

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held on 4 March 2010 at 1700 hrs.

Present	Sultan Ali	Phil Chadwick	Robert Clegg (Chair)(21-27/09b only)
	Linda Feerick	James Gallagher	Ann Holt
	Clive Reid (Chairman 27/09c on)	Derek O'Toole (Principal)	Clint Street
	Caroline Taylor		
In Attendance	Ralph Devereux (Clerk)	Janet Meenaghan (VP (C&S))	OJ Rahim (VP(Skills)
	John Spindler (VP(F&CD))		
Apologies	Ian Bain		

21/09 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

The apology was accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.

22/09 MINUTES OF THE LAST MEETING AND NOTIFICATION OF URGENT BUSINESS

- a. The Minutes of the meeting held on the 10 December 2009 were confirmed and signed.
- b. It was agreed to consider:
 - (i) a letter from the ABA; and
 - (ii) an additional confidential paper as urgent business.

23/09 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

24/09 MINUTES OF COMMITTEE MEETINGS (UNCONFIRMED)

- a. Standards Committee. (15 October 2009).The minutes were received.
- b. Employment and Finance Committee.
 - (i) 10 December 2009. The minutes were received and noted.
 - (ii) 11 February 2010. The minutes were received and noted, the updated Treasury Management Policy and a revised Bank Account authorised signatory list had been recommended to the Corporation (20/09a and 22/09b respectively), the recommendation was accepted and the documents were approved.
- c. Appraisal and Remuneration Committee. (Confidential Item)
 - a. **The minutes were received.**
 - b. **The Treasury Management Policy and the revised signatory list were approved.**

25/09 PRINCIPALS REPORT

- a. There had been extensive media coverage of the expected severe cuts in public spending and the actuality was now become apparent. Indicative funding for the next academic year had been received and analysed and reflected nationwide reductions of c£200m with implications for c7000 jobs. Essentially there had been cuts in adult funding but mirrored by increases in priority areas, it was agreed that this was a difficult situation and the comments were noted. The issue would be fully

discussed at the awayday in May. It was also clear that individual elements would be given as maximum contract values (MCV) and consequently, failure to achieve would result in loss of that element of the funding; to meet the MCV significant growth would be needed in several areas of provision and this model, together with the associated severe reductions, would apply across the sector. To determine the cumulative effect locally, each of the funding streams were then considered individually, together with an indication of the expected level compared with the current year. The management were working on an in-depth assessment for consideration at the forthcoming awayday. It was, however, apparent that there would be substantial reductions, specifically in ALR funding, the cut currently stood at 10% over last year and this reflected the that there had been no non-priority provision. The LSC had overcommitted to TTG in 2008/09 and accordingly has cut drastically for 2009/10, for example a 35% cut from August and has introduced the 47/53% profile which had been previously considered by the corporation. Although this budget was planned to rise again in 2010/11, this was by no means certain and the stream will close in 2012. The sole high point was in HE although a cap on total numbers was expected. In order to mitigate the effect of these reductions and to implement the budgetary policy of aiming for a 2% surplus an efficiency study had been implemented, the corporation had formed a working group to assist management on this issue, (Corp16/09) and it had been further considered by the E&F Committee (E&F 20/09d).

- b. TTG Smoothing. Over-performance in TTG during 2008/10 had left a legacy for the SFA of extraordinarily high commitments for 2010/11. In order to attempt to control the excess the SFA had requested a "smoothing" of starts (and consequent funding) over an extended period lasting from April-July 2010 till beyond August-March 2011; essentially, spreading a 12 month spending profile over 16 months. This arrangement would disadvantage the agreed 2009/10 budget and, given the uncertainty of future funding, could result in lower overall return and accordingly the executive had decided that full and agreed 2009/10 funding should be sought; this decision was noted and unanimously supported and endorsed.
 - c. Annual report 2008/09. The Annual Review had been held on 12 February 2010 at the Middleton Campus. The event had been tremendously successful with substantial positive feedback and would now be placed on the annual events calendar. It was also agreed that relations with the local media should be strengthened and that the profile should be raised.
 - d. A template contract had been developed for use with sub-contracting partner-providers and it was agreed that this document should be scrutinised by the Audit Committee.
- a. **The information was received.**
 - b. **The funding situation was noted.**
 - c. **The Executive decision to reject TTG "Smoothing" was endorsed.**
 - d. **The template contract would be scrutinised by the Audit Committee.**

