

# BOSTON COLLEGE

## MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 16 MAY 2007

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### 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 P Smith, Mrs R Ward, Mr D White, Rev R Whitehead and Mrs H Wright.

Also in attendance Mrs J Hemmant (Clerk to the Corporation), Mr J Allison-Maybank (Director of Client Services), Mr C Bradford (Deputy Principal), Mr Greham Raynham and Mr Laurence Harte (Property Advisors).

Apologies for absence were received from Mr M Gallagher.

### 2. MINUTES OF MEETINGS

#### a) Meeting of the Corporation 28 February 2007

The Minutes of the meeting of the Corporation held on 28 February 2007, having been circulated, were agreed and signed as a correct record.

#### b) Meeting of the Finance and General Purposes Committee 23 April 2007

The Minutes of the meeting of the Finance and General Purposes Committee held on 23 April 2007 were received and accepted.

#### c) Meeting of the Audit Committee 22 March 2007

The Minutes of the meeting of the Audit Committee held on 22 March 2007 were received and accepted.

### 3. STRATEGY

Members received a report from the Principal on a number of strategic issues.

#### a) Funding

Information was provided on the national funding context within which the College was operating and on the indicative allocation for 2007-08. It was noted that negotiations on the final allocation for 2007-08 were still ongoing. One significant element of the indicative allocation was a pot of new money for PCDL.

The Principal also provided information to members on the College's performance against its 2006-07 LSC targets and indications including applications received for 2007-08 recruitment.

b) Learner Accounts

Members were advised that the College was involved in an LSC pilot of Adult Learner Accounts which would commence in August 2007 for one year.

c) Development Plan 2007-08

Members were provided with an updated copy of the development plan for 2007-08. The content of the plan was considered by members of the Corporation and approved.

d) Geographical Reach

Members were provided with information on the approach being adopted to deliver the College's services across its broad geographical catchment area. It was noted that much of the offer was being delivered through activities within the community and that the PCDL funding was a key element to supporting this activity. It was noted that the College was also in discussion with the Library and Learning Service regarding the possible provision of some of the service's work through the College.

#### 4. PRINCIPAL'S REPORT

Members received a report from the Principal identifying key achievements which had occurred since the last Corporation meeting. The most outstanding single achievement was noted to be full Matrix accreditation for the College. Members noted that only one other FE College had accreditation for both internal and external provision, which was what the College had achieved, and that, unlike Boston it had not achieved this at a first attempt. Members agreed to send congratulations and thanks in respect of this achievement to the Student Services Manager whose input and work on this accreditation had been outstanding.

Members also noted that in relation to the achievement of the Beacon Award for the College's international work favourable national publicity for the College had been achieved. It was agreed that Corporation member's congratulations should be reiterated to this team.

#### 5. PROPERTY

Members received a confidential report from the Director of Corporate Services on the latest position in relation to property negotiations for the development of a new College. A presentation on development options was given by Graham Raynham and members explored with College Managers and advisors the options through which the College's development could proceed. It was noted that a decision on the development of the West Street site would have to be taken imminently but the College also needed to ensure that other options were adequately investigated.

Members agreed that some further work should be carried out looking at alternative options and that the Finance and General Purposes Committee should be asked to approve next steps to be taken in respect of the property development.

## **6. FINANCE**

Members received information on a number of financial matters:

### a) Accounts 2006-07

The Chairman of the Finance and General Purposes Committee gave a report on the outcomes of the Committee's consideration of the College's accounts up to 28 February 2007.

### b) Risk Management

The Director of Corporate Services reported to members that satisfactory progress continued to be made in monitoring and implementing the College's Risk Management Plan.

## **7. GOVERNANCE**

Members received a report from the Clerk to the Corporation on a number of governance issues:

### a) Membership

It was noted that a number of vacancies had arisen or were about to arise and that these had impacts not only on the membership of the Corporation but also in particular the membership of the Audit Committee. It was agreed that the Search Committee should be asked to consider the vacancies and make recommendations and that membership of the Audit Committee should be given consideration at the next meeting of the Corporation.

### b) Code of Conduct

Members received information on revisions to the Model Code of Conduct recommended by Eversheds and agreed that the updated Code should be adopted by the Corporation.

### c) Governor Links

Members reviewed existing links with areas of the College's work and some amendments were made. It was agreed that it would be helpful for a link day to be set aside which would allow members to become better acquainted with the areas to which they were linked. It was proposed that a date in September should be identified.

**8. PERFORMANCE AND STANDARDS**

Members received a report from the Director of Performance and Standards which was presented by the Deputy Principal in his absence on a number of quality issues including in-year retention performance and the outcomes of a number of internal and external reviews.

**9. HUMAN RESOURCES**

Members received a report from the Director of Human Resources which was presented by the Principal in his absence. The report covered two significant issues:

a) Payroll

It was reported that the College was dissatisfied with the payroll service it had been receiving and was proposing to transfer the payroll service back in-house. Members were concerned to ensure that staff were properly prepared to cope with this area of work which was becoming more complex and the College had the depth of staffing which would be required. It was agreed that this should be specifically identified as a new area of risk for the Risk Register to ensure continued monitoring.

b) Summer Staff Development/Staff Awards

Members were advised of the arrangements for the annual Staff Development period and an invitation was extended to them to attend the presentation of the Staff Awards on 10 July.

**12. DEPUTY PRINCIPAL**

Members were advised that this would be the last full meeting of the Corporation attended by Mr Bradford prior to his taking up his new post as Principal of Bilborough College. Members thanked him for all his hard work during his time with the College and although they were extremely sad to see him go they expressed their congratulations to him and wished him well in his new post.

**13. DATE OF NEXT MEETING**

It was noted that the next meeting of the Corporation would take place on 11 July 2007