

# LEEDS COLLEGE OF BUILDING

## CORPORATION MEETING

Minutes of the meeting held on Tuesday 14 December 2010 at 3.30 pm in Meeting Room 1.

### PRESENT:

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

### IN ATTENDANCE:

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

C Harrigan noted that it was M Himsworth's last meeting and invited members to join him for a drink after the meeting.

### 1.2

C Harrigan reported that a letter had been circulated by RSM Tenon at the Joint Audit and Finance & General Purposes meeting confirming that the College has now been classified as "Risk Enabled" on Risk Maturity, the top category. This was a very positive step forward and the Auditors confirmed that this was the highest rating and was rarely given. C Harrigan thanked M Himsworth on behalf of the College and Business Continuity Team for his commitment in driving Risk Management forward.

## 2. DECLARATION OF INTEREST

There were no declarations of interest.

## 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from A Finn, A Gamble, M Joyce, J Speight, R Vollans and D Whiteley.

#### 4. MINUTES OF THE LAST MEETINGS

The minutes of the meeting held on 19 October 2010 and the special meeting held on 22 November 2010 were approved as a true record, with the following amendments:

##### **Meeting held on 19 October 2010**

- P Rogerson reported that he had tendered his apologies; this was noted.
- Item 13.2 d) should read "A letter was required from the College confirming that the College will not seek to have the loan given to LCB Enterprises repaid prior to any external creditor claims being paid".

#### 5. MATTERS ARISING

##### **Meeting held on 19 October 2010**

##### **5.1 Ref Min 6.7**

R Scanlan confirmed that a Review of Governance would be considered at the Governors' Away Day on 31 January 2011.

##### **5.2 Ref Min 11**

R Scanlan confirmed that the Student Disciplinary Policy and Procedures had been considered by the Student Liaison Committee; no comments had been received.

##### **5.3 Ref Min 13.2 d)**

Actioned.

##### **5.4 Ref Min 13.2 d)**

Taken under Agenda Item 7.

##### **5.5 Ref Min 13.2 e)**

Actioned. An update on bids and other potential sources of income would be taken to each F&GP meeting in future.

##### **5.6 Ref Min 13.3 b)**

Taken under Agenda Item 13.3 a).

##### **Meeting held on 22 November 2010**

##### **5.7 Ref Min 5**

R Scanlan reported that an 'informal' offer of £425k per acre had been submitted for the land at Black Bull Street. No formal feedback has yet been received although the agents felt that the offer was too low.

R Scanlan had been informed that Gladedale, the company who owned the land, may now be in Administration; however this was yet to be confirmed. M White asked if this could delay the process, the implications were not known.

It was noted that costs in the region of £60/70k per acre were possible with regard to contamination liabilities.

Following discussion at the F&GP meeting earlier in the day it was felt that formal approval to purchase the land was required from the SFA and this would be progressed as appropriate, bearing in mind the need for outline planning permission.

**5. MATTERS ARISING** (continued)

**5.7 Ref Min 5** (continued)

It was noted that R Scanlan and I Billyard were meeting with another party to discuss alternative opportunities.

**6. PRINCIPAL'S REPORT INCLUDING ENROLMENT STATISTICS FOR 2010/11**

I Billyard presented the Principal's Report for Autumn 2010. The following points were noted:

Final figures for 2009/10 were noted, together with enrolment figures for 2010/11 (as at 4 December 2010).

The College has now received notification of approval as one of the Regional Hubs for the National Skills Academy for Environmental Technologies. The other Regional Hub in Yorkshire & Humber had been approved for Bradford College and concerns were noted regarding the close proximity. P Rogerson asked if the College would be inhibited in running these courses due to space limitations; D Whitehead reported that at the current time this was not a problem although this may change in the future due to the number of qualifications to be offered.

P Rogerson stated that the Report was very comprehensive and very positive to read.

