

HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Corporation** held at Rookery Hall Hotel on 15 May 2010 at 1045 hrs.

Present	Sultan Ali	Ian Bain	Phil Chadwick
	Robert Clegg (Chairman)	Linda Feerick	James Gallagher
	Daryell Grahame	Vanda Hagan	Ann Holt
	Alun Morgan	Huw Morris	Clive Reid
	Derek O'Toole (Principal)	Clint Street	Caroline Taylor
In Attendance	Saf Arfan (Dir (CS))	Ralph Devereux (Clerk)	Janet Meenaghan (VP (C&Q))
	Kris Skelton (Dir (Stud))	John Spindler (VP(F&CD))	
Apologies	Karen Harris		

The Chairman thanked all for attending the awayday and welcomed the new members (35/09a).

32/09 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.

33/09 MINUTES OF THE LAST MEETING AND NOTIFICATION OF URGENT BUSINESS

- a. The Minutes of the meeting held on the 4 March 2010 were confirmed and signed.
- b. There was no urgent business requested

34/09 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

35/09 MINUTES OF COMMITTEE MEETINGS (UNCONFIRMED)

- a. Search Committee. (22 April 2010). re 11/09 Membership. The Committee recommendation that Vanda Hagan and Huw Morris should be appointed as general members of the Corporation wef today's date, for a period of 4 years was unanimously agreed. It was noted that Daryell Graham and Karen Harris had been elected as student members for wef 26 March 2010; the minutes were then received.
- b. Employment and Finance Committee. (22 April 2010);
 - (i) re 27/9 Finance Report. The Committee recommendation that a loan offer from Barclays Bank should be accepted was agreed; and
 - (ii) re 29/09. Tuition Fees. As required by the committee, further research had indicated that a reduced registration fee of £10 per student would not be cot be demotivating to prospective students and it was agreed the implement the charge for 2010/11.
- c. Audit Committee. (22 April 2010). re 30/09 Sub Contractors' Issues. The Committee recommendation that the revised contract for sub-contractors (franchisees) should be introduced was unanimously accepted; the minutes were then received.

- a. Vanda Hagan and Huw Morris were appointed as general members for 4 years wef 15 may 2010.
- b. Acceptance of the Loan offer from Barclays bank was approved.
- c. A registration fee of £10 per student was agreed for 2010/11.
- d. The revised franchisee contract was approved.
- e. The minutes were received.

36/09 PRINCIPALS REPORT

A comprehensive explanation, analysis and discussion of the OfSTED Inspection and Governance processes had been completed as part of the previous day's programme; the main points were refreshed. Indicative L&M findings from recent OfSTED Reports, ranging from Grade 4 (Inadequate) to Grade 1 (Outstanding) were then considered and discussed. The pre-release copy of the recent FMV Report was again considered and was the basis of electronic presentation (attached to the file copy of these minutes) which detailed the outcome, which showed reasonable or significant progress in all areas. Although the report was positive and accordingly was welcomed, there would be no easing of the focus across the piece. It was vital that momentum was maintained and all continued to work towards achievement of the aim of becoming a Grade 1 (Outstanding) college at the next OfSTED Inspection which was expected in academic year 2010/11.

The information was noted and received.

37/09 EXECUTIVE REPORT (VP (F&CD))