26/09 EXECUTIVE REPORT (VP(C&Q))

- a. Curriculum and Quality Report. An update was given on progress towards the Curriculum and Quality related Balanced Scorecard of Headline Performance Indicators (HPI). An evaluation of the current situation was compared, in the accompanying papers, with results brought to the last meeting together with amended determination of required actions. A distilled table (with full details behind in Annex A) clearly detailed the changes and they were indicated using RAG identifiers; the whole was supported by a comprehensive narrative and verbal explanation. The Balanced Scorecard was then considered and each HPI individually explained and discussed in detail. I3 (Classroom Observations), although at Amber continued to cause concern with 3% of lessons graded unsatisfactory, I4, (Retention) had slipped to Red and will be revisited in the third quarter and C2 (Success rates) had been determined using the old methodology to allow direct comparison and the date of the next AMV was awaited. Transfer of the Headways contract was on course and would involve the TUPE transfer of 3 staff, a close watch would be kept on the efficiency of the arrangement. The market for the Greater Manchester Challenge project and the Foundation Learning Hours framework testing was currently being tested and the corporation would be kept informed on progress. Collaboration with 2 schools on Diploma delivery was likely to be extended to include another 2. The CSES had been achieved, gaining the highest possible standard with full compliance across all 57 elements. This excellent outcome was due to the AD (Students') dedicated hard work and it was agreed that the Chairman would write a letter to Kris Skelton accordingly. The

awards would be notified to the local media. The MLP profile set for 2008/09 was now confidently expected to be exceeded using the revised methodology which depresses performance by 2% and this had also been used to evaluate the success rates now confirmed at 74.1%. When adjustment was made to allow for the revised process, the increase was 1.3% which equates to c5% below (Old method) national benchmarks and this represented a gap which must be closed. The KPIs and management framework were considered and discussed. Considerable attempts to raise standards ICT had not been successful and after much deliberation the underperforming provision was now the subject of consultation with the aim of removal and the linking of the rump (c70%) to a successful area, some redundancies will result and this was noted.

- b. Equality and Diversity Report. The recently appointed Equality and Diversity Manager (Nimisha Mistry) had drafted the annual report to the Corporation with the LSIS guide attached. The appointment reflected the increased focus on this vitally important area and a good start had been made towards raising awareness locally. The comprehensive report was considered and the findings were noted, The SAR grading had been "satisfactory", the resulting strengths and improvement areas were particularly considered and the actions to address these challenges and to inform the corporation through the Single Equality Action plan were welcomed. Significantly that there were more BME employees than the average for the local area and the diversity of the student population from the wider catchment increased each year. More detailed information was displayed graphically and was considered. Priorities and key challenges were clearly listed, were closely examined, challenged and explained. It was unanimously agreed that the comprehensive report was well presented, easy to understand and was commended.

a. The information was noted.

b. The HE and Safeguarding Policies were approved

27/09 EXECUTIVE REPORT (VP (Skills))

The Report examined performance over the first 6 months of 2009/10.

