

BRADFORD COLLEGE

CORPORATION

MINUTES OF THE MEETING HELD ON 5 JULY 2007

Meeting convened: 1600 hours

Meeting ended: 1850 hours

PRESENT: Mr Kevin McGuinness (Chair) Mr Karl Oxford
Ms Nazia Ahmed Mr Gordon Senior
Mr Andrew Chang Dr Ramindar Singh
Mr Ray Cooper Councillor Dale Smith
Mrs Eunice Durkin Mrs Michele Sutton
Ms Sabiya Khan Mr Richard Wightman

TOGETHER WITH: Mr Mike Harwood, Mrs Kath Oldale, Mr Doug Stott, Mr Andy Welsh
Mr John Buckley (Clerk), Ms Jillian Mercer (Minuting Clerk),

1. Apologies

Ian Greenwood, Rawaz Khan, Jane Vincent

2. Disclosures of Interest

Ray Cooper, Minute 11, Proposal for a Partnership with Carter & Carter Plc; and Dale Smith, Minute 7, Disposal Strategy - Burley Grange (ward councillor).

3. Minutes

RESOLVED that the minutes of the meeting held on 24 May 2007; and the separate confidential minute 14.1 of the meeting held on 29 March 2007 (minuted separately in accordance with Instrument 15.4 and circulated as a restricted mailing) be agreed and signed as a correct record.

4. Matters Arising

The Clerk presented the action report. Attention was drawn to:

Minute 17, **Capital Appeal Strategy**, in response to a question on whether funds raised might reduce the gap funding from the LSC, the Principal reported that a response was awaited from the LSC. The appointment of a Major Gifts Officer was in abeyance until confirmation was received. A report was requested to the next meeting.

ACTION: MS

5. Report on Chair's Action

The Chair reported that he was expecting to sign the bank loan agreement for Phase 1 of the Accommodation Strategy after the meeting; and that he had laid the foundation stone for the new building on Trinity Road on 23 June. The Principal, Mike Harwood, Clare Lamkin, students and the team involved were congratulated on arranging an impressive day.

6. Principal's Report

The Principal presented her report, which had been circulated. Discussion took place on the following items:

Item 1, Enrolments - applications for next year's courses were up in FE in Care, Community and Health, FE Computing and Public Services; and in HE in Childhood Studies and Engineering. There was a continuing downward trend in some traditional areas of HE. The summer marketing campaign was underway, a copy of which was attached to the report, and more students had attended the Open Day than ever before. However, she reported that some adult students were unable to enrol as courses were full and students who were no longer eligible for fee remission on ESOL courses were not enrolling. The Principal intended to raise the issues with the LSC. Suggestions were made to approach Bradford Council to seek alternative funding, via LEGL initiatives to upgrade skills; to send a letter to MPs explaining that their community is being held back. In answer to queries, Mike Harwood confirmed overall HE acceptances were up by 33 with Business/Management and Art and Design still declining.

Item 3, Train to Gain - a query was raised on the proposed merger between Dewsbury College and Huddersfield College. In reply, the Principal stated that the merger was not yet approved and was not considered to be a threat in the short term.

Item 8, Quality Issues - in reply to a question, it was noted that an external organisation would conduct a full College health check at a cost of approximately £46k. It was seen as important to get an independent, external assessment.

Item 10, Principal's Activities and Celebrations – members were reminded that they were invited to attend the staff awards on 12 July; and to an all day event on 7 November to celebrate the HE Graduation Ceremony and the new Festival of Achievement awards for FE students, to be held at St George's Hall.

Changes in Government Departments - The Principal added an item on recent changes at Government level. The new Prime Minister had set up two new departments to replace the Department for Education and Skills:

- The Department for Children, Schools and Families (DCSF), headed by Ed Balls MP, will fund 16-19 education, with money channelled by the LEA following legislation in 2009.
- The Department for Innovation, Universities and Skills (DIUS), headed by John Denham MP, will be responsible for HE and FE post 16, and the skills agenda.

The Principal **AGREED** to circulate brief details to members.

ACTION: MS

RESOLVED to receive the report.

