

CORPORATION OF DERBY COLLEGE



Minutes of the meeting held in the Leesbrook Suite at Enterprise Park, Prince Charles Avenue campus on Monday 30 October 2006 at 5.30 p.m.

MEMBERS OF THE CORPORATION PRESENT:

Principal and Chief Executive
David Croll

Business Members
Tim Park
Chris Perkins
Brian Powell
Graham Schuhmacher

Community Members
Carol Dibbs
Sushma Sehmbi

Local Authority Members
Sean Bambrick
Amar Nath

Co-opted Members
Tony Riley

Student Members
Rebecca Davies

Staff Members
Kathy Corns (Support)
Phil Taylor (Teaching)

ALSO IN ATTENDANCE:

John Callaghan, Deputy Principal: Planning and Funding
David Coates, Clerk to the Corporation
Nigel Gell, Deputy Principal: Support and Environment
Jon Mold, Director of Finance
Heather Simcox, Senior Executive Assistant
Angela Toon, Deputy Principal: Delivery and Success

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1.

DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA

The Chair reminded those present to declare at the start of the meeting interests held in any matter to be discussed.

The Clerk declared an interest relating to his continuing appointment and indicated that he would leave the meeting when the item was discussed. Heather Simcox would act as temporary clerk for this item.

No further interests were declared.

2.

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Jackie Beswarick, Bill Chaplin, Richard Horsley, Balbir Samra and Anil Summan.

The meeting was confirmed to be quorate.

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3.	<p><u>MINUTES</u></p> <p>AGREED that the Minutes of the meeting held on 24 July 2006 be confirmed as a correct record and signed by the Chair.</p>	Chair	30 Oct.
4.	<p><u>ACTIONS OUTSTANDING AND MATTERS ARISING</u></p> <p>There were no actions outstanding and the following was discussed as a matter arising from the last meeting.</p> <p><u>Academic Board (Minute No. 52/06 refers)</u> A proposal to disband the Academic Board had been discussed with the Trade Unions and there was consensus that this was a sensible way forward with there no longer being a requirement on colleges to have such a board, and there being alternative means of consulting staff on academic issues in the College.</p>		
BUSINESS ITEMS			
5.	<p><u>PRINCIPAL'S REPORT</u></p> <p>The Principal discussed with the Board two issues relating to the development of Corporate College and the current enrolment situation.</p> <p>The development of Corporate College proposed the creation of a service for employers, building on previous good practice at both Wilmorton and Mackworth colleges, to develop a service able to respond to increasing competition and contestability in this marketplace. The introduction of contestability created a need for a stronger commercial ethos and culture, and a different way of managing and promoting the College's dealings with employers. A formal business plan required developing to create a disciplined focus for monitoring the success of the venture, and it was agreed that this should be monitored through the Finance and Resources Committee. Any surpluses generated by the Corporate College venture would go back into the core-College to support learners and extend facilities available.</p> <p>Governors discussed with the Principal questions around the timetable for the launch and the extent of the product development required, and debated whether Corporate College would develop by organic growth or whether it required a re-launch of the venture.</p> <p>At the end of the discussion it was concluded that there was Corporation support for developing the concept of the Corporate College, with the development of a formal business plan to monitor its progress and success, and further discussion in the New Year.</p> <p>In relation to enrolment, the Deputy Principal: Planning and Funding, briefed the meeting on the College's achievement of</p>		

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<p>target enrolment numbers. The College was significantly up on its 16-18 full time learner numbers, but slightly down on part-time numbers in this area. It was felt that the ground could be made up and there was not significant issue of concern at this point in time.</p> <p>Compared with the previous year, the College was down on its full and part-time adult numbers, a situation which mirrored the general down-turn being experienced by colleges across the country. The reduction was in line with the anticipated numbers in the College's development plan which had been reduced over the year.</p> <p>AGREED that the Corporation supports the developing the concept of the Corporate College, with the preparation of a formal business plan to monitor its progress and success, and further discussion at the meeting in the New Year.</p>	Deputy Principal (D&S)	Feb. 2007
<p>6. <u>2006-2007 PAY AWARD</u></p> <p>The Director of Finance presented a report proposing a two-stage pay award giving staff a 2% increase with effect from 1 August 2006, and an additional 1% from 1 February 2007. The proposal reflected the figures contained in the budget for the year with an anticipated cost of implementation of around £780k.</p> <p>AGREED that a pay increase on salary scales of 2% from 1 August 2006, and a further 1% from 1 February 2007 be approved.</p>		
<p>7. <u>PROPERTY STRATEGY UPDATE</u></p> <p>The Deputy Principal: Support and Environment presented a paper providing a progress update on the College's property strategy. The report contained information relating to the progress with the Roundhouse, the extension of the Joseph Wright Centre, and the proposed planning application at Prince Charles Avenue.</p> <p>In respect of the Roundhouse, the College's solicitors were in final negotiations with the City Council on the terms for the College's purchase of the building, and the College aimed to submit a planning application for the development within the next few weeks.</p> <p>Tenders were being obtained for a building contractor through the European procurement process, and the pre-qualification questionnaire had allowed the College to shortlist a number of contractors who had been invited to submit a further more detailed tender. The client brief had been finalised for the Joseph Wright Centre extension and work had commenced on the detailed design stage of the project.</p> <p>There was no progress to report on the Prince Charles Avenue project at this point in time.</p>		

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AGREED that the progress report on the College's property strategy be received and noted.

