

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held at the Middleton Campus on 5 March 2009 at 1700 hrs.

Present	Sultan Ali	Robert Clegg (Chair)	Phil Chadwick
	Coral Jaworska	Derek O'Toole (Principal)	James Gallagher
	Ann Holt	Terry Piggott	Clive Reid
	Clint Street	Caroline Taylor	
In Attendance	Ralph Devereux (Clerk)	OJ Rahim (Exec Dir Skills)	Margaret Kingsford (Exec Dir T&L)
	John Spindler (Interim Exec Dir FP&HR)		
Apologies	Linda Feerick	Mohammed Naeem	Maryam Rana

The meeting was preceded by two presentations:

- a. Donna Martin (Admissions Manager) gave a presentation on the "Future First" educational projects exhibition in Rochdale.
- b. Andy Clegg (New Media Officer) gave a presentation on and played the promotional CD "The Face of Hopwood."

39/08 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.

40/08 MINUTES OF THE LAST MEETING

- a. re 37/08. Urgent Business. The interest declaration was amended to refer to 37/08. Re para 2, the second sentence was amended to" AiD, indeed the "Building Colleges for the Future" project itself would be in doubt."
- b. The Minutes of the meeting held on the 11 December 2008 and the special meetings held on the 23 January and the 20 February 2009 were then confirmed and signed.

41/08 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

- a. re 31/08 Curriculum Focus. Focus members. Individual members' requests for focus curriculum areas had partly been completed at the last meeting; the list was now completed and allocations had been made as detailed below. The Principal's PA would be advising dates for each visit which initially would take the form of an informal lunch followed by a tour of the teaching areas.

Sultan Ali
Phil Chadwick
Robert Clegg
Linda Feerick
Paul Harness
Ann Holt
James Gallagher
Alun Morgan

Sixth Form
Diploma
Health and Social Care
Business, Retail, Travel and Tourism
Uniformed Public Services
Skills for Life
Sports
Image

Mohammed Naeem
Terry Piggott
Clive Reid
Clint Street
Caroline Taylor
Elected Staff Member

Information Technology
Early Years
Electrical and Mechanical Engineering
Construction and WBL
Arts and Performing Arts
Catering and Hospitality

- b. re 36/08. SPH Appointment. Janet Meenaghan had accepted the appointment as VP(Q&S) and would start in July.
- c. It was agreed to consider "Employer Engagement" as a matter of urgent business.

42/08 MINUTES OF COMMITTEE MEETINGS (Unconfirmed)

- a. Remuneration Committee (28 January 2009)(confidential);
- b. Appointments Committee (28 January 2009);
- c. E&F Committee (20 February 2009).

The minutes were noted.

43/08 PRINCIPAL'S REPORT

Adverse comments and the identification of 6 key areas for improvement in the last OfSTED inspection report had prompted a close scrutiny of the Learner Services arrangements and an AD (Students) was appointed at the start of the 2007/08 academic year. After a searching review, considerable investment was made in restructuring and reorganising in line with the college wide drive to improve performance. This restructuring process, the management structure that emerged had proved sound and progress in all areas had now emerged. Confirmation of funding for the RSFC and the Stakehill project had been received from the LSC last evening; in particular the investment of £4m at Stakehill was felt to be a positive indicator of a favourable response to consideration of the AiD. The whole strategy had now been revisited in the light of the various delays, well rehearsed at corporation and committee level, and the revised timeline leading to LSC National Board approval was considered and discussed. However there had been a ministerial statement explaining that there were too many projects under consideration for the funding available and the shortfall would inevitably limit the number of full approvals in the currently envisaged timescale. Nominations for the vacant staff member post had been requested that day and an election would be held if necessary. Final success rates (including key skills) for 2007/08 confirmed the fourth successive yearly increase from 50% in 2003.04 to 77% last year; the results had been analysed in tabular form by level and age groups and a traffic light system highlighted that the 19+ performance was 15% below the benchmark and that both 16-18 and 19+ rates were on or close to the benchmarks. Since the benchmarks were a year out of date and usually increased this had focussed attention. Close scrutiny continued on the vulnerable areas in particular and a full report would be taken to the Standards Committee.

