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Minutes of the meeting of the Governing Body held on Wednesday 23<sup>rd</sup> April 2008 commencing at 9.15 a.m. in Chadacre, Otley College, Otley, Ipswich, Suffolk.

**Present:** John Clements (Chair)  
Bob Feltwell  
Barry FitzGerald  
John Hammond  
Margaret Holmes  
Simon Lacquiere  
Jane Rabagliati  
Roger Smith  
James Stamper  
Jane Storey.  
Robin Vickers  
Philip Winfield

**In Attendance:** David Sugden (Associate Governor)  
Jenny Milsom (Vice - Principal Curriculum)  
Rosanne Wijnberg (Vice – Principal Business & Corporate Services)  
Arthur Hicks (Clerk)

C8.47 **Apologies and Welcomes**

Apologies had been received from Philip Charles, Lady Caroline Cranbrook, Linda Cropley, Jane Dale, Lavinia Finn, Martin Holmes, Yvonne Mouncer, Hilary Mulcahey Banks and Jenny Pavey.

C8.48 **Appointments**

Members were advised of the actions of the Search and Governance Committee in respect of recruitment of new Governors and noted that Members of the Search Committee had met with Bob Feltwell who had subsequently confirmed his interest in becoming a Governor of the College. The Chair gave a brief resume of how the skills and knowledge of Bob Feltwell matched the strategic needs of the College. After due consideration **it was resolved:**

**To approve the appointment of Bob Feltwell as an Independent Member of the Governing Body for a period of 4 years ending on the Annual meeting 2012.**

Bob Feltwell joined the meeting. The Chair congratulated Bob on his appointment and welcomed him to his first meeting of the Corporation.

C8.49 **Disclosures of Interest**

There were no disclosures of Interest.

C8.50 **Timing of the Agenda and Items of Other Business**

The timing and Agenda were agreed.

C8.51 **Presentation by Judith Mobbs**  
Members received a presentation from Judith Mobbs on the Machinery of Government Changes. A questions and answer session followed. The Chair thanked Judith for her attendance and the presentation which was most informative.

C8.52 **Minutes of the Previous Meetings**  
The Minutes of the meetings held on the 19<sup>th</sup> December 2007 were agreed as a correct record and signed by the Chair. He advised members that minutes would now be published on the website.

C8.53 **Matters Arising from Those Minutes**  
Members received Paper G824 confirming the LSC agreement of the Financial Statements for the year ending July 2007. There were no other matters arising.

C8.54 **Principal's Update**  
The Principal presented his report on the progress of the College. The Corporation considered the update to the Strategic Plan for 2007-10 (Paper G825) and after due consideration **it was resolved:**

**To approve the Strategic Plan.**

UCS –Governors were advised that following lengthy negotiations, all issues had been satisfactorily resolved and the contract with UCS had been signed by all the Suffolk Colleges on the 17<sup>th</sup> April 2008. The Chair thanked the Principal and the College UCS sub-group for their work in bringing the matter to a satisfactory conclusion.

Ofsted Annual Monitoring Visit – The Principal gave details of the verbal feedback received from Ofsted Inspectors. He advised a further visit would take place in a year's time when progress will again be reviewed.

The report was considered and received.

Roger Smith gave apologies and left the meeting. The meeting remained quorate and continued.

C8.55 **Instruments and Articles of Government**  
The Clerk presented a report on the new Instruments and Articles of Government which came into effect on the 1<sup>st</sup> January 2008. He reported on the rationale behind the changes in the documents. After due consideration **it was resolved:**

**To adopt the Instruments and Articles of Government as revised 1<sup>st</sup> January 2008.**

C8.56 **Review of Standing Orders**  
The Clerk presented a draft revision of the College Standing Orders and Codicils to Standing Orders which had been amended to accommodate changes in the Instruments and Articles of Government. Following due consideration **it was resolved:**

**To approve the revised College Standing Orders and Codicils to Standing Orders.**

C8.57 **Audit Committee**

James Stamper presented the draft minutes of the meeting held on the 12<sup>th</sup> March 2008. He gave details of the reports received and actions of the Committee and responded to Governors questions.

Members considered the recommendation on revised Terms of Reference for the Risk Management Group and after due consideration **it was resolved:**

**To approve the revised Terms of Reference for the Risk Management Group.**

C8.58 **Controls Assurance Report (WBL)**

Rosanne Wijnberg presented a report on actions taken as a result of the testing of controls for Work Based Learners. Governors discussed the report and the remedial action plan.

The report was considered and received.

C8.59 **Accommodation Sub Group**

Robin Vickers presented the reports of the group meetings held on the 15<sup>th</sup> January 2008 and the 16<sup>th</sup> April 2008. He reported on the issues arising from the reports and responded to questions. The capital costs of Phase 1 (Paper G834) were discussed and compared favourably against the original budget.

