

Paston College Further Education Corporation Corporation Board Meeting

Minutes of a meeting of the Corporation held on Wednesday, 1 April 2009 at 4.30 pm in the Nelson room, Paston College

Present: Francis Harmer (Chair)
Stephen Baker
Diana Clarke
Richard Draper
Brian Durrant
Nigel Horner-Glister
Margaret Hubbard
Ivor Kiddle
Chrissie Kimber
Nicola Lucking
Peter Mayne
Thomas Middleton
Paul Morse
Richard McGreevy
Maurice Sendall

In attendance: Rob John
Jayne Morgan
Christina Sadler
Bamba de Teissier-Prevost
Susan Bowman (Clerk)

1. Apologies for absence

Apologies were received from Julia Howard, Clive Stockton, Peter Stibbons and Tim Ellen.

The Chair welcomed the newly appointed Governors and members introduced themselves.

2. Minutes of previous meetings

The Part 1 minutes from 17 December 2008 and 12 March 2009 were approved as a true record.

3. Matters arising from the minutes

Maurice Sendall advised members that he and Francis Harmer visited EC to discuss the Corporation's decision not to re-appoint her. EC was invited to this meeting, but had another commitment. She will be invited to College so that she can be thanked for her contribution to the Corporation.

4. Management accounts to 28 February 2009:

Christina Sadler talked through the accounts. She advised members that it had been decided not to continue the option of an overdraft facility, as this was to become chargeable. Christina extended an offer to new members: if they would like the opportunity to talk through the College's accounts with her, she would be pleased to do so. Members were informed that, as result of 2 adjustments relating to under-estimates of expenditure, an additional £21,000 has been allocated to the predicted overall budget deficit, taking it to £72,033. The accounts were received and noted.

5. Principal's staffing report:

Received and noted. Staff attendance is good.

6. Membership:

6.1 Teaching Staff Governor:

After two elections, the first being a tie, the new Teaching Staff Governor is Chrissie Kimber.

Formal appointment until 31 March 2013 adopted.

6.2 Support Staff Governor:

One nomination, from Margaret Hubbard, was received for the above. Therefore the new Support Staff Governor is Margaret Hubbard.

Formal appointment until 31 March 2013 adopted.

6.3 Committee Chairs for the year to 31 March 2010:

Members were informed that after many years chairing F&GP (and latterly its PDG sub committee), Francis Harmer is standing down as Chair to allow for succession.

Committee Chairs were appointed as follows:

Finance & General Purposes - Maurice Sendall

Project Development Group - Maurice Sendall

Curriculum, Quality & Standards - Richard Draper

Search & Governance - Nicola Lucking

Audit - Richard McGreevy

Remuneration - Richard McGreevy

It was agreed that the Search & Governance Committee should consider future succession re the Chair of Curriculum, Quality & Standards.

6.4 Co-opted Committee members:

The terms of office of Julia Howard and David Ablett, co-opted Committee members, expired on 31 March 2009.

It was agreed to extend the membership of Julia Howard and David Ablett for one year, to 31 March 2010, in the first instance.

6.5 Allocation of new members to Committees:

As recommended by the Search & Governance Committee:

It was agreed that Diana Clarke would join the Finance & General Purposes Committee and the Project Development Group; and that Paul Morse will join the Curriculum, Quality & Standards Committee and the Search & Governance Committee.

Members agreed that the new Teaching Staff Governor should be appointed to the Curriculum, Quality & Standards Committee. It was noted that this took total membership above that previously agreed.

It was proposed by Richard Draper and seconded by Nicola Lucking that the membership of CQS be increased to 8 plus the Principal, plus one external member for one term initially.

Approved.

It was agreed that Chrissie Kimber would join CQS and Margaret Hubbard would join the Audit Committee for one term initially.

Members formally thanked Jayne Morgan, retiring Staff Governor, for her contribution to the Corporation. The Chair of CQS added his thanks for Jayne's contribution to the work of CQS. Jayne thanked members for their support during her time as a Governor.

6.6 Attendance at meetings:

Members were informed that the attendance of RC, one of the Student Governors, has fallen below a satisfactory level. This will be followed up.

7. Committee reports:

7.1 Search & Governance:

The Chair's report and minutes of the meeting held on 4 February 2008 were received and noted.

7.2 Finance & General Purposes:

The Chair's report and minutes of the meeting held on 4 March 2008 were received and noted. Members discussed the budget, agreeing that a deficit is likely if the costs of AiP have to be borne by the College as a result of the LSC freezing the funding of College redevelopments. This is identified and controlled as a one-off that the College can absorb.

It was resolved to approve the budget for 2008/09 mid year out-turn

It was noted that the recently advised LSC allocation for 2009/10 (received March 31st) would result in a significant reduction in funding next year. This is a situation shared by many colleges.

7.3 Audit:

The Chair's report and minutes of the meeting held on 18 March 2009 were received and noted. Richard McGreevy was pleased to inform members that "a very tight ship" was being run, with scrutiny of the fine detail carried out by the College's Internal Auditors.

It was resolved to reappoint Scrutton Bland as Internal Auditors for the next year.

7.4 Curriculum, Quality & Standards:

Richard Draper delivered a verbal report of the meeting held on 25 March 2009. He informed members that: the Norfolk Contextual Value Added results for the College were excellent; applications are up on previous years, Level 2 recruitment is lower than desired, but should increase later in the year; predicted results for 2009 are below target in some subjects for higher grades, this may be due to staff cautiousness because of changes to Examination Board specifications. Bamba de Tessier-Prevost emphasised the extremely positive feedback on peer group lesson observation received so far. Peter Mayne expressed his pleasure re the number of students moving onto Higher Education. Francis Harmer commended the work being done to improve applications.

The Chair's report was received and noted.

8. Date and time of next meeting

Wednesday, 15 July 2009 commencing at 4.30 pm

The Part 1 meeting ended at 5.50 pm. A Part 2 meeting followed.