

Farnborough College of Technology

**CORPORATION BOARD MINUTES OF THE MEETING HELD ON
FRIDAY 23rd March 2008**

Present:

Mr M Earwicker – Chair of Corporation
Mrs C Davis – Principal
Mrs J Carr
Mr J Charlick
Mr J Dowsett
Mr B Edwards
Mr O Reeves
Mrs McClure
Mrs S Plank
Mr R Rendel

In Attendance:

Mr P Brady – Deputy Principal
Mrs M Shepherd – Director of Finance & Resources
Mr I Wolloff – Vice Principal/Director of Quality, HE Curriculum & Development

Mrs Y Hughes – Clerk to the Corporation

Agenda Item	Minute	Action by:
2.107/08	<u>OPENING OF MEETING & WELCOME</u> The Chair of Corporation opened the meeting at 8.30am.	
2.206/07	<u>PRESENTATION – The Funding Methodology – by Phelim Brady / Deputy Principal</u> The Deputy Principal started by saying that the presentation was not focused on the actual changes within the funding methodology but that he had tailored it so as to show the Board the impact that the changes would have on the College. The Deputy Principal went through the new system and talked about the move to improve minimum levels of performance. He explained and showed the Board the qualification types and the minimum level of success rates and stated that if the LSC found that these targets were not being achieved within an institution then funding would be withdrawn. There would also be a priority funding scheme and targets for 2011, which had been set, and samples of these were explained in detail. The Deputy Principal did point out that although the minimum levels of performance within the College were within the parameters set out the difficulty would arise in individual courses where the success rates were not. This was however still in its early	

stages and the likelihood was that things would still evolve.

He went onto to talk about the funding status of the curriculum adding that many courses had funding removed. The funding value of courses changed, moving either up or down and stated that some had also increased the number of courses that were value restricted.

The Deputy Principal went through the new model and explained how it worked for 16 to 19, 19+ covering the learner responses and the employer responsiveness. Details were shown within the handout distributed.

The funding formula was explained and the Deputy Principal added that the critical factor now would be success rates and this was the important element that the Board needed to take into account. The financial impact on the College was a drop of £160k. The Principal pointed out that no colleges in the Hampshire and Isle of Wight area had seen an increase in funding.

The Board received detailed handouts of the presentation and thanked the Deputy Principal.

2.307/08 APOLOGIES

Apologies had been received from Mrs Powell, Mr Lloyd, Dr Oduneye and Professor Kearney.

2.407/08 DECLARATION OF DIRECT/INDIRECT INTERESTS

There were no new interests declared or amendments recorded.

2.507/08 MINUTES OF THE CORPORATION BOARD MEETING HELD FRIDAY 14TH DECEMBER 2007

The minutes OF 14th December 2007 were accepted as a true and accurate record and signed by the Chair.

2.607/08 MATTERS ARISING FROM THE MINUTES

Covered within the agenda.

2.807/08 PRINCIPALS REPORT – March 2008

The Principal presented her report for March 2008 commenting on key issues.

POLICY DEVELOPMENTS

14 – 19 Diplomas

The Principal stated that despite massive marketing and advertising there had been very low numbers to take up the new IT Diploma at Level 3 starting in September but added that the College would continue to work on this particular issue.

Oak Farm School

The Principal reported that unfortunately Oak Farm School had been served with a closure notice and added that there was obviously a drive to keep the establishment running and the aim of the governors of the school was to develop an academy site. The Principal's view on this was that she did not feel that should they be successful that this would be a threat to the College. The Board would be kept informed on any further decisions taken by Hampshire County Council.

COLLEGE PERFORMANCE

Value Added Data

This report was given to the Curriculum & Standards Committee and the outcomes for 2006/07 were very positive and details were listed within the Principal's report.

Ofsted Inspection of the College Nursery

Bookworms Nursery had been inspected by Ofsted and received an excellent report.

SUCSESSES

Critical Success Factors

At the last Corporation Board meeting the Board has asked the Senior Management Team to consider an alternative reporting mechanism for the College Corporate Performance based on the critical success factors as prescribed in the Strategic Plan 2005/08. In preparing this information the Principal stated that most of the information was drawn from the Self Assessment Report (SAR). The success factors for 2005/08 were very good and the Board and Senior Management Team were pleased with the College successes.

CORPORATE DASHBOARD

The Board went through the updated Corporate Dashboard.

The Principal was thanked for her report.