A comprehensive explanation, analysis and discussion of the financial outlook had been completed as part of the previous day's programme; the main points were refreshed. Additionally, the Finance Report accurate to 28 February had been scrutinized in detail by the E&F Committee however some post meeting management decisions had been taken, which these required consideration for approval. The format of the report had been varied and was now more comprehensive and this was welcomed by the Committee. The current position was a deficit of (£441k) against a forecast (£281k) an unfavourable variance of (£160k). YTD income was £754k below expectations due mainly to a lower than expected ER funding (£187k below expectation), R2R income profiling, which would pick up later in the year and low fee income. YTD expenditure was £594k to the good, mainly because of a lower level of pay award and unfilled posts, overall pay costs were £809 below budget. All other variations were noted as fully attributable and were analyzed and discussed. The unfavourable position was not expected to continue and the budgeted surplus of £300k was confidently expected. All income streams were then individually considered in detail. The cash position continued to be tight because of payment profiling and the nugatory expenditure on the abortive LSC capital programme, however the situation was controlled by use of the overdraft facility which had been reduced to c£500k through till June when the payment profile would recover. The graphical information was then studied and discussed. Key PIs were then also considered and discussed and, although the overall FMCE Grade was noted as "Good", the key areas for development were noted and agreed. Funding allocations for 20010/11 were then discussed and it was noted that they were better than had been expected with an overall reduction of c£370k. The new Technology Centre would be funded through grant funding (£3.8m) and a loan for £4.2m, 3 banks had been tested and the offers were considered and discussed; it was unanimously agreed that Barclay's offer represented good VFM and it was agreed to recommend acceptance to the Corporation and this had been done (35/09). Since that recommendation however it had emerged that several capital issue need to be addressed, these were fully detailed at Para 6.4 of the accompanying paper and were closely examined. Preliminary costings for the work stood at £500k for the LRC refurbishment and, with the other projects described would require the raising of an additional £1m over and above the borrowing of £4.2m (approved at 35/09b) the additional 1m loan would enable work on the projects to be completed over the summer holiday period; this was fully discussed and as there was currently no long term debt the proposal was agreed. A grant from the European Investment Bank (EIB) of £76k had been successfully applied for, which it was unanimously agreed to accept and great care would be taken to keep the SFA informed at all time to pre-empt and avoid any suggestion of misconduct as had been improperly raised on a former occasion. Additionally, the issue of PC replacement had been studied and it was recommended that a 5 year cyclical lease arrangement should be established and, this would enable continuous replacement with state-of-the-art equipment and would be funded from revenue, after full consideration the arrangement was unanimously approved. Good progress was being made with the efficiency project, with 30 staff reductions mainly post deletions, harmonisation of lecturer contracts completed and staff utilisation under scrutiny; savings of c£1m had been realised. The report was recommended to the Corporation.

- a. The Information was noted and received.
- b. An increase of the Barclays loan by c£1m to c£5.2m to fund the additional projects was approved.
- c. It was unanimously agreed to accept the EIB grant of £76k.
- d. Leasing of student classroom PCs on a cyclical 5 year lease arrangement was approved.
- e. The Report was received.

28/09 HR REPORT

The HR Report updating on a wide range of issues including detailed information on equality and diversity was considered and discussed in detail. It was noted that the current ratio of M/F employees was 40/60%; the reciprocal of that for applications and that was the only apparent anomaly. The continued reduction in grievances and disciplinaries was noted and welcomed. Staff sickness level continued to vary across departments and it was agreed to scrutinise the worst performers in more detail, it may be useful to remove long term sickness from the data to show the short term position. The efficiency project had been considered in the former item but it was noted that staff morale continued to hold up and was at a high level. Future initiatives were explained and noted.

The information was welcomed and received.

38/09 EXECUTIVE REPORT (VP(C&Q))

In order to provide the latest information it had not been possible to circulate the papers in advance and they were circulated and studied.

- a. Equality and Diversity Report. The annual E&D Report to the Corporation had been presented to the Corporation at the last meeting and an update was electronically presented (Attached to the filed copy of these minutes). Focus was being maintained on embedding E&D process throughout the college structure and the aim, vision and legal requirements were refreshed. Emphasis on those areas that would be of particular interest to OfSTED Inspectors were considered and discussed in detail. Priorities and key challenges and the means of implementation were then discussed, challenged and explained. There was a vacancy for an E&D named corporation member; Vanda Hagan volunteered for and was accepted with thanks, the appointment was effective immediately.
- b. Safeguarding. The corporation had received comprehensive safeguarding training as part of the residential agenda in 2009/10 and a refresher session was delivered and received. The session considered recent legislative changes, current progress on the issues and plans for 2010/11. Safer Recruitment and Working Together to Safeguard Children, 2 new requirements, were addressed in detail together with updates and challenging discussions on wider and influencing issues. College initiatives were discussed and welcomed, in particular the amount of staff training both mandatory and discretionary was noted as was the high number of safeguarding officers. An appendix contained full details of referrals and was closely discussed. The departure of Caroline Taylor meant that there was an immediate vacancy for a replacement, the importance of this post was stressed and accordingly, Linda Feerick volunteered to take the responsibility; this was accepted with thanks.
 - a. The information was noted.
 - b. The E&D and safeguarding updates/ training were received.
 - c. Vanda Hagan was appointed (wie) as E&D named corporation member.
 - d. Linda Feerick was appointed (wie) as safeguarding named corporation member.

39/09 RATIFICATION OF DECISIONS

It was confirmed that all decisions taken during the previous planning and discussion sessions had been ratified during this meeting.

40/09 URGENT BUSINESS

No urgent business had been agreed.

41/09 DATE OF NEXT MEETING

The next meeting would be at 1700 on 15 July 2010.