



**HUDDERSFIELD NEW COLLEGE
FURTHER EDUCATION CORPORATION**

**MINUTES OF THE CORPORATION MEETING
HELD AT HUDDERSFIELD NEW COLLEGE
ON 16th DECEMBER 2009 AT 5.30pm**

Present: Mr T Auckland (Chair), Mr B Atkinson, Mr C Darnbrook, Ms L Dearman, Mr D Giblin, Ms M Gill, Mr P Hume, Ms A James, Mr S Leigh, Mr D O'Neill, Mr P Smelt, Mr M Sokhal, Mr R Vincent, Ms A Williams

In Attendance: Ms J France, Mr P Kennedy, Mr A Shaw, Ms H Smithson, Mr R Walker, Mr A Khamisa, Mr T Webb

Clerk: Mrs C Coupland.

1) Apologies for Absence

Apologies were received from Mr G Craik, Mr M Farrer, Prof M Page, Ms L Tempest, Ms J Westacott

2) Minutes from Meeting held on 24.09.09

The following amendment was agreed:

- AOB (Section 8): To clarify that all minutes are to be checked for accuracy only by members of the senior management staff rather than to approve them prior to distribution as currently reflected in the minutes.

Resolved:

- **That these be accepted as a correct record after the amendment has been made.**

3) Matters arising.

- *Machinery of Government changes:* This is to be addressed within the Principal's report (agenda item 4)
- *Schools for Future:* Opportunity for feedback from the Sub-Committee Group members and representatives from AA Projects Ltd is to be provided at tonight's meeting (agenda item 8)
- *Nomination for Member Vacancy:* The Search Committee recommended to the Corporation the appointment of Mr P Hume. Mr Hume joined the meeting after all members approved his appointment.

Resolved:

- **Mr Hume is to be appointed as a member in accordance with Instrument 2 (1)(a) for a term of office for four years ending 16th December 2013.**

4) Principal's report: Designation of Sixth Form Colleges:

Ms Williams advised the Corporation that the Machinery of Government changes had now received Royal Assent and would come into effect as of April 2010. Ms Williams reminded members of the background to designation as a Sixth Form College, the principles underpinning designation and the designation process and timetable. Furthermore, Ms Williams advised the Corporation as to the reasons underpinning the Senior Management Team's views that HNC should designate as a Sixth Form College, as outlined within her report.

Resolved:

- **For Huddersfield New College to designate as a Sixth Form College**
- **For the Chair to provide written confirmation of the Corporation's decision to the Department for Children, Schools and Families by 21st December 2009.**

5) Reports from Committees:

- *Quality Committee Meeting; 23rd November 2009*

Mr Leigh (Chair of the Quality Committee) briefed members of the Corporation on the main issues considered by the committee. Mr Leigh drew members' attention to the proposed resolutions which needed the Corporation's approval. Members were advised that the Quality Improvement Plan 2009-10 was to also incorporate the Clerks 'Action Plan for Governance' formulated from the Skills Audit recently undertaken with Governors. This is hoped to address the current inspection framework grade assigned to Governance, which is of concern to the Corporation. The revised Improvement plan will be taken to the next Committee Meeting

Mr Leigh also informed the Corporation that the Committee sought additional members, external to that of the College.

Resolved:

- **The Corporation approved the revised Terms of Reference**
- **The Corporation approved the Self Assessment Report 2008-2009**
- **A revised Improvement Plan 2009-10 will be taken to the next Quality Committee for approval (to incorporate Clerk's Action Plan for Governance and FMCE Improvement Plan).**

Mr Leigh left the meeting at this point.

- *Finance & General Purposes Committee Meeting; 30th November 2009*

Mr Smelt (Chair of the Committee) advised members that an amendment is to be made to the minutes under section 3: review of the General Conditions Survey. Currently the minutes states that Mr Shaw is undertaking a plan of cost maintenance of the college, this should read as 'Mr Shaw is undertaking a review of the 10 year planned maintenance programme of the College'.

Mr Smelt also informed the Corporation that the financial statement was considered in detail and that the College's financial health has been assessed as outstanding, as predicted within the financial forecast which had been sent to the Learning and Skills Council.