**The Corporation received and noted the Report.**

**7. MEMBERS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2010**

D Pullein presented the Members' Report and Financial Statements for the year ended 31 July 2010. The following points were noted:

The key performance indicators have been met. Pay as a percentage of income dropped to 63% due to the re-structuring exercise undertaken. Cash days in hand increased to 145 days as a result of no significant capital monies being spent.

In KPMG's opinion the financial statements give a true and fair view of the financial position of the College, have been properly prepared and the income and expenditure correctly applied during the year.

A consolidated income and expenditure account has been prepared to incorporate LCB Enterprises Ltd. It was noted that income had risen by 4%; £19.2m in 2009/10 compared to £18.4m in 2008/09. A surplus of £490k was made in 2009/10, after the £816k Landsbanki debt had been written off.

The Balance Sheet remains very strong and overall reserves at 31 July 2010 stood at £10,157 million.

**7. MEMBERS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2010** (continued)

The pension deficit decreased from £4.1m to £3.5m due to the change from RPI to CPI.

The College now has a subsidiary company, LCB Enterprises Ltd., which is wholly owned by the College; a deficit of £12k was noted.

The FRS17 assumptions would be explored further through actuaries and D Pullein would report back at the next meeting.

DP  
22 March 2011

J Evans asked if the change to CPI (from RPI) would affect individuals' pensions. D Pullein confirmed that it would not and felt it was a more sensible basis of calculation.

Overall the final results were very pleasing in light of a very difficult year.

**The Corporation approved the Members' Report and Financial Statements for 2009/10.**

**8. BOARD REPRESENTATION LETTER TO KPMG**

The Board Representation Letter to KPMG was noted and the Corporation authorised the signing of it by the Chairperson.

**9. EQUALITY AND DIVERSITY ANNUAL REPORT FOR 2009/10**

R Scanlan presented the Equality and Diversity Annual Report for 2009/10. The report outlined positive actions taken across the College throughout the year.

Various training sessions have taken place including Health & Safety Risk assessments for Team Education, Mental ill Health Awareness, First Steps training and Employment Briefings.

Partnership projects included Kick Racism out of Football tournaments, 'New Jobs Fund' for young people aged 16-24 and 'Stop Hate Crime UK' tutorials.

A grade 2 (Good) was awarded for Equality & Diversity during the recent Ofsted Inspection. Inspectors did however state that Equality & Diversity still needed further embedding in curriculum areas.

Various activities took place on all College sites during Diversity Week.

Equality and Diversity student statistics were included within the report, which monitor the participation, retention and achievement rates by ethnicity, gender, disability and learning difficulty of students on full-time, substantial part-time and WBL programmes. All Faculty staff are aware of these statistics.

D Whitehead noted that Inspectors did feel that the gap on gender / ethnicity success rates had narrowed over the last few years.

**9. EQUALITY AND DIVERSITY ANNUAL REPORT FOR 2009/10** (continued)

Information on the College's equality and diversity staffing profile were also included; these were presented to the Employment Committee.

Councillor Driver was pleased to see the success rates of female students and asked if it was possible to see a further breakdown of ethnic / females within groups. He also asked if 'Looked After Children' were monitored during their time at College. R Scanlan reported that they were, through Student Services.

P Rogerson asked if the College had links with the Prince's Trust. This was confirmed and it was reported that a Painting & Decorating project was currently taking place.

C Harrigan emphasised that Safeguarding activities were also linked closely with Equality and Diversity and felt that these were embedded well within College.

**The Corporation received the Equality and Diversity Annual Report for 2009/10.**

**10. HEALTH AND SAFETY ANNUAL REPORT FOR 2009/10**

R Scanlan presented the Health and Safety Annual Report for 2009/10.

There had been a decrease of 5% in the number of reported injuries; together with a reduction in the number of persons required to attend A&E and the number of RIDDOR injuries.

Monitoring of dust and fumes has taken place in Plastering, Brickwork, Joinery and Welding (arc). Appropriate control measures have been introduced and regular monitoring will take place. P Rogerson felt that monitoring of silica content for brickwork activities was a positive step forward and was a current issue for the industry.

