

# BOSTON COLLEGE

## MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 14 MAY 2008

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### 1. PRESENT

Mr P Cropley (Chair), Miss L Clark, Ms S Daley, Mr D Hanson, Mrs L Ladds, Mr S McCracken, Miss L Shannon, Mrs P Smith, Mrs B Ward, Mr D White, Mrs H Wright.

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

Apologies for absence were received from Mr C Baron, Mr M Gallagher, Mr R Haynes, Mr A Lascelles, Mr A Pottle, Mr A Reynolds and Mr R Whitehead.

### 2. MEMBERSHIP

Members received recommendation from the Search Committee that Mr Terry Huggins, Chief Executive of South Holland District Council should be appointed as a member of the Corporation. Members unanimously accepted this recommendation and Mr Huggins was appointed for a four year period with immediate effect.

Mr Huggins joined the meeting.

### 3. MINUTES

#### a) Meeting of the Corporation 27 February 2008

The minutes of this meeting had already been agreed at the meeting of the Corporation dated 23 April 2008. There were no matters arising.

#### b) Meeting of the Corporation 23 April 2008

The minutes of the meeting of the Corporation held on 23 April 2008 having been circulated were agreed and signed as a correct record.

#### c) Meeting of the Finance & General Purposes Committee 23 April 2008

The minutes of the meeting of the Finance & General Purposes Committee held on 23 April 2008 were received and accepted.

d) Meeting of the Standards Committee 21 April 2008

The minutes of the meeting of the Standards Committee held on 21 April 2008 were received and accepted.

e) Meeting of the Audit Committee 3 April 2008.

The minutes of the meeting of the Audit Committee held on 3 April 2008 were received and accepted.

**4. PRINCIPAL'S REPORT**

Members received a report from the Principal on activities which had taken place since the last Corporation meeting. Particular interest was expressed in a student visit to North Sea Camp and the Barista Skills Training which was to be offered by the Hospitality and Catering team.

**5. STRATEGY REPORT**

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

a) Innovation Nation White Paper

Information was provided on the implications of the White Paper and the opportunities which it would present. Particular note was taken of the possibility of funding being available for SME's.

b) LSC's Statutory Intervention Policy

Details were provided by the Principal on the circumstances in which the LSC had intervention powers to deal with under-performance. It was noted that in part these powers are being challenged by the Association of Colleges.

c) Funding

It was noted that the LSC's allocation process for 2008-09 was progressing very slowly. An indicative allocation for 16-18 provision had been received and was less than the allocation for 2007-08. Full details were not yet available on adult funding and additional learning support allocations were noted as being made on a different basis to previous years. Members noted that the late allocation of funds was affecting the setting of budgets and that the local Learning and Skills Council was aware of the College's concern about this. It was agreed that a letter of complaint about the process should come from the Corporation.

d) Curriculum

Information was provided on the curriculum review process and the planning which had gone into next year's curriculum offer. One area which was likely to change significantly for 2008-09 was noted to be Key Stage 4 where a lot of schools were delivering vocational work themselves or contracting with each other which was likely to lead to a significant diminution in this work.

e) Property

Information was provided on the latest position with regard to the College's property development and associated issues.

f) Geographical Reach

Members were provided with information about the approach which the College was taking to working across its geographic area.

g) Partnerships

Information was provided on a number of partnership arrangements which the College was developing.

h) Learning and Skills Council

Members were advised of the steps the College was taking to prepare for the demise of the Learning and Skills Council in April 2010.

i) Learner Involvement

The Learner Involvement Strategy was noted to be gaining significant momentum and would be the subject of a separate report. Learner views would be particularly sought in respect of the College's property development.

j) Strategic Planning

Members were advised that although the Learning and Skills Council no longer required production of a plan the College would continue to produce strategic objectives for its own use and would be publishing this in July.

