

**MINUTES OF THE MEETING OF NEW COLLEGE NOTTINGHAM CORPORATION
HELD ON WEDNESDAY 15 DECEMBER 2010 AT 5.30PM**

PRESENT:

David Nelson – Interim Chair	✓
Geoff Hall – Principal	✓
Anne Adams	Apologies
Phoebe Benta	✓
Richard Brackenbury	Apologies
Delroy Brown	Apologies
Lucy Dadge	Apologies
Susan Clague	✓
Nigel Hallam	✓
Karen Harrison	✓
Marianne Howarth	✓
James Lacey	✓
Thulani Molife	✓
Alastair Leverton	✓
Carol Parkinson	✓
Ralph Tonge	✓
Mike Willis	Apologies

IN ATTENDANCE:

Julie Ashton	Deputy Principal
Andrew Hartley	Vice Principal Finance and Resources
Margaret Allen	Vice Principal Skills
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.

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF PERSONAL INTEREST IN AGENDA ITEMS

There were no interests declared in relation to the agenda items.

3. MINUTES FROM THE MEETING HELD ON 24 NOVEMBER 2010

The minutes from the meeting of the 24 November 2010 were reviewed by the Board. The Board passed the following resolution:

The Board approve the minutes of the meeting held on 24 November 2010, and approve the public minute for publication.

4. MATTERS ARISING

Item 6: Members were informed that the HR Strategy would return to Board in March alongside the Workforce Report to enable a holistic review of workforce matters.

Item 7: The Staff Governor reported that the additional days leave had been well received by staff.

5. ANNUAL HEALTH AND SAFETY REPORT 2009/10

This item was taken out of order and Steve Duty, H&S Manager, was welcomed to the meeting. The key aspects of the report were highlighted to members including, the review of the asbestos register planned for 2010/11 to mitigate the risk of delays in contracted works resulting from suspected asbestos. The Board welcomed the runner-up position

achieved in the AoC H&S Champions award. A review of the accident statistics for the year indicated the curriculum areas reporting the highest number of accidents. Although the accidents reported had increased members were assured this was at least in part due to a concerted effort to encourage reporting of accidents to enable improvements to procedures. It was brought to members attention that the areas reporting the highest numbers of accidents did not provide trained first aiders from staff within those areas, relying on first aiders elsewhere within the College. Members agreed that providing trained first aiders within those curriculum areas of Hair and Beauty, Food and Hospitality and Construction should be included in the Action Plan.

Members requested the addition of benchmark data showing accidents per head by curriculum area in future reports to demonstrate the College's performance against others in the sector. The Board passed the following resolution:

The Board approve the Annual Health and Safety Report for 2009/10 and endorse the action plan for 2010/11 subject to the inclusion of an action to increase first aiders in specific areas, and the development of benchmark data for reporting next year.

6. COLLEGE SELF ASSESSMENT REPORT

The Deputy Principal presented the five Ofsted graded areas from the report highlighting key evidence to substantiate the grades proposed. The College was self assessed as Good overall, however outcomes for learners was self assessed as satisfactory. The continuing strategic drive from the Board of improving student success rates was resulting in an upward trajectory of overall success rates and areas of underperformance were scrutinised in year.

Members accepted the need to challenge underperformance resulting in some circumstances, in the closure of courses, but re-emphasised that curriculum rationalisation needed to be undertaken in a systematic way to ensure the needs of learners were taken into account.

Members discussed their needs in relation to assuring quality improvements. Further developments on the reporting requirements in year would be brought back to the Board meeting in February at the Mid-year Review.

Members welcomed the presentation of the Self Assessment Report considering the document to be a true reflection of the College. It was considered that the development of further graphical representation of trends would assist the reader in future reports.

The Board passed the following resolution:

The Board approve the College Self Assessment Report for submission to the SFA subject to final editing in consultation with the Vice Chair.

7. FINANCIAL STATEMENTS 2009/10

The Vice Principal Finance and Resources presented the pack of documentation to support the approval of the Financial Statements. The documents recommended by the Audit Committee outlined the good assurance levels provided by the audit firms to the Committee.

The final results for the year were presented benchmarked against previous years and the sector benchmarks for 2008/09. The financial health score remained "good". Improvement in net current assets would be required if the College is to secure a better financial health score in the future.

Members discussed the cash position in the accounts, noting the cash surplus generated in year was re-invested into capital improvements. Members considered an investment strategy should be developed as part of the Mid-year Review, to plan for the future investment requirements of the organisation.

Members concluded the results demonstrated a solid financial performance, close to budget, which provided governors with assurance of good financial management.

The Board passed the following resolutions:

The Board note:

- the **Accounting Officer's Annual Assurance Opinion, and**
- the **reconciled position of the July management accounts to the audited position.**

The Board approve:

- **The External Audit Highlights Memorandum and Management Letter;**
- **The Internal Audit Service Annual Report;**
- **The Annual Report of the Audit Committee.**

Following the approval of the documents above, the Board approve for signing by the Chair and Principal:

- **The Members' Report and Financial Statements for the year ended 31 July 2010, and**
- **The letter of representation to the External Auditors.**

8. ANNUAL REVIEW OF GOVERNANCE

The Clerk presented the annual review of governance undertaken as part of the Corporation's self review process. The report outlined the decision-making arrangements for the Board and the revised constitutional documents to support the new framework of governance.

The annual report on governor attendance reported improvements in the attendance commitment of governors. The annual report on Whistleblowing was noted and a review of the confidential minutes undertaken.

The Board passed the following resolutions:

- **The Board confirm the Corporation's current decision making arrangements.**
- **The Board approve the revised Corporation Standing Orders, Committee Terms of Reference and Code of Conduct.**
- **The Board note the annual report on Whistleblowing and governor attendance.**
- **The Board agree to the release of confidential minutes in accordance with appendix 2 of the report.**

9. FE IN NOTTINGHAM

A confidential minute was prepared for this item.

10. MINUTES OF COMMITTEES

The minutes from the Committee cycle were noted.

11. RISK MANAGEMENT ISSUES

The strategic risk areas were reviewed by the Corporation in light of the discussions during the meeting. No additional risks were identified.

12. CONFIDENTIALITY OF BUSINESS

In accordance with section 17(2) of the Instrument of Government, members determined that the report and discussion under item 9 would remain confidential due to commercial sensitivity.

13. **DATE OF NEXT MEETING**

The next scheduled meeting was on Wednesday 19 January 2011.

The Chair closed the meeting at 19.40pm.

Signed: _____

Date: _____