

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held on Thursday 12 October 2006 at 1700hrs.

Present

Robert Clegg (Chair)	Paul Harness	Derek O'Toole
Julian Parrett	Terry Piggott	Clive Reid
Zahir Siddique	Clint Street	Caroline Taylor
Henry West (Vice-Chair)		

In Attendance

Ralph Devereux (Clerk)	Margaret Kingsford (Exec Dir T&L)	David Mayall (Exec Dir FP&HR)
Claire McGuire (Asst Dir Quality)(Item 1-5/06 only)		

Apologies

Barbara Davison	Les Davies	Mohammed Naeem
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1/06 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.

2/06 MINUTES OF THE MEETING HELD ON 13 JULY 2006

The Minutes of the meeting held on 13 July 2006 were confirmed and signed.

3/06 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising from the Minutes.
- b. It was agreed that members' re-appointments would be considered as a matter of urgent business.

4/06 MINUTES OF COMMITTEE MEETINGS

- a. Quality Advisory (28.06.06). The first meeting of the Quality Advisory Group had focussed attention on some challenging areas, which was agreed as the purpose of the Group, also it was felt that the importance of these issues may prompt the upgrading to full committee status in due course.
- b. Academic Board (30.06.06). The Minutes were noted.
- c. E&F Committee (06.07.06) (confirmed) The Minutes were noted.
- d. E&F Committee (21.09.06) The Minutes were noted.
- e. Audit Committee (03.10.06) The Committee had made recommendations at 5/06, 6/06 and 7/06; all were considered and approved.
 - a. **All Minutes were noted;**
 - b. **The Internal Audit Report (2005/06) was approved;**
 - c. **The Internal Audit Plan (2006/07) was approved;**
 - d. **The Internal Auditors (PWC) were re-appointed for 2006/07 at a fee of £410 per diem.**

5/06 RETENTION 2005/06 (out of agenda order)

Provisional retention figures had been presented to the Corporation in June; confirmed numbers were now available and the aim to stand in the top 25% against national benchmarks had been achieved. The figures based both on "Totally Retained" and "Retained as Completer" were compared with results from the previous

2 years and reflected well on the changed strategies introduced last year; focus on these would continue with particular reference on level 2 long courses for the 16-18 age group and on level 3 programmes for 19+.

The Report was received and noted.

Claire McGuire left the meeting

6/06 PRINCIPAL'S UPDATE

a. Robust recruitment figures for the current year appeared to have justified the efforts involved in the earlier high profile marketing effort. Performance for 2005/06 however appeared less rewarding, provisional figures indicated 94% of the FT 16-18, 114% of 19+ (largely resulting in £1.7m of unfunded provision) and 98% of FTE targets met; lessons have been learnt and strong efforts will be made to avoid a similar situation occurring this year. The property strategy would be considered at 6/06b. The Strategic Area Review (StAR) would lead next into the publication of "Statement of Need" which was expected to focus on a single 6th form provider, established in Rochdale and it was important that the college should be at the heart of that provision. An open competition, to identify that provider, was about to start and it was agreed as vital that a high profile publicity campaign stressing the advantages of the College be instituted with minimal delay. The difficulties with the CertEd delivered through Bolton University were now largely resolved; a small number of students would be required to repeat some tutorials and experience indicated that the provision should not continue in its present mode and format.