## 6. **BUSINESS DEVELOPMENT REPORT**

The Director of Business Development provided a report on a number of issues within his area of responsibility:

a) Learner Involvement Strategy

Information was provided on the responses which the College had received from students to the activities which had been undertaken as part of the

Learner Involvement Strategy. It was noted that by-and-large students were enjoying their courses. The student governors confirmed their agreement with concerns which had been expressed about canteen and social facilities. It was noted that the Framework for Excellence introduces an opportunity for more focussed review of student perceptions to be gained.

b) Commercial Activities

Information was provided about the College's work in Train to Gain, Apprenticeships and ESF funded activities. Some particular successes were noted and members were also advised that the Train to Gain contract had recently had a successful audit.

c) Skegness Academy for Skills

Members were advised of the activities which were taking place at the Skegness Academy for Skills and proposals for further development of the curriculum offer. Members requested that data on growth in numbers in Skegness should be provided to a future meeting.

## 7. FINANCE REPORT

Members received information on a number of financial matters:

a) Review of Accounts

The Chairman of the Finance and General Purposes Committee reported to the Corporation the outcomes of the committee's review of the accounts to 29 February 2008 which had taken place at its meeting on 23 April 2008. It was noted that the College's performance remained satisfactory. In response to queries clarification was provided on the funding of the property feasibility study and the proposed winding up of College companies.

b) Risk Management

The Director of Corporate Services confirmed that satisfactory progress continued to be made in monitoring and implementing the College's Risk Management Plan which would shortly be the subject of a routine audit report to the Audit Committee.

## 8. PROPERTY REPORT

Members received a report from the Director of Corporate Services on progress being made in respect of the proposed College property development. It was noted that a meeting had taken place with the East Midlands Development Agency about the outcomes of the feasibility study. It appeared that Regional Development Agency funds were less likely to be available to support development on the Rochford campus than they would have been for town centre relocation. Members noted that the College would be pursuing possibilities for obtaining support for elements of the College's future development.

It was noted that arrangements were in hand to appoint consultants to deliver the next stages of the property development. It was proposed to make the appointments by the end of May 2008 and this was approved.

It was suggested that the Corporation needed to establish its own arrangements for oversight of the property development and it was agreed that a committee should be set up to oversee the project but that all members of the Corporation should have an open invitation to attend meetings of such a committee. Some members of the Corporation expressed interest in joining this committee and the Clerk to the Corporation was asked to ascertain whether any of the members not present wished to become involved with it. It was agreed that proposed Terms of Reference for the committee should be brought to the next meeting of the Corporation and that in the interim the Chairman of the Finance and General Purposes Committee would lead the panel for the appointment of property consultants.

## **9. GOVERNANCE REPORT**

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

### a) Code of Conduct

It was noted that a new model Code of Conduct had been issued by Eversheds and members agreed that this should be adopted as the Code of Conduct for members of the Boston College Corporation.

### b) Meeting Schedule

Members reviewed a proposed schedule for meeting dates for 2008-09 and also discussed the timing of meetings. It was agreed that generally the Corporation meetings at 4 pm were convenient for members with some of the committees choosing to meet at other times. The schedule of meetings was approved.

## **10. HUMAN RESOURCES REPORT**

Members received a report from the Director of Human Resources on a number of issues:

### a) Employment Tribunal

Members were advised of an employment tribunal in which the College had recently been involved which had seen the applicants claim dismissed. The Director of Human Resources advised that the College is considering taking out insurance to cover the costs of such cases.

b) Health and Safety

Information was provided on the activity taking place with regard to Health and Safety following a meeting of the College's Health and Safety Committee.

**11. CURRICULUM AND STANDARDS REPORT**

Members received a report from the Director of Curriculum and Standards on a proposed franchise arrangement with a local school – King Edward V1 Humanities College. Members were comfortable with the proposed arrangements and approved this franchise for commencement in September 2008.

**12. DATES**

It was confirmed that the next meeting of the Corporation would take place on 9 July 2008.

A list of College events was circulated to members and they were invited to confirm the date of the annual governors dinner which it was agreed would take place on Tuesday 3 June 2008.