

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 27 September 2011 at 3.30 pm in Meeting Room 1.

PRESENT:

C Harrigan (Chair)
I Billyard
Councillor G Driver
A Gamble
J Hansborough
D Hutchinson
M Joyce
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)
R Ashmore (for Agenda Item 6)
N Fearnside (Secretary - minutes)

**ACTION
BY AND
TARGET DATE**

1. CHAIR'S COMMUNICATIONS

1.1

The Chair, on behalf of the Board, presented H Ramsden with a token of appreciation for her time as a staff member and thanked her for her contribution.

1.2

The Chair welcomed J Hansborough to her first meeting as the new Support Staff member.

1.3

The Chair welcomed R Ashmore to the meeting, in attendance for Agenda Item 6.

1.4

The Chair gave a brief overview of the recent SkillBuild and SkillM&E competitions which had been held at Stourton. This was the first time a joint event has been held under one roof, feedback has been excellent and it was a great showcase for the construction industry as a whole. Students from the College were awarded two Gold medals, one in Wall & Floor Tiling and one in Roof Slating & Tiling.

The hard work and commitment by all staff involved was acknowledged and I Billyard would send a letter of thanks to all staff concerned.

**IB
5 Oct. 2011**

2. DECLARATION OF INTEREST

P Rogerson declared an interest in Agenda Item 6.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Evans, A Finn, A Iveson, S Waite and D Whiteley.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 19 July 2011 were approved as a true record.

5. MATTERS ARISING

5.1 Ref Min 6 (21 June 2011)

Taken under Agenda Item 6.

5.2 Ref Min 7

Taken under Agenda Item 6.

5.3 Ref Min 8

Actioned.

5.4 Ref Min 12

Actioned.

5.5 Ref Min 14 b)

Actioned.

5.6 Ref Min 16

Actioned.

5.7 Ref Min 17

Actioned.

5.8 Ref Min 17

Actioned.

5.9 Ref Min 19

Taken under Agenda Item 18.

5.10 Ref Min 22

Actioned.

5.11 Ref Min 22

Actioned.

STRATEGIC ISSUES

6. UPDATE ON PROPERTY MATTERS

R Ashmore gave a brief presentation on the two shortlisted sites for a potential new build; Quarry Hill and Carlsberg Tetley sites. The presentation would be placed on the Governors' portal for information.

**RS
10 Oct. 2011**

6. UPDATE ON PROPERTY MATTERS (continued)

The College's aim was to decant four leasehold sites into one second campus and in principal agreements to amend the break clauses were being progressed with the various landlords.

Both schemes have been designed on a similar split of workshop (60%) and office (40% accommodation but this needs to be determined for the College's requirements.

The Quarry Hill site is just over two acres in size and the Carlsberg Tetley site is three acres. The presentation included plans for potential buildings on both sites.

The potential advantages and disadvantages of both sites were outlined, together with potential funding options (eg freehold or part leasehold).

The cost for the Quarry Hill site is £2.9m, with Carlsberg Tetley likely to be between £2.5m - £3.0m, although this has still to be agreed. Approximate building costs for the Quarry Hill site were in the region of £11.17m - £13.95m. R Ashmore suggested that the Carlsberg Tetley site could be tendered to test the market and then compared with the Quarry Hill site. He felt that the Carlsberg Tetley site would be a cheaper build than Quarry Hill.

The Chair thanked R Ashmore for his presentation and asked members for comments / questions.

R Scanlan reported that a meeting had recently been held with the new regional Property Advisory from the Skills Funding. A second round of Enhanced Renewal Funding has been released, but there is a deadline of 9 November 2011 to submit bids to try and secure £2m of funding support. The application would be scored against set criteria and would also serve as a bid for SFA approval.

The Chair asked if the College could afford to progress this purchase outright; D Pulein reported that this was not possible and appropriate funding schemes would need to be investigated.

The Chair asked members for their site preference; all agreed that the Carlsberg Tetley site would be the preferred site.

The Chair asked if any further SFA capital funding would be available on a phased basis. This was possible, however there were disadvantages to a phased approach in that costs would rise year on year and it is not certain that there will be any more grants.

It was noted that the results of the site investigations were still required, although R Ashmore stated that this would be covered in the land costs. Concerns were raised regarding the level of Section 106 costs that may be incurred; R Ashmore was progressing this information.

