

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 19 October 2010 at 4.00 pm in Meeting Room 1.

PRESENT:

C Harrigan (Chairperson)
I Billyard
Councillor G Driver
J Evans
A Gamble
M Himsworth
D Hutchinson
A Iveson
M Joyce
H Ramsden
M White
D Whiteley

IN ATTENDANCE:

E Dockrat (Skills Funding Agency)
T Wise (Skills Funding Agency)
D Pullein (Executive Director - Finance)
R Scanlan (Clerk to the Corporation and Executive Director - Support Services)
D Whitehead (Deputy Principal and Executive Director - Curriculum and Quality)
N Fearnside (Secretary – minutes)

**ACTION
BY AND
TARGET DATE**

1. CHAIRPERSON'S COMMUNICATIONS

1.1

I Billyard reported that notification has been received from Ofsted that they will be carrying out an Inspection of the College week commencing 8 November 2010. It was noted that the Governor briefing on Inspection given prior to the meeting was timely.

1.2

I Billyard had previously circulated a letter from the Department for Business, Innovation and Skills (BIS) regarding the re-classification of colleges as public sector organisations. The implications of this are not yet known.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from A Finn, J Speight and R Vollans.

4. PRESENTATION BY THE SKILLS FUNDING AGENCY

The Chairperson welcomed E Dockrat and T Wise of the Skills Funding Agency to the meeting. They had been invited to give a presentation regarding the Skills Funding Agency's "Future Scenarios – Facing the Challenges Ahead".

4. PRESENTATION BY THE SKILLS FUNDING AGENCY (continued)

E Dockrat is the Head of Provider Accounts and T Wise is the College's Accounts Manager.

The main purpose of the presentation was to clarify the role of the Skills Funding Agency, which had come into force in April 2010. Their role had been defined by the previous Government and E Dockrat stated that further changes were likely now that the coalition Government is in place. The Skills Funding Agency's main purpose is to contribute to the forecasting and planning which colleges are already doing and to provide information to enable the sector to make its own decisions. E Dockrat acknowledged that some colleges were already looking at their financial position in anticipation of the Government's Spending Review.

The revised grant letter from BIS to the Skills Funding Agency sets out the Government's key goals and ambitions. The main areas were Level 3 Apprenticeships; reducing the number of 18-24 year old NEETs; opportunities for the unemployed to gain skills; independent careers guidance; lifelong learning accounts and increased participation in adult and community learning. E Dockrat referred to two key documents: the Funding Methodology and the Skills Strategy (which would be launched at the AoC Conference).

A range of freedoms and flexibilities have been announced. The summary statement of activity has been removed; introduction of a single budget for post-19 Learner Responsive and Employer Responsive provision; no in-year performance management or reconciliation and no Ofsted inspections for outstanding colleges. £200m of Train to Gain funding will be re-directed (£150m to support additional Apprenticeships and £50m for capital investment).

The Skills Funding Agency no longer had planning responsibilities and would focus on funding and regulation, with limited intervention. In-year publishing of performance data would be required from providers. Colleges would take a more active role in communities. I Billyard confirmed that college representatives were trying to get on the Board of the Local Enterprise Partnerships to help influence decisions.

The post-19 Skills Investment over the last three years was noted and a reduction was forecast in 2010/11. It was also noted that post-19 provision had decreased each year, whereas 16-18 had increased.

The number of colleges with inadequate financial health is forecast to increase in 2010/11. C Harrigan asked if the Skills Funding Agency, in these instances, would suggest such colleges be merged; E Dockrat explained that Notices to Improve would be issued to such colleges and providers were being encouraged to find their own solutions.

Examples of the potential impact of the Spending Review were noted. Councillor Driver stated that local authorities were facing 20-25% cuts in funding which would have a significant effect on the private sector also.

In the future Minimum Contract Values (MCV) of £½m are anticipated with few exceptions. Currently 37% of provision in Yorkshire & Humberside falls below MCV (nationally this was 60%).