As part of the Safeguarding Action Plan a review of Work Experience has taken place. A slight change in Policy resulted from this review. Personal risk assessments for students are now in place and 62 personal Health & Safety risk assessments were carried out in 2009/10 and distributed to the appropriate people.

Changes in British Safety Council auditing requirements resulted in changes to the College's internal audit / assessment of Health & Safety. The new Health & Safety Q&A observations will contribute to the evidence required to maintain the OHSAS 18001 certification.

J Evans asked about students' views on Health & Safety. Students are asked if they feel safe at College through the SPOC questionnaire; 93% agreed they did feel safe. Students were also asked about Health & Safety by the Ofsted Inspectors. Very rigorous Health & Safety procedures are in place, eg long sleeves and goggles must be worn in some curriculum areas. Students' understanding of their Employment Rights and Responsibilities was high and very thorough Health & Safety inductions are carried out. The College was judged to be Outstanding (Grade 1) for Health & Safety by Ofsted.

**10. HEALTH AND SAFETY ANNUAL REPORT FOR 2009/10** (continued)

**The Corporation received the Health and Safety Annual Report for 2009/10.**

**11. SAFEGUARDING (CHILD PROTECTION) ANNUAL REPORT FOR 2009/10**

R Scanlan presented the Safeguarding (Child Protection) Annual Report for 2009/10.

The following points were noted:

- The revised Safeguarding Policy (Child Protection) was approved at the Corporation meeting on 20 July 2010.
- The designated Child Protection Officer is J Miah and the Deputy Child Protection Officer is M White, the designated Governor for Child Protection issues is C Harrigan and R Scanlan is the designated senior member of staff.
- A safeguarding group has been established and a safeguarding action plan is being implemented.
- Various training sessions / updating have taken place during 2009/10 including Level 2 & 3 Safeguarding Training for designated persons and Safeguarding Awareness sessions for all staff.
- There has been a strong promotion amongst students with poster displays at all sites. 'Safety Cards' containing details of designated Child Protection staff are available and promotion events throughout the year, eg Mental ill Health Week, Anti-bullying Week and Black History month.
- Eighteen referrals were made during the year; a breakdown was included in the report for information. Nine cases were closed out and nine remain live.
- Councillor Driver expressed surprise that only one 19+ student had been referred. R Scanlan stated that 19+ students were referred by staff and 16-18 year olds mainly through Personal Advisors. It was noted that only full-time students have Personal Advisors. Student Services staff hold induction sessions so students know who to go to.
- Councillor Driver stated that Nigel Richardson, the new Director of Children's Services, was keen that Leeds is seen as a young persons' city and felt it would be helpful if the Principal met with him.
- Areas identified in the self assessment report for action in 2010/11 include 'Care and Control' training for Team Education staff and training for AFMs and teaching staff when dealing with student disciplinary issues.

**The Corporation received the Safeguarding (Child Protection) Annual Report for 2009/10.**

**12. UPDATE ON PROPERTY MATTERS**

This was taken under Agenda Item 5.7.

### 13. MINUTES AND REPORTS FROM SUB-COMMITTEES

#### 13.1 Audit

##### a) Audit Highlights Memorandum and Management letter for 2009/10

E Casson from KPMG presented the Audit Highlights Memorandum and Management Letter for 2009/10.

The purpose of the audit is to report to the Corporation whether (in KPMG's opinion) the financial statements give a true and fair view of the financial position of the College; they have been properly prepared and expenditure / income applied for the purposes intended.

The following points were noted:

The FRS17 assumptions were noted and overall these assumptions fall within an acceptable range. Due to the change to CPI, rather than RPI, as a means of determining pension increases for the West Yorkshire Pension Fund, the resulting gain will be recognised through the Statement of Total Recognised Gains and Losses (STRGL). However, there is no clear direction on this and should it be necessary to report this gain through Income and Expenditure this would be adjusted next year.

