



**Open Minutes of the Meeting of the
Corporation held on Friday 20 September 2013
In the Boardroom at Matthew Boulton Campus at 8am**

Present:	Apologies:
Vij Randeniya (Chairman)	Julie Jasper (JJ)
Jane Williams (Deputy Chair)	
Christine Braddock (Principal)	
Steve Hollis (SH)	
Stephen Brittan (SB)	
Gurjeet Kaur Bains (GB)	
Veronica Docherty (VD)	
Kathryn James (KJ)	
Andrew Madden (AM)	
Anthony McCourt (AMcC)	
Dave Nolan (DN)	
Ian Oakes (IO)	
Jenni Ord (JO)	
Clive Stone (CS)	
Tim Sunter (TS)	
Daali Wouhra (DW)	
Dagen Thompson (Academic Staff Governor)	
Taher Hussain (Support Staff Governor)	
Gala Albas (Student Governor)	
In Attendance:	
Nishma Patel (Interim Clerk)	
Bob Pattni (Executive Director) (BP) – Item 7, 9	
Roger Minett (Executive Director) (RM) – Item 3, 8	
Julie Nugent (Executive Director) (JN) – Item 3	
John Dodd (JD) – Wickland Westcott – Item 1	

Welcome and Declarations of Interest

The Chairman introduced and welcomed all new members to the Corporation.

The Chairman informed the Corporation that Nishma Patel would be appointed as interim clerk for this meeting due to the absence of Catherine Bennett.

There were no declarations of interest.

The Chairman proposed that item 4 was taken first.

Item 4 – Corporation Membership (Appointments of Chairman, Deputy Chair, Chairs of Committees and Student Member)

- 4.1 The Principal introduced this item and informed members that this item is regarding new appointments and on-going appointments and outlined the work required going forward.
- 4.2 The Principal stated that a request had gone out for nominations for the Chair of Corporation and confirmed that no further nominations had been received.
- 4.3 The Principal reported that the recommendation was for the Chairman to continue to the end of his term and Steve Hollis to become Chair of the Corporation on the resignation of the current Chair. Steve Hollis will act as interim Chair until then. This was unanimously agreed.
- 4.4 The second appointment was for Jane Williams to remain as Deputy Chair of the Corporation for the next year. This was unanimously agreed.
- 4.5 The Principal proposed the re-appointment of the Chairs of the Sub-Committees as listed in report. This was agreed.
- 4.6 The Principal proposed that Veronica Docherty is appointed as Chair of the Framework Committee. No objections were received.
- 4.7 The Principal welcomed Daali Wouhra and the staff Governors Taher Hussein and Dagen Thompson and confirmed that these appointments had been made at the last Corporation meeting.
- 4.8 The Chairman thanked all involved for their work regarding new appointments and looked forward to their contribution.

Approved:

Mr Steve Hollis to become Chair.
Mrs Jane Williams to be Vice Chair
Chairs of Sub Committees as agreed.
Mrs Veronica Docherty to convene and chair the new Framework Sub Committee.

Matters Arising

Members were updated on the issue that had arisen at the beginning of September of the wearing of the Niqab.

A discussion was held regarding the recent modification of policy. The Principal gave an overview of the background regarding the policy and confirmed that the policy is reviewed every year with the Student Council. All

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members were asked for their views on the matter and feedback was provided. SH suggested that a number of bullet points on the College's position were circulated to ensure a consistent message is given.