4. PRESENTATION BY THE SKILLS FUNDING AGENCY (continued)

E Dockrat emphasised that colleges need to be proactive and improve efficiency of delivery and space utilisation; fee generation was also essential.

Nationally there is a drive to create larger colleges, however from the information presented members agreed that these appeared to be less efficient than smaller colleges.

J Evans raised concerns as to whether this was a robust indicator for the College and the consequences for students and the College.

A Iveson asked whether major contractors could draw down funding themselves. E Dockrat confirmed that this was possible if the total was over the MCV; they would be subject to a quarterly review / reconciliation and close scrutiny.

The Chairperson thanked E Dockrat and T Wise for their presentation, which would be placed on the Governors' portal for information.

5. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 20 July 2010 and the minutes of the special meeting held on 15 September 2010 were approved as a true record.

6. MATTERS ARISING

20 July 2010

6.1 Ref Min 5.5

Taken under Agenda Item 13.2 g).

6.2 Ref Min 5.10

Actioned.

6.3 Ref Min 7

Actioned.

6.4 Ref Min 9

D Pullein confirmed that a credit note in respect of the increased fees had been received from RSM Tenon.

6.5 Ref Min 11

Taken under Agenda Item 12.

6.6 Ref Min 11

Actioned.

6.7 Ref Min 15

R Scanlan confirmed that a working group had met to discuss the Review of Governance. A paper would be presented for discussion at the next meeting.

6.8 Ref Min 18

Actioned.

6. MATTERS ARISING (continued)

6.9 Ref Min 21

Actioned.

15 September 2010

6.10 Ref Min 5

Actioned.

6.11 Ref Min 5

Actioned.

7. UPDATE ON JOSEPH PRIESTLEY COLLEGE

I Billyard gave a brief update with regard to the potential merger with Joseph Priestley College (JPC). The 3000 word paper had been submitted and the presentation to JPC's Board took place on 11 October 2010. Following JPC's Board meeting on 13 October 2010 a decision was made that Leeds City College was their preferred merger partner. However, should things not progress as expected the option to come back to Leeds College of Building was noted.

8. INDICATIVE ENROLMENTS FOR 2010/11

I Billyard presented a paper detailing 2010/11 enrolments.

FE

Learner Responsive 16-18 (all years) – target 1,496. The target for 1st year full-time students was 740, actual to date was 726. The planned internal target for Adult Learner Responsive 19+ was 634. The target for 1st year recruitment was 234, actual to date was 233.

Employer Responsive

Work-based Learning:

16-18: 404 against the planned overall recruitment of 440. 19+: 262 against the planned overall recruitment of 236. 25+: 71 against the planned overall recruitment of 78. Total: 737 against the overall target of 754.

Train to Gain:

A target of 933 starts had been set; it was noted that this was roll-on, roll-off recruitment.

HE

Leeds Metropolitan University – 174 actual numbers against the target of 166. WYLLN Enhancement Fund – 58 number against the target of 53.

Managing Agency Work

ConstructionSkills have only recruited 45 learners against a revised target of 71. BEST – the total contract value equates to £108,000 of income compared to £132,000 in 2009/10. City Training Services – 9 learners have been recruited against a target of 3. Wakefield MDC has only recruited 3 learners. JTL have recruited 5 learners against a target of 4.

It was noted that generally recruitment was more or less on track.

9. COLLEGE KEY PERFORMANCE INDICATORS

D Whitehead presented a paper outlining Key Performance Indicators for 2010/11; these have been compiled by the Senior Management Team. Targets for each area were detailed, together with actual 09/10 outcomes.

In respect of retention targets, Councillor Driver emphasised that the reasons for students dropping out needed to be recorded and investigated; he suggested that more rigorous reports at divisional level would be helpful.