Confirmation of the College's final funding position for 2009/10 have now been received.

One unadjusted audit difference of £59k was noted. This related to a historic problem where accrued income in relation to ConstructionSkills and Leeds City Council contracts was recorded in the wrong financial year. This will be discussed in order to address for next year.

The College has made a fully compliant corporate governance statement, which was reviewed by KPMG and considered to be consistent with the process followed by the College during the year.

Matters for future consideration included the impact of decisions arising from the Comprehensive Spending Review, changes to the Joint Audit Code of Practice and International Financial Reporting Standards (IFRS).

Follow up of the recommendations raised in the 2008/09 management letter included:

- Deposit Account Reconciliation – this error has been in place since the implementation of the College's financial system and cannot be rectified by Symmetry. KPMG have recommended that this should be removed and this was agreed.
- Staff Number Calculations – this has been actioned and staff numbers are now based on average FTEs.

The Regularity Audit has been completed and no observations were made.

**The Corporation received the Audit Highlights Memorandum and Management letter for 2009/10.**

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

**13.1 Audit** (continued)

**b) Internal Audit Annual Report for 2009/10**

M Himsworth presented the Internal Audit Annual Report for 2009/10.

Under the new traffic light system Governance, Risk Management and Control were all highlighted as 'Green, indicating full assurance. An unqualified Internal Audit opinion was therefore received.

**The Corporation received the Internal Audit Annual Report for 2009/10.**

**c) Committee's Annual Audit Report for 2009/10**

M Himsworth presented the Audit Committee's Annual Report for 2009/10.

M Himsworth pointed out that the report was not draft but the final version for approval and in the sixth paragraph should read "In **2010/11** the College was selected.....".

Key issues from the meetings in 2009/10 were attached to the report and noted.

**The Corporation approved the Audit Committee's Annual Report for 2009/10, subject to the minor amendments above.**

**d) Revised Risk Management Policy, Strategy and Procedures**

D Whitehead presented the revised Risk Management Policy, Strategy and Procedures. Changes were shown in bold italic. The main change is that risks are now categorised according to priority and not necessarily by the Top Risks.

Councillor Driver felt that the cuts in public sector funding needed to be included in the Risk Register. Following discussion it was agreed this was adequately covered as noted under Agenda Item 13.1 e.

**The Corporation approved the revised Risk Management Policy, Strategy and Procedures.**

**e) Business Continuity Report**

D Whitehead presented the Business Continuity Report for the period June 2010 to November 2010.

The Covalent Risk Management software is now embedded and Key Performance Indicators have been agreed.

The "Buddy" system continues to review existing, new and emerging risks.

The Risk Register currently lists 172 risks and the report included details of changes over the period. Five risks were made inactive and four risks were added to the Register.

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

**13.1 Audit** (continued)

**e) Business Continuity Report** (continued)

It was agreed at the last Business Continuity meeting that some risks, although not numerically risk rated high, may still be of significant importance and therefore Top Risks would now be classed as Priority 1 Risks.

The College is part of the Leeds City Centre Emergency Planning Network and a Business Continuity event took place recently involving the majority of Leeds colleges.

Confirmation has been received that the College is now classed as "Risk Enabled" (moving from "Risk Managed"). This is the highest rating available and members agreed that this was an excellent result.

Appendix 1 detailed the Priority 1 Risks. D Pullein stated that COL10, COL18, FIN20 and ODL04 were all linked to Councillor Driver's point regarding cuts in public sector funding.

**The Corporation received the Business Continuity Report for 2009/10.**

**f) Draft minutes of the meeting held on 23 November 2010**

The draft minutes of the meeting held on 23 November 2010 were noted.

**13.2 Finance and General Purposes**

**a) Management account position statement as at 30 November 2010**

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

Key Performance Indicators are all on target. The cash balance currently stands at £8.1 million.

YPLA Learner SLNs are currently 1,365 against a target of 1,541. Learner Numbers are currently 1,149 against a target of 1,496. The SLN Ratio is currently 1.18 against a target of 1.03.