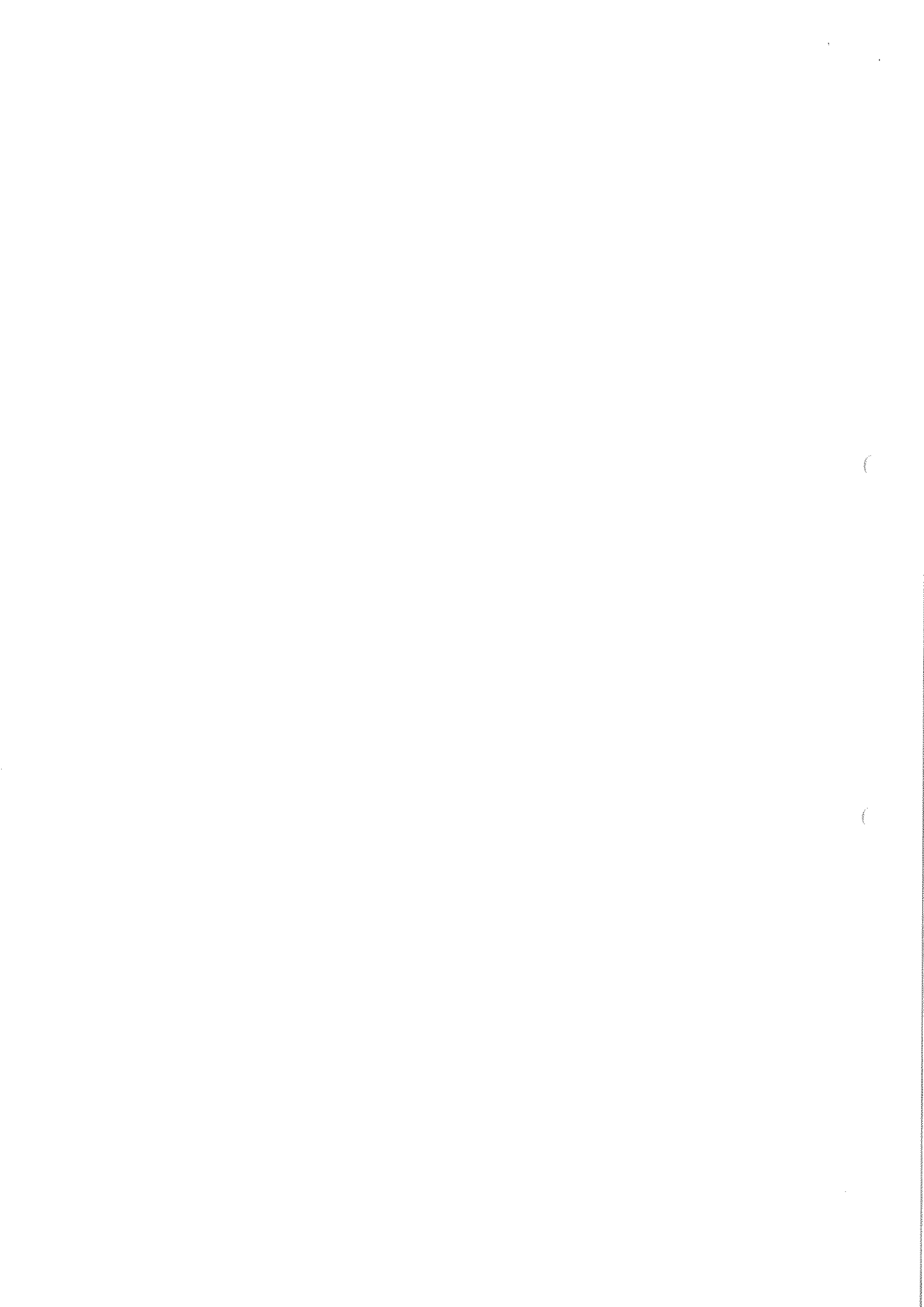
ACTION: Bullet points to be circulated to members by Roger Minett to ensure a consistent message is given.

Item 1 - Corporation Workshop on the Recruitment of the New Principal

- 1.1 The Deputy Chair introduced this item and informed members of recommendations arising from discussions at the Governance and Search Committee and Remuneration Committee meetings.
- 1.2 The Deputy Chair informed members that the Principal had indicated to the Board her decision to retire in October 2014 and discussions had been held regarding succession planning, timescales and recruitment of a suitable successor.
- 1.3 The Deputy Chair confirmed that the Governance and Search Committee had considered three search companies to support the Board and the Committee are recommending the appointment of Wickland Westcott who have demonstrated a fresh and innovative approach to the task. There were no objections to this appointment.
- 1.4 The Deputy Chair then proposed the appointment of Steve Hollis as the Chair of the Selection Committee.
- 1.5 Members were informed of the confidential nature of this item and it was agreed that clear communication and timelines must be approved.
- 1.6 The Principal confirmed that Debbie Goode – Director of Marketing, would be asked to work with the Selection Committee to produce a draft press release following the workshop.

