



**Minutes of the Corporation Meeting
Held on Tuesday 10 July 2012 at 8:00am
In the Boardroom at Matthew Boulton Campus**

Present:

Vij Randeniya (Chairman)
Jane Williams (Deputy Chair)
Christine Braddock - (Principal)
Jason Allen (Academic Staff Member) (JA)
Gurjeet Kaur Bains (GKB)
Steve Brittan (SB)
Veronica Docherty (VD)
Marina Hunt (Support Staff Member) (MH)
Kathryn James (KJ)
Raj Mack (RM)
Andrew Madden (AM)
Anthony McCourt (AMC)
Sue Nixon (SN)
Clive Stone (CS)
Louise Teboul (LT)
Matthew Terry (MT) (Co-opted member)
Anisa Shabahn (Student Member) (AS)

In Attendance:

Bob Pattni (BP) (Executive Director – Finance and Resources)
Clive Hill (CH) (Executive Director – Support Services)
Roger Minett (RM) (Executive Director – Academic Affairs)
Julie Nugent (JN) (Executive Director – Organisation and Strategic Development)
Clare Hatton (CHA) (Director of Learner Experience) – Item 2 only
Mukesh Kumar (MK) (Assistant Principal – 14-19 Curriculum Development) – Item 3 Only

Apologies for Absence:

Ian Oakes (IA)

Declarations of Interest

It was agreed that all staff and student members would leave the meeting from item 13 onwards (except for the Clerk and the Principal). Further, it was agreed that the Principal and the Clerk would leave the meeting for the sections of item 14 relevant to them.

Announcement:

Before starting on Corporation business, the Principal announced the very sad news of the recent death of a College staff member, Manohar Minhas. She commented on the valued contribution that he had made to the College and the wider community and that he would be sadly missed by colleagues.

The Corporation passed on its condolences to Mr Minhas's family and the Principal confirmed that a letter would be sent to the family on behalf of the Corporation.

The Corporation agreed that Committee minutes could be taken as read unless there were specific approvals required or specific items that needed to be brought to the attention of the Corporation.

Item 1 – Open Minutes of the Meeting held on 3 May 2012

- 1.1 The Chairman led the Corporation through the open minutes of the above meeting and it was agreed that they were a true and accurate record of that meeting.
- 1.2 It was agreed that the confidential minutes would be approved after item 12 later in the meeting.

Item 2 – Presentation on “The Student Experience”

- 2.1 JN and CHA gave a presentation on this item specifically looking at what the College is doing in this area and why, providing an overview of the changes, giving examples of support being provided for learners as well as providing detail on the new operating model.
- 2.3 Corporation members asked questions in relation to how newer communities are being targeted, the College's use of apps, use of resources, attitudinal and cultural change, IT systems and support for new students going forward.
- 2.4 Management provided detailed responses to questions raised.
- 2.5 The Chairman commented that this was an extremely useful presentation and there is excellent work taking place in this area.

CHA left the meeting at this stage.

Item 3 – Confidential Item

Item 4 – Reports from Chair of Academic Standards Committee – Meetings held on 24 April and 21 June 2012

- 4.1 VD presented this item in IO's absence. She said that it might be useful for members to have a brief summary of items discussed.
- 4.2 VD led the Corporation through the draft minutes of the Committee meetings confirming that the Committee looked at the Learner Experience (including Surveys and Evaluation), data reports, a summary on complaints and actions, as well as the confidential items reviewed in that meeting that she confirmed have been covered under other items in the Corporation meeting.
- 4.3 Corporation members asked questions in relation to Moodle and also asked that the specific summary percentages be provided in relation to summary data. It was agreed that members would be provided with the summary data on a regular basis.

Action:

Corporation members to be provided with summary data percentages regularly – RM/Clerk.

Item 5 – Report from the Chair of the Audit Committee – Meeting held on 28 June 2012

- 5.1 KJ presented this item as Chair of the Audit Committee. She reported that the draft minutes could be taken as read save that the appointment process for the College's internal and external auditors had been completed and that final ratification was required by the Corporation.

APPROVED:

The Corporation ratified the approval of the appointment of the College's internal Auditors (PWC) and external auditors (KPMG) for a term of three years (reviewed annually) commencing September 2012.

