

# BOSTON COLLEGE

## MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 17 OCTOBER 2012

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### 1. PRESENT

Mr P Cropley (chair), Mr M Gallagher, Mr D Hanson, Mr R Haynes, Mrs L Ladds, Mr S McCracken, Mrs A Mosek, Mr N Percy, Mr A Reynolds, Mr R Stanley, Mr D White and Mrs H Wright

Also in attendance: Mrs J Hemmant (Clerk to the Corporation), Mr P Collins (Director of Business Development), Mrs F Grady (Vice Principal: Curriculum and Quality), Mr S Stanley (Finance Manager) and Mr K Tharby (Director of Workforce Development).

Apologies for absence were received from Ms L Adey, Mr A Lascelles, Mr B Walder, Mr J Woodward and Mr B Wright.

### 2. COLLEGE REFURBISHMENT

Members of the Corporation took a tour of the areas of the College on the Rochford site which had been refurbished using the renewal grant funding which had been made available to the College. Members noted the improved facilities offered to students as a result.

### 3. MEMBERSHIP

Members received a recommendation from the Search Committee for the appointment of Siobhan Richards as a member of the Corporation. It was agreed that Siobhan should be appointed for a 4-year term with immediate effect. Members also received advice that the student body had nominated Chloe French and Ben Wright to serve as student governors for the 2012-13 academic year and these appointments were approved. It was noted that the student members would join the Standards Committee as previous practice.

Siobhan Richards and Chloe French joined the meeting at this point.

Members noted that Ladey Adey and John Woodward were reaching the end of their 1-year terms and it was agreed to extend their appointments to full 4-year terms.

### 4. HOW THE COLLEGE MEETS LEARNERS INDIVIDUAL NEEDS

Members received a presentation from Dawn Telford, Head of Learner Services, on the role and function of Learner Services and how it followed the learner journey through their College experience

## 5. **MINUTES**

### a) Meeting of the Corporation 11 July 2012

The Minutes of the meeting of the Corporation held on 11 July 2012 having been circulated were agreed and signed as a correct record.

### b) Meeting of the Corporation 24 July 2012

The Minutes of the meeting of the Corporation held on 24 July 2012 having been circulated were agreed and signed as a correct record.

### c) Meeting of the Audit Committee – 5 July 2012

The minutes of the meeting of the Audit Committee dated 5 July 2012 were received.

It was noted that the Finance and General Purposes Committee is monitoring actions taken following the audit of budgetary control.

### d) Meeting of the Standards Committee – 19 September 2012

The minutes of the Standards Committee dated 19 September 2012 were received.

### e) Meeting of the Search Committee – 29 August 2012

The minutes of the Search Committee dated 29 August 2012 were received.

## 5. **PRINCIPAL'S REPORT**

Members received a report from the Principal on strategic matters affecting the College including the Cabinet reshuffle, the proposed scrapping of GCSE's where further details were awaited and which could have big implications for the College and the new Industrial Strategy which could see funding, including apprenticeship funding, going straight to employers.

The report provided information on Key Performance Indicators and a discussion took place about areas of concern. Particular areas of challenge were noted to be retention on Access courses and timely achievement of Apprenticeships.

Members were advised that the Skills Funding Agency audit on learner numbers had gone extremely well and also there were a number of staff changes currently taking place in Hospitality and Catering.

## 6. **FINANCE REPORT**

Members received a report from the Vice Principal: Corporate Services on the final approved budget for 2012-13 and the preparation of the 2011-12 end of year accounts.

The Principal reported to members on recruitment and funding. Members were pleased to note that HE target numbers had been achieved and that whilst

International student numbers had reduced overall, tier 4 numbers had increased from 8 to 14. A reduction was noted in the 14-16 link numbers which was likely to continue as a result of government policy. Apprenticeship numbers were noted to have increased overall but there had been a large dip in Construction numbers. A discussion took place about 16-18 full time numbers where there was a shortfall on target and consideration was given to how the College could best address the increasing competition in this market.