D Whitehead agreed that retention was a major concern; further breakdown on retention would be investigated and discussed in detail at the Quality Committee and would be brought to the Board for consideration.

It was noted that targets would need revising when 09/10 benchmarks were released.

The Corporation approved the Key Performance Indicators for 2010/11.

10. SINGLE EQUALITY SCHEME

R Scanlan presented the Single Equality Scheme 2010-2013 and gave a brief overview. The Scheme outlines the College's commitment to implementing the Equality, Diversity and Human Rights Policy 2010/13. An action plan is included which highlights key actions and measures designed to ensure compliance with the Equality Act 2010.

The Corporation approved the Single Equality Scheme 2010-2013.

11. STUDENT DISCIPLINARY POLICY AND PROCEDURES

R Scanlan presented the revised Student Disciplinary Policy and Procedures and gave a brief overview. The revised Policy gave added clarity to staff and students. Standard templates have been included to aid consistency and ease administration. Training in dealing with disciplinary matters and investigating incidents will be given to appropriate staff.

A Gamble queried the timescales involved between stages. R Scanlan stated that there were no set timescales, each case was dealt with on an individual basis. He asked if students had been consulted on the Policy and Procedures. It was agreed that it would be taken to the next Student Liaison Committee meeting.

RS
7 Dec. 2010

The Corporation approved the Student Disciplinary Policy and Procedures, subject to any comments from the Student Liaison Committee.

12. UPDATE ON PROPERTY MATTERS

R Scanlan gave a brief update on property matters.

12. UPDATE ON PROPERTY MATTERS (continued)

As reported at the last meeting the Regent Street site was no longer being pursued. Following a search undertaken by GVA Grimley, R Scanlan and I Billyard had viewed a site at Hunslet (Black Bull Street). There were two possible plots available – 3.1 acres on the West side and 4.15 acres on the East side (which is the agent's preference for the College). The agents felt their client would be amenable to selling part of the 4.15 acres.

An informal exchange had taken place with the Planning Department and in principle there should not be a problem, providing other users were also on site, ie retail, residential. The Section 106 / 278 Agreements would need to be considered.

A meeting with the land agents was being progressed to discuss this further.

Notification of receipt of the Renewal Grant of £225k has been received from the Skills Funding Agency and tenders have been sent out to appoint consultants to the design specifications for the proposed work. This would include a range of M&E works and energy efficiency savings.

As reported previously the Enhanced Renewal Grant had not been approved.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES

13.1 Audit

- a) The minutes of the meeting held on 1 July 2010 were noted.

M Himsforth stated that the course costing model was now finalised and would be a good tool for Senior Management. It was noted that the audit contingency days had been reserved and could be used for any issues arising from the Spending Review.

13.2 Finance and General Purposes

a) Management Accounts for September 2010

D Pullein presented a management account position statement as at 30 September 2010. The following points were noted:

There were a number of significant variances to the Income and Expenditure account, all of which relate to profiling issues; this should even out through the year. The Government Grant is ahead of profile due to the changes in the ER payment profile.

No problems were noted on the Key Performance Indicators. Pay as a percentage of income was very low due to high income levels at this time of year; this will increase over the coming months.

YPLA Learner SLNs were currently 936 against a target of 1,541. Learner Numbers were currently 1,159 against a target of 1,496. The SLN Ratio is currently 0.81 against a target of 1.03.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES (continued)

13.2 Finance and General Purposes (continued)

a) Management Accounts for September 2010 (continued)

The “single pot” funding for adult learning has resulted in no SFA Learner Number or SLN targets for 2010/11. Details of the allocations in each area were shown, together with Period 2 actual. Forecast outturns will be included next month.

Details of the 16-18 Apprenticeship numbers and funding would be added to next month’s management accounts.

The Income and Expenditure account shows a good start against budgets for the year. The Balance Sheet is strong and healthy; total reserves stand at £11,325,000.