Councillor Driver stated that the Council felt that the Leeds City Park which is planned for the Carlsberg Tetley site will be a key part of the development in that area and the Council were keen to move ahead as soon as possible. It was agreed that a constructive dialogue was essential with the City Planners.

6. **UPDATE ON PROPERTY MATTERS** (continued)

R Ashmore had outlined the possibility of establishing a Real Estate Investment Trust (REIT) with Town Centre Securities (TES) who have an interest in the Carlsberg Tetley site. There was some interest in this option from members and the flexible funding options available.

A Gamble suggested that REIT / joint venture options should be explored further; building long term relationships would be very positive.

The Corporation agreed that further negotiations should be progressed; however a final decision would be deferred subject to agreement on land values with Town Centre Securities. The Corporation also agreed that the SFA bid for Enhanced Renewal funding should be progressed.

7. **CONFIDENTIAL ITEM**

See attached minute.

8. **UPDATE ON RESTRUCTURING**

I Billyard reported that the restructuring was now in place and staff were working to their new roles. It was acknowledged that there was still a lot of work to do in embedding these structures.

There had been 4 compulsory redundancies (Support staff), with 28 voluntary redundancies (11 Support staff, 13 Lecturers and 4 casual hourly paid Lecturers). Six members of staff have been redeployed. Approximately half of the teaching staff involved have signed the new contracts.

UCU have stated that they are still officially in dispute with the College and a meeting has been arranged to discuss their concerns.

I Billyard reported that a national strike would be held on 30 November 2011 with regard to the public sector pension changes.

M White stated that staff felt there were still some issues to be resolved but he acknowledged that some people do not like change. I Billyard and D Whitehead have held meetings with staff from individual areas, where they had the opportunity to raise any concerns / issues.

The new teaching hours for staff have now been communicated and I Billyard stated that further meetings would be held after Christmas to discuss any further concerns.

I Billyard acknowledged that J Hansborough and the Staff Association were working hard to get staff involved in social events and to raise morale.

R Scanlan stated that some useful employer engagement guidance was available from ACAS and, together with the HR Manager, would investigate this further.

The Chair felt that it would be useful to have a final report at a future date once the restructuring has settled down; this was agreed.

9. INDICATIVE ENROLMENTS FOR 2011/12

I Billyard presented a paper detailing 2011/12 indicative enrolments.

YPLA

A similar student number target to last year has been set (budgeted) by the College (1,200, against an allocation of 1,302). It is essential that this budgeted target is achieved but the aim is to ensure the full funding allocation is secured. Easter and Summer Schools are planned to ensure maximum numbers are achieved.

SFA (Adult Skills Budget)

The SFA targets were noted; however funding can be moved across the various streams as appropriate and it is anticipated that these numbers will be met.

HE

The target figure for HE students from Leeds Metropolitan University was 232; actual number to date is 184.

Managing Agency Work

The managing agency targets were noted, together with the actual recruitment figures to date.

It was felt that there may be some students who leave school after starting AS levels and these could be recruited later in the year. Liaison with schools is being progressed through the College's Marketing Department.

M White felt that staggered enrolments / semesterisation on courses needed to be more widely publicised. D Whitehead emphasised that no student would be turned away.

It was noted that generally recruitment for 2011/12 was as anticipated; it was stressed that retention was critical as there are no students on reserve lists.

10. COLLEGE KEY PERFORMANCE INDICATORS FOR 2011/12

D Whitehead presented a paper outlining Key Performance indicators for 2011/12 which have been compiled by the Senior Management Team. Targets for each area were detailed, based on the assumption that last year's targets would be achieved. All emboldened figures would be revisited once the 2010/11 outturns were known.

Regular reviews would be carried out as per the schedule and an annual position statement given at the end of the year.

The Corporation approved the Key Performance Indicators for 2011/12.

AUDIT ISSUES

11. INTERNAL AUDIT NEEDS ASSESSMENT PLAN 2011/12 TO 2013/14

D Pullein presented the Internal Audit Needs Assessment Plan for 2011/12 to 2013/14 which had been prepared by PKF, the College's new internal auditors.

11. INTERNAL AUDIT NEEDS ASSESSMENT PLAN 2011/12 TO 2013/14

(continued)

The plan would usually be approved by the Audit Committee and then recommended to the Corporation, however due to the timing of the Audit Committee meeting this was not possible. The plan had been sent to A Finn (Chairman of the Audit Committee) for his comments and these had been taken on board.

The plan covered all aspects of the Audit Code of Practice and has been risk managed. It was noted that all audit days would be utilised and the plan would be amended to reflect that there were no contingency days.