Members noted that it appeared that the 19+ targets would be delivered but that numbers were not yet available. The delay in the transfer of the Spalding freehold had limited recruitment opportunities in Spalding and a general discussion took place about College approaches to recruitment of learners.

Adrian Reynolds left the meeting at this point.

The Vice Principal: Corporate Services reported on risk management for 2011-12 and the arrangements which had been in place. It was agreed that, as recommended by auditors, advice on the categorisation of risks should be added to the Risk Management Policy. Members noted the content of the latest Risk Register.

#### **7. WORKFORCE DEVELOPMENT REPORT**

Members received the annual report from the Director of Workforce Development including details of the staff composition, absence, turnover and a range of other measures. The Corporation commended the comprehensive nature of the report.

#### **8. LEARNER INVOLVEMENT STRATEGY**

Members received a report from the Vice Principal: Curriculum and Quality on the College's Learner Involvement Strategy. Particular note was made of learner involvement in lesson observations and the strategies which the College adopted to ensure that learners' views were heard. The arrangements for learner representation and participation were commended by members.

#### **9. PROPERTY REPORT**

Members received a report from the Vice Principal: Corporate Services on property developments which had taken place and which were in progress.

#### **10. RED LION QUARTER**

Members received a report from the Director of Business Development on the Red Lion Quarter and its performance. Members were asked for feedback on the content of the report which was presented in this format for the first time.

Members were advised of the feedback the College had received from consultation which had taken place with the local community in Spalding and it was noted that options on future use of the Restaurant were being considered and would be brought back to the Corporation later. The Restaurant was currently honouring large events and was offering one week of Christmas lunches but was not able to

make smaller events cost effective. A discussion took place about the use of the Food Hall and comments which had been made about this in the consultation process. Members agreed that the College should continue to develop Hair and Beauty facilities in this area as had been previously planned.

## 11. **GOVERNANCE REPORT**

Members received a report from the Clerk to the Corporation on a range of governance issues.

The Search Committee had made a number of recommendations on the skills analysis, Equality and Diversity, succession planning and induction and training. All of these recommendations were accepted and the Governor Induction and Training Policy was adopted.

Members noted the performance of the Corporation, Finance and General Purposes Committee and Standards Committee in 2011-12 and the performance of the Audit Committee against its attendance and focussed review. It was noted that the Audit Committee's annual report would be presented to the December Corporation meeting.

Performance targets for 2012-13 were considered and were agreed as:

### Corporation

- 75% attendance
- oversight of the quality of Teaching, Learning and Assessment
- oversight of property developments
- monitoring of Health and Safety and Equality and Diversity
- all governors undergoing training

### Standards Committee

- 80% attendance
- focus on teaching and learning
- review of AS, A2 and GCSE performance
- focus on Adult Success Rates

### Finance and General Purposes Committee

- 85% attendance
- approval of the annual budget prior to submission to the Corporation in Summer 2013
- monitoring the timeliness and relevance of financial reporting.

It was noted that the Audit Committee would make proposals for its 2012-13 targets at the December meeting.

A discussion took place about the release of confidential papers and the Corporation's decision making processes. The latter were agreed to be appropriate and effective and the Corporation agreed that it should maintain its existing policy on the release of papers generally but that a Finance and General Purposes Committee paper on the Pay Award in September 2011 and Finance and General

Purposes Committee paper on financial challenges in April 2012 should be released from their confidential status. Other items should remain confidential.

**11. BOSTON BUSINESS AWARDS**

Members were advised of the date of the Boston Business Awards and were invited to attend if they wished.

**11. DIARY DATES**

Members noted the dates of the Governor Development session on 7 November 2012 and the next Corporation meeting on 12 December 2012. The Principal advised members that Martin Doel of the AoC would be coming to the Development session in March 2013.