Money Market Deposits showed a total of £7,514,071; however the actual figure was £5,514,071 due to a deposit of £1m with RBS being placed for three short periods within the month.

The Corporation received the Management Accounts for September 2010.

b) Draft Accounts for 2009/10

D Pullein presented a summary of the draft Income and Expenditure account for 2009/10, which is subject to approval by the Auditors.

D Pullein stated that two versions of the accounts have been produced, on KPMG’s advice, reporting the FRS17 situation in different ways (either through Income and Expenditure or through STRGL); it is yet to be decided which version will be used and advice should be available by the end of November 2010. The pension deficit is now calculated on the Consumer Price Index (CPI) and not the Retail Price Index (RPI) which has resulted in a one-off ‘credit’ to the accounts of £912k.

The final accounts will be signed off in December 2010.

The Corporation received the Draft Accounts for 2009/10.

c) Reconciliation of June 2010 Forecast Outturn to Final Accounts

D Pullein presented a reconciliation statement outlining the reasons for the surplus of £2,212m at the end of July 2010 (if the CPI gain is shown through Income and Expenditure), compared to the forecast outturn in June 2010.

The 16-18 funding had not been clawed back as previously forecast. The FRS17 figure had been recalculated on the Consumer Price Index and therefore the liability had been reduced. An underspend at the end of the year on non payroll expenditure was a factor, together with early achievement of Apprenticeships planned for August 2010.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES (continued)

13.2 Finance and General Purposes (continued)

c) Reconciliation of June 2010 Forecast Outturn to Final Accounts (continued)

It was agreed that an explanation for this surplus would need to be given to staff.

The Corporation received the Reconciliation of June 2010 Forecast Outturn to Final Accounts.

d) Draft LCB Enterprises Accounts for 2009/10

D Pullein presented the draft LCB Enterprises Accounts for 2009/10. It was noted that LCB Enterprises had been set up through Deloitte and only a small number of transactions have been put through the company. A loss of (£12,337) was noted.

A letter was required from the College confirming that the College will not repay the loan given to LCB Enterprises prior to any external creditor claims being paid. This was agreed. D Pullein would action this appropriately.

DP
14 Dec. 2010

The final accounts will be presented at the next Corporation meeting in December 2010.

DP
14 Dec. 2010

The Corporation received the Draft LCB Enterprises Accounts for 2009/10.

e) Report on bids and other potential sources of income

D Whitehead presented a report outlining bids and other potential sources of income for 2010/11.

Funding was still coming through WYLLN. The Ministry of Justice contract was progressing and this was being delivered nationally. Although a bid for 45 Young Apprenticeships had been submitted only one group of 15 had been recruited through the schools. Various bids were being progressed through the Enhancement Fund.

The Education Contracts and full cost recovery work were noted.

Other projects in the pipeline included a potential bid for ESF NEETs; a city-wide DWP bid through WYCC; sub-contracting work with a couple of private training providers and an Equality & Diversity bid through LSIS. C Harrigan asked that potential bids be added to the sheet for information also.

DW
15 Nov. 2010

Councillor Driver suggested that graphical charts would be useful, showing a three year trend.

The Corporation received the report on bids and other potential sources of income.

f) The minutes of the meeting held on 20 July 2010 were noted.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES (continued)

13.3 Quality

a) i) Learner Responsive Performance Report (LRPR) 2008/09

D Whitehead presented a report detailing the College's Learner Responsive Performance for 2008/09, based on the previous year's validated return.

The report detailed a summary of the number of learners on role and those generating SLNs (in-year).

The gender breakdown showed that for 16-18 94% were male and 6% female. For 19+ 84% were male and 16% female.

The breakdown by ethnicity showed that for 16-18 90% were White British and for 19+ this was 81%.

63% of 16-18 learners were from Leeds and for 19+ this was 44%. The remainder of learners came from outer areas such as Kirklees, Wakefield, Bradford etc.