c. At the last meeting, the E&F Committee had received a comprehensive briefing by the appointed consultants (AA Projects), issues considered covered the history, current progress, vision and the way forward for the college estate. (see E&F 4/06) A copy of the presentation was included. Particular attention was given to the eventual selection of the optimum solution. The LLSC had acknowledged the severe dilapidation of the present facility and, as available capital funding would more than double (from this year's £210m) by 2008/9, there was optimism that the firmly delivery based strategy would be successful. The mechanism for selection of that eventual solution was considered; although the E&F Committee had recommended themselves as an appropriate forum to progress the scheme it was agreed that, certainly in the first instance that the Estates Development Group would reactivate, consider the issue and report to the next corporation meeting. The eventual scheme, would provide for a "Rochdale Sixth Form College" to be collocated with the enhanced FE facilities at Rochdale and considerable restructuring of the Middleton campus, The scheme would include all current energy initiatives such as reduced car parking and renewable provision (10% target) and would address wider issues such as space utilisation; all state-of-the-art presentational facilities including video conferencing and wireless technology would be provided. Two representative schemes for the Rochdale facility were considered and the merits of each were discussed. Local influencing issues, including the positive consultation with RMBC, the Rochdale Development Agency and other post 16 providers together with the imminent Rochdale 16-19 competition were fully discussed. The target date for completion of the proposal was the year end. The LSC would provide some support for design fees although it would be necessary, at the appropriate time, to provide locally for the balance, expected to be c£250k and this was noted. It was also noted that LSC intervention rates up to 70% could be expected for priority projects implying a college contribution of c £12.5-13m repayable over 20 years at £750k.

a. **The general information was noted;**

- b. **The property strategy information was noted;**
- c. **The Estates Development Group would study the issue and report to the next corporation meeting.**

7/06 FINANCE REPORT

The accounts (period 12) formed the basis for the draft (unaudited) annual financial statements 2005/06 which showed a surplus of £148k (forecast £62k); this modest figure (0.06% of turnover) however, included some non-budget expenditure of £473k and this was discussed. Any post audit adjustments would be clearly presented to the Corporation with the AFS for consideration. The AFS would be the first to be influenced by a new set of auditing guidelines (International Auditing Standards (ISAs)) and, additionally pension liability disclosure (FRS 17), would be recognised in the final draft balance sheet, although this was dependent on the actuarial valuation expected in October. The accounts had been studied in depth by the and recommended by the E&F Committees; there were no significant issues raised and the Report was accepted.

The Report was noted and received.

8/06 CORPORATION HOUSEKEEPING

- a. Vacancies. Henry West had been incorrectly shown as a business member on the previously circulated paper and a corrected version was circulated. There were 2 business member vacancies and it was agreed that local community and business forums would be contacted to suggest suitable candidates.
- b. Committee Membership. It was felt appropriate, in the interests of openness, for lay membership on audit and search committees; accordingly, 2 such members would be sought for the Audit Committee and one sought for the Search Committee. John Hewitt had come to the end of his term of office as a corporation member at the end July and had volunteered to continue as a lay member of the audit committee; this was unanimously agreed. Furthermore, as a long standing and respected chair of the audit committee it was unanimously agreed that he is invited to continue as chair of the committee. (notwithstanding the advice in para 38 of the ACOP) The remaining 2 vacancies would be dealt with as described in para a above.

E&F	Audit	Remuneration	Search	QA Group
Robert Clegg (Chair)	John Hewitt (Lay)(Chair)	Robert Clegg (Chair)	Julian Parrett	Robert Clegg
Zahir Siddique	Paul Harness	Clive Reid	Zahir Siddique	Terry Piggot
Caroline Taylor	Clive Reid	Caroline Taylor	Principal	Principal
Henry West	Lay vacancy		Lay vacancy	
Principal				

- c. Documentation. A revised set of regulating documents had been drafted and were under consideration; it was hoped that the final version would be brought to the next meeting for consideration.
- d. Re-appointments. (**Urgent Business**) A revised corporation register was circulated, it was noted that Zahir Siddique, Clint Street and Henry West had completed their terms of office. All volunteered to continue and, to expedite

their reappointments, it was unanimously agreed to waive the normal requirement for scrutiny by the Search Committee and all were reappointed.

It was agreed that:

- a. proactive efforts would be made to recruit 2 business and 2 lay members;
- b. committee membership and chairing arrangement would be as para b;
- c. draft corporation documents would be considered at the next meeting
- d. ZS, CS and HW were all re-appointed.

9/06 DATE OF NEXT MEETING

The next meeting would be at 1800 hours on Thursday 14 December in Conference Room A in the Henry West Building, Middleton Campus.