The LR01 return to the YPLA has now been submitted; this informs the College's funding allocation for next year. The allocation for next year will be reduced as the target has not been met. D Pullein and D Whitehead are currently investigating the curriculum plan to ascertain which areas had not recruited to plan. The SLN / Learner Ratio should increase next year which will offset some of the funding lost.

The YPLA 16-18 allocation for this year is £5,843,673 and actual to date is £4,979,560. It was noted that there may be no further transitional relief after 2010/11; a letter appealing against this has been sent to the YPLA but it was not anticipated that this would be successful.

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

**13.2 Finance and General Purposes** (continued)

**a) Management account position statement as at 30 November 2010** (continued)

The 16-18 Apprenticeship allocation is £1,934,451. The College has set an internal budget amount of £1,611,321 which is expected to be achieved. Student numbers are well down.

A column outlining the target / capacity has been included on the Apprenticeship Numbers for information.

Details of the SFA 19+ funding allocations were shown, together with Period 4 actual. No forecast outturns were available but it was anticipated that these would be included in next month's accounts.

Income targets are ahead of expectations with Train to Gain income targets being the only area of concern. Meetings are taking place regularly with the OSAT Manager and various initiatives are being implemented to hopefully improve recruitment.

16-18 Learner Numbers are down on target for 2010/11 and compared to the same point in 2009/10. The 16-18 funding allocation is currently paid regardless of delivery and will not affect 2010/11 income. However, it is a real concern for 2011/12 as these numbers will inform the allocation process.

Some qualifications are not yet on the Qualifications and Credit Framework (QCF) and it is therefore difficult to estimate income correctly. It is anticipated that this will be resolved for December's Management Accounts.

The Income and Expenditure account shows a good start against budgets for the year. There is a large variance on tuition fees which is due to Team Education invoices not yet being issued; this is being progressed. The Balance Sheet is strong and healthy; total reserves stand at £10,479,000.

The Debtors report shows that currently £5,642 of bad debts have been written off. There were no issues to note on the Creditors report.

The cashflow forecast currently stands at £8,199,023, with 174 cash days in hand. The long term cashflow forecast was noted.

The part time hours analysis shows some variances and these are currently being investigated.

Money Market Deposits show a total of £6,518,199. A discussion took place on the merits of placing deposits for a fixed period of 12 months to secure better interest rates. However, it was agreed that the current policy would be retained.

The Refectory Accounts were noted.

**The Corporation received the Management Accounts for November 2010.**

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

**13.2 Finance and General Purposes** (continued)

**b) Tuition Fee Levels for 2011/12**

D Pullein presented the proposed tuition fee structure for 2011/12. This had previously been discussed at the Finance & General Purposes meeting.

Previously the College has calculated tuition fees by dividing courses into bandings according to the guided learning hours but this has not addressed the issue of reaching the Government's desired 50% contribution to fees. It is proposed to raise the cost of courses which currently charge a tuition fee to 70% of the 50% contribution; with courses that currently have no fee moving to a standard tuition fee equivalent to 30% of the 50% contribution made by the SFA.

Changes to fee remission categories are also being introduced by the Government which will result in more people having to pay fees.

It was acknowledged that increasing tuition fees may lead to lower recruitment and could cause difficulties for some students / employers, however instalment facilities (up to 3) would be made available.

Members felt that other options, such as discounts for early payment or discounts for students progressing on to higher levels should be investigated as incentives. This would be discussed further with the Marketing & Communications Manager.

**The Corporation approved the tuition fee levels for 2011/12, subject to the above being taken into consideration.**

**c) Skills Funding Agency Letter on the Assessment of the College's Financial Health**

The College's three year financial plan was submitted to the Skills Funding Agency (SFA) and subsequently the financial health grade has been assessed as Outstanding.

**The Corporation noted the Skills Funding Agency Letter on the Assessment of the College's Financial Health.**

**d) Minutes of the meeting held on 20 October 2010**

The minutes of the meeting held on 20 October 2010 were noted.