The breakdown by Sector Subject Area (SSA) showed that the majority of 16-18 and 19+ learners were on SSA5 (Construction).

Success Rates for 16-18 on all long qualifications was 78% (+1% above NR); Retention Rate was 81% (-5% below NR) and Achievement Rate was 90% (+6% above NR). 19+ Success Rate was 81% (+6% above NR); Retention Rate was 84% (-1% below NR) and Achievement Rate was 96% (+8% above NR).

Retention is a major concern for both 16-18 and 19+ and this is reflected in the Self Assessment Reports.

Success Rates for 16-18 and 19+ for long courses by Sector Subject Areas were noted. Retention Rates for all SSAs (except SSA1) for 16-18 were below NR and for 19+ the majority were above NR. Achievement Rates for both 16-18 and 19+ were above NR.

Equality Performance data showed that 16-18 males performed better than females at Levels 1 and 3 in particular. 19+ performance is above NR and shows that female performance at Level 3 is below their male counterparts.

Ethnicity data showed a mixed picture for Success Rates and Retention Rates but it was noted that large variations were due to the small number of learners involved.

The Value Added (VA) score for providers has been calculated by the Department for Education and measures the progress of learners between Key Stages 4 and 5. The VA average point score nationally is 1000 and LCB's score is 1020.

The Learner Achievement Tracker Value Added (LAT VA) measures progress in Level 3 graded qualifications and the results were noted.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES (continued)

13.3 Quality (continued)

a) i) Learner Responsive Performance Report (LRPR) 2008/09 (continued)

D Whitehead reported that Inspectors would be checking the 08/09 data on 26 October 2010, due to various errors being identified. However, the Executive Team felt that this was mainly due to start dates across years in particular and this was being investigated with the DIS Manager.

The Corporation received the Learner Responsive Performance Report for 2008/09.

a) ii) Employer Responsive Performance Report (ERPR) 2008/09

D Whitehead presented a report detailing the College's Employer Responsive Performance for Apprenticeships and Train to Gain, based on Period 15 data.

Apprenticeships over the last four years for Overall Success Rate (OSR) and Timely Success Rate (TSR) have shown an upward trend. Period 15 OSR was 75% (+4% above NR) and TSR was 73% (+14% above NR).

Advanced Apprenticeships – OSR was 85% (+13% above NR) and TSR was 75% (+24% above NR).

810 Apprentices were male (98%) and 13 female (2%). Success Rates for both exceeded NR.

774 Apprentices were White British, with 49 from various other ethnic backgrounds. Success Rates were above NR in 2008/09.

A breakdown of learner numbers by Learning Difficulty was noted; Success Rates for these learners were significantly better than the NR.

65 Apprentices declared a disability and Success Rates for the majority of these were above NR.

The overall Train to Gain summary was very favourable against NR; OSR was +5% above and TSR was +13% above. 90% of Train to Gain participants in 2008/09 were male and 10% female. Success Rates for those with a declared Learning Difficulty were above NR.

The Corporation received the Employer Responsive Performance Report for 2008/09.

b) Internal College Learner / Employer Responsive retention, achievement, success and framework rates for 2009/10 (as at 11 October 2010)

D Whitehead presented a report detailing the College level summary of performance for 2009/10 (as at 11 October 2010).

Appendix 1 showed the College level performance by expected end year at all levels and was broken down to Notional Levels 1-H across 16-18 and 19+ for Learner Responsive performance.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES (continued)

13.3 Quality (continued)

b) Internal College Learner / Employer Responsive retention, achievement, success and framework rates for 2009/10 (as at 11 October 2010) (continued)

Appendix 2 showed Key Skills performance for 16-18 and 19+ at summary level and broken down to individual Key Skills area and levels by expected end year.

Appendix 3 showed Success Rates for long courses for 16-18 and 19+ broken down into Sector Subject Areas.

