

# BOSTON COLLEGE

## MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 14 OCTOBER 2009

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### 1. PRESENT

Mr P Copley (Chair), Ms S Daley, Mr D Hanson, Mr R Haynes, Mr T Huggins, Mrs L Ladds, Mr A Lascelles, Mr A Reynolds, Mrs P Smith, Mr R Stanley, Mrs B 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) and Mr J Rees (Director of Curriculum & Standards)

Mr G Raynham, Mr D Parsons, Mr J Lehane and Mr A Blackburn (property item only).

Apologies for absence were received from Mr C Baron, Mr S McCracken and Mr A Pottle. Mr M Gallagher had indicated he may be late.

Mr Stanley was welcomed to his first meeting of the Corporation.

### 2. MEMBERSHIP

It was reported that Mrs Lynn Ladds and Ms Becky Ward had been elected by the staff to become staff members of the Corporation and it was agreed that they should be appointed to these positions for a term of 4 years. It was noted that nominations for the student position had not yet been received and that one other vacancy remained on the Corporation.

The Search Committee had met to review forthcoming vacancies and, having considered the contribution which he made to the work of the Corporation, was recommending that Mr Steve McCracken should be re-appointed for a further term when his current term of office ended. The Corporation agreed to accept this recommendation and re-appoint Mr McCracken for a further 4-year term.

### 3. PROPERTY

Members of the Corporation received a presentation from Bond Bryan Architects and Turner & Townsend on possible development options in Boston given the failure of the funding bid to the Learning & Skills Council for the new College development.

The presentation focussed on the forecast numbers, guided learning hours and space which had been looked at in the previous development bid and particularly on possible development of the Rochford campus. Possible options were put forward

to develop the campus over a number of years and the Corporation was provided with an estimate of costs for doing so.

The Corporation was concerned to evaluate what impact such investment might make and how long it would take. Particular concern was expressed about the potential impact on the working of the College during the development period.

Having made the presentation the representatives of Bond Bryan and Turner & Townsend left the meeting.

The Corporation reviewed the proposals which had been put to them and decided that it was too early to make decisions on developments without further strategic review being undertaken by the Corporation and College staff. It was agreed that the steering group which had managed the previous process should be re-convened to have a broad ranging discussion about possible options. In addition to the existing steering group it was agreed that Mr Peter Cropley, Mr M Gallagher, Mr T Huggins and Mr R Stanley should also attend.

#### **4. MINUTES**

a) Meeting of the Corporation 22 July 2009

The minutes of the meeting of the Corporation held on 22 July 2009 having been circulated were agreed and signed as a correct record.

b) Meeting of the Search Committee 22 July 2009

The minutes of the meeting of the Search Committee held on 13 May 2009 were received.

c) Meeting of the Audit Committee 30 June 2009

The minutes of the meeting of the Audit Committee held on 30 June 2009 were received.

d) Meeting of the Finance & General Purposes Committee 16 September 2009

The minutes of the meeting of the Finance & General Purposes Committee held on 16 September 2009 were received.

e) Meeting of the Standards Committee 23 September 2009

The minutes of the meeting of the Standards Committee held on 23 September 2009 were received.

f) Meeting of the Remuneration Committee 16 September 2009

Staff members left the meeting whilst this item was discussed.

Members of the Corporation agreed to approve the recommendations of the Remuneration Committee.

Staff members re-joined the meeting.

**5. STRATEGY**

Members received a report from the Principal on a number of strategic matters including capital projects, machinery of government changes and College performance. The Corporation was advised that the College had largely met its funding targets for 16-18 and Adult Responsive work already and was having to scale back its franchise work. A particular difficulty was that current performance lays down the basis for future years' allocations, so the College may have to do unfunded work in the current year. On Employer Responsive it was noted that the allocation was reduced but was also split and monitored across the months and financial years in a way which was challenging for the College to meet. The Principal advised members that there was also an issue relating to the future funding of Teacher Training courses and the College was having to review how this might be addressed to avoid recruitment difficulties for qualified staff.

Mr Gallagher joined the meeting at this point.

**6. NATIONAL POLICIES**

Members received a report from the Principal looking at the likely development of policy at national level as it would affect the College. A particular area of concern was the potential need for contingency plans to deal with the possible loss of Train to Gain funding in the future. It was noted that colleges generally were feeling the need for a period of stability since recent changes had been very challenging.

**7. SAFEGUARDING**

Members received a report from the Director of Curriculum and Standards on safeguarding duties and how these affected the College. It was noted that there was a need for governors to get involved in training and that this was particularly important since the issue of safeguarding was to be a limiting grade in inspection. It was proposed and agreed that time should be allowed on the January governor development day for governors for governor training on safeguarding.

Further information was given on the ISA vetting and barring scheme, how the Criminal Records Bureau checks worked and how the College proposed to approach new regulations. It was agreed that a safeguarding report should be provided to the Corporation at least twice a year.

**8. BUSINESS DEVELOPMENT**

Members received a report from the Director of Business Development on key areas of work within Business Development including franchising, Skegness Academy, Train to Gain and project work.

## 9. FINANCE

### a) Finance Report 2008-09

Members received a report from the Finance & General Purposes Committee on its review of the accounts to 30 June 2009.

### b) Bank Loan

Members were advised of the further negotiations which had taken place with NatWest regarding the arrangements for a loan for the Spalding development and the option to take a fixed rate loan. Members agreed that they should confirm the appointment of NatWest to provide this loan but decided that it should be taken on a variable rate at the present time. It was noted that, with the approval of the Finance & General Purposes Committee, the loan with Barclays had been paid off leaving the College free to place its cash deposits elsewhere.

### c) Accounts

It was noted that the College's accounts for 2008-09 were forecast to show a surplus after accounting for the investment in the abortive capital project. The College's 2009-10 accounts had not yet been presented to the Senior Leadership Team but there was an issue about lack of confirmation on LSC funding allocations.

### d) Risk Management

Members were advised of the approach taken to risk management in 2008-09 and noted the contents of the latest risk register.

## 10. GOVERNANCE

Members received a report from the Clerk to the Corporation which included information about a review of governance in the FE sector.

The Corporation also looked at performance target achievements in 2008-09 and proposed targets for 2009-10. It was agreed that the Corporation should retain its targets for 2009-10 as existing and the Finance & General Purposes Committee should also retain its targets but change its capital project target to monitoring the development of property development proposals. A proposal from the Standards Committee to maintain its attendance targets and make safeguarding and equality and diversity its issues of focus in 2009-10 was approved. It was agreed that the Audit Committee should maintain its targets as existing but choose a new area for in depth review.

The Corporation reviewed its determination of confidential papers for 2008-09 and agreed that all of the papers identified could now be released. Members also confirmed that their existing decision making processes were appropriate and effective.

Consideration was given to vacancies on committees and it was agreed that Mr Roy Stanley should consider whether he wished to join the Audit and/or Standards Committee.

**11. NEXT MEETING**

It was noted that the next meeting of the Corporation will take place on Wednesday 9 December 2009 followed by the governor development session on 8 January 2010.

The Clerk to the Corporation was asked to re-convene the Property Steering Group at a suitable date.