

**MINUTES OF A MEETING OF NEW COLLEGE NOTTINGHAM CORPORATION  
HELD ON WEDNESDAY 22 OCTOBER 2008 AT 5.30PM**

**PRESENT:**

Anne Adams- Chair	✓
Geoff Hall – Principal	✓
Alex Brown	✓
Delroy Brown	✓
Trevor Cooper	✓
Lucy Dadge	✓
Christine Goldstraw	Apologies
Brian Hambidge	✓
Marianne Howarth	✓
Mick Newton	✓
Jonathon Oldham	✓
Carol Parkinson	Apologies
Tim Richmond	Apologies
Mike Storey	✓
Ralph Tonge	Apologies

**IN ATTENDANCE:**

Margaret Allen	Deputy Principal
David White	Interim VP Corporate
Andrew Hartley	Director of Funding and Financial Resources
Val Mattinson	Director of Corporate Affairs
Joanna Boulton	Director of HR
Claire Kay	Clerk to the Corporation

Consideration of items of business was based on reports prepared by College management and the Clerk to the Corporation which were circulated with the agenda to all Members of the Corporation in advance of the meeting.

The Chair welcomed Alex Brown and Jonathon Oldham to their first full meeting of the Board as this year's Student Governors. David White was also welcomed to his first Board meeting as Interim VP Corporate.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Members listed above. The apologies were accepted by the Board.

**2. DECLARATIONS OF PERSONAL INTEREST IN AGENDA ITEMS**

All staff declared an interest in agenda item 12. No other interests were declared.

**3. ANNUAL ELECTION OF VICE CHAIR**

The Clerk informed members that one nomination had been submitted for the election of Vice Chair. Marianne Howarth was nominated by Anne Adams and seconded by Christine Goldstraw. The Board passed the following resolution:

**The Board elect Marianne Howarth as Vice Chair from 10 October 2008 to the end of the first meeting of the academic year 2009/10.**

The Board agreed to consider a change to the Standing Orders on the election of Chair and Vice Chair and consider a paper later in the year to move to a term of office for Chair and Vice Chair of two years.

**4. MINUTES FROM THE MEETING HELD ON 23 JULY 2008**

The minutes from the meeting of the 23 July 2008 were reviewed by the Board. Members discussed the confidential minute and requested changes to the minute relating to the presentation by Tenon. The confidential minute would be returned to the next meeting for approval. The Board passed the following resolution:

**The Board approve the public minutes of the meeting held on 23 July 2008.**

**5. MINUTES FROM THE MEETING HELD ON 8 OCTOBER 2008**

The minutes from the meeting of the 8 October 2008 were reviewed by the Board. The Board passed the following resolution:

**The Board approve the minutes of the meeting held on 8 October 2008.**

**6. MATTERS ARISING**

There were no matters arising from the minutes not considered elsewhere on the agenda. The Chair thanked Margaret Allen for deputising for the Principal during his extended leave in September.

**7. PRINCIPAL'S OVERVIEW**

The Principal updated members on the outcomes of the recent Ofsted visit. This information was deemed confidential until published by Ofsted in the final report. The key strengths and weakness were noted by the Board.

The management team had organised a planning day to consider the outcomes of the visit and determine what was needed to move the College forward. Thanks were expressed to all areas of the College who demonstrated the best of ncn during the week.

The Board offered their thanks and congratulations to all involved.

Members noted the detail of the report outlining national and local events and the activities undertaken by the Principal.

The report was noted.

*Delroy Brown arrived during this item.*

**8. ENROLMENT OVERVIEW**

Members received a presentation on the current enrolment levels against the College's targets. The LSC had not formalised all contracts with the College.

Full time numbers were fairly fixed at this point and showed a slight shortfall on 16-18 numbers especially in lifestyle and construction, but 19+ enrolments were above target. Although the combined totals were above the College target for full time the new funding methodology meant virements between funding streams was not possible.

Part time enrolments indicated a greater than expected volume at this point for 16-18, and overall 19+ enrolments in line with expectations.

Full time HE enrolments were above target which when considering withdrawal trends was likely to result in being very close to HFCE targets. Members were pleased to note that all curriculum schools achieved their individual enrolment targets indicating overall planning in this area had improved significantly. Part time HE numbers were slightly below target.

The demand led element of provision indicated both 16-18 and 19+ enrolments were within expectations at this time with Train to Gain and 16-18 above profiled targets. Members noted that there was an opportunity to renegotiate in year targets with the LSC after quarter 1. Provision delivered through partnerships would be monitored closely for quality and delivery against target. Management were aiming to reduce partnership delivery over the medium term to enable more demand led provision to be delivered in house.

