

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 11 JULY 2007

1. **PRESENT**

Mr P Cropley (chair), Mr C Baron, Ms S Daley, Mr R Haynes, Mrs L Ladds, Mr A Lascelles, Mr T Lightfoot, Mr S McCracken, Mr A Reynolds, Mrs R Ward, Mr D White and Mrs H Wright.

Also in attendance Mrs J Hemmant (Clerk to the Corporation), Mr J Allison-Maybank (Director of Client Services), Mr J Rees (Director of Curriculum and Standards), Mr K Tharby (Director of Human Resources), Mr Paul Collins (Director of Business Development).

Apologies for absence were received from Mr M Gallagher, Mrs P Smith and Rev R Whitehead.

2. **MINUTES OF MEETINGS**

a) Meeting of the Corporation 16 May 2007

The Minutes of the meeting of the Corporation held on 16 May 2007, having been circulated, were agreed and signed as a correct record.

Members were advised that the Principal had been asked to speak at a national conference on International Students alongside the Minister Bill Rammell following the College's success in the Beacon Award. It was agreed that the Marketing team should be asked to circulate to Members copies of the national press coverage which had been received related to the award.

b) Meeting of the Finance and General Purposes Committee 4 June 2007

The Minutes of the meeting of the Finance and General Purposes Committee held on 4 June 2007 were, subject to the addition of Mr Gallagher to the list of those present, received and accepted.

c) Meeting of the Standards Committee 20 June 2007

The Minutes of the meeting of the Standards Committee held on 20 June 2007 were received and accepted.

3. **STRATEGY**

Members received a report from the Principal on strategic issues related to the uncertainties arising from the future management of Further Education across two

government departments. The College identified that a major issue would be how 16-19 funding would be passed to colleges and whether this would result in any adverse affect on funding arrangements. The possibility of any impact on arrangements for capital funding were still unclear but might become more transparent at a meeting to be held with the Learning and Skills Council's Property Adviser on 24 July 2007. Any Governors who wished to do so were invited to attend lunch on that day with the Property Adviser.

4. PRINCIPAL'S REPORT

Members received a report from the Principal on a number of significant achievements which had taken place since the last Corporation meeting. Members were pleased to note the success of the Student Awards event which had taken place at the end of June but asked that in future the dates for Awards events should be advised earlier, particularly where these were local events for individual curriculum areas. It was agreed that this should be part of the agreement between Governors and the areas to which they were linked and would be considered when the links were reviewed to ensure that they become more effective in the future.

5. EQUALITY AND DIVERSITY

Members received a report from the Principal on the progress being made by the College against the Equality and Diversity agenda. It was noted that recent progress had been significant and that staff had made particularly good contributions to this work.

6. CURRICULUM REVIEW AND PLANNING

Members received a report from the Director of Curriculum and Standards on the work of the Curriculum Strategy Group. The arrangements which had been put in place for curriculum planning following Chris Bradford's departure were explained to members, together with the monitoring and management arrangements for 2007-08.

7. FINANCE

Members received a report from the Director of Corporate Services on a number of financial matters:

a) 2007-08 Budget and Financial Plan

Members were provided with detailed information on the proposed budget for 2007-08 and the Financial Plan which it was proposed to submit to the Learning and Skills Council. The impact of a number of exceptional costs and some areas of weaker performance on the College budget were noted and members agreed by a majority vote that the College should take further steps to ensure that its budget for the coming year was in balance.

Having considered the information provided, members agreed to:

- i) approve the Financial Plan and commentary with the identified adjustments included
- ii) confirm the grading of the College's financial health as Grade A
- iii) authorise the Principal and Director of Corporate Services to make further adjustments to the plan prior to submission to the Learning and Skills Council if additional information became available before its submission
- iv) approve the 2007-08 figures as the College's annual budget for that year
- v) approve the continuation of delegated authority to flex the forecast as the year progresses within previously defined parameters

b) LSC Funding

Members were provided with information on the College's performance against enrolment and funding targets for 2006-07 and noted that the College was confident of achieving at least 97% of the funding target.

c) Franchise Contracts 2007-08

Members considered information on the range of franchise contracts proposed for 2007-08 and approved these.

8. PROPERTY

Members received a report from the Director of Corporate Services on the latest position regarding the College's proposed property developments. It was noted that the withdrawal from the West Street development meant that the College had lost some time in preparation of its application for LSC capital funds. It was noted that it was important to proceed with investigations into the two other main options and it was hoped that regional funding might be available for a full feasibility study to be carried out on the alternative town site. One of the issues which was noted to have potential impact on the College's proposals was the Environment Agency position on flood risk in the area and this would be one of the issues addressed within the feasibility study, particularly its potential impact on the valuation of the existing sites.

9. HUMAN RESOURCES

Members received a report from the Director of Human Resources on implementation of the HR strategy. Specific information was provided on Recruitment and Retention, Staff Development, Standards and Performance Management and Pay and Rewards. A review of challenges which had materialised in 2006-07 was provided together with information on the priorities for the HR section in 2007-08.

10. **GOVERNANCE**

Members received a report from the Clerk to the Corporation on a number of Governance issues.

a) **Membership**

Members were advised that a number of vacancies had arisen or were about to arise and it would be necessary to arrange a meeting of the Search Committee in the near future to address these. The continuing absence of Mr P Adams from meetings of the Corporation were noted to be an issue and Governors agreed that, as provided for in Section 10.2.b of the Instrument of Government, his membership should be terminated

b) **Dates of Meetings**

A draft programme of dates for Corporation and Committee meetings in 2007-08 was provided for consideration and was approved by members.

c) **Instruments and Articles of Government**

Members were advised of the outcomes of the Department for Education and Skills consultation on a number of changes to the Instrument and Articles of Government and the indications on which changes were likely to be implemented. It was noted that an implementation date had not yet been confirmed.

11. **BUSINESS DEVELOPMENT**

Members received a report from the Director of Business Development on franchise partnerships and the Learner Involvement Strategy. It was noted that the Learner Involvement Strategy was a key development for the College and should have broad impact on student experience of the College. It was anticipated that this would also significantly improve College performance. Members agreed that they would like to receive a report in a year's time on the progress and impact of this strategy.

Members were further provided with information on the work of the Business Development section through its contracts and Community Learning activities.

12. **CHAIRMAN 2007-08**

Having been duly nominated, Mr P Cropley was elected unanimously as Chairman of the Corporation for 2007-08 academic year.

13. **VICE CHAIRMAN 2007-08**

Having been duly nominated, Mr S McCracken was elected unanimously as Vice Chairman of the Corporation for 2007-08 academic year.

14. MR A LIGHTFOOT

It was noted that this would be the last meeting as a member of the Corporation for Mr A Lightfoot. Mr Lightfoot was thanked for his work which had proved to be so valuable to the main Corporation and to the Audit Committee.

15. DATE OF NEXT MEETING

It was noted that the next meeting of the Corporation would take place on Wednesday 10 October 2007.