- a. **The information was received.**
- b. **The funding for the Stakehill decant was welcomed.**
- c. **The revised timescale for the accommodation strategy was noted.**

44/08 FINANCE REPORT

- a. The mid-year financial report for the main account and Quest (Pennine) had been closely scrutinised by the E&F Committee at the last meeting. The predicted surplus of £473 was £35k below the budgeted surplus of £508k affected by 3 main elements. The rapid growth in TTG activity (£1.3m v budget £427k) had resulted in an expectation of income growth for the remainder of the year but had also generated significant costs: franchise £598k v budgeted £59k; staff costs were £442k below budget; fee income was £464k below budget. The overall year end position had been budgeted as break even and was expected to be largely in that area. Start up costs for Orchard Training would largely balance the income generated by year end. Enrolments were below LSC target for SLN in both 16-18 and 19+ and negotiations with the LSC to mitigate the financial effect were underway. The graphs and statements at Annex A were studied and the cash flow position was noted. A half year budget reforecast was in the final stages of completion and would be scrutinised by the E&F Committee before consideration by the corporation.

- b. The LSC had informed of a technical breach of the Financial Memorandum; the agreement to the £10m without prior approval. However the bank and the college were both clear that approval would be needed at the AiD stage and that the current agreement was that the £10m facility was merely “secured” and that was clearly stated in the agreement. However, the LSC felt that the non-utilisation fee (.75%) due prior to drawing of each tranche constituted a contract but acknowledged that the arrangement was now a normal part of such agreements. The LSC was not planning to raise this as an issue however the internal auditors had been requested to investigate as independent advisors; it was important to determine whether the memorandum had actually been breached. It was also necessary to sign the revised bank letter which included necessary variations (moving some conditions from precedent to subsequent). The variations are detailed below and after discussion, and unanimous approval, the letter was signed by the Chairman and Principal.

“2. With effect from the date on which the Bank receives in form and substance satisfactory to it, each of the documents referred to in paragraph 4 below, the Letter shall be amended as follows:

- *Paragraphs 12 and 13 of Schedule C Part I - CONDITIONS PRECEDENT of the Letter shall be deleted in their entirety and the subsequent paragraph shall be renumbered accordingly.*
- *The following wording shall be added to Schedule C Part I – CONDITIONS SUBSEQUENT after paragraph 2 of the Letter as follows:*

3. Copies of all applicable planning consents and any associated obligations for the Development no later than 3rd December 2009 and in form and substance satisfactory to the Bank.

4. The insurance relating to the Property and the Development in relation to which an Advance is to be made for the purpose of development and the carrying out of such Development no later than 3rd December 2009 in form and substance satisfactory to the Bank.”

- a. **The report was noted.**
- b. **A budget reforecast would be completed.**
- c. **Internal audit advice would be taken regarding the LSC comments.**
- d. **The varied facility letter was signed.**

45/08 I&E PROJECTIONS 2009/10

A detailed financial analysis regarding the possible transfer of work and community based learning had now been produced after close discussions with the RMBC. It was clear that transfer in the present form was not viable with a negligible contribution of 6% compared with the normal range of 25-40%; it was agreed that clearly, prior to any transfer, considerable expenditure would need to be stripped out to bring the contribution to at least the lower end of that range. A meeting had now been held with the LSC to discuss this issue and reassurance had been given that the income associated with “Learn Local” was likely to be considerably higher than the figure used for the budget analysis and should be c£2.9m, which brought the surplus to 25%. Notwithstanding there was still over capacity in the current structure and negotiations with the RMBC would continue. The E&F Committee would consider the issue further at their next meeting.

- a. **The Information was received.**
- b. **The E&F Committee would consider the revised forecast at the next meeting.**

46/08 URGENT BUSINESS (Employer Engagement)

The paper had been circulated in advance of the meeting. Employer engagement priorities and KPIs in line with the strategic requirement for the next 3 years had been determined and actual performance for 2008/09 was discussed; the strong performance was noted. OTS was now fully operational and planned to be the quality choice provider in the wider region and the plans for achieving this were considered. Current performance with TTG was robust with the L2/3 and SFL targets for the year exceeded in the first 2 quarters. Originally, total TTG learners for the current year were expected to top out at 2500, however the LSC had informed that the maximum contract value would be £2.5m and in order to avoid

unfunded provision a cap of 2,250 would be imposed, nevertheless that was still firmly in the tranche of top providers in the NW. WBL targets have now been met, the NDC skills ladder and all other work was robustly and successfully established. It was unanimously agreed that the programme results continued to be sound and gave confidence for the future.

The information was received.

47/08 DATE OF NEXT MEETING

The next meeting would be on 16 May 2009 at the awayday.