

## HOPWOOD HALL COLLEGE CORPORATION

Minutes of a meeting of the **Corporation** held at the Middleton Site on Thursday 13 December 2007 at 1700hrs.

<b>Present</b>	Sultan Ali (Item 21/07 on)	Robert Clegg (Chair)	Derek O'Toole (Principal)
	Linda Feerick	James Gallagher	Clive Reid
	Caroline Taylor	Ann Holt (Item 21/07 on)	Clint Street
<b>In Attendance</b>	Ralph Devereux (Clerk)	Margaret Kingsford (Exec Dir T&L)	David Mayall (Exec Dir FP&HR)
	Henry West		
<b>Apologies</b>	John Guinn	Julian Parrett	

### 17/07 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.

### 18/07 CHAIR'S EMERGENCY ACTION

The Chair had taken emergency action to authorise changes to the standards committee, changes to members' situations had prompted the appointment of the Chairman and Linda Feerick as permanent members of the committee with James Gallagher and Caroline Taylor appointed for one meeting only. The action was approved.

**The Chair's emergency action was approved.**

### 19/07 MINUTES OF THE LAST MEETINGS

The Minutes of the meeting held on the 11 October 2007, and the special meeting on 29 November 2007, were confirmed and signed.

### 20/07 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

a. re 6/07c. Search Committee. Henry West had continued to attend meetings since the 12 October however, this evening would be his last visit since he would retire on his 80<sup>th</sup> birthday in the New Year. Although the formal conclusion of Zahir Siddique and Henry West's office as members of the corporation had been correctly administered and completed, such procedures were, by their nature, impersonal. The Chair again stressed the value that the corporation had placed on the many long years of service and contributions by both and apologised for any perceived insensitivity in the process. Henry West continuing involvement in the business of the college would be greatly appreciated and the Chair would be discussing this at a later date.

b. There was no urgent business declared.

### 21/07 MINUTES OF COMMITTEE MEETINGS

a. Search Committee (29 November 2007) (unconfirmed): The committee had recommended the appointment of Sultan Ali and Anne Holt (minute 19/07), the recommendation was accepted and they were appointed for initial terms of 4 years.

**Sultan Ali and Ann Holt joined the meeting.**

b. Audit Committee (29 November 2007) (Unconfirmed). The minutes were considered with particular reference to the recommendations (at 5/07, 7/07 and 8/07). The annual internal audit plan 2007/08 (and fees) was approved. Comments at 15/07 were discussed and the corporation was reassured that, as a result of a meeting earlier that day, changed and improved procedures had been agreed.

- c. Standards Committee (29 November 2007). The special corporation meeting held on 29 November had prompted postponement of the standards committee meeting until today; the minutes would be presented at the next meeting.
- d. Remuneration Committee (13 December 2007) It had been decided that the appraisal meeting of the remuneration committee would be completed at the meeting planned for 7 February.
  - a. **The Minutes and recommendations were noted.**
  - b. **The annual internal audit plan for 2007/08 and associated fee was approved.**

## **22/07 PRINCIPALS REPORT**

The current raft of changes in the FE sector included amendments to the funding, qualification, quality, and the provider system as well as the entire leaning and skills infrastructure. The LEA would eventually become the funding agency for 16-19 provision and this was an opportunity to reinforce the already strong partnership. The grant letter for 2008/09 was comprehensive and unequivocally details the priorities and was supplemented by lengthy and detailed appendices. The LSC contract would be achieved for 2007/08 and enrolment figures for the coming year were robust and were fully discussed. The excess would be fed through into the capital project and active consideration was being given to severe reduction in A level provision in anticipation of its planned cessation in 2 years. It was also agreed that international provision was no longer a viable option, since the planned reduction of A level provision will exacerbate the current unsatisfactory position; after full and considered discussion it was agreed to cease international recruitment.

- a. **The report was received.**
- b. **International recruitment would be discontinued.**

## **23/07 FINANCE REPORT**

The report format had been changed in the light of recommendations arising out of the PFA report and a system of "traffic light" attention getters had been included, the system utilising a scale (1-3) of red and green arrows, appropriately orientated, was fully explained. Other improvements had been made and after discussion it was agreed that the format was clear and easily understood, the comprehensive graphical data was felt particularly helpful. All budget variations were considered and attributed and the aim to reduce staff costs was reiterated. The current surplus was £692k (£625k), the better than budgeted performance due to the profiled pay award and the frontloading of LSC income. However. The forecast outturn was -£142k, prompted by higher retention by TOC (25% v £10%) of the WBL contract fees to cover administrative costs.

**The Information was received.**

## **24/07 AFS**

The Audit Committee had recommended the annual internal audit report for 2006/07, the annual committee report and external audit management letters to the corporation (AC 5/07, 6/07 and 7/07 respectively) and the E&F Committee had recommended the AFS 2006/07 to the corporation. The AFS was then discussed in the light of those recommendations. It was noted that the deficit had arisen from a technical accounting requirement to write off decommissioned assets (buildings). The circulated document had been amended and the final version for signature was available for scrutiny. Savings from the provision under FRS 17(from actuarial changes) were noted as £1.179k. The AFS was approved for signature.