Ms Dearman informed the Corporation that her date of appointment within the summary table on page 10 of the Members Report is incorrect. The Clerk is to advise Mr Shaw of the correct year from Members' records.

It was also brought to the Corporation's attention as to the need for undertaking CRB checks on all Governors. The Chair advised that further details / instructions will be provided at a later date once the College had sought further guidance on safeguarding responsibilities.

The proposed resolutions recommended by the committee were approved by the Corporation.

Resolved:

- **The Corporation approved the Financial Statement and Member's Report, with the agreed amendment made.**
- **The Corporation approved the Treasury Management review**

- *Audit Committee Meeting: 2nd December 2009*

In Mr Craik's absence, Mr Shaw fedback the minutes from the Audit Committee, as the delegated Spokesperson.

Mr Shaw briefed the Corporation on the documents provided and addressed the proposed resolutions recommended by the Committee.

Furthermore, Mr Shaw advised the Corporation that factual and grammatical errors within the minutes had been highlighted which are to be amended prior to being approved by the Committee as a true record.

The following was discussed:

- FMCE: The Corporation would like the improvement Plan to be incorporated into the overall college quality improvement plan to ensure regular progress checks are made.
- The Internal Audit Strategy: Governor involvement in strategic planning events (page 4 under audit title: performance management). It was accepted that no such events had taken place recently. This is to be revisited by the Senior Management Team. It was also agreed that the College's Safeguarding Practices and Data Protection Policies are to be reviewed.

Resolved:

- **The corporation approves the member's report, annual accounts and management letter as recommended by the Committee**
- **The Corporation approves the letter of representation**
- **That the Financial Management and Control Evaluation is approved.**
- **That the strategy for internal audit for 2009-10 is approved, subject to the above amendment.**
- **That the FMCE Improvement Plan be incorporated into the college Improvement Plan 2009-10.**

6) Update on the latest Financial Position of the College.

Mr Shaw summarised the latest financial position of the College. Drawing members' attention to the following:

- That the latest management accounts up to October 2009 have been reviewed in detail at the last F&GP Committee
- That the Financial Health Classification for the College is 'Outstanding'.
- The £206K extra income for this year is mainly as a result of, the extra funding that was put on one side in the case the College needed to repay it in September 2010, now not becoming due for repayment,
- The £92k extra expenditure is mainly due to extra costs allocated to cater for the extra students and to cover project managers costs of acting on the College's behalf in relation to the possibility of the North Kirklees Sixth Form College
- For future years, the College is aiming to reduce student numbers from 2320 on a phased, planned basis to 2294 in 2010-11 and then to 2200 in 2011-12 and thereafter to try to avoid any see-saw effect in numbers.

Resolved:

- **That the report be received.**

7) Health & Safety

Mr Auckland informed the Corporation that the briefing papers on Corporate Manslaughter, the Health and Safety Offences Act and Trips and Visits Policy circulated to all members in September have been considered by F&GP and that HNC are following up Mr Atkinson's query as to whether the Governors' responsibilities under the Corporate Manslaughter Act, extends to students as well as employees.

The Corporation was advised that the college are arranging H&S briefings for staff on Corporate Manslaughter with the College's Insurers; Zurich and when the date is confirmed invites will extend to Governors.

Furthermore, the members were informed that that the annual H&S report will be considered by the next F&GP and in turn brought to the next full Corporation meeting.

8) Schools for the Future (Confidential Item)

9) Any other Business.

- *Reserved Item:* (Staff and Student Governors left the meeting)

Remuneration Committee, 30th November 2009.

The Corporation was informed that the Remuneration Committee had reviewed the Principal's salary. The Corporation approved the Committee's recommendation.

Resolved:

- **That the Principal's salary be increased by 1.84%, in line with the pay award for teaching and support staff, with effect from 1st September 2009.**

- A copy of the Revised Instruments and Articles of Government (November 2009) is to be provided to all Members. Copies to be distributed by the Clerk.

10) Determination of confidentiality.

It was determined that the agenda item 'Schools for the future' is to remain confidential until after the public consultation.

11) Date of next meeting: 28.01.10