Councillor Driver felt that more detail regarding risks was required. It was noted that the Top Risks, which are presented to the Audit Committee, would also be presented to the Board on a termly basis; together with any other key papers from sub-committees.

The Corporation approved the Internal Audit Needs Assessment Plan for 2011/12 to 2013/14.

FINANCE ISSUES

12. FITCH AND MOODY'S CREDIT RATINGS FOR AUGUST 2011

Fitch & Moody's top credit ratings for August 2011 were noted.

QUALITY ISSUES

13. SUMMARY OF REPORTS FROM EXTERNAL VERIFIERS

D Whitehead presented a summary of the reports from External Verifiers, which were produced by the three Quality Assurance Co-ordinators who have responsibility for co-ordinating QA procedures / processes and liaison with the Awarding Bodies.

There were 27 External Verifier / Moderator visits over the last 12 months. One area for concern had been raised by Construction Awards Alliance (Awarding Body) with regard to an anonymous allegation of malpractice. This had been fully investigated by the Awarding Body who confirmed that the College has robust quality systems and is fully compliant, with no case to answer.

Action Plans are produced for every report and the majority of actions are closed off prior to the next visit.

14. LEARNER SURVEY 2010/11

D Whitehead presented the Learner Survey Report for 2010/11. Questionnaires were completed by 573 learners on 69 courses. The following key statement ratings were noted:

I achieved what I came to do	95%
I enjoyed being at College	90%
I would recommend the College to a friend	91%

14. **LEARNER SURVEY 2010/11** (continued)

94% of learners said they felt safe at College (+1% on last year) and 94% said teaching on their course was good. Generally feedback was better than the previous year. However, feedback from female learners was lower.

It was acknowledged that feedback to learners needed to be improved. It was noted that the Learner Survey is also taken to the Student Liaison Committee.

Councillor Driver felt that more work was required to attract and engage with female learners. It was noted that female / BME focus groups are already in place and numbers are small; however it was acknowledged that work was required to make the College environment more attractive to female learners. The Executive Team were asked to consider strategies for implementation.

Exec. Team
27 Mar. 2012

GOVERNANCE ISSUES

15. **APPOINTMENT OF STUDENT REPRESENTATIVES ON THE BOARD**

The Clerk reported that two full-time students have been nominated by the Student Union as student representatives on the Board. CVs for Catherine Armstrong and Christian Cardiss were attached for information.

The Corporation approved the appointment of C Armstrong and C Cardiss as Student Representatives on the Board for the period 1 October 2011 – 31 July 2011.

16. **PERFORMANCE INDICATOR INFORMATION FOR THE CORPORATION FOR 2010/11 AND GOVERNANCE SELF ASSESSMENT**

The key performance indicator information for the Board for 2010/11, together with attendance statistics for individual members, was noted.

The Clerk stated that previously members had completed the self assessment form and returned it to her for collation. Following the Review of Governance it was felt that this should now be completed on a collective basis by the Board to ensure the process is robust and of value.

Following discussion it was agreed that this would be a topic for consideration at the Governors' Away Day in January 2012.

RS
31 Jan. 2012

17. **REVIEW OF CONFIDENTIAL ITEMS 2010/11 AND RELEASE OF INFORMATION**

The Clerk reported that there had been six instances during 2010/11 where various confidential items had been considered by the Corporation and sub-committees.

It was agreed that, with the exception of the last item (relating to acquisition of private training providers); this information could now be released.

The Corporation approved the release of confidential minutes / papers from: Audit Committee 21 June 2011; Corporation 15 September 2010, 22 March 2011, 10 May 2011 and 7 June 2011.

It was agreed that the status of the Remuneration Committee minutes would be discussed further at the next Remuneration Committee meeting.

CH/PR
13 Dec. 2011

18. SCHEDULE OF GOVERNOR TRAINING / BRIEFING EVENTS FOR 2011/12 / GOVERNORS' AWAY DAY

The Clerk presented the schedule of Governor training / briefing events for 2011/12. It was noted that the Governors' Away Day was scheduled for 31 January 2012.

The Corporation approved the schedule of Governor training / briefing events for 2011/12.

19. DATE OF NEXT MEETING

The next meeting is scheduled to take place on Tuesday 15 November 2011 at 3.30pm at the Stourton site.

Signed for Distribution: Date:
(Chair)

Approved: Date:
(Chair)