

CORPORATION OF DERBY COLLEGE



DERBY college

Minutes of the meeting held in the Boardroom at the Roundhouse on Monday, 14 December 2009 at 5.30 p.m.

MEMBERS OF THE CORPORATION PRESENT:

Jackie Beswarick	Patrick Murray
Bill Chaplin	Tim Park
David Croll, Principal & Chief Executive	Brian Powell, Chair
Hardyal Dhindsa	Balbir Samra
Carol Dover	Amy Scott
Debra Martin, Vice Chair	Sushma Sehmbi
Janet Morgan	Phil Taylor
	Callum Turner

ALSO IN ATTENDANCE:

John Callaghan, Deputy Principal: Delivery and Success
 David Coates, Clerk to the Corporation
 Nigel Gell, Deputy Principal: Support and Environment
 Derek Sharp, Group Finance Director
 Heather Simcox, Senior Executive Assistant

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30. COMMUNICATIONS FROM THE CHAIR

The Chair welcomed those present and outlined the agenda for the meeting.

Thanks and best wishes were conveyed to Jackie Beswarick who would be leaving the Corporation at the end of December.

The appointment of John Callaghan as Principal of North Worcestershire College was announced. John would be leaving Derby College to take up post during March 2010.

31. 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.

Debra Martin declared an interest in the item concerning the election of Vice Chair, and other declarations were recorded for Carol Dover and Brian Powell in the item from the Search Committee proposing their re-appointments. Each governor would excuse themselves from consideration of the respective items.

No further interests were declared.

32. APOLOGIES FOR ABSENCE

Apologies for absence were received from Kathy Corns, Tony Riley

Min. No.	ACTION by whom	DATE by when
	Clerk	14 Dec.
33.		
	Chair	14 Dec.
34.		
BUSINESS ITEMS		
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Min.
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approved, subject to the College not being required to act as a funding resource for the project.

38. GROUP FINANCE DIRECTOR'S REPORT

The meeting received a briefing from the Group Finance Director on the financial position of the College at 31 October 2009. The College was continuing to carefully manage its cash reserves and current levels of performance continued to be in line with the LSC profiles. Of the significant attention was the over recruitment of 16 - 18 learners, presently unfunded by the LSC. A revised forecast of the year-end outturn would be prepared at 31 January and this would take into account the impact of the unfunded delivery.

AGREED that the report from the Group Finance Director on the financial position of the College at 31 October 2009 be received and accepted.

39. YEAR-END ACCOUNTS AND AUDIT REPORTS FOR 2008-2009

The Corporation received the recommendations of the Audit Committee and the Finance and Resources Committee proposing approval of the Members' Report and Financial Statements for the College for the year ended 31 July 2009.

The Financial Statements had been prepared on a going concern basis, incorporating the results for the two wholly-owned subsidiary companies, and confirmation was given that the respective Boards of Directors had approved their accounts.

The outturn result for the year stated in the accounts was noted and was in line with forecast expectations.

AGREED that the Members' Report and Financial Statements for the year ended 31 July 2009 be approved for signature by the Chair of the Board and the Principal and Chief Executive, together with a letter of representation to KPMG.

40. STUDENT GOVERNOR'S ACTIVITY REPORT

The meeting received a detailed briefing from Amy Scott, Student Governor and President of the Derby College Students' Union, on activities and initiatives being taken forward by students. The briefing was supported by a detailed activity report, and governors praised Amy's enthusiasm for her role, and the range of activities and initiatives reflecting a great start to the year.

It was proposed that there be a further activity report at the end of each term.

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AGREED that the Students' Union activity report be received and noted.

41. EDUCATIONAL STANDARDS, QUALITY AND PERFORMANCE

The meeting received a briefing from the Deputy Principal on the recommendation and discussion by the Quality and Standards Committee on the College Self-Assessment Report for the last academic year, 2008-2009. The report also included a briefing on the current levels of enrolments at the College, also covered in the Group Finance Director's report.