The reports were considered and received.

C8.60 **Finance and General Purposes Committee**

Members received the minutes of the meeting held on the 5<sup>th</sup> February 2008 and the draft minutes of the meeting held 16<sup>th</sup> April 2008. John Clements reported details of the meetings on behalf of Linda Cropley. He advised that the Committee were satisfied that budget controls were in place and effective as demonstrated by the management accounts; as a result the Committee recommended a return to the normal schedule of meetings. The Committee had received and approved the Learner Support Policy and Guidelines along with the Treasury Management Policy. **It was agreed:**

**That:**

- a) **Meetings of the Finance and General Purposes Committee should return to a normal schedule.**
- b) **Rosanne Wijnberg to identify costs associated with the overdraft facility and report to the next meeting of the Corporation.**

The Fees Policy for 2008/09 was reviewed with a number of questions raised in respect of HE Fees.

Budget Policy and Implementation Plan 2008/09: – The policy contained details of the planning controls and implementation of the budget for 2008/09. After due consideration **it was resolved:**

**To approve:**

- a) **The Fees Policy for 2008/09; and**
- b) **The Budget Policy and Implementation Plan 2008/09.**

C8.61 **Management Accounts 2007/08**

Rosanne Wijnberg presented the management accounts which contained details of the actual income and expenditure for the 8 months to the 31<sup>st</sup> March 2008. Members discussed the accounts along with the executive summary.

The accounts were considered and received.

C8.62 **Search and Governance Committee**

John Clements presented the draft minutes of the meeting held on the 26<sup>th</sup> March 2008. He advised that the issues requiring Corporation approval appeared on the agenda as individual items; he gave details on other issues arising from the reports and responded to questions raised.

The report was received.

The Clerk gave a report on progress of changes to the Link Governor Scheme **it was agreed:**

**That the Clerk would give further consideration to the link areas.**

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C8.63 **Quality Standards Committee**

Members received a verbal report on the meeting of the Committee which took place on the 18<sup>th</sup> April 2008, the minutes not yet being available. The Principal reported that the Committee had received reports from each of Curriculum departments and considered reports on Learner performance, Lesson Observations, visits to the College by Landex and Ofsted Inspectors for both the UCS provision and the Annual Monitoring visit. Self regulation had been discussed along with the impact of funding changes.

The report was received.

C8.64 **Human Resources Committee**

Members received the draft minutes of the meeting held on the 20<sup>th</sup> February 2008. The Principal gave details of the reports received and responded to Governors questions.

Members considered the recommendation on the revised Health and Safety Policy after due consideration **it was resolved:**

**To approve the revised Health and Safety Policy.**

C8.65 **Strategic Review**

The Chair reported on the progress of the options review group. The Corporation were advised that following a tender exercise Grant Thornton had been appointed to carry out the review. Grant Thornton have commenced their work and some interviews have taken place. In order to ensure Governors had the opportunity to have input into the process a meeting with Governors would take place on the 13<sup>th</sup> May 2008. The Chair thanked members of the group for their work in moving the review forward.

The report was received.

Jane Storey gave apologies and left the meeting. The meeting remained quorate and continued.

C8.66 **Transfer of Personal Data**

The Clerk presented a report on methods of data transfer used by the College and the associated risks. Governors were advised that information is transferred to agencies electronically via email or secure internet access. Concern was expressed at the potential risk associated with the use of laptop computers and memory sticks and **it was agreed:**

**That a further report on actions being taken should be received at the next meeting of the Corporation and then annually.**

C8.67 **Schedule of Corporation Meetings**

The Clerk advised that as a result of feedback received since the publication of the schedule a further exercise to establish the most suitable days for meetings to take place was being undertaken. Governors were encouraged to respond as soon as possible. Members discussed dates for the next Governors strategic away day. Following due consideration **it was agreed:**

**To confirm:**

- a) **The meetings scheduled for the 16<sup>th</sup> and 30<sup>th</sup> July 2008.**
- b) **The next Governors strategic away day would take place on Wednesday 24<sup>th</sup> September 2008; and**
- c) **The Clerk would review the remainder of the schedule.**

C8.68 **Other Business**

There being no other business the meeting closed at 12.15 p.m.

C8.69 **Date and Time of the Next Meetings**

Next meetings were agreed as:

Governors input into the Strategic Review

- Tuesday 13<sup>th</sup> May 2008 at 1.30 p.m.

Corporation Meetings

- Wednesday 16<sup>th</sup> July 2008 at 9.30 a.m.
- Wednesday 30<sup>th</sup> July 2008 at 9.30 a.m.

Arthur Hicks  
Clerk to the Corporation  
April 2008