

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held at the Middleton Site on Thursday 28 February 2008 at 1700hrs.

Present	Sultan Ali	Robert Clegg (Chair)	Derek O'Toole (Principal) (Item not 46/07)
	James Gallagher	John Guinn (Item not 46/07)	Ann Holt
	Julian Parrett (Item not 46/07)	Clive Reid	Clint Street
In Attendance	Ralph Devereux (Clerk)	Steven Drysdale (Marketing Manager)(Item 34-38/07 only)	David Mayall (Exec Dir FP&HR)
	Kris Skelton (AD Students)(Item 34-38/07 only)		
Apologies	Linda Feerick	Alun Morgan	Mohammed Naeem
	Terry Piggott	Caroline Taylor	

The Chair welcomed John Guinn the elected staff member (who had previously been unable to attend because of ill health) and all introduced themselves.

34/07 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND CHAIRS ACTION

- a. 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.
- b. The Chair had taken action to establish the Appeals Committee, which had sat at 1200 today to hear an appeal, which had been allowed; members had been, the Chair, Clive Reid, Clint Street and Caroline Taylor. The action was noted and approved.

Chairs emergency action was noted and approved.

35/07 MINUTES OF THE LAST MEETING

- a. The last corporation meeting (13 December) had been held at Rochdale, this was corrected and the minutes were confirmed and signed.
- b. James Gallagher had not been informed that of the change of start time for the meeting of the Estates Development Committee (31 January 2008).
- c. Appraisal Committee (7 February 2008). The minutes had not been circulated because of the sensitive nature, the Clerk had copies available on request; remuneration issues would be considered at Item 15.
- d. E&F Committee (21 February 2007). Re 20/07 the retention fee was amended to read 25% (from 10%)
 - (i) re 21/07. Teaching Contracts. The Committee had considered the issue of the 3 different staff contracts currently in use and the consequent need to rationalise them. Staff costs had a crucial influence on consideration of the financial case for the capital project and had been considered in detail by the Estates Development Committee (Confidential minute 6/07). The existence of 3 contracts, with differing pay and conditions of

service for similar, or the same work, always undesirable, had now become untenable. Greater flexibility was necessary for achievement of the financial plan and it was vital that the 2004 contract should become standard across the lecturing staff. It was agreed that close scrutiny should be given to the wider issue of terms and conditions together with any collateral areas, particularly in terms of comparability with similar institutions. The Committee had made a strong recommendation to the corporation that negotiations be initiated with the relevant bodies towards implementation of a standardised contract; a timescale for the progression would be detailed to inform these considerations. It was agreed to accept the recommendation and to initiate necessary negotiations.

- (ii) re 24/07. Crèche Provision. The E&F Committee had considered the issue of crèche provision. Each campus provided crèche facilities which were mainly used by students, with some private customers who enjoyed a subsidised rate; whilst the Rochdale facility was well supported there was a history of under utilisation at Middleton which was therefore not cost effective with a net charge to the (College) budget of £135k. The LSF crèche allowance of £112k total was not limited to on site provision and could be used by students at any facility of their choice thus further increasing funding risk if students chose alternative provision. There were alternative adequate local, high standard and convenient crèche facilities and, after full consideration, the Committee had agreed and recommended that the Middleton crèche should close. It was unanimously agreed that support and assistance to the students was of prime importance and that an information programme would be implemented in the run up to closure by the start of the next academic year. It was agreed to accept the E&F Committee recommendation and that the Middleton crèche would be closed.

- a. **The corporation minutes were signed.**
- b. **Consultation on the introduction of a standard contract would be initiated.**
- c. **The Middleton crèche would be closed at the end of this academic year.**
- d. **The committee minutes were noted.**

36/07 MATTERS ARISING FROM THE MINUTES AND NOTIFICATION OF URGENT BUSINESS

There were no matters arising and no urgent business was requested.

37/07 MARKETING STRATEGY (out of agenda order)

Kris Skelton and Steven Drysdale gave a presentation on proposed changes to the marketing strategy designed to maximise enrolment. The strength of the marketing strategy had been evidenced by recent notable successes and these were noted and the corporation recorded congratulations. The revised funding LSC funding methodology which would affect both provision within college and at remote employer facilities was a vital influence of marketing. Funding for in college delivery would be based on 2 models (6-18 and the 19+) whilst employer delivery would be assessed to a single base of TTG and apprenticeships. Funding levels would be simply based on success. Plans for on-line enrolment were at an advanced stage and preparations, involving the admissions agencies were preparing for the introduction for the next academic year. It was agreed that the revised strategy reinforced the previous success and was welcomed and confirmed as dynamic and forward looking.

The Strategy was received and confirmed.