Principal left the meeting at this point.

- 1.7 John Dodd, Consultant for Wickland Westcott, was welcomed to the meeting and he provided background information on his role at Wickland Westcott. Packs containing a draft advertisement, job description and job specification were reviewed. A detailed discussion was held regarding the documents and feedback was provided by each member. All members agreed that the new Principal must continue to support and bring out the best qualities of the Management Team.
- 1.8 The Deputy Chair thanked JD for joining the meeting and confirmed that further detailed discussions regarding next steps would be held by the Selection Committee.



Item 3 – Update on Success Rates 2012/13 and Enrolment 2013/14

- 3.1 Roger Minett (RM) led the Corporation through an update on success rates for 2012/13 and provided the current position for A Level results. A positive position was reported for the combined results. RM continued by providing the position for Vocational Courses and for all areas and a significant improvement on last year was reported.
- 3.2 Julie Nugent then led the Corporation through an update on Enrolment for 2013/14 and reported a comparable position to the previous year at this stage. JN reported that summer enrolment was the busiest period for the recruitment of learners and confirmed that further work will continue across all sites as planned but numbers are currently positive.

Item 8 – Update on Governor Performance and Self-Assessment

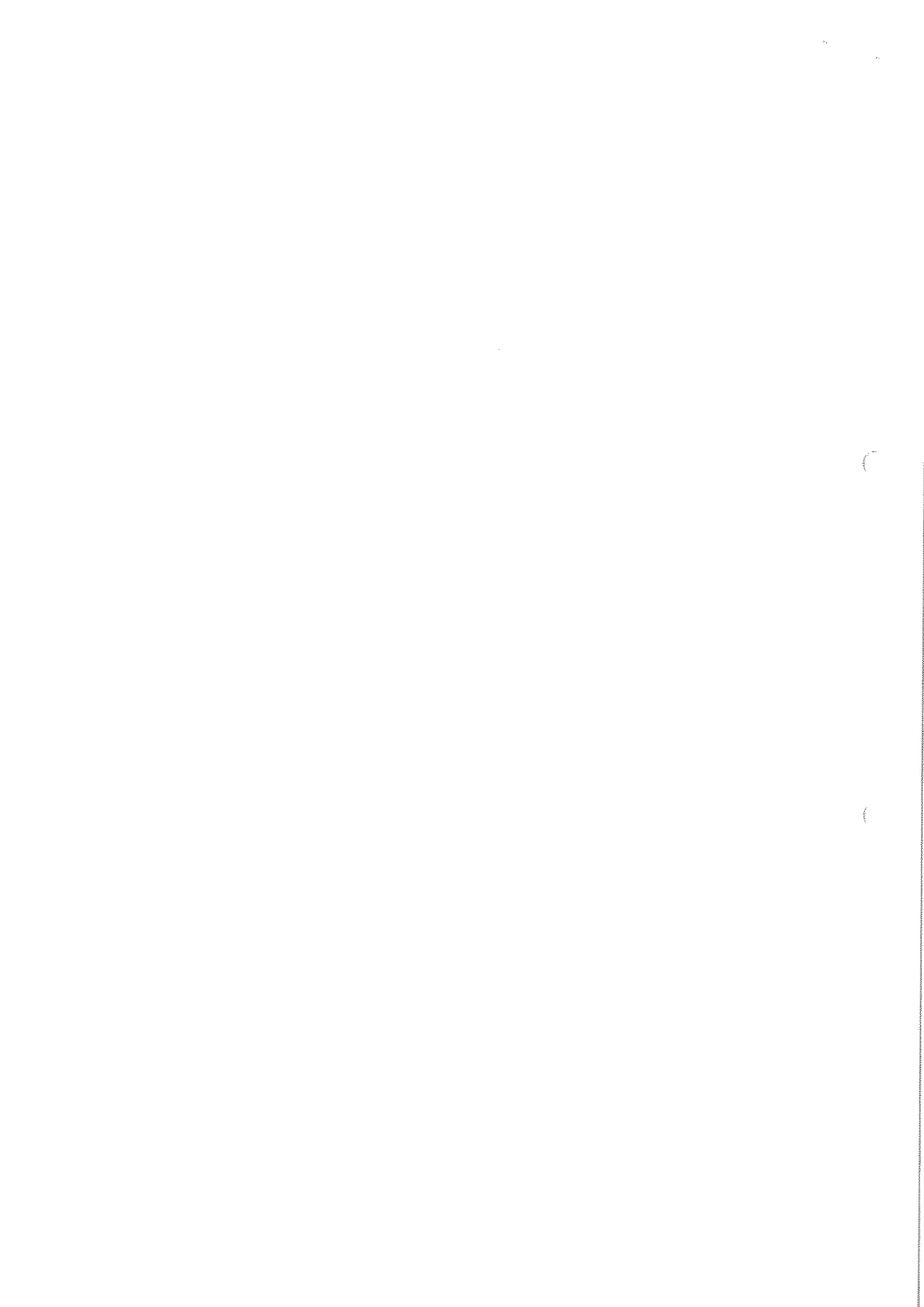
- 8.1 Roger Minett led the Corporation through a draft report on good practice which had been produced in response to requests raised at the Governors Residential.
- 8.2 RM proposed that Veronica Docherty takes this forward through the Framework Committee to produce a Strategic Framework review and it was proposed to add additional KIT sessions.
- 8.3 The Principal informed the Corporation that RM's entire remit is preparation for inspection.

