



**HUDDERSFIELD NEW COLLEGE
FURTHER EDUCATION CORPORATION**

**MINUTES OF THE CORPORATION MEETING
HELD ON WEDNESDAY 1st JULY 2009**

MINUTES

Present Mr B. Atkinson, Mr T Auckland (Chair), Ms L Dearman, Mr D Giblin,
Ms M Gill, Mr D O'Neill, Mr P Smelt, Ms L Tempest, Mr R Vincent, Ms
A Williams,

In attendance: Ms J France, Mr A Shaw, Ms H Smithson,

Clerk Mrs C Coupland

1. Apologies for absence

Apologies were received from Mr G. Craik, Mr S Leigh, Professor M Page, Cllr
M Sokhal, and Ms J Westacott.

Resolved:

Apologies accepted.

2) Appointment of Clerk:

The Clerk withdrew whilst the conditions of her service and appointment
were considered. Mrs Coupland was subsequently welcomed by the
Corporation and the background of the interview process was briefed to all
Members.

A presentation was made to Julie France for her services to the Corporation.

Resolved:

**Claire Coupland be appointed as Clerk to the Corporation in accordance
with Instrument 7(1) with effect from 15 June 2009 with terms description
amended for accuracy.**

The Corporation wish to record their thanks to Julie France for the much valued support to current and past chairs and to the corporation members during her time as Clerk.

3) Minutes of the meeting held on 01.04.09

Resolved:

That these be accepted as a correct record.

4) Matters arising

There were no matters arising.

5) Recommendations from Search Committee:

The Search Committee recommended the appointment of two new members, Mrs Alison James and Mr Conor Darnbrook. It was also recommended that the Student Council was to be approached to nominate a further member.

Member vacancies were brought to the attention of the Corporation and in particular the recognition that the Quality Committee needed additional members. Members were also asked to consider any recommendations for co-option to the Audit Committee (please note that members of the F & GP are not able to sit on this Committee). It was also deemed beneficial for new members of the Audit Committee to have a financial and/or audit background.

The Corporation was informed that the Clerk is to meet with Mr Mears in order to take forward the annual skills audit for succession planning. Members were asked to be compliant with the skills audit.

Resolved:

Mrs Alison James to be appointed as member in accordance with Instrument 2(1)(c) for a term of office for two years ending 30.06.11

Mr Conor Darnbrook, President of the Student Union to be appointed as member in accordance with Instrument 2(1)(f) for a term of office for one year ending 30.06.10.

The Clerk is to approach the Student Council to request that they nominate a second Student member of the Corporation.

(Confidential Item for Corporation Members only)

6) Schools for the Future: Update

7) The Principal's Report:

The Principal presented her report. Attention was specifically drawn to the following:

- *Staffing:* Peter Kennedy assumed the role of Deputy Principal on 1st June 2009.
- *Students (prospective and current):* There are an increasing number of student applications, especially for students recording HNC as their first choice establishment for further education. The Principal is of the view that this increase in applicants is a reflection of the good OfSTED inspection and growing positive reputation of the College. Furthermore, the strategies put in place last year with regards to improving the retention of students have led to a significant improvement in the retention rate.
- An issue was brought to the attention of the Corporation where duplicated examination codes for AS Classics had been discovered which affected AS Classics students ability to sit the new CIVI exam (the history paper). Following prompt action to put contingency plans in place for the students affected, they were able to sit the related Legacy paper and an agreement was obtained for them to be given special consideration by the Examination Board. Further support will be provided, where appropriate.

Resolved:

That the report be received.

The Corporation members recorded their condolences to Peter Kennedy given the death of his father.

The Corporation would like to record their appreciation to staff for their hard work in improving retention figures.

The Corporation acknowledged that the College managed the situation as well as it could be, with regards to the exams issue and supported the

Principal's recommendation for this matter to be taken forward by the Quality Committee.

8) Three year financial forecast to 31st July 2012.

Mr Shaw presented his report. The forecast had previously been considered in detail by the Finance & General Purposes Committee, who recommended its approval. The main assumptions and risks were discussed.

Resolved:

The Financial Forecast was approved for submission to the LSC by 31st July 2009.

The budget was approved for the year ended 31st July 2010, based on:

Income	£10,623K
Expenditure	£10,254K
Historical Cost Surplus	£ 369K
Capital Expenditure	£ 790K

The financial health of the College was assessed as 'outstanding' for the whole period.

The Corporation also wished to record their thanks to Mr Shaw 'for his effort and wisdom'.

9) Capital project:

The Corporation was advised by Mr Shaw of a plan to remodel part of the existing 1950's building to provide appropriate central Senior Management accommodation. The F&GP Committee were recommending this to the Corporation. The Chair stated that this was a sensible approach to centralising senior management at the College and that the area to be targeted was in need of renovation.

Mr Shaw advised members that in terms of process, tenders had been received (1st stage) and that the College was now to move onto the 2nd stage of the tender process; addressing specifications and any misunderstandings to ensure costing comes under budget.

Resolved:

The Corporation approved the project with a total cost (including VAT and fees) not exceeding £250,000.

10) Meeting schedule:

Following a review of the draft calendar, it was agreed that changes were to be made to the dates for the Quality Committee Meetings in line with academic calendar events.

The Chair also asked for the feasibility of bringing the timeline forward for distribution of papers to Corporation Members and the possible use of email etc. for single items requiring an urgent decision thus avoiding the need to call additional meetings or delaying Management decisions.

Resolved:

The amended meetings calendar was approved. The Clerk will circulate the amended schedule with a clear indication of the changes made to the dates of the Quality Committee meetings.

That there was scope for a general review of practice with regards to timescales for paper distribution and possible use of emails etc with some suggestions to be put to the December meeting by the Clerk.

The Clerk will liaise with HNC Senior Management Team and will research other Colleges' good practice.

11) Fees & Charges Policy.

Resolved.

That the report be received and that the Fees and Charges Policy is supported subject to amendment in contact details for student hardship as agreed at F&GP committee meeting in June 2009.

12) Staff Expenses:

Resolved:

That the report be received and that the Staff Expenses Policy be approved.

13) Reports from Committee:

Resolved:

That the draft minutes for the F&GP Committee and Audit Committee be received subject to the following amendments:

- F&GP minutes: Agenda item 6 (Capital Project). Tender Figure to be amended to £250,000 (max) rather than £198,169 as currently recorded.

In addition, it was noted from the minutes that F&GP committee members' had raised concerns about the advice given by Bentley Jennison on the VAT issue with regards to the Capital Project (Art building) and that feedback relating to this issue was not relayed to the Audit Committee, as requested. This matter is to be taken forward at the next Audit Committee Meeting.

14) Health & Safety

The Chair advised that there is a Health and Safety inspection due to take place on Friday morning (3rd July 2009) and that feedback on them will be provided at a later stage. Furthermore the presence of asbestos is to be checked prior to work commencing on the Capital Project (SMT accommodation) given the age of the building.

The Corporation Members also agreed that it was necessary to be briefed on the changes to the 'Corporate Manslaughter' legislation.

Resolved:

For HNC's Health and Safety Officer to provide a briefing paper on 'Corporate Manslaughter' legislation changes.

15) Any Other Business

There was no further business.

16) Determination of confidentiality

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

17) Date of next meeting:

24th September 2009 at 5.30pm