**13.3 Quality**

**a) Retention Improvement Plan**

D Whitehead presented the Retention Improvement Plan for 2010/11.

Retention remains a key issue and had a significant impact on Success Rates for 2009/10. A Retention Improvement Plan was in place for 2009/10 and this has been refreshed and added to for 2010/11.

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

**13.3 Quality** (continued)

**a) Retention Improvement Plan** (continued)

D Whitehead gave a brief overview of the Plan and the following points were noted:

- Longer term retention strategies were agreed in October 2010. The appointment of a Retention Strategy Co-ordinator was approved on a 12 month temporary contract and this would be advertised in the New Year.
- Clear retention targets have been set for 16-18 and 19+ at all levels and for Apprenticeships and Train to Gain. Improvement targets have also been set for attendance and punctuality.
- The correct IAG needs to be in place to inform choice. Satisfaction rates would be monitored through LPOC questionnaires.
- It is essential that learning is fun and that learners enjoy their experience whilst at College. A pilot mentoring programme through Leeds Ahead, aimed at full-time 'at risk' learners, is currently being progressed.
- The Learner Voice needs to be fully integrated and feedback communicated to students.
- More engagement of parents / carers.
- In depth monitoring of statistics by Course Teams.
- Utilisation of Learner Support Fund. EMA would no longer be available from January 2011 onwards; those already in receipt of EMA will continue to receive this until the end of this academic year.

D Whitehead stated that Teaching & Learning needed to be exciting and innovative; some disappointing comments had been received from Inspectors during the recent Ofsted Inspection. A Teaching & Learning Action Plan would be produced for discussion at the next Quality Committee meeting.

M White asked when the raising of the school leaving age was being implemented; this would be 2013 for 17 year olds and 2015 for 18 year olds. D Whitehead emphasised that students need to be aware that as an alternative to staying on at school they could move on to College or employment. This was being discussed and progressed through the Confederation meetings. Councillor Driver stated that by the time this came into force some schools would have become autonomous organisations. The changes in the Local Education Authority structure may also affect recruitment from schools.

D Whitehead stated that University Technical Colleges (UTCs) for 14-19 year olds would be worth investigating further; not just for Construction but wider vocational training.

Flexible recruitment was available within College and this would be helpful in picking up Sixth Formers who leave part way through the year.

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

**13.3 Quality** (continued)

**a) Retention Improvement Plan** (continued)

C Harrigan suggested that a breakdown of Success Rates by courses would be useful to drill down to specific issues.

M Himsworth felt that the plan was very detailed and thorough. He stated that during his meetings with Inspectors they had commented positively on the fact that if a student was retained the Achievement Rate was very high.

M Himsworth suggested that updates on the Retention Improvement Plan should be presented to the Corporation on a regular basis. This was agreed.

Councillor Driver stated that the Council is keen to build in training opportunities for young people within procurement contracts and assistance could be offered where appropriate, so it was important to establish strong links.

D Whitehead stated that the College was already involved with YORbuild and a presentation had been carried out for a large number of contractors explaining how the College could help them. This initiative would be monitored by YORbuild's team.

P Rogerson suggested that contact be made with energy providers to ascertain if the College could assist in any of their training needs.

I Billyard stated that the College already had strong links with ConstructionSkills, SummitSkills and AssetSkills and was developing links with EU Skills (Energy & Utility Skills).

D Whitehead reported that an exploratory meeting with BAM had already been set up to discuss Apprenticeships. Talks were also being held with Leeds City Council regarding Waste Management Apprenticeships.

J Evans asked if students had been consulted on the Retention Improvement Plan; it was confirmed that this had been discussed at the Quality Committee which included student representatives.

**The Corporation noted the Retention Improvement Plan for 2010/11.**

**b) Revised Higher Education Strategy 2010-2013**

D Whitehead presented the revised Higher Education Strategy for 2010-2013. Changes were shown in bold italic.