Appendix 4 showed Overall and Timely Success Rates for framework completions for Apprenticeships and Advanced Apprenticeships.

Appendix 5 showed Overall and Timely Success and Achievement Rates for Train to Gain at all levels and broken down to Levels 1-4.

Overall Achievement Rates for long qualifications (all ages) were 94% (+5% above NR); short qualifications increased by 11% to 92% (+4% above NR); very short qualifications were 95% (equal to NR).

With respect to OSR for Apprenticeships, the same level was sustained (ie 76%), however for Advanced Apprenticeships this declined from 86% to 76% (both still remain above the NR). TSR for both Apprenticeships and Advanced Apprenticeships were above NR by +19% and +25%.

Train to Gain OSR has shown a three year upward trend to 90.8% (+5% above NR). TSR has also improved on previous year to 85% (+14% above NR).

Overall Success Rates for long qualifications have decreased by 3% to 75% (-1% below NR). Overall Retention Rates for long qualifications have also decreased by 1% to 80% (-5% below NR).

Retention is the major issue / concern and has obviously had a considerable impact on Success Rates and Frameworks across all areas of the College. Retention strategies will be a key item for discussion at the next Quality Committee. The Chairperson asked that a report be presented to the next Corporation meeting for discussion. College performance would also be the main focus of the Governors' Away Day.

The Corporation noted the Internal College Learner / Employer Responsive retention, achievement, success and framework rates for 2009/10.

c) College's retention, achievement and success rates for gender and ethnicity for 2009/10

D Whitehead presented a report detailing Success, Retention and Achievement Rates by gender and ethnicity for 2009/10.

16-18 Success Rates for males was 74% and 70% for females; whilst 19+ Success Rates showed 76% for males and 80% for females.

DW
14 Dec. 2010

13. **MINUTES AND REPORTS FROM SUB-COMMITTEES** (continued)

13.3 **Quality** (continued)

c) **College's retention, achievement and success rates for gender and ethnicity for 2009/10** (continued)

Success Rates for 16-18 BME groups showed a mixed picture, with retention having an impact across all groups. At 19+ the College overall rate is 76%, with little differential across age ranges, with a similar picture on 16-18 by group.

The College Success Rate overall for learners with a disability is 74% and Achievement Rate is 94%.

Details of the Success and Achievement Rates for learners with a Learning Difficulty were shown in Appendix 4 and broken down into Notional Levels. Generally they were in line with the College rate, although some individual areas were lower.

D Whitehead reported that some areas have narrowed the gap, although this was based on small volumes.

The Equality & Diversity Officer continues to monitor information and will advise, guide and assist in implementing actions as appropriate to support improvements.

The Corporation noted the College's retention, achievement and success rates for gender and ethnicity for 2009/10.

d) **Quality Enhancement Strategy**

D Whitehead presented the revised Quality Enhancement Strategy. Minor changes were highlighted in bold and italic.

The Corporation approved the revised Quality Enhancement Strategy.

e) **IQER Summative Review Report**

D Whitehead presented the IQER Summative Review, which has now been published.

The Review Team concluded that there was "confidence" in the College's management of its responsibilities for the standards of the awards offered and for the quality of learning opportunities provided. The Team also concluded that "reliance" could be placed on the accuracy of public information. "Confidence" is the highest grade awarded.

Good practice points were noted in the Executive Summary. Only two Desirable recommendations were noted; there were no Advisable or Essential recommendations made. An action plan has been produced and was noted with the Report. The Chairperson thanked D Whitehead for the report and felt it was a commendable achievement.

The Corporation received the IQER Summative Review Report.

13. MINUTES AND REPORTS FROM SUB-COMMITTEES (continued)

13.3 Quality (continued)

f) Leadership and Management Self Assessment Report 2009/10

D Whitehead presented the Leadership and Management Self Assessment Report for 2009/10.

The report has now been validated by the Validation Panel, which included Governor / Employer representatives and College Senior and Middle management. Grades for all Curriculum and Support areas have also been validated.