The report was noted.

**9. MERGER UPDATE**

The Chair updated members on the activity with regard to merger and a confidential minute was produced.

**10. ANNUAL REVIEW OF RISK MANAGEMENT FOR 2007/08 AND RISK REGISTER FOR 2008/09**

Members received the annual review of risk management and the risk strategy for 2008/09 including the proposed risk register, as recommended by the Audit Committee.

The Board passed the following resolution:

**The Board note the contents of the report and**

- **approve the risk management strategy 2008/09**
- **approve the risk register for 2008/09.**

**11. PROJECTED OUTTURN 2007/08**

The report circulated to members indicated the expected financial outturn for 2007/08 subject to the completion of the external audit. Members noted the UK GAAP surplus remained at £81,000, with an underlying operating surplus of £1.25m.

The report showed the College's tight financial management had resulted in the largest positive shift in operating position in the sector between 2003/04 and 2006/07, and this had been recognised as outstanding by the LSC.

The external audit was still underway but was unlikely to result in a worsening financial position.

The report was noted and the finance team congratulated for the financial management resulting in a surplus for the second successive year.

**12. STAFF PAY AWARD**

Members were pleased to note the national agreement on pay awards for 2008/09 and were happy to support the implementation of the AoC's recommended pay award for all staff from 1 October 2008. Members considered the practice of the Board to back date in year pay awards to 1 August once finances were secure but concluded that a prudent position should be held to ensure the continued financial stability before considering back dating the award.

The Board passed the following resolution:

**The Board approve the nationally agreed pay award of 3.2% from 1 October 2008, or the sum of £550, whichever is the greater, to all staff in November.**

*Mick Newton left the meeting.*

**13. RECOMMENDATIONS FROM COMMITTEES**

Following a review of the latest committee cycle, the Board passed the following resolutions:

- **The Board approve the governor training plan for 2008/09**
- **The Board adopt the revised Whistleblowing Policy**
- **The Board approve the appointment of Grant Thornton as the College's Internal Audit Service for 2008/09**
- **The Board approve the Internal Audit Plan for 2008/09**
- **The Board note the annual self-assessments undertaken by the Audit Committee and the Search Committee.**

**14. DISCIPLINARY AND GRIEVANCE PROCEDURE REVIEW**

A review of the Disciplinary Procedure for Senior Post Holders and for all staff and the Grievance Procedure for all staff were reviewed by the Board and the reasons for the review noted. The Disciplinary Procedure for Senior Post Holders was recommended to the Board by the Remuneration Committee.

The revised procedures included the latest guidance from ACAS and the AoC and had been reviewed by the College solicitors.

The Board passed the following resolution:

**The Board adopts the revised procedures:**

- **Disciplinary Procedure for Senior Post Holders;**
- **Disciplinary Procedures for all staff;**
- **Grievance Procedure for all staff including senior post holders.**

**15. ANNUAL REVIEW OF GOVERNANCE**

The Board considered the report reviewing the framework for governance as part of the Corporation's self-assessment process. Members reviewed the decision making arrangements, terms of reference and standing orders and noted the annual attendance statistics. The Clerk reported the requirement of the LSC's PFM team to formalise the procedures around low attendance, which would be considered by the Search Committee in year. The annual report on Whistleblowing was noted and the annual review of confidential items undertaken.

The Board passed the following resolutions:

**The Board approves the governance review and**

- **confirms the current decision making arrangements;**
- **agrees the Chair of the Appeal Committee be determined by the Chair of Corporation as required;**
- **notes the annual reports on attendance and whistleblowing;**
- **approves the release of the confidential minutes detailed in appendix C.**

**16. CONFIDENTIALITY OF BUSINESS**

In accordance with section 17(2) of the Instrument of Government, members determined as confidential the report circulated under item 7 relating to the Ofsted feedback until such time as this was in the public domain, and agenda item 9 consideration of merger, due to commercial sensitivity.

**17. DATE OF NEXT MEETING**

The date of the next meeting was noted as 17 December 2008.

The date of the next training session for the Board on Framework for Excellence was noted as 28 January 2009.

**18. CONFIDENTIAL NOTE OF THE "SOUNDINGS" MEETING ON 17 SEPTEMBER**

The note from this meeting was formally noted by members.

**19. MINUTES OF COMMITTEE MEETINGS**

Minutes of the Audit Committee and Search Committee were noted by members.

The Chair closed the meeting at 19:50.