It was noted that there may be future potential for colleges to deliver HE courses through franchise / partnership agreements or independently.

**The Corporation approved the revised Higher Education Strategy for 2010-2013.**

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

**13.3 Quality** (continued)

**c) Draft minutes of the meeting held on 25 November 2010**

The draft minutes of the meeting held on 25 November 2010 were noted.

**13.4 Search**

**a) Recommendations of the Search Committee**

The Clerk reported that due to M Himsworth's retirement there would be a vacancy on the Board from January 2011.

The Search Committee have recommended that Sarah Waite (CV attached) be invited to join the Board as an external member. S Waite is a Commercial Property Associate with Hammonds LLP. A recent review of the Governors' skills set had identified that no legal representative was currently on the Board.

There is also a vacancy on the Search Committee and it was recommended that Dr Ivan Nip (CV attached) be invited to join the Search Committee initially as an external member.

**The Corporation considered the recommendations of the Search Committee and approved the following appointments:**

**S Waite (external member of the Board) – 1 January 2011 to 31 December 2015**

**Dr I Nip (external member of the Search Committee) – 1 January 2011 to 31 December 2011.**

P Rogerson suggested that consideration be given to inviting Simon Bartley of WorldSkills to join the Board; particularly now the National Skills Academy Hub has been approved and in consideration of S Bartley's previous experience with SummitSkills.

Councillor Driver felt that it would be beneficial to have close links with the new LEP (Local Enterprise Partnership), which was private sector dominated. I Billyard stated that he had recently expressed an interest in joining the Leeds City Region (LCR) Employment & Skills Board.

A progress update would be given at the next Search Committee meeting.

**b) Minutes of the meeting held on 22 October 2010.**

The minutes of the meeting held on 22 October 2010 were noted.

## GOVERNANCE

### 14. MEMBERSHIP OF THE AUDIT AND QUALITY SUB-COMMITTEES FOR 2011

The Clerk reported that due to M Himsworth's retirement there were currently vacancies on both the Quality and Audit Sub-Committees. S Waite would be invited to fill one of these vacancies and the remaining vacancy would be followed up outside the meeting.

**It was agreed that membership of all sub-committees would be reviewed at the Governors' Away Day on 31 January 2011.**

### 15. USE OF COLLEGE SEAL

D Whitehead reported that two employees had invented a combination tape / cutter which they felt would be useful in the Construction and DIY market. Following a presentation to the Senior Management Team it was agreed that the College would assist them in progressing this.

A world wide search has been undertaken and no similar invention exists. Design drawings have been produced and a patent applied for. A Joint Agreement has been drafted between the College and the two inventors and a Confidentiality Agreement between LCB and potential companies has also been drafted. A 40/60 employees / College split on any return after costs has been agreed. Any financial return to the College would be invested in an enterprise fund to promote initiatives / projects with students.

Once the Joint Agreement has been signed manufacturers will be approached to discuss this further.

The College is not able to undertake such a venture due to its charitable status and is therefore progressing this through LCB Enterprises. At the current time it is unclear whether the College seal will need to be used.

R Scanlan also reported that the College seal has been used on an agreement for a formal alteration to the mixer shed at Stourton.

**The Corporation noted the use of the College seal.**

### 16. DATE OF NEXT MEETING

The next Corporation meeting is scheduled to take place on Tuesday 22 March 2011 at 3.30 pm. The Governors' Away Day would take place on Monday 31 January 2011 at Weetwood Hall.

The Chairperson, on behalf of the Corporation, presented M Himsworth with a token of the Board's appreciation and thanked him for his significant contribution as a staff governor over the last 12 years.

M Himsworth thanked the Corporation for the kind gesture and also for the support he had received from Governors and Senior Management during his period as a Governor; which he had thoroughly enjoyed. He wished everyone all the best in the future.

Signed for Distribution: .....  
(Chair)

Date: .....

Approved: .....  
(Chair)

Date: .....