- a. TTG. There had been continuing achievement in driving the employer engagement strategy forward. TTG target performance over the start of the year was considered and discussed, the MCV stood at £2.6m with a negative variance of 8.1%, a significant result since the SFA used this information to review the contract. Internal delivery now stood at 48%, which rose to 65% for the Rochdale cohort. The phasing of the TTG funding remained at c£309k to March 2010 and c£1.4m for Apr-July.
- b. WBL. WBL had a total MCV of c£919k, the total resulting from the merger with the RMBC, which had brought an increase of 150% which had prompted concentration of 16-18 recruitment. Accordingly, starts now stood At 278 an increase of 78% over the 150 in 2008/09 and 52% of training had been internally delivered. One contractor (KYP) had missed its target by 20 learners, representing c£30k; this was a poor result and the future relationship was under consideration.
- c. Refocus of TTG. The SFA had indicated that TTG provision needed to be refocused to Rochdale, GM and NW region. Accordingly £1.4m training will be delivered by quality subcontractors to deliver priority work; between 1000-1200 starts will be required.

Robert Clegg left the meeting and Clive Reid assumed the Chair.

- d. ER Issues. Indicative funding for 2010/11 showed, in line with national allocations, a 20% reduction with a MCV of £2.06m with 61% allocated to the first 8 months and the remaining 39% over the next 4.
- e. Learn Local, Skills Ladder, ASL, NLDC and R2R. A summary of activity was fully considered, discussed and noted, recruitment to date stood at 784 (Target 700). Associated programmes were all performing well although the standards of referrals from JCP were inevitably affecting performance.
- f. TQS. A summary of key actions leading towards achievement of TQS by December were and the actions to address them were considered and discussed.

The Information was received.

28/09 EXECUTIVE REPORT (VP (F&CD))

- a. Finance Report. The Finance Report accurate to 31 December, for the first 5 months of the year had been scrutinized in detail by the E&F Committee and it was noted that the present forecast position remained distorted by profiled LSC payments. The current surplus stood at £279k against a forecast £587k an unfavourable variance of £308k. YTD income was £630k below expectations due to a lower than expected Adult Safeguarding contract and significantly lower fee income. YTD expenditure was £322k to the good, mainly because of a lower level of pay award and unfilled posts and corrective action had been initiated to curb higher than expected non-pay expenditure. All other variations were noted as fully attributable, were analyzed and discussed. The reduction in reserves, brought about by nugatory expenditure associated with the abortive LSC Capital Programme had introduced some cash difficulties during the lean months of the LSC profiled payments, particularly in March and April; additionally, new LSC income payments (ieR2R) fluctuated considerably each month. Accordingly it had been necessary to increase the present overdraft facility with the Co-op Bank to a new maximum of £1.2m to cover any cash shortage, this arrangement had been market tested and, at an arrangement fee of £2k and interest at base plus 2%, represented the best deal and would remain extant in the medium term; this was noted **and** approved. The necessary urgent and budgeted capital spending on ICT was proceeding as planned. The graphical information was then studied and discussed; key PIs and the overall FMCE Grade (Good) were noted. The E&F recommendation was accepted and the report was approved.
- b. The HR Report presented to the committee for the first time at the last meeting had been revised to present information more visually and it was agreed as a more user friendly style. The content was discussed and it was probable that reduction in Grievances and Disciplinary cases would feed through as the changes in the HR arrangements became effective. Sickness statistics were discussed in particular and it was agreed that in general they were heartening and that LT absence was likely to fall since the recent retirements became statistically effective. The efficiency project previously considered at 20/09d was considered and the progress noted and welcomed.

The information was received.

29/09 LSIS/AoC REVIEW OF GOVERNANCE

A LSIS/AOC sponsored review of FE Governance had recently been completed by Allan Schofield and a consultation on the findings was underway. A response had been requested from either, the Clerk, a working group or the Corporation; an amalgam of these had been decided as appropriate. Accordingly, the Clerks minute of advice and draft response was noted and this would be amended if necessary after attendance at consultation seminars.

The information was received.

30/09 URGENT BUSINESS

Two items, one confidential, had been agreed.

31/09 DATE OF NEXT MEETING

The next meeting would be at 1700 on 14/15 May 2010.