Group.
- 2.3 The Steering Group shall elect a Chairman from among its **governor** members. Staff and Student Members, the Principal and non-members of the Corporation shall not be eligible for election as Chairman.
- 2.4 The Clerk to the Corporation shall act as Clerk to the Steering Group.

OFFICERS IN ATTENDANCE

- 3.1 The Steering Group has the right to invite any other person to attend for part of or for the whole of a meeting. All persons In Attendance shall have no voting rights.

FREQUENCY OF MEETINGS

- 4.1 The Steering Group shall meet as and when necessary for the proper discharge of its responsibilities.

REPORTING

- 5.1 All major decisions will be referred to Corporation who delegate this group to make decisions within the overall project budget. All decisions of the Steering Group shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation.

TERMS OF REFERENCE

- 6.1. To act as Steering Group for the major capital redevelopment arising from the College's Property Strategy.
- 6.2. To oversee and monitor progress on the College redevelopment.

- 6.3. To advise the Corporation on such matters relating to property strategy, capital projects, site disposals and acquisitions.
- 6.4. To consider and discuss risk assessments of the redevelopment.
- 6.5. To receive and consider reports from the project managers and other external consultants.
- 6.6. To deal with any matters specifically referred to the Steering Group by the Corporation.

Approved by the Corporation on 15 October 2008