8. **RECOMMENDATIONS FROM THE AUDIT COMMITTEE**

The Corporation considered recommendations to approve the:

- a. Annual Internal Audit Report for 2005-2006; and
- b. Risk Management Annual Report and Updated Primary Risk Register.

The Annual Report for 2005-2006 concluded that the College had adequate and effective risk management, controlling governance processes. This was a "clean" unqualified audit opinion for the year, which had been welcomed by the Audit Committee. The profile of recommendations compared to the benchmark data provided by Bentley Jennison showed the College to have a higher proportion of significant levels of assurance than other colleges in the Bentley Jennison client database. It was felt that the benchmark figures showed the College in a very good position.

The second report relating to risk management informed the Board on the risk management activity undertaken during the year 2005-2006, and provided information for Governors on the primary risk register and action plan for the current year, 2006-2007.

AGREED that:-

- a. the Annual Internal Audit Report for 2005-2006 be received and approved; and
- b. the Risk Management annual report for 2005-2006 and the updated primary risk register and action plan be received and noted.

9. **REVISED CODE OF CONDUCT FOR GOVERNORS**

AGREED that the revised Code of Conduct for Governors, based on the model code produced by Eversheds, be adopted for members of the Corporation.

10. **CRIMINAL RECORDS BUREAU (CRB) CHECKS FOR GOVERNORS**

The Clerk discussed with Governors the possible introduction of a Criminal Records Bureau check on all current and new Governors. It was agreed by all present that undertaking CRB checks was a matter of best practice and also of law.

In administering the process, the Governors asked that returns from the CRB be sent to the Clerk for a decision on any matter of

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concern which subsequently arose.

AGREED that checks with the Criminal Records Bureau be introduced as a requirement for current and new Governors.

11. MINUTES OF COMMITTEES

The Corporation received and noted the Minutes of the following Committees:

- a. Search Committee – 24 July
- b. Finance, Employment and General Purposes Committee – 28 September 2006; and
- c. Audit Committee – 17 October 2006

OTHER ITEMS

12. WEBSITE

The Clerk informed the meeting that a set of web pages about the Corporation had been developed and would be launched as part of the College website in the near future. Details of the web link would be circulated with an invitation to Governors to make suggestions for how the site could be further improved.

13. ANY OTHER ITEMS OF URGENT BUSINESS

Self-Assessment review meeting

Governors were reminded of the self-assessment workshop to be held on Thursday, 16 November at 5.30pm. The Chair indicated that this was an important session for Governors to review the progress of the Corporation and agree priorities for its development in the coming year.

Learning and Skills assessment

The Clerk briefed the governors on an item discussed at the meeting of the Search Committee earlier in the day on undertaking a learning and skills audit. Governors would be invited to complete an on-line questionnaire which would help provide the Search Committee with information to help plan future training and development for the Corporation as well as identify any particular skills gaps amongst the membership.

Audit Committee

Carol Dibbs reported her wish to come off the Audit Committee due to conflicting time commitments.

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CONFIDENTIAL ITEMS

14. CONFIDENTIAL ITEMS

The Principal, members of the College staff and the Clerk were asked to leave the meeting when their individual circumstances were discussed. The meeting remained quorate with 9 members present. There is no separate confidential minute of this item as it was agreed by those present that the decisions could be placed in the public domain, although the supporting reports would remain confidential.

14(a). CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22 MAY 2006

AGREED that the confidential minutes of the meeting held on 22 May 2006 be confirmed as a correct record and signed by the Chair.

Chair 30 Oct.

14(b). CONTINUED APPOINTMENT OF THE CLERK TO THE CORPORATION AFTER 31 JULY 2006

AGREED that the contract with DMC Governance Services Ltd be continued subject to annual review.

14(c). ANNUAL REVIEW OF SENIOR POSTHOLDERS

AGREED that the recommendations of the Finance, Employment and General Purposes Committee to:-

- a. award each of the Senior Postholders a cost of living pay award of 2% from 1 August 2006, and a further 1% from 1 February 2007 be approved; and
- b. the updated job descriptions for the Deputy Principals be approved.

There being no further business, the Chair thanked everyone for their attendance and participation and closed the meeting.

The meeting ended at 7.10 p.m.



D M COATES
Clerk to the Corporation

Signed as a correct record on Monday, 11 December 2006

..... Chair