

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 16 MAY 2012

1. PRESENT

Mr P Cropley (chair), Mrs L Adey, Mr D Hanson, Mr R Haynes, Mrs L Ladds, Ms I Lebedowicz, Mr S McCracken, Mrs A Mosek, Mr A Reynolds, Mr D White, Mr J Woodward, Mrs H Wright.

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

Apologies for absence were received from Mr J Earl, Mr M Gallagher, Mr A Lascelles, Mr N Percy, Mr R Stanley and Mr R Walder.

2. CURRICULUM PLANNING PROCESS

The Vice Principal: Curriculum and Quality gave a presentation on the curriculum planning process which had been carried out for College's offer for 2012-13. She explained the principles and mechanics of the process and showed members how the process worked by engaging managers across the College in the forecasting exercise. It was noted that 16-18 targets appeared likely to be met or exceeded in 2012-13, approximately 36% of the 19+ targets would be met by direct delivery with the rest being delivered through partners and the HE numbers were currently regarded as challenging. It was agreed that a copy of the presentation should be circulated to members after the meeting.

3. MEMBERSHIP

It was reported that it had not proved possible to identify a second student governor for 2011-12 to take up the vacancy.

4. MINUTES

a) Meeting of the Corporation - 22 February 2012

The Minutes of the meeting of the Corporation held on 22 February 2012 having been circulated were agreed and signed as a correct record.

b) Meeting of the Search Committee 22 February 2012

The minutes of the meeting of the Search Committee held on 22 February 2012 were received.

c) Meeting of the Finance and General Purposes Committee – 25 April 2012

The minutes of the meeting of the Finance and General Purposes Committee held on 25 April 2012 were received.

It was noted that the minutes should have recorded that the cashflow position identified was not sound.

d) Meeting of the Standards Committee – 25 April 2012

The minutes of the meeting of the Standards Committee held on 25 April 2012 were received.

e) Meeting of the Audit Committee – 22 March 2012

The minutes of the meeting of the Audit Committee held on 22 March 2012 were received.

5. **PRINCIPAL'S REPORT**

Members received a report from the Principal on a number of strategic issues affecting the College. It was noted that there were concerns about the Ofsted Inspection Process and how it was now affecting colleges with 29% of colleges being identified as failing. Members particularly noted the success of Callum Chapman as Apprentice of the Year at the Lincolnshire and Rutland Skills Awards and the Corn Exchange as Employer of the Year. Members agreed that their congratulations should be sent to Callum and to the Corn Exchange.

Members were provided with information on the College's performance against Key Performance Indications for 2011-12 which were considered in detail.

6. **PROGRESS AGAINST 2011-12 COLLEGE BUSINESS PLAN**

Members received a report from the Principal on progress being made against business plan objectives. Particular note was taken of the fact that the Red Lion Quarter purchase had not yet taken place and that the College anticipated that it might get an Ofsted monitoring visit shortly but was possibly more likely to have a full inspection in 2012-13.

7. **STRATEGIC DIRECTION**

Members received a report from the Principal looking at a number of issues relating to the Corporation's key role in determining the strategic direction of the College. Members debated the contents of the Vision Statement, the Mission Statement and the College Values at some length and it was agreed that the existing Vision Statement should be retained, that the Mission Statement should be amended and that the College Values should be adopted as proposed with the addition of Excellence.

Members gave careful consideration to the College's strategic priorities and agreed that priority 6 should be re-designated as 'maintaining financial stability' which would be supported by achieving higher levels of efficiency and responsiveness.

8. HIGHER EDUCATION STRATEGY

Members received a report from the Vice Principal: Curriculum and Quality on the College's Higher Education Strategy. The implications for the College having its own Higher Education numbers were specifically identified and noted by members.

9. EVALUATION OF STAFF SURVEY AND INVESTORS IN PEOPLE REPORT

Members received a report from the Principal and Director of Workforce Development on the College's Investors in People reaccreditation and the outcomes of the Staff Survey. Members considered the information provided on the outcomes of the survey and the actions which were being taken to address identified issues.

10. FINANCE

Members received a report from the Vice Principal: Corporate Services on the College's financial performance which had already been considered in some detail at the meeting of the Finance and General Purposes Committee which had taken place in April.

Members identified the need to keep the College's financial position under constant review and to replenish its reserves. It was noted that new budget setting procedures had been introduced for 2012-13 and in particular the curriculum planning process was expected to prove more reliable than had previously been the case.

Members were advised that the College's Risk Management arrangements were proceeding as planned.

11. PROPERTY

Members received a report from the Vice Principal: Corporate Services on a number of property issues.

Ladey Adey left the meeting at this point.

Members took particular note of progress in the delivery of the renewal grant works and the issues still being addressed over the intended purchase of the Red Lion Quarter which has not yet reached a conclusion.

A discussion took place about the Skegness lease issue and it was agreed that a further approach should be made to the landlord in an attempt to resolve this matter.

12. GOVERNANCE

Members received a report from the Clerk to the Corporation on potential changes to the Instrument and Articles of Government. Members considered that at this point in time it was not necessary to make changes to Boston College's Instrument and Articles but that the situation would be monitored to identify any changes which may be required over the course of time.

It was noted that a new Financial Memorandum had been issued to replace the 2006 version and the changes were noted, particularly in respect of guidance about property transactions and borrowing.

Members were advised that not all CRB checks had yet been submitted and were asked, if their checks were outstanding, to deal with these as quickly as possible.

13. SAFEGUARDING

The Director of Workforce Development gave a confidential report to members on a safeguarding issue.

14. NEXT MEETING

It was noted that the next meeting of the Corporation would take place on 11 July 2012.