Item 5 – Report from the Chair of Governance and Search Committee in relation to the meeting held on Thursday 5 September 2013

- 5.1 It was agreed that Item 5 and Item 6 would be taken together. The Deputy Chair provided a verbal overview of both meetings and confirmed that the draft minutes would be available at a subsequent meeting.
- 5.2 The Deputy Chair confirmed that the Governance and Search Committee will continue to review terms of office with the recommendation to either extend terms or search for new members.

Item 6 – Report from the Chair of Remuneration Committee in relation to meeting held on Thursday 5 September 2013

- 6.1 The Deputy Chair confirmed that the Remuneration Committee recommended further work on senior post holder job titles.
- 6.2 The Principal provided information on the proposal to change some senior post holder titles to Chief Officer as part of succession planning to create stability.



Item 7 – Updated Financial Forecasts 2013/14

- 7.1 BP led members through the updated Financial Forecasts for 2013/14 which had previously been presented to the Finance and Business Development Committee in June 2013.
- 7.2 BP led the Corporation through the main changes including FE 24+ Loans, Traineeships.

Item 9 – Revised Instruments and Articles of Government

- 9.1 BP provided information of the revised Instruments and Articles of Government and confirmed that they are to be amended and adopted as required.
- 9.2 The Corporation accepted and recommended the proposals set out by BP.

Item 2 – Open and Confidential Minutes of the Meeting held on 10 July 2013

The Chairman led the Corporation through the open and confidential minutes of the meeting held on 10 July 2013. It was agreed they were a true and accurate record of the meeting and could be signed by the Chairman.

Item 10 – Any Other Business

- 10.1 CS proposed the conversion of a KIT session to an additional Board meeting. The Chairman confirmed that the Principal should decide if this is required if there are any substantial issues to address.
- 10.2 The Principal updated the Corporation of the expression of interest for Kidderminster College.
- 10.3 The Principal provided information on the nominations for the Fellowship Awards which would be presented at the HE Awards Ceremony.
- 10.4 The Principal provided information on the visit from Samsung and the Royal Household that had taken place on 12 September 2013, the Principals Dinner and the Caterpillar Graduation Ceremony.

Signed.....  Date..... 11/12/2013

