

Paston College Further Education Corporation

Corporation Meeting

Minutes of a meeting of the Corporation held on Wednesday, 17 December 2008 at 4.30 pm in the Nelson room, Paston College

Present: Francis Harmer (Chair)
Stephen Baker
Elizabeth Cornwall
Richard Draper
Brian Durrant
Nigel Horner-Glister
Ivor Kiddle
Nicola Lucking
Peter Mayne
Richard McGreevy
Thomas Middleton
Jayne Morgan
Maurice Sendall
Clive Stockton

In attendance: Julia Howard
Tim Ellen
Rob John
Mike Wibberley
Susan Bowman (Clerk)

1. Apologies for Absence

Apologies were received from Peter Stibbons and Christina Saddler.

Tom Middleton was welcomed to the meeting as a new Student Governor.

2. Minutes of Previous Meetings

The minutes of the meeting held on 22 October 2008 were received and agreed as a true record with the following amendment: Susan Bowman (not Brown) was in attendance for the Part 1 meeting.

3. Matters Arising

Richard Draper reported that CQS had considered the updated performance targets and confirmed their adoption at its meeting on 12 November 2008.

4. Final Accounts for 2007/08

Members discussed the final accounts, noting that they had already been considered and recommended for approval by the Finance and General Purposes Committee. **It was resolved:**

To adopt the Final Accounts for 2007/08

5. Self Assessment Report for 2007/08

Members were informed that the full report had been scrutinised by the Chair of the Curriculum, Quality and Standards Committee with the "Main Findings" considered by the whole of CQS. The Chair of CQS recommended the SAR 2007/08 for approval. It will be uploaded to the LSC Provider Gateway by the 31 December 2008. The Chair of the Corporation recommended that members read the "Main Findings" section. The full SAR, with detailed assessment of the performance of each course is available to members on request. CQS will be monitoring performance against the SAR action plan as the year progresses. **It was resolved:**

To adopt the Self Assessment Report for 2007/08

6. HR Issues

The Principal's staffing report was received. Peter informed members that although the teaching staff attendance figure had gone down between 06/07 and 07/08, this was due to several long-term absences, without which the figure would be 98%.

The Principal informed the meeting that there was now a branch of the National Union of Teachers in College. The Corporation was asked to recognise the NUT formally. **This was agreed.**

7. Committee Reports:

7.1 Curriculum, Quality & Standards

Richard Draper presented his Chair's report. He congratulated the College on the excellent exam results in 2008. He recommended the ILTD report. Rob John spoke about the College's classroom observation scheme in 2008/9. This was designed to enable peer observation involving small groups of teachers from across the curriculum. Its main purpose was to observe and share good practice. The outcomes will be reported in the 2008/9 Observation of Teaching and Learning Report. The Chair of the Corporation thanked the committee for its work.

It was resolved:

To adopt the Operating Plan 2007/08 End of Year Review

To adopt the targets for 2008/09

To note the Curriculum and Quality Updates

7.2 Finance & General Purposes

Francis Harmer presented his report. He corrected the note on performance against target in relation to the September/October Management Accounts as follows: Performance was approximately 7% below target volumes. This would not affect funding adversely this year, as there is no in-year claw-back. The final 2009/10 funding allocations will be known in March 09. Tim Ellen informed members that the approach used in undertaking the Annual Health and Safety Assessment was to ensure compliance with legislative requirements.

It was resolved:

To adopt the Health & Safety Self Assessment 2008-09

7.3 Audit Committee

Richard McGreevy was pleased to report that, in audit terms, the College had had a quiet year. He thanked staff for their work; members of the Corporation endorsed this. He informed members that the College will market test internal audit service providers in 2009. The cost of external audit should be the same as last year, plus RPI.

It was resolved to:

Adopt the Internal Audit Annual Report 2007/08

Adopt the Audit Committee Annual Report 2007/08

Approve the reappointment of Baker Tilley as External Auditors,

8. Chair's Action

The Chair's action taken to approve the FMCE report was noted. Members confirmed their support of this action.

9. Suggestions for the Governor's Training Day on 14 January 2009

Rob John presented a paper outlining the proposed programme for the day, which had been drawn up from requests made by committees this term. **It was agreed that:**

Observation of teaching and learning will take place in the morning, followed by a debriefing, feedback and lunch. The afternoon session would cover the items proposed in Rob's paper. As

planning for the event is complex, members were asked to inform the Clerk of their attendance. **It was agreed that:**

The Clerk would issue an official invitation to which all members would respond.

The meeting moved to a Part 2 confidential meeting.

The Part 2, none-restricted business being concluded, the meeting moved back to a part 1 meeting.

- 10.** The Chair thanked Mike Wibberley, the previous Clerk to the Corporation, for his contribution to the smooth running of the Corporation over the past 5 years. Special mention was made of Mike's crowning achievement in gaining a Grade One for Governance in the OFSTED inspection earlier this year. Members added their thanks to Mike and offered good wishes in his retirement. Mike replied that the College is in good hands with a strong Board and wished everyone good luck in the future. The work of Chaplin Frobisher Welling was also appreciated.

The meeting moved to a restricted, confidential part 2 meeting for the conclusion of business and the staff and student governors and staff in attendance left the room.

Date and Time of Next Meeting

Wednesday, 1 April 2009 commencing at 4.30 pm

Governor's Training Day: 14 January 2008 commencing at 9 am in the Nelson room

The meeting ended at 6.05 pm.