

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held at the Middleton Campus on 17 July 2008 at 1645 hrs.

Present	Sultan Ali	Robert Clegg (Chair)	Derek O'Toole (Principal)
	James Gallagher	Paul Harness	Julian Parrett (Not 69/07)
	Terry Piggott	Clint Street	Clive Reid
In Attendance	Ralph Devereux (Clerk)	Margaret Kingsford (Exec Dir T&L) (Not 69/07)	David Mayall (Exec Dir FP&HR) (Not 69/07)
	OJ Rahim (Exec Dir Skills) (Not 69/07)		
Apologies	Linda Feerick	Ann Holt	Mohammed Naeem
	Caroline Taylor		

The meeting was preceded by a presentation (Attached to the filed copy of these minutes) on the recently introduced corporate manslaughter legislation by the HAS Advisor (Judith Kramer) which was followed by a question and answer session.

59/07 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.

60/07 MINUTES OF THE LAST MEETING

- a. re 48/07. The date was changed to 28 February 2008.
- b. The Minutes of the meeting held on the 17 May 2008 and the special meeting on the 26 June were then confirmed and signed.

61/07 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising.
- b. No urgent business was requested.

62/07 MINUTES OF COMMITTEE MEETINGS (Unconfirmed)

- a. Standards Committee (5 June); the minutes were noted.
- b. Audit Committee (26 June 2008); the committee's concern over the performance of the staff training process (32/07c) was noted.
- c. ED Committee (26 June 2008); the Chairman had taken emergency action at the meeting of the ED Committee to appoint A&A Projects as project managers for the accommodation strategy process and this was approved.
- d. E&F Committee (26 June 2008); re 44/07, the process for appointing the project managers (61/07c) would be followed for appointments of architects and cost managers and this was approved.

- a. **The Audit Committee's concern over elements of the staff training process was noted.**
- b. **Chairs emergency action was approved in respect of 61/07c&d.**

63/07 PRINCIPAL'S REPORT

The accommodation strategy, endorsed by the LSC Regional Committee on 1 July (after a special corporation meeting on 26 June 2008), had been considered by the National Committee earlier that day and had received approval to proceed to stage D. The RSFC proposal had also received conditional AiP. The stage 2 design team had been appointed (61/07 c&d above) in anticipation of that decision and would make a presentation to the corporation at the October meeting. The RSFC had now advertised for corporation members and after incorporation would move towards appointing a Principal; at that stage it was hoped that each Principal would be appointed to the reciprocal board and this aim was agreed. The RMBC is considering a transfer of WBL and community provision and due diligence work was in progress; it was agreed that exploratory talks should continue with a view to a full proposal being presented at an early date. The piloted FFE assessment process, which seeks to publish results of an objective system of grading performance, was now completed and, despite varying levels of success, would be fully implemented in 2008/09; the system was fully explained and discussed. In anticipation, the SAR process was changing to incorporate necessary elements and the balanced scorecard measures had already been implemented, a full report would be brought to the next meeting. Feedback from and decisions taken at the corporation residential planning session had influenced the draft strategic plan, the previous 6 themes had been reduced to 5 and after consideration it was agreed to vary the theme to present the document more from a learner viewpoint and to focus on the college individuality; a further draft would be brought to the next meeting.

- a. **Reciprocal corporation membership for the Principals would be sought.**
- b. **Exploratory discussion with RMBC were authorised to continue.**
- c. **The Information was received.**

64/07 FINANCE REPORT

- a. Budget 2008/09. The E&F Committee had recommended the budget, on the condition that estimated income figures included in their version should be no less; these figures had now been received and as they were greater the recommendation was confirmed. Assumptions and aspects for the planning were;
 - (i) achievement of a (pre-interest) operating surplus;
 - (ii) payment of the initial loan interest;
 - (iii) funding of a 2.5% pay award;
 - (iv) generating of a positive cash flow;
 - (v) funding an annual capital expenditure of £400k.

The details of the budget had been considered in detail and compared against the 2008/09 figures by the E&F Committee and were considered. The areas of risk were discussed and agreed as appropriate and prudent. In creating the budget each line had been individually considered and realistically forecast, "Across the board" increases over the 2007/08 numbers had not been applied. It was also noted that the £400k capital expenditure, had been approved by the E&F Committee immediately to facilitate work through the summer recess.

- b. 3-Year Financial forecast. The 3-year financial forecast had not been recommended by the E&F Committee as it had not been available due to the late notification of LSC income. The complete plan, to the required LSC template and associated annexes (Inc RM Documents) were considered. Risk management issues were fully detailed and included, where appropriate, these were sector wide and not locally limited. The budget for 2008/09 formed the initial main line of the plan, which covered a further 2 years and was influenced by actual events in the year previous to the sequence. The plan was agreed as prudent, sound and well determined and was approved for submission.

- a. **The budget for 2008/09 was and the 3-year financial forecast approved (2.5% payroll provision was noted);**
- b. **Capital expenditure of £400k was noted.**

65/07 CAPITAL PROJECT UPDATE

The capital project had been considered at 62/07.

66/07 PROPOSED MEETING SCHEDULE 2008/09

The first Audit Committee meeting was rescheduled to 1500 on the 16 October, the schedule was then approved.

The meeting schedule for 2008/09 was approved.

67/07 URGENT BUSINESS

There had been no urgent business agreed.

68/07 DATE OF NEXT MEETING

The next meeting would be at 1700 on 16 October.

All staff and students (Excepting the Principal) left the meeting.