

Minutes of a meeting of the **Corporation** held at the Middleton Site on Thursday 11 October 2007 at 1700hrs.

Present	Robert Clegg (Chair)	Derek O'Toole (Principal)	James Gallagher
	Alun Morgan	Julian Parrett	Clint Street
	Clive Reid	Caroline Taylor	Henry West (Vice-Chair)
In Attendance	Ralph Devereux (Clerk)	Margaret Kingsford (Exec Dir T&L)	David Mayall (Exec Dir FP&HR)
Apologies	Barbara Davison	John Guinn	Paul Harness
	Terry Piggott	Zahir Siddique	

The Principal and Kath Thomas (Principal, The Oldham College) gave a joint presentation (Attached to the filed copy of these minutes) on their shared view of how joint participation and co-operation could be of mutual benefit to both institutions. The presentation concluded with a comprehensive question and answer session leading to a wide ranging discussion of the issue. It was agreed to continue the talks and report back to both corporations on the progress. A joint meeting of the corporations, perhaps socially, was agreed. Kath Thomas then left the meeting.

1/07 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.

2/07 ELECTION OF CHAIR

- a. Caroline Taylor proposed and Clive Reid seconded Robert Clegg as Chair, there were no other nominations; carried unanimously.
- b. The Vice-Chair would be elected at the next meeting.

Robert Clegg was elected Chair for 2007/08.

3/07 CHAIR'S EMERGENCY ACTION

The Chair had taken emergency action to authorise payments to enable progress and settlement of 2 IT cases; full details of the settlements were disclosed in the accounts. The action was approved.

The Chair's emergency action was approved.

4/07 MINUTES OF THE LAST MEETINGS

The Minutes of the meeting held on the 14 July 2007 were confirmed and signed.

5/07 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising
- b. One item of urgent business was agreed.

6/07 MINUTES OF COMMITTEE MEETINGS

- a. Search Committee (20 August 2007) (confirmed):
 - (i) The committee had recommended the appointment of James Gallagher and Alun Morgan (minute 7/06), the recommendation was accepted and they were appointed for initial terms of 3 years and 2 years respectively (to deconflict term end).
 - (ii) The Committee had also reluctantly recommended that Henry West and Zahir Siddique leave the corporation after this evening's meeting and this was approved. The Clerk would write formally to inform. Sincere thanks were recorded to both for their unstinting contributions to

the Corporation over many years of service and it was hoped to publicly record thanks at the corporation Christmas lunch on 20 December..

- c. Search Committee (11 October)(verbal unconfirmed) The committee had met earlier that day and had recommended the appointment of Linda Feerick, the recommendation was accepted and she was appointed for an initial term of 4 years (to deconflic of term end). There were a further 4 expressions of interest in becoming a corporation member that were being progressed. It was agreed that future recommendations would be supported by a brief CV of the applicant.
 - d. E&F Committee (27 September 2007)(unconfirmed) The committee had approved a phased pay award totalling 2.5% over 2007/08 in accordance with the AoC recommendation (minute 8/09). The UCU had not agreed to the agreement and intended to ballot for strike action accordingly.
- a. **Linda Feerick, James Gallagher and Alun Morgan were appointed as corporation members wef 11 October 2007.**
 - b. **Henry West and Zahir Siddique membership would cease wef 12 October 2007.**
 - c. **The Information was received.**

7/07 PRINCIPAL'S REPORT

Detailed figures for this year's (2007/08) successful enrolment programme were scrutinised and welcomed and consequently it was expected that the LSC targets would be met after the first census date. Success rates (retention x achievement) were also extremely encouraging with improvements over the last 3 years. A more detailed analysis would be considered by the Standards Committee at the next meeting. The recently introduced and fully detailed changes to the "Machinery of Government" and the implications for FE were considered, it was agreed that the splitting of the DFES into 2 separate departments, and the movement of responsibility for administration of FE funding, were complex issues and should be considered outside the meeting. The results of 3 national and key reviews were awaited to answer many queries surrounding the future of FE however one agreed issue was that funding would become tighter. The accommodation strategy was becoming more focused and it was now necessary to hold a special corporation meeting to receive a full presentation and to give directions for progress. Several major issues, including sale of land at Middleton and the raising of the necessary funding , were becoming pressing and were in need of urgent resolution. These, and other pertinent questions, prompted agreement to hold a special meeting on November 29th (and to postpone the E&F Committee meeting planned for that day until immediately before the December corporation meeting). The special corporation meeting would receive presentations from all involved parties and would decide on membership of a capital steering group.

- a. **The Information was received;**
- b. **A special corporation meeting would be held on 29 November.**

8/07 FINANCE REPORT

The E&F Committee had thoroughly scrutinised the same report, effective to 31 July, which reflected the year-end position and would form the basis for the Annual Financial statements. The present operating loss of c£1.9m, had been forecast, discussed (and minuted) throughout the year and had resulted largely from accounting conventions relating to the introduction of FRS17 and the write off of redundant assets (Buildings). The underlying deficit c£399k (1.88% of turnover) was set against a break even budget and was attributable to fully detailed variances. It was agreed that although the performance had been foreseen and discussed fully through the financial year it nevertheless remained disappointing.

The Information was noted and received.

9/07 LSF POLICY

The Learning Support Fund Policy, an LSC requirement, was scrutinised by paragraph and fully discussed. It was agreed as a clearly written and comprehensive document and approved wef 11 October 2007.

The LSF Policy was approved.

10/07 CORPORATION HOUSEKEEPING

- a. Corporation Documents. Corporation documentation could not sensibly be updated until informed by the revised Instrument and Articles expected to be released early in 2008; the existing documents were approved for continuance in the interim.

- b. Committee membership was confirmed as below suggested chairs in bold for consideration by individual committees

Audit	Finance	Rem'n	Search	Standards
Terry Piggott	Robert Clegg	Clive Reid	Caroline Taylor	Barbara Davison
Paul Harness	Principal	Robert Clegg	Principal	John Guinn
Alun Morgan	James Gallagher	Barbara Davison	Robert Clegg	Principal
Clive Reid	Caroline Taylor	Terry Piggott	Muhammad Naeem	Saboor Shafiq
Clint Street	Linda Feerick	Caroline Taylor		

- c. Annual declarations were completed.
- d. The TOR s for the Search Committee had been recommended (verbal) and accordingly were approved. Those for the Standards Committee were approved pending amendment by the committee at the first meeting.
- a. **Corporation documents, including new TORs were approved.**
- b. **Committee membership was approved.**

11/07 URGENT BUSINESS

The recent industrial action by the Post Office workers had introduced a challenge with timely circulation of meeting papers, they had been distributed by courier in order to ensure timely receipt however this had proved inordinately expensive. After full consideration and discussion of the issues it was agreed that the papers would, in times of future difficulty, be electronically circulated with hard copies retained at source and available at the meeting.

12/07 DATE OF NEXT MEETING

The next meetings would be:

- a. Special Corporation Meeting at 1600 on 29 November;
- b. Corporation Meeting at 1730 on 13 December;
- c. Corporation Christmas Lunch at 1200 on 20 December.