The self-assessment report continued to reflect high levels of success and achievement of the College. The report had been graded 'Good' reflecting the accommodation and resource constraints which have been a feature of the last year. It was now hoped that with the move to the Roundhouse completed, a number of the curriculum areas graded 'Good' would move to 'Outstanding' reflecting the new resources and facilities available to learners and staff. Developments being planned for Broomfield Hall would also support this transition and improvements in results.

AGREED that:

- a. the briefing from the Deputy principal on the College's performance in the last academic year, 2008-2009, be received and the College Self-Assessment Report for the year be approved; and
- b. the report reviewing the profile of enrolments be noted.

42. REPORT FROM THE SEARCH COMMITTEE

The Clerk briefed the meeting on the recommendations from the search committee meetings held on 6 November and earlier in the day prior to the Corporation meeting.

AGREED that:

- a. the re-appointments of Carol Dover, Brian Powell and Graham Schuhmacher for further periods of appointments of four years from 1 January 2010 be approved¹;
- b. the appointment by the members of the Finance and Resources Committee of Tim Park as Chair of the Committee be endorsed;
- c. membership of the Search Committee from 1

¹ The respective governors took no part in the decision regarding their reappointment.

Min.
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ACTION by whom	DATE by when

January 2010 be *ex officio*:

- the committee chairs (Graham Schuhmacher, Janet Morgan, Tim Park)
- the Chair and Vice-Chair of the Corporation (Brian Powell and Debra Martin)
- the Principal and Chief Executive (David Croll); and

d. the Vice-Chair of the Corporation be appointed Chair of the Search Committee.

43. **RECOMMENDATIONS AND REPORT FROM THE AUDIT COMMITTEE**

AGREED that the following be received and approved:

- a. Annual Report of the Audit Committee;
- b. Updated Prevention, Detection and Reporting of Fraud and Corruption Policy and Procedure;
- c. Updated Corporate Risk Management Policy; and
- d. Updated Corporate Risk Register.

Governors are requested a report for the next meeting reviewing the continued risks at the Broomfield Hall junction with the main road, which despite reductions in speed remained a concern for the Corporation.

Nigel
Gell,
Deputy
Principal

March
2010

44. **HE STRATEGY**

AGREED that the College's Higher Education Strategy be approved for submission to HEFCE.

OTHER ITEMS FOR INFORMATION

45. **MINUTES OF COMMITTEES AND STRATEGY GROUPS**

The Corporation RECEIVED and NOTED the following minutes:

- a. Quality & Standards Committee – 30 November
- b. Audit Committee – 24 November
- c. Finance & Resources Committee – 6 November
- d. Finance & Resources Committee – 4 December
- e. Search Committee – 6 November
- f. Student Forum
- g. Property Strategy Steering Group
- h. HR Strategy Group

46. **ANY OTHER ITEMS OF URGENT BUSINESS**

Staff Pay Award

Before withdrawing from the meeting Phil Taylor, Staff Governor,

Min.
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was given the opportunity to speak and make the case for a cost of living pay award for staff.

Fees Policy

AGREED that the proposed fees policy for 2010-2011, reflecting increases in tuition fee assumptions by Government and the LSC, have been approved

CONFIDENTIAL ITEMS

Members of the College Management and Staff, and the Staff Governors were asked to leave the meeting. The Principal and the Senior Executive Assistant remained in attendance and the meeting continued to be quorate. There are no separate confidential minutes of the first two matters.

47. CONFIDENTIAL MINUTES

AGREED that the Confidential Minutes of the meeting held on 19 October 2009 be confirmed as a correct record and signed by the Chair.

Chair

14 Dec.

48. PAY AWARD

The meeting discussed the recommendation of the Principal and the Finance and Resources Committee to award a 1.5% cost of living pay rise to all staff from 1 August 2009. There had been no provision in the coming years budget for an award, but there was a consensus that an award should be made to recognise the outstanding achievements of staff at the College.

The cost of the pay award in the current year would be funded from within the existing resources, and current year expenditure savings.

AGREED (unanimously) that the recommendation of the Principal and the Finance and Resources Committee to award a 1.5% cost of living pay rise to all staff from 1 August 2009 be approved.

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

The meeting closed at 7.50 p.m.

D M COATES
Clerk to the Corporation

Signed as a correct record on Monday, 22 March 2010

..... Chair