

# **BARTON PEVERIL COLLEGE CORPORATION**

## **Minutes of the Meeting of the Corporation held on Wednesday, 9 December 2009 at 6.00 pm at the College**

**Present:**

Mr A Renwick	Chair
Mr P Broderick	
Prof R Brown	
Miss S Campbell	
Mr S Gardiner	
Mrs S Guy	
Mrs T Lomax	
Mr M Mossadaq	
Mr J Prest	
Mr D Quinney	Vice Chair
Dr D Ridley	
Mr C Tapp	
Mr N Tustian	
Mrs S Weavind	
Mr G Woollan	

**In attendance:**

Mrs P Mullins	Vice Principal
Mr N Groves	Vice Principal (Planning and Resources)
Mr M Chart	Assistant Principal (Quality)
Miss M Wood	Assistant Principal (Curriculum)
Mr G Miles	Director of Finance
Mrs S Anderson	Additional Committee Member
Ms C Bedford	Additional Committee Member
Mrs J Dean	Acting Clerk

**Apologies:**

Mrs N Carcone	
Cllr K House	
Mrs C McNulty	
Mr S Vincent-Marshall	
Mr M Henderson	Assistant Principal (Students)
Mrs R Medd	Clerk to the Corporation

**Absent:**

Miss N Dowland	
Miss S Moghaddum	Senate Student Observer

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**905 Preliminaries**

**905.1** The Chair welcomed everyone to the meeting and advised them that he would be asking attendees to leave the meeting for agenda item 2 which was confidential and that there would be a short break after agenda item 9 in order that he and the Principal could sign the Financial Statements and Letters of Representation.

**905.2** Members confirmed that they were content for Mrs Miles to act as Clerk.

**Action**

**906 Declaration of Interests**

**906.1** No member of the Corporation had anything to declare relating to the items on the agenda.

**906.2** *The Student Governor and attendees left the meeting at this point.*

**907 Confidential Section**

**907.1 Holders of Senior Posts' Remuneration**

The Chair briefly outlined the background and content of the Confidential Information Paper number 484. Members had no questions and were content that they had been suitably informed on these matters.

**907.2** *The Student Governor and attendees re-joined the meeting at this point.*

**908 Minutes**

**908.1** **The minutes of the meeting held on Monday, 2 November 2009** were confirmed as a true record and duly signed by the Chair. The Chair confirmed that the minutes could be placed on the Intranet and website.

**908.2 Matters Arising**

Matters Arising had been actioned, were ongoing or on the agenda for this meeting. The completed Action Points record was retained for the files.

**909 Corporation Matters**

**909.1 Corporation Membership**

**Agreed Action**

**Members unanimously APPOINTED Mrs Shirley Anderson to the vacancy in the membership of the Corporation that would arise at the end of this meeting; the term of office would be four years**

**909.2 Committee Membership**

**Agreed Actions**

**Members unanimously APPROVED Mrs Anderson appointment to the Remuneration and Employment Committee**

**909.3** Mr Renwick's transfer from the Finance Monitoring Group to the Audit Committee had been approved at the previous meeting.

**909.4 Chair Election Results and Actions Arising**

Information Paper 485 was tabled. Members had already been advised of the results of the election by e-mail but the Information Paper formally recorded that Prof Brown would be appointed to the position of the Chair of Corporation at the end of the meeting. Prof Brown would join the Finance Monitoring Group and the Search and Governance Committee – membership of other committees would be discussed with the Chair of Search and Governance Committee. Mr Quinney would remain as Vice Chair until the end of the academic year or until another candidate was identified. The Chair added that it was not predetermined but the position of

Vice Chair did provide a good base for becoming Chair. Congratulations were expressed to Prof Brown and both he and Mr Quinney were thanked for taking part in the process.

#### 909.5 **Self-Assessment: Summary Part C response, overall Report and Action Plan**

The Summary Part C response was tabled. The Chair advised members that the Action Plan was not yet complete and that this would be completed by the Search and Governance Committee at its January meeting and would be e-mailed to members.

Clerk

#### 909.6 **Training**

- Mrs Guy reported that the Governor Induction training provided by the Learning and Skills Improvement Service (LSIS) that she had attended in London on the date of the last Corporation meeting had been very useful
- There would be joint training at Eastleigh College Governors on Tuesday, 19 January 2010 on Preparing for Inspection

#### 910 **Principal's Report**

910.1 The contents of the Principal's Report were noted. Members were particularly grateful to receive the comprehensive update on the Machinery of Government changes.

910.2 It was suggested that consideration be given to trying to publicise the good work done in the areas of Partner Schools' specialisms.

#### 911 **Student Report**

Members noted the content of the report and asked a question on how the forums relate to the Senate. The Student Governor explained that forum groups were started within the Senate but had since been opened up to the whole student body.

#### 912 **From the Remuneration and Employment Committee**

##### 912.1 **Policies for Review:**

##### ***Staff Code of Conduct***

The Vice Principal (Planning and Resources) (VPPR) tabled a new page 1 for the Staff Code of Conduct which contained a few changes in wording (shown by the tracking) suggested by Mr Woollan to improve some aspects in terms of Data Protection.

##### **Agreed Action**

**Members unanimously APPROVED the Staff Code of Conduct v2.2 but with the new page 1 for continued use in the College**

##### 912.2 ***Discretionary Payments (LGPS)***

The VPPR stated that LGPS Policy had been re-written in line with guidance from the Sixth Form Colleges' Forum and that it had received the support of both the Remuneration and Employment Committee and the College's Staff Consultative Committee.

##### **Agreed Action**

**Members unanimously APPROVED the changes to the Discretionary**

**Payments (LGPS) Policy as set out in v3.1****912.3 Human Resources Report**

The content of the Report was noted. The Chair of the Remuneration and Employment Committee stated that the Senior Leadership Team had been asked to reflect on the analysis on the ethnicity of Support Staff and it was pointed out that a similar analysis should be made for Cleaning Staff. It was also noted that the report does not give an indication of staff morale.

**Agreed Action**

**Staff Satisfaction Surveys would be on the agenda for the next Remuneration and Employment Committee meeting**

Clerk

**913 From the Standards Committee****913.1 Self-Assessment Report (SAR)**

The Assistant Principal (Students) (APS) presented the Report which was very slightly altered from the previous version.

**Agreed Action**

**Members unanimously APPROVED the College's Self-Assessment Report 2009**

**913.2 College Action Plan**

Members discussed the Action Plan which had been produced from the SAR and discussion ensued on:

- whether the number of actions was achievable
- whether the Russell Group and Oxbridge could be run together in future
- if the proposed target increase was realistic, given the large number of students likely to apply to universities in the future

**Agreed Action**

**Members unanimously APPROVED the College's Action Plan 2009 subject to the Target from the FMCE (item 45 on page 7) being updated**

APS

**913.3 Quality Performance Indicators (QPI) Report**

The APS presented this, the first, QPI Report, explaining the Annual QPIs for 2008-2009. The Principal highlighted the facility for parents to see the status of homework completion, something not offered by other colleges and an example was given of this working successfully in practice. Discussion also revolved around attendance, Standard Learner Numbers and learner engagement.

**914 From the Audit Committee****914.1 The Committee's Annual Report to Corporation**

The Chair of the Audit Committee presented his report, highlight the Auditor's opinions that the College had effective controls in place which were working in practice. The contents of the Report were noted.

**914.2 External Auditors' Report: Executive Summary**

The VPPR advised members that this was a 'clean' report and that there were no material issues raised. In an innovative approach only the Executive Summary provided by the Auditor had been circulated in line with the aim to reduce the volume of paperwork issued to Governors. The Audit Committee had received the full Report and committee discussions had been minuted.

**Agreed Action**

**Members unanimously AGREED the External Audit Report 2008-2009**

**914.3 Corporation's Annual Report, Financial Statements and letters of Representation**

The VPPR stated that the Report had been reviewed by the Audit Committee and Finance Monitoring Group and had been audited by the External Auditors, Baker Tilly.

**Agreed Action**

**Members unanimously AGREED the Annual Report and Financial Statements**

**914.4** Members took a five minutes break whilst the Chair and Principal signed the:

- Corporate Governance Statement
- Statement of the System of Internal Financial Control
- Financial Reports
- Audit of Financial Statements Letter of Representation
- Regularity Audit Letter of Representation

**914.5 Financial Monitoring and Control Evaluation (FMCE): Summary Report**

The VPPR presented the Summary Report, the full version of the FMCE approved by the Audit Committee having been e-mailed to all members and attendees. This was the second time this evaluation had been made and although it was not mandatory to completely re-write it each year it had been felt a worthwhile exercise in the light of a probable forthcoming College inspection. It linked to the College Action Plan. Members noted the content of the Report.

**915 From the Building Support Group**

**Property Strategy Update**

The VPPR presented his update on the production of the new Property Strategy, and it was noted that the target date for the Strategy had been put back to May 2010 to enable full consideration of design and funding aspects.

**916 Committee Reports**

**Remuneration and Employment Committee (12/11/09)**

**Standards Committee (17/11/09)**

**Building Support Group (19/11/09)**

**Finance Monitoring Group (19/11/09)**

**Audit Committee (26/11/09)**

Minutes for the Finance Monitoring Group and Audit Committee were tabled. There was nothing to add to the information in the minutes for the above meetings.

**917 Standing Items****917.1 Health and Safety**

The VPPR stated that the Student Senate Forum on Health and Safety had raised a few points which had resulted in actions being taken.

**917.2 Equality and Diversity**

Members were advised that some Equality and Diversity guidance would be given to Chairs of Committees to ensure sufficient consideration is given to the subject in committee meetings. The Corporate Planning Group would meet for this purpose in the Spring term.

**917.3** Members were advised that the multi faith room had opened in the learning Resource Centre to provide an area for prayer or quiet reflection.

**917.4 Training**

Training had been covered earlier in the meeting.

**918 Information Exchange**

- 918.1**
- Miss Campbell advised members of a visit to College to see the Assistant Principal (Students) with some students regarding marketing and commented on the quality of the students' analytical thinking
  - Careers staff were arranging visits from 65 local and national volunteering bodies on 25 February 2010

**918.2 Farewell to Governors**

A farewell card was given to Mr Tapp as this would be the last Corporation meeting he was able to attend before the end of his term of office in May 2010.

**918.3** The Chair thanked Mrs Lomax for all her contributions to the work of the Corporation and particularly the Remuneration and Employment Committee and Standards Committee over two separate terms of office, during which she had been involved with the appointment of two Principals. The Chair presented a memento of her involvement with Barton Peveril and a card.

**918.4 Chair's Farewell**

Mr Renwick summarised his time as Chair of the Corporation and thanked all those who had supported him in the role.

**918.5 Welcome to the new Chair and handover**

Mr Renwick welcomed Prof Brown to his new role as Chair who stated that he was delighted to be elected and that he hoped to attend the next round of Committee meetings. Prof Brown added that he planned to re-instate the date of 6 March 2010 for the Strategic Planning Awayday and commented on the exemplary papers presented at the meeting.

**919** ***Date of next meeting: Thursday, 25 March 2010 at 6.00 pm in the Akehurst Room***

The meeting closed at 8.08 pm.

Clerk