Item 6 – Report from the Chair of the Governance and Search Committee – Meeting held on 29 June 2012

- 6.1 The Deputy Chair presented this item as Chair of the Governance and Search Committee. The open minutes were taken as read save that the Committee agreed that Jason Allen (the current Academic Staff Member) be appointed for a further year subject to Corporation approval.

APPROVED:

The Corporation ratified the approval of the appointment of Jason Allen for a further one year term.

- 6.2 It was agreed that the confidential minutes of this Committee could be taken as read.

Item 7 – Reports from the Chair of Finance, Business and Developments Committee:

(i) *Draft Minutes of the Meeting held on 3 July 2012*

- 7.1 SB presented this item as Chairman of this Committee and reported that the draft minutes be taken as read save that approval of the Corporation was required for the budget relating to learner financial support and incentives.
- 7.2 SB gave a summary to the Corporation in relation to learner financial support and confirmed that more detail had been provided by the Executive Team in the earlier presentation.
- 7.3 It was agreed that the Corporation would review the confidential draft minutes of this Committee later in the meeting.

APPROVED:

The Corporation approved the budget for learner financial support and incentives.

(ii) Management Accounts to 31 May 2012

- 7.4 BP led the Corporation through the Management Accounts to 31 May 2012, highlighting the main areas for discussion.
- 7.5 Corporation members asked various questions and requested that an additional section be provided on staff numbers. This was agreed.
- 7.6 Following discussion, the Corporation agreed these were a very pleasing set of accounts.

APPROVED:

The Corporation approved the Management Accounts to 31 May 2012.

ACTION:

An additional section to be provided in the Management Accounts on staff numbers - BP.

(iii) Indicative Financial Forecasts

- 7.7 BP presented the indicative financial forecasts to the Corporation explaining in detail the basis for the assumptions made in the indicative financial forecasts.
- 7.8 The Corporation asked various questions in relation to the financial forecasts, in particular regarding diversity of income, changes in funding and comparable 157 colleges. Management provided detailed responses.

APPROVED:

The Corporation **APPROVED** the indicative financial forecasts.

Item 8* - Revised Financial Regulations

BP reported to the Corporation that the Financial Regulations have been revised for 2012-13 as presented to the Finance, Business and Developments Committee with no major changes being made.

APPROVED:

The Corporation **APPROVED** the Financial Regulations 2012/13.

Item 9* - Revised Fees Policy 2012-13

BP reported to the Corporation that the Fees Policy has been revised for 2012-13 as presented to the Finance, Business and Developments Committee with no major changes being made.

APPROVED:

The Corporation **APPROVED** the Fees Policy for 2012/13.

Item 10* - Revised Instrument and Articles of Government

10.1 The Clerk presented this item and informed the Corporation that the new Instrument and Articles were now in force with no proposal to make any immediate changes but that this would be kept under review.

10.2 The Corporation noted the revised Instrument and Articles of Government.

Item 11* - Revised Standing Orders and Terms of Reference for Committees

The Clerk presented this item and reported that now that the new instrument and articles have come into force, a final review of the revised Standing Orders and Terms of Reference for Committees has taken place and can now be approved.

APPROVED:

The Corporation **APPROVED** the revised Standing Orders and Terms of Reference.

Item 12 – Confidential Item

Item 15 - AOB:

15.1 It was agreed that AOB be taken at this stage before any further confidential items be taken.

15.2 The Chairman reported that it was AS's last meeting as a student member and thanked her for her excellent contribution throughout the Academic Year. The Principal added that there will be a presentation for AS at the Corporation event in September.

15.3 The Principal reported that the BMET Olympic Family Day and torch carrying had been a fantastic experience for her and the students involved and a great opportunity for the College. She thanked members for coming along and supporting the event and members added it was a fantastic day.

15.4 The Principal reported that the College had recently become the preferred supplier for a number of companies and Corporation members agreed this was excellent news.

15.5 The Principal added that it has been an excellent year with a lot to look forward to next year.

All staff (excluding the Clerk and the Principal) and the student member left the meeting at this stage.

Item 13 – Confidential Item

Item 14 – Confidential Item

Date of Next Meeting: 27th September 2012

Signed..........Date 7/10/12.....
Chairman