

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 11 JULY 2012

1. PRESENT

Mr P Copley (Chair), Mr S McCracken (Vice Chair), Ms L Adey, Mr M Gallagher, Mr D Hanson, Mr R Haynes, Mrs L Ladds, Mr T Lascelles, Ms I Lebedowicz, Mrs A Mosek, Mr A Reynolds, Mr R Stanley, Mr D White, Mr J Woodward and 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 N Percy and Mr R Walder

2. MINUTES

a. Corporation – 16 May 2012

The minutes of the meeting of the Corporation held on 16 May 2012 having been circulated were agreed and signed as a correct record.

b. Standards Committee – 12 June 2012

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

All members have been provided with copies of the Equality and Diversity report prepared for the Standards Committee.

c. Audit Committee - 22 March 2012

Members noted that the Minutes of the Audit Committee held on 22 March 2012 were now finalised. The Audit Committee had requested subsequently that the audit report on budgetary control should be shared with members of the corporation and this had been circulated.

3. PRINCIPAL'S REPORT

Members received a report from the Principal on a number of issues relating to the operation of the College and its environment in which it works. Particular note was taken of a number of issues within this report.

a. Ofsted

Members were provided with information about Ofsted arrangements currently in place and received copies of the Leadership and Management section from the Ofsted guidance and copies of the FE Code of Governance for guidance.

b. Funding

Members noted the potential changes to funding arrangements in 2013-14 and a discussion took place about the potential impact of 24+ Advanced Learning Loans.

c. Higher Education

Members noted the progress being made in preparing for the expansion of higher education at the college. A discussion took place about the potential name for the Conference and Management Centre which was being re-designated to be used for higher education.

d. Key Performance Indicators

Members reviewed the dashboard information presented and asked if further explanatory notes could be included in the future. Members identified a need to have potential outturn shown within the reports as well as progress to date. A discussion took place about the tension between the timeliness of the information as opposed to its completeness and also about how items were judged to be green, amber or red.

e. Redundancies

Members were advised of the numbers of posts which had been removed as a result of the structure changes and the numbers of staff changes which had resulted, which included 12 compulsory redundancies, 15 voluntary redundancies and 1 redeployment.

4. **STRATEGIC PLANNING REPORT**

Members received a report from the Principal on the College's Business Plan for 2011-12 and the preparation for the 2012-15 Strategic Plan. Members noted the progress that had been made against the Business Plan and approved the Strategic Priorities being proposed for 2012-15.

5. **FINANCE REPORT**

Members received a report from the Vice Principal: Corporate Services on the College's budget for 2012-13 and the Financial Plan. Considerable discussion took place about the forecast financial position of the College and in particular about the deficit forecast for the 2011-12 financial year and the financial position going forward. It was agreed that further information was required on financial planning to allow members to make a decision on the budget and the issues relating to the Red Lion Quarter investment and facilities. College managers were asked to liaise with a group of governors with financial backgrounds to produce further information to be considered at a special meeting to be arranged later in the month.

6. **PROPERTY REPORT**

Members received a report from the Vice Principal: Corporate Services on the latest position in respect of the College's property developments. It was noted that arrangements were being made for presentations from tenderers for the new entrance to be built at the Rochford Campus on 1 August and details would be circulated to members, who were invited to attend if they wished to do so.

Consideration was given to the fees being proposed by the College's advisors for project management, cost management and CDM management Services in respect of the latest phase of development works. Members approved the proposal but agreed that the advisors should be told that a late submission of fee proposals would not be acceptable in the future.

Consideration was given to the opportunity to apply for further grant funding on a matched basis and members agreed that, whilst they wished to access the renewal grant funding which was available, the College would only be prepared to do so if it was not required to put further matched funding into this.

7. **RAISING LEARNER ASPIRATIONS**

Members received a report from the Principal on the new strategy for raising learner aspirations. It was noted that setting challenging targets was necessary to raise learners ambitions and that value added information would be used to measure their development. Members of the Corporation approved the strategy.

8. **GOVERNANCE**

Members received a report from the Clerk to the Corporation on proposed meeting dates for 2012-13 which were approved subject to the addition of an extra Finance and General Purposes Committee in June 2013 (proposed date 19 June).

Members were provided with a copy of the internal audit report on the FE Code of Governance for information.

9. **TEACHING, LEARNING AND ASSESSMENT**

Members received a report from the Vice Principal: Curriculum & Quality on the College's criteria for evaluation and their approach to achieving outstanding teaching, learning and assessment. Members commended the approach being taken.

10. **SAFEGUARDING**

Members received a report from the Learning Services Manager presented by the Vice Principal: Curriculum & Quality giving annual information on safeguarding at the College. A discussion took place about the challenges being faced by learners who are the subject of safeguarding referrals and the Safeguarding Development Plan was reviewed.

11. **HEALTH AND SAFETY**

Members received a report from the Director of Workforce Development summarising activity which had taken place in various areas of health and safety at work. Members were advised that the College is being awarded the OHSAS 18001 Quality Standard.

12. **CHAIR 2012-13**

Having been duly nominated and seconded Peter Cropley was elected as Chair of the Corporation for the 2012-13 academic year.

13. **VICE CHAIR 2012-13**

Having been duly nominated and seconded Steve McCracken was elected as Vice Chair of the Corporation for the academic year 2012-13.

14. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES 25 APRIL 2012**

It was noted that Mick Gallagher should have been shown on the list of those present at this meeting.