2.907/08

STUDENTS UNION REPORT – March 2008

The Vice Principal/Quality & HE presented the Students Union Report in their absence. The Board commented on the lack of attendance of the two student governors and the Vice Principal commented that they were both 3rd year HE students and were busy studying. He proposed that it may be sensible to draw SU members from both HE and FE and also look at drawing the student governors from both sectors within the College.

It was agreed that the Senior Management Team look into the role of the Student Governors and the process of appointment.

**SMT
Clerk to
Corporation**

The Board received the Students Union Report for March 2008.

2.1007/08 COMMITTEE REPORTS/BUSINESS

**a) Audit Committee
Minutes of meeting held 15th February 2008**

The Audit Committee minutes of 15th February 2008 were received.

i. Learner Number Audit

The Vice Principal presented the report and highlighted a number of areas in which procedures needed to be tightened.

The Board accepted the report and the comments given.

2.1007/08 COMMITTEE REPORTS/BUSINESS

**b) Finance & General Purposes Committee
Minutes of meeting held 6th March 2008**

Mr Palfreyman presented the minutes of the 6th March 2008.

i. Termly Financial Summary

This report is a summary report of the monthly management accounts and to date all income and expenditure was on track.

Mr Palfreyman went through the report commenting on the year to date expenditure and income and pointed out that the £160k drop in funding had been factored into the February 2008 figures and even with this there were no major concerns to be raised.

The Board accepted the Termly Financial Summary.

ii. Annual Fee's Policy

The Board formally approved the Annual Fee's Policy for 2008/09 as recommended by the Finance & General Purposes Committee.

iii. College Credit Card

The Board considered the request to acquire a College Credit Card to use of small value purchases. The approval of the credit card would also require an amendment to clause 19.5 of the College Financial Regulations as set out in Appendix 1 and in addition adopt the amendment to the financial procedures in Appendix 2.

The Board formally approved the use of a College Credit Card and agreed to the proposed amendments to the College Financial Regulations.

iv. Property Strategy

The Principal reported on the Senior Management Team /

Finance & General Purposes Away Day when they had discussed the College investment strategy. The Finance & General Purposes Committee felt that it would be sensible to continue with a property strategy that involved the upgrading and refurbishment of the two campuses.

The Principal went through the five stages of the property strategy to date as follows:

- Phase 1 Aldershot College
- Phase 2 Modernisation of the Boundary Road Campus
- Phase 3 Aldershot College Mezzanine
- Phase 4 New Engineering Block
- Phase 5 Student Services and further modernisation of Boundary Road Campus

Phase 5 of the Property Strategy included several projects as listed with the paper put to the Board.

- 5(1) Student Services & Student Social Area
- 5(2) Reception and Administration
- 5(3) Theatre and Music
- 5(4) Refurbishment of G Block

The Board were advised that in order to proceed with Project 5 (1) Student Services and Student Social Area architects needed to be appointed.

The Board considered the proposed strategic direction of the Property Strategy Phase 5 and formally agreed to proceed with the work as recommended.

2.1007/08 COMMITTEE REPORTS/BUSINESS

b) Curriculum & Standards Committee Meeting held 3rd March 2008

Mrs Plank presented the minutes of the Curriculum & Standards Committee meeting held on the 3rd March 2008. She also commented on the fact that the committee had discussed the Success Targets that had been set to drive forward the College's success rates. It was also noted that the presentation on Tutorial/ILP Formulas had been well received, copies of the handout was attached to the minutes.

i. Annual Statement to UniS

The Board accepted the report.

2.1007/08 COMMITTEE REPORTS/BUSINESS

c) Search Committee

Mr Cairns briefed the Board on recommended the reappointment of two existing members being Mr Bryn Edwards and Mrs Sally Plank for a further four-year term of office.

The Board formally approved the reappointment of Mr Edwards and Mrs Plank for a further four-year term of office.

2.117/08 Instruments and Articles of Government January 2008

The Clerk to the Corporation presented the Board with the newly amended Instrument and Articles of Government, which came into effect on the 1st January 2008. She went through the most significant changes and advised the Board on the new categorisation of Board members.

The Board were informed that the constitution would need to be amended to include a maximum of 20 members in the following categories – 1 Principal; 2 Student; 3 Staff; 14 external members.

The Board formally approved the new Corporation Board Constitution and agreed that the 14 external members would be called 'external governors'.

2.1207/08 Any other Business

It was proposed that the next Corporation Board meeting be held at the Aldershot College. Principal

2.1307/08 Date and Time of the next meeting

Friday 11th July 2008 at 8.00am

2.1407/08 MEETING CLOSURE

Meeting closed at 11.00am.

Minutes agreed as being a true and accurate record.

Signed _____

Dated _____