Key Strengths and Areas for Improvement were noted; with Retention being the major concern.

A Grade 2 for Outcomes for Learners (A1) has been agreed, although this was broken down with 14-16 Grade 2, LR Grade 3 and ER Grade 2.

D Whitehead stated that some grades had been amended by the Validation Panel after discussion. The overall grades agreed were as follows:

Overall Effectiveness	Grade 2
Capacity to Improve	Grade 2
Outcomes for Learners	Grade 2
Quality of Provision	Grade 2
Leadership and Management	Grade 2
Safeguarding	Grade 2
Equality and Diversity	Grade 2

An action plan addressing the Areas for Improvement was included in the Self Assessment Report.

H Himsworth reported that the validation process is rigorous and the agreed grades were arrived at following a great deal of discussion.

The Corporation noted the Leadership and Management Self Assessment Report for 2009/10.

g) The minutes of the meeting held on 1 July 2010 were noted.

Governance:

14. RE-APPOINTMENT OF R D ROBERTS AS AN EXTERNAL MEMBER OF THE SEARCH COMMITTEE

The Clerk reported that R D Roberts' term of office expired at the end of September and the Corporation were asked to consider his re-appointment.

The Corporation approved the re-appointment of R D Roberts as an external member of the Search Committee for the period 19 October 2010 – 30 September 2014.

15. RE-APPOINTMENT OF J SPEIGHT AND R VOLLANS AS STUDENT REPRESENTATIVES ON THE BOARD

The Clerk reported that both J Speight and R Vollans had again been nominated by the Student Union as Student Representatives on the Board; both students were on second year full-time programmes.

The Corporation approved the re-appointment of J Speight and R Vollans as Student Representatives on the Board for the period 19 October 2010 – 31 July 2011.

16. REVISED GOVERNORS' CODE OF CONDUCT

The Clerk presented the revised Code of Conduct for consideration. The Code of Conduct is produced by Eversheds and is regularly updated.

The revised edition takes account of the changes in the College's funding arrangements, although the revised summary of the financial memorandum is still awaited from the Young People's Learning Agency (YPLA) and Skills Funding Agency (SFA). Other changes to the Code were only minor.

The Corporation approved the revised Governors' Code of Conduct.

17. PERFORMANCE INDICATOR INFORMATION FOR THE CORPORATION FOR 2009/10 AND RESULTS OF THE GOVERNORS' SELF ASSESSMENT QUESTIONNAIRE

The Clerk presented information on the achievement of performance indicators for the Corporation for 2009/10. Most of the Performance Indicators have been achieved. However, actual attendance at Corporation meetings was 73% against a target of 75% and the target for attendance at training sessions had not been achieved by all members. However, the involvement of Corporation members has been very positive.

The Clerk reported that fourteen Governors' Self Assessment questionnaires had been sent out and ten responses received. Suggestions / comments made would be taken on board and actioned.

The Clerk stated that this would be the last Self Assessment in this format; this was being looked at as part of the Governance Review and a revised process would be discussed later in the year.

The Corporation noted the Performance Indicator information for the Corporation for 2009/10 and results of the Governors' Self Assessment Questionnaire.

18. REVIEW OF CONFIDENTIAL ITEMS 2009/10 AND RELEASE OF INFORMATION

The Clerk reported that there had been five instances during 2009/10 where various confidential items had been considered by the Corporation and sub-committees. It was agreed that this information could now be released.

The Corporation approved the release of confidential minutes / papers from: Employment Committee 25 May 2010; Corporation 28 October 2009, 16 March 2010 and 15 June 2010.

18. REVIEW OF CONFIDENTIAL ITEMS 2009/10 AND RELEASE OF INFORMATION (continued)

It was agreed that the status of the Remuneration Committee minutes should remain as “confidential”.

19. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 14 December 2010 at 3.30pm.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: