

# BARTON PEVERIL COLLEGE CORPORATION

## Minutes of the Meeting of the Corporation held on Tuesday, 7 July 2009 at 6.00 pm at the College

**Present:**

Mr A Renwick	Chair
Mrs C Bedford	
Mr P Broderick	
Mrs N Carcone	
Miss N Dowland	
Mrs S Guy	
Cllr K House	
Mrs T Lomax	
Mrs C McNulty	
Mr M Mossadaq	
Mr J Prest	
Mr D Quinney	Vice Chair
Dr D Ridley	
Mr C Tapp	
Mrs S Weavind	
Mr G Woollan	

**In attendance:**

Mr N Groves	Vice Principal (Planning and Resources)	
Mr M Chart	Assistant Principal (Quality)	
Miss M Wood	Assistant Principal (Curriculum)	
Mr J Miles	Director of Finance	
Mrs S Anderson	Additional Committee Member	from 6.18 pm
Mr S Gardiner	Additional Committee Member	
Mrs R Medd	Clerk to the Corporation	
Mrs J Dean	PA to the VPPR and Assistant to the Clerk	

**Apologies:**

Prof R Brown	
Miss S Campbell	
Mr N Tustian	
Mr S Vincent-Marshall	
Mrs P Mullins	Vice Principal
Capt P Carcone	Additional Committee Member

**Absent:**

Miss R Tustain	Senate Student Observer
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**871 Preliminaries**

The Chair welcomed Miss Wood to her first Corporation meeting.

**872 Declaration of Interests**

Mr Quinney and Mr Woollan declared an interest in item 3.1.

**Action**

**873 Minutes**

**873.1 The minutes of the meeting held on Thursday, 21 May 2009** were confirmed as a true record and duly signed by the Chair. The Chair later confirmed that the minutes could be placed on the Intranet and website.

**873.2 Matters Arising**

Matters Arising had been actioned or were ongoing.

**874 Corporation Matters**

**874.1** *Messrs Quinney and Woollan left the meeting whilst members considered agenda item 3.1.*

**874.2 Corporation Membership  
Agreed Actions**

- **Members unanimously APPOINTED Mr David Quinney to membership of the Corporation for a period of four years commencing 7 July 2009**
- **Members unanimously APPOINTED Mr Geoff Woollan to membership of the Corporation for a period of four years commencing 7 July 2009**

**874.3 Appeal Panel Meeting**

Mr Quinney, Chair of the Appeal Panel, reported on the proceedings of the recent appeal hearing stating that the redundancy procedure had been shown to be robust and it had been followed meticulously. Mr Quinney pointed out that at the moment there was no policy/procedure to take account of the effect of discontinuing a course.

**874.4** The Chair of Corporation reminded members that another element of a Governor's role was to sit on the Appeal Panel on behalf of the Corporation and that there needed to be a degree of confidentiality but he was concerned about the extent to which other Governors had been kept informed during the process. As a result, he suggested that the Chairs of the Appeal Panel, the Remuneration and Employment Committee and the Principal review the recent process and report back to Corporation.

**Principal/  
DQ/CT**

**875 Principal's Report**

The Principal's Paper had been circulated with the agenda. In addition, the Principal updated members on:

- the Capital Project
- a visit from Sandra Gidley MP
- the proposed Pay Award

*Mrs Anderson arrived at this point.*

- the Investors in People Inspection and Award
- Machinery of Government changes

**Agreed Action**

**Members would formally debate the designation of Barton Peveril as a Sixth Form College at the next meeting**

**Clerk**

**876 From the Building Support Group****Accommodation Strategy**

The Vice Principal (Planning and Resources) (VPPR) presented a review of options within the Accommodation Strategy.

**877 Strategic Plan – CONFIDENTIAL PAPER**

The VPPR reminded members that they had seen an earlier draft of the Strategic Plan previously. A comment had been received about the brevity of some sections but the VPPR pointed out that the Plan was underpinned by several other documents. Questions were asked about:

- the accommodation of students without the planned new build
- being pro-active about celebrating diversity

**Agreed Action**

**Members unanimously APPROVED the College Strategic Plan 2009-2012**

**878 From the Finance Monitoring Group****878.1 Budget – CONFIDENTIAL PAPER**

The VPPR stated that the context for the Budget was set on the front page of Decision Paper 539. It was pointed out that finances would be tight but as a result of the re-structuring and careful planning a break-even situation or possibly a small surplus was predicted. The following topics were highlighted:

- staffing budget
- transport subsidy
- risks

**Agreed Action**

**Members unanimously APPROVED the Budget for 2009-2010**

**878.2 Three-Year Financial Forecast – CONFIDENTIAL PAPER**

The VPPR presented his Paper and reminded members that the College was obliged to take the Budget and project onwards two years for the Learning + Skills Council (LSC).

**Agreed Action**

**Members unanimously APPROVED the submission of the Three-Year Forecast to the LSC**

**879 Student Report**

The content of the Report was noted.

**880 Eastleigh Consortium Joint Committee: Governance Proposals**

The Principal advised members of the progress on Eastleigh Consortium's Joint Committee governance proposals, including the fact that outstanding issues had been resolved. Questions were asked on:

- the potential time commitment for the Principal
- the rolling three-year plan

**Agreed Actions**

**Members unanimously APPROVED:**

- 1 the establishment of a Joint Committee to formalise the Eastleigh Consortium in accordance with the attached Constitution, Terms of Reference and Appendices**
- 2 the Principal to act as the Governing Body representative on the Joint Committee**
- 3 that the College's membership of the Eastleigh Consortium would be reviewed annually through the Standards Committee**

Clerk

**881 From the Audit Committee**

**881.1 Risk Management Statement and Annual Risk Management Report**

The VPPR advised members that his Paper had been considered by the Audit Committee. The revisions in the presentation of the Risk Register were explained.

**Agreed Actions**

- **the missing bar for Risk A4 would be reinstated on page 13**
- **Members unanimously AGREED the College Annual Risk Management Review (2008-2009)**
- **Members unanimously APPROVED the College Risk Management Policy, Risk Register, scoring system and Risk Statement for 2009-2010**

VPPR

**881.2 Audit Plans – COMMERCIALY SENSITIVE PAPER**

The VPPR stated that both Audit Plans were commended by the Audit Committee. A question was asked about Consortium activities and reassurance was given that an audit regime would be needed for the Consortium in due course. The lack of completed page numbering in the External Auditors' Plan was raised.

**Agreed Action**

- **Members AGREED (voting of 15 FOR; 0 Against; 1 Abstention) the Internal Audit Strategic Plan for 2009-2012**
- **Members AGREED (voting of 15 FOR; 0 Against; 1 Abstention) the External Audit Plan 2009-2010**

**881.3 Re-appointment of Auditors – COMMERCIALY SENSITIVE PAPER**

The VPPR presented Decision Paper 544.

**Agreed Actions**

- **Members unanimously AGREED the re-appointment of Hampshire Audit Services as Internal Auditors for the College for 2009-2010**
- **Members unanimously AGREED the re-appointment of Baker Tilly as Financial Statements and Regularity Auditors for the College for 2008-2009 with fees set at £12,350 as quoted in their Audit Plan**

**882 From the Standards Committee**

**882.1 Annual Child Protection Report – COMMERCIALY SENSITIVE PAPER**

Members noted the content of the report. The Assistant Principal (Quality) APQ advised members that since the Paper had been presented to the Standards Committee an additional 66 members of staff had attended training given by the Vice Principal. This left 34 members of staff who had not yet received the training.

**882.2 Equality and Diversity Policy and Strategy**

The APQ reminded members that some governors had recently attended a very successful Equality and Diversity training session and it was hoped to provide training for other Governors by the same trainer

**882.3** Members discussed the scope of the document in some depth, particularly the fact that the College should not just ensure that there is no discrimination but that it should pro-actively promote good relations and equality of opportunity. It was pointed out that:

- page 22 was duplicated
- page numbering was not complete
- there were two different definitions of harassments
- there was a point to a reference that did not exist
- a lot of information was repeated unnecessarily in the document which could be included in the form of an appendix

**882.4** The Principal pointed out that the promotion of good relations and equal opportunities did run through the document and stressed that it was important for the College to have a policy in place. Mr Mossadaq offered to support a review of the policy.**Agreed Actions**

**Members APPROVED (voting of 15 FOR; 0 Against; 1 Abstention) the revised Equality and Diversity Policy and Strategy 2009-2010 with the proviso that the document would be tidied typographically and that the content would be reviewed by the Assistant Principal (Curriculum) (APC) so that the clarity was improved and the duty to promote good relations and equal opportunities was flagged up very clearly**

APC

**882.5 Leavers, Retention and Attendance**

Members noted the content of the report.