**The AFS was approved for submission.**

## **25/07 CAPITAL PROJECT – UPDATE**

Matters were generally proceeding well and in line with the timetable considered at the previous (special) meeting. That meeting had determined to support wholeheartedly the BSF proposals and the opening of the 6<sup>th</sup> Form centre by 2010. Comments had recently been raised regarding the planned frontage of the college building and, in particular, it's relative position with the car park. If these comments forced a re-examination of the layout of the planned campus then inordinate and unacceptable delay could result. In order to progress the scheme a letter of comfort was necessary from the planning department and this will continue to be sought. It was necessary to establish an Estates Development Committee (EDC) who would produce draft TORs for consideration by the corporation; it was unanimously agreed that the

group would comprise: the Chair, the Principal, James Gallagher and Alun Morgan, should the committee need to meet in advance of the next corporation meeting then the Corporation Chairman was authorised to approve the TORs for subsequent ratification; the scope for those TORs was agreed as necessarily wide ranging with strong delegated powers. It was also agreed that, should any urgent action be required in advance of the next corporation meeting then the committee was delegated to act as necessary. It may also be desirable to include a lay member of that committee and that decision was also delegated to the committee.

- a. **The Information was received.**
- b. **The EDC was formed to oversee and progress the capital project.**
- c. **The Chairman was authorised to agree (pro-tem) committee TORs.**
- d. **The committee was authorised to take urgent action as necessary.**
- e. **A lay member could be added to the membership at the committee discretion.**

#### **26/07 SUCCESS RATES**

Detailed statistics and comparative data since 1998/09 had been considered and fully discussed at the standards committee meeting immediately prior to this meeting and were fed back. In OfSTED terms an on average score performance would prompt a "Satisfactory" assessment, 5 points above would result in "Good" and to achieve "Outstanding" it was necessary to achieve 10 points above the benchmark. It was becoming increasingly difficult to achieve these results since nationally the benchmarks continued to rise, the average had risen by 19 points since 2003/04. The challenges associated with LSC priorities and funding practices would not disappear and must be faced with determination. Achievement had risen steadily over the last 4 years and had been the major factor in raising success and it was now necessary to improve retention, which remained stubbornly difficult to raise.

**The information was received.**

#### **27/07 HAS REPORT**

HASAW issues were a corporation priority, especially since the failed audit during the previous year, that situation had now been corrected and it was planned to maintain focus to avoid any backsliding. Much work had now been completed and these issues were becoming embedded throughout all aspects of college life and would be particularly focused on the capital project.

**The Information was received.**

#### **28/07 QUALITY UPDATE**

Quality issues had been considered and discussed in depth at the preceding standards committee meeting, in particular, progress with implementation of the PIAP, completion and validation of the SAR and the enhanced wider reviews; these issues were then considered in the light of feedback by the committee.

**The Information was received.**

#### **29/07 DIPLOMA DEVELOPMENT**

Changes to the qualifications framework for the 16-19 learners had been detailed in the White Paper published in Feb 05 included arrangements for introduction of Diplomas. Work had been proceeding on the implementation of the plans across the Borough and 17 Diploma Lines would be functional from various providers by 2013. The lines were not a specific course but embraced a wider range of topics which could be addressed through several pathways. The diplomas would be a qualification to progress. Providers would be Borough-wide with a wide range of agencies delivering modules or leading individual lines. Much work was being done to ensure worthwhile partnerships and to engage fully with employers. Members would be kept informed of progress with the implementation.

**The information was received and noted.**

#### **30/07 STAFF SICKNESS**

A comprehensive paper analysing sickness was discussed; data had been collected over the last 2 years and the data could be taken as reliable and accurate. Information generally graphically presented would be updated every 6 months. All graphs were to a similar pattern to facilitate understanding and the results were considered, time off was worse than all national benchmarks although the rate had slowed

in 2006/07. Initiatives had been taken to address the challenge and the SASS was showing signs of producing results and improvements were becoming apparent; it was intended to introduce SASS measures at an earlier stage to attempt to reinforce the reductions. Exclusion of long-term sickness brought the figures to a more acceptable level but it was clear that work need to be done to continue to drive the levels down. Introduction of return to work interviews was being considered.

**The information was received.**

**31/07 WORKFORCE ANALYSIS**

The revised format for the recruitment and workforce analysis report would be available twice yearly in October and March and brought to the corporation. The report was clearly detailed and was agreed as a useful management tool. The data was discussed and it was agreed that trends would become more apparent with time. It was agreed that this information should go initially to the E&F committee for analysis and to report back to the corporation.

- a. **Future reports would go the E&F Committee for scrutiny and report back.**
- b. **The Information was received.**

**32/07 URGENT BUSINESS**

There had been no urgent business agreed.

**33/07 DATE OF NEXT MEETING**

The next meetings would be:

- a. Corporation Christmas Lunch at 1200 on 20 December.
- b. Corporation meeting at 1700 on 28 February 2008.