

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held in the Ramada Hotel, Bolton on Friday 14 July 2007 at 0945hrs.

Present	Robert Clegg (Chair)	Barbara Davison	Derek O'Toole (Principal)
	Mohammed Naeem	Terry Piggott	Clint Street
	Caroline Taylor	Henry West (Vice-Chair)	
In Attendance	Susan Baines (AD Corp Serv)	Ralph Devereux (Clerk)	John Hewitt (Chair Audit Committee)
	Margaret Kingsford (Exec Dir T&L)	David Mayall (Exec Dir FP&HR)	Claire McGuire (AD)
	Angela O'Reilly (AD Learning)	Tim Smith (AD CD)	Ronnie Todd (AD I&D)
Apologies	Paul Harness	Julian Parrett	Zahir Siddique
	Clive Reid		

44/06 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 and no interests were declared.

45/06 MINUTES OF THE LAST MEETINGS

- a. Mohammed Naeem was added to those present on the 7 June. The Minutes of the meeting held on 17 May and the Special Meeting held on the 7 June 2007 were then confirmed and signed.
- b. The Chair had exercised emergency action to appoint Clint Street to the Audit Committee.

The Chair's emergency action was approved.

46/06 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

- a. re 38/06a. The MD of Carter and Carter had been killed in a flying accident, the consequent turmoil within the company had resulted in stalemate over the planned partnership, however the partnership with the Oldham College had proceeded and had been successful in the OCT round, with considerable financial benefit.
- b. No urgent business was requested.

47/06 MINUTES OF COMMITTEE MEETINGS

E&F Committee (14 July 2007) (verbal unconfirmed): The E&F Committee had recommended that corporation members self declare fitness of continuing suitability be approved by the corporation (currently included in annual declaration of interest) as part of enhanced child protection measures; the recommendation was accepted and the measure approved.

Corporation Members would self declare fitness of continuing suitability.

48/06 PRINCIPAL'S REPORT

Individual copies of the OfSTED Report and the liP Post Recognition Review had been circulated for retention. The Principal's Report was then explained and considered.

- a. Funding. Final (LSC Contract) performance figures for 2006/07 were considered and discussed; all categories exceeded LSC targets and represented c£16m funding. The ALS contract allocation had again been exceeded by c£840k, although decisions regarding the curriculum offer would reduce this in the coming year.
- b. LSC Contract 2007/08. The contract for 2007/08 was challenging and represented over £15.5m, the amount requested; it was noted that only 2 local Colleges had received their requested allocation.
- c. Curriculum Offer. The Curriculum offer had been amended in line with decisions taken at the special Corporation meeting held on 7 June. These were discussed in detail and it was noted that, after discussions with the LLSC, removal of complete subject coverage, such as catering, had been postponed. In order to meet HEFCE requirements it had been necessary to remove some HND provision although recent developments had prompted re-instatement of HNC Mechanical Production.
- d. OfSTED. Individual copies of the report had been circulated.
- e. liP. The Investors in People revalidation report had been positive with many favourable comments and was welcomed; thanks were recorded to all concerned. Individual copies of the report had been circulated.
- f. FE System Revisions. A full explanation and presentation of the changes to the FE system prompted by national governmental changes had been electronically presented the previous day; copies of the presentation are attached to the filed copy of these minutes.
- g. AiP. Consideration of Aip changes will be discussed by the corporation possibly at a special meeting early in the next academic year.
- h. Middleton Campus. Disposal of part of the Middleton Campus continued to be explored; the current estimate of the value of the Old Hall and associated grounds was c£1.5m. Whether to proceed to the next stage was considered, discussed and it was agreed to continue, with particular care to include an overage clause in any heads of, or draft agreement, which would be brought to the Corporation for consideration.
- i. Staff in Residence. It had emerged during research into the possible transfer of the land at Middleton that 2 members of staff lived in houses (owned by the College) as part of their terms of employment. These quarters were now under threat by the accommodation strategy and replacement, alternative accommodation was required to allow progress. It was agreed as necessary to supply a reasonable alternative; further negotiations with those concerned were authorised and the solution agreed in principle; the corporation would be kept informed.
- j. The Cricket Academy had been under consideration for some 2 years and had previously been fully and deeply considered by the E&F Committee resulting in a decision to discontinue the scheme. However, in view of the sensitivity of the project, further consideration had been given to its viability and AA projects had examined the proposals resulting in an assessment that the concept of increasing campus acreage was at variance with the core philosophy of reduction. This assessment reinforced the original view and it was unanimously and regretfully agreed to inform the ECB accordingly.