**882.6 Quality Performance Indicators (QPIs) and reporting to the Corporation – COMMERCIALY SENSITIVE PAPER**

The APQ tabled a graphical interpretation of hypothetical QPIs and explained the proposals for reporting against QPIs in the future in lieu of Information Papers on Enrolment, Retention and Attendance. (These reports would continue to be considered by the Standards Committee and would be available to all Governors on the Intranet.) Members considered this to be very good quality quantitative data.

**Agreed Actions**

- **Members APPROVED (voting of 14 FOR; 2 Abstentions; 0 Against) the introduction of a Quality Performance Indicator sheet to be viewed at each meeting of the full Corporation from September 2009**
- **The explanatory notes would be printed on the back of the QPI graphs**
- **The previous report would also be provided to enable members to see trends**
- **The availability of the background reports on the Intranet would be ensured**

VPPR/APQ

**883 From the Remuneration and Employment Committee****883.1** *The Clerk left the meeting at this point.*

**883.2 Clerk Performance Related Pay**

The Chair presented his Paper.

**Agreed Action**

**Members unanimously APPROVED the revised approach to performance appraisal and reward for the Clerk**

**883.3** *The Clerk re-joined the meeting at this point.*

**883.4 Revisions to the Holders of Senior Posts' Remuneration and Appraisal Processes**

The Chair of the Remuneration and Employment Committee briefly reviewed the Paper.

**Agreed Actions**

- 1 Members APPROVED (voting of 15 FOR; 1 Abstention; 0 Against) the revised Process for the Appraisal of the Holders of Senior Posts and Senior Leadership Team**
- 2 Members APPROVED (voting of 15 FOR; 1 Abstention; 0 Against) the revised Remuneration Policy and Procedure for Holders of Senior Posts and the Senior Leadership Team**

**884 Committee Reports**

**Finance Monitoring Group (21/05/09 and 25/06/09)**

**Standards Committee (04/06/09)**

**Remuneration and Employment Committee (09/06/09)**

**Building Support Group (11/06/09)**

**Audit Committee (15/06/09)**

The Chair stated that the work of all the above Committees had been reported earlier in the meeting.

**885 Standing Items**

**885.1 Health and Safety**

There was nothing to report.

**885.2 Link Governors**

Miss Campbell had visited Maths and Mr Quinney tabled a report of his visit to the Computing/ICT department.

**885.3 Equality and Diversity**

This subject had been discussed in depth earlier in the meeting.

**885.4 Training**

Some areas of need had been identified earlier in the meeting. A positive report had been given earlier in the meeting of the recent Equality and Diversity training.

**886 Information Exchange**

- 886.1**
- The Clerk advised members that the calendar for 2009-2010 would be issued as soon as possible
  - The VPPR recommended that those Governors who had not been able to attend the Art Exhibition before the meeting try to have a look before they leave, if possible, as the work displayed was of a very high standard
  - The DF reported that a fundraising CD swap, organised by Dr Graham Deans, had been held one lunchtime the previous week in aid of the Hannah Memorial Fund which had raised about £500 bringing the total raised to £4,000
  - Cllr House reported anecdotal praise and support from a potential student who had attended the recent Introductory Day
  - The Chair reminded members that the Chair election process had been initiated and stated that he was available for help and guidance and urged members to talk to each other to ensure a successful succession

**886.2** Those that were not involved with the Confidential Item withdrew from the meeting and this part of the meeting closed at 8.09 pm.

**887 Confidential Section**

The recommendations of Decision Papers 549 and 550 were unanimously approved. Confidential minutes taken by Mrs Lomax are held elsewhere.

**888** *Date of next meeting: to be arranged*