The AD (Students) and the Marketing Manager left the meeting

38/07 PRINCIPAL'S REPORT

- a. The AoC had recently announced the appointment of a new President (Dr David Collins) and Chief Executive (Air Cdre Martin Doel); allowing the changed management structure to be functioning by late spring.
- b. There had been 2 significant resignations within the college senior management; the AD (Corp Svcs) and the AD (Comm Dev) had both moved to new challenges and the opportunity had been taken to examine the senior structure in the light of the enormous changes and challenges to the sector brought about by the Leitch report. Significant improvements had already been implemented and the benefits had been self-evident nevertheless these had not been mirrored in the demands of the new skills agenda; specifically a comprehensive plan for change had not been developed. This is a vital

element in modification to approach which will facilitate maximum benefit to be gained from the possibilities of the TTG/WBL initiative. The E&F Committee had considered how best to face implementation of the Leitch Report and the skills agenda; prior to the committee consideration it had been informally agreed that an executive director (SPH) with responsibility for all aspect of this pivotal area was the optimum solution. Accordingly full analysis of the requirements had resulted in a detailed job and person specification and, as time was of the essence, a speculative advertisement had been placed on an assumption of approval; interviews would be held over the 11/12 March. After full discussion the requirement was agreed and the E&F Committee recommendation was accepted and, after consideration of all associated documentation, the appointment process was approved. It was vital that the best applicant was appointed and accordingly the interview panel should include specialists and corporation members, relevant agencies including the LSC would be invited to nominate suitably qualified persons, George Sweeney (Principal of Moseley College) had already indicated acceptance of the invitation. Members willing to form the interview panel would inform the Principal, especially for the 11th, volunteers for the 12th were (Chair, Jim Gallagher and Clint Street).

- c. The AIP for the Rochdale 6th Form College and the College had now been accepted and project 1084/24 Appx C had been confirmed as received by the LSC. It was now necessary to move towards a more formalised determination of a provider of a loan facility. Accordingly, it was agreed to commence a formal tendering process leading to determination of a favoured and preferred lender; 6 agencies would be invited leading to a decision on 20 March.
- a. **The Information was received.**
 - b. **A new SP, Executive Director for Skill, was approved.**
 - c. **Recruitment to the new post was authorised.**
 - d. **Speculative work in advance of approval was noted and agreed.**
 - e. **Initiation of a tendering process to identify a lending agency was approved.**

39/07 FINANCE REPORT

The half yearly Financial Report, in the revised and previously agreed format, had been scrutinized in detail by the E&F Committee. The present forecast position had been distorted by early LSC payments and timing of the staff pay award. It was likely that the budget forecast would be achieved as the profile of LSC payments adjusted as the year progressed and the revised year end position stood at -£288k. All variations were fully attributable, all of which were fully analyzed and discussed. LSC income over the year was based on student numbers and FTE and below target enrolments had prompted a provisional downward rebasing. This would be partially offset by continuing recruitment and the effect of additional numbers not yet included. Although the resultant grant would be reduced by c£1m, additional funding of that amount for basic skills and additional support would compensate. It was noted that enrolments were considerably higher than former years and unfunded provision had been eliminated.

The information was noted.

40/07 DISCIPLINARY PROCEDURE

Consideration of changes to the disciplinary procedure was postponed until the next meeting.

41/07 FE SELF REGULATION

As part of the move towards self-regulation QIA funding had been made available (for 1 or possibly 2 years) for establishment of peer review groups; a memorandum of understanding had now been signed and the NW 2 Peer Review and Development Group was on course to commence function at a college in the near future. Partners are Bolton, Stockport, Wigan and Leigh. Anecdotal evidence was that the system was mutually beneficial and provided significant benefit. The initiative was welcomed.

The information was noted.

42/07 AWAYDAY PROGRAMME

The Awayday was planned for the 16/17 May and would include the next corporation meeting; the change of date was noted. It was agreed that the programme would be arranged between the Chair, Principal and Clerk. All were invited to pass suggestion for inclusion to the Clerk as soon as possible.

The Information was received.

43/07 CORPORATION HOUSEKEEPING

The recently published Instrument and Articles had become effective on 1 January 2008; the consequent amendments to corporation documents had been circulated to all members for retention and reference. All amendments to the I&A had been detailed for information and the changes to corporation documents were listed in the bound copies; the changes were noted, in particular Article 31a requiring regular consideration of the educational character and mission statement and the revised documents were all approved. Removal of the different categories of membership (save for elected staff students and parents) required that the corporation composition was considered. Current membership was 16; however the need for a further student member would require that to rise to 17 (13 General (including the Principal), 2 elected staff, 2 elected students). The new composition of the corporation was approved.

- a. The information and corporation documents were received and approved;**
- b. The corporation composition was approved at 17 members;**

44/07 URGENT BUSINESS

There had been no urgent business agreed.

45/07 DATE OF NEXT MEETING

The next meeting would be part of the Awayday programme on 16 May 2008.

All staff and Students withdrew