The Report was noted and received, it was agreed that:

- a. negotiations would continue to dispose of parts of Middleton Campus and the Old Hall (48/06h);
- b. negotiations to resolve the issue of staff accommodation would continue (48/06i);
- c. plans for the cricket academy were abandoned (48/06j).

49/06 FINANCIAL MATTERS

- a. Annual Budget 2007/08. The previous year's budget had an expected operating loss of c£400k, the majority of which resulted from a non-budgeted pay award; this, coupled with accounting conventions relating to the accommodation strategy, meant an apparent loss of c£1.3m will be shown in the accounts. The 2007/08 budget had taken full account of decisions arising from the special corporation meeting held on 7 June and was designed to break even over the year, to contribute to the cash flow and to provide for the anticipated pay award of c2.5% effective from August; the decision on implementation date would remain a matter for the Corporation. The budget had been closely considered by the E&F Committee who had recommended approval, the recommendation was accepted and the budget for 2007/08 was unanimously approved.
 - b. 3-Year Financial Plan. The 3 year financial plan had been recommended to the Corporation and after explanation and close consideration the plan was unanimously approved.
 - c. Irrecoverable Debts. Authority to write off irrecoverable debts had been recommended to the Corporation and this was approved subject to (materially justified) further recovery attempts.
 - d. Capital Expenditure. The annual budget allocation for provision of essential equipment and small capital projects had been considered and unanimously approved by the E&F Committee; the recommendation was accepted and the capital budget was noted.
- a. **the budget for 2007/08 (including a c2.5% pay award effective 1 August) was approved;**
 - b. **the 3-year financial plan was approved;**
 - c. **that irrecoverable debts were provisionally written off was approved;**
 - d. **the capital expenditure budget for 2007/08 was noted.**

50/06 CHILD PROTECTION POLICY

The Child Protection Policy had been amended in line with the Children's Act. All concerned colleagues would be, or had already been, fully trained. It was agreed to bring, to the corporation, an annual anonymous analysis of issues brought under the policy. The Policy was considered, changes were explained and discussed and was approved.

The Policy was approved.

51/06 MATTERS ARISING FROM PREVIOUS DAY

There were no matters arising from the previous day or the plenary session that preceded this meeting that required corporation attention.

52/06 CORPORATION HOUSEKEEPING

The Audit Committee had met the previous day and had noted the report on the recent PFA visit, issues directly affecting the corporation had been fully discussed and were raised again for consideration and decision.

- a. Vacancies. There were 2 vacancies on the Corporation; an active recruitment campaign had resulted in 2 possible candidates which the Search Committee would consider in the near future. Additionally, it had become clear, through the

report on the PFA Audit, that the emergency procedure adopted last October in good faith (for reappointing members whose term of office had expired some months previously) could not be accepted as valid and would need to be re-evaluate with particular focus on those members who had completed more than 2 terms of office, accordingly the Search Committee would comply.

- b. Organisation. Comprehensive and urgent restructuring of the Corporation organisation was necessary to respond to the poor result of the PFA inspection. Detail of the suggested re-organisation had been circulated at the last Corporation meeting and had been considered during deliberations during the previous day. These changes were discussed and agreed as necessary to facilitate the improvements and to implement the recommendations of the PFA Report, it was therefore agreed that:
 - (i) the E&F Committee would assume a less pivotal role and meet 5 times per annum;
 - (ii) the Audit Committee would move to a fully structured committee with pre-arranged meetings, co-ordinated with E&F Committee and Corporation meetings to facilitate timely and full consideration of statutory and advisory items;
 - (iii) the Q&A Group would be promoted to a full committee with termly co-ordinated meetings as part of the Corporation calendar;
 - (iv) the Search Committee would be reinforced by senior membership (Chair, Principal, Caroline Taylor and Mohammed Naeem) and amended, reinforced TORs, it would meet asap to consider items already discussed;
 - (v) Remuneration Committee. Meetings of the Remuneration Committee were now arranged and integrated into the annual schedule of corporation meetings.
- c. Schedule of Meetings. The draft schedule of meetings (2007/08) was noted and approved.
 - a. **The Information was received.**
 - b. **Changes to the corporation structure were approved wie.**
 - c. **The meetings schedule for 2007/08 was approved.**

42/06 URGENT BUSINESS

There had been no urgent business agreed.

43/06 DATE OF NEXT MEETING

The next meetings would be at 1700 hrs on 11 October 2007

Signed.....

Date.....