Confidential

7. Accommodation Strategy

Andy Welsh, Executive Director – Corporate Services, presented the report which was also referred to in items 14.4 Estates Sub-Group and 14.5 P&R minutes. Attention was drawn to:

Phase 1 - Sports, Construction and Engineering at McMillan Halls - The College had been successful in obtaining approval from the LSC on the final funding application (written confirmation was awaited); and from ERDF on funding of £775k, which had been confirmed in writing. The guaranteed maximum price had fallen to £14,886k. A positive report had been received from the Planners regarding the sebum roof. Work had started on site, although progress will have been affected by prevailing weather conditions. Members thanked Andy and his team for the hard work put in to obtain the funding.

City Centre Campus - a selection process had taken place for the architect team and a report would be made to the next meeting. In terms of the client team: project manager, quantity surveyor and construction design management, an interview and tender process had taken place with 5 companies and recommendations made to ESG and P&R. A confidential report was presented on the criteria for selection and the scorings for all companies involved, noting that Turner & Townsend had scored highest on quality and were mid-placed in terms of cost. The Chair of York College and given positive feedback to the Chair of Corporation on Turner & Townsend's involvement in a major building project. Members noted that both ESG and P&R supported a recommendation to appoint Turner & Townsend.

Disposal Strategy

RESOLVED to:

- i. that Turner & Townsend be appointed as Client Team for the City Centre Campus project;
- ii. that Andy Welsh instruct Donaldson's to speak to the developer prior to Burley Grange going on the market, with a report back to ESG;
- iii. receive the report.

ACTION: AW

8. Recruitment against LSC, Train to Gain and HEFCE Targets

Kath Oldale, Executive Director – Performance Management, presented the report on current student numbers. Attention was drawn to:

FE - Because of LSC restrictions, £600k of learning had been delivered to adults, with no funding. The College had reduced the offer for adults next year. The full-time 16-18 year old target had not been met but approximately 250 young people were attending summer schools. However, the LSC had advised that there would be no clawback in funding. 80 school leavers had attended summer schools to date, but were classed as under 16s and a reply was awaited from the LSC as to whether they would agree to include these numbers. An error was noted on the total contract from LSC, in that the figure of 2553 should be deleted. In reply, to a question on the loss of adult funding, it was noted that only 2 direct complaints had been received. The College had offered to help community groups to set up clubs and had assisted students to organise a petition through NIACE.

HE - the College was back within the HEFCE contract.

Train to Gain – significant progress had been made since the delayed start of the programme.

RESOLVED: to receive the report.

9. HE Development Plan Update

Mike Harwood, Executive Director, Teaching, Learning & Curriculum, presented his report, drawing attention to a discussion document on what makes HE at Bradford College distinct from HE in other colleges and in the university sector. Members gave their views on the points listed in the report, as follows:

- we should be more focused in our HE delivery, rather than try to be all things to everyone
- we should articulate our position amongst other HE institutions in the area and say what makes us distinct, particularly through foundation degrees, and how the planned curriculum complements University of Bradford (UoB) and Leeds Metropolitan University (Leeds Met)
- does Bradford's diversity make any difference to the curriculum we offer - this needs to be explored further
- 'blending the strengths of the learning teaching ...' we need to be clear about what this means - other institutions would argue this too
- can we be more explicit regarding meeting the needs of the regeneration/economic development programme of the district – bullet point 4 hints at it – we should say more overtly what we offer and how it links to the Bradford regeneration strategy going forward
- there is a growing market for young people in Bradford – we should say how we harness that as a College and make links with large employers such as the NHS, LA, and consider how we will deliver to the employees of the future
- how strong is our progression from FE to HE - is there evidence to substantiate this and is there clear evidence, for example, of HE graduate destinations
- we are saying we are giving students the opportunity of progression routes without leaving the College - current evidence of progression, however, is not so strong
- our 'uniqueness' needs to be better explored or amended
- we need to demonstrate how we link our degrees to the needs of our people in a practical and meaningful way

A query was raised on how individual members of Corporation would be engaged, to which Mike replied that a focus group could be set up, together with an on-line survey.

RESOLVED to receive the report.

10. Budget 2007/08 and 3 Year Financial Forecasts 2007/10

Doug Stott, Executive Director - Finance, presented the report (also referred to in item 14.5, P&R minutes).

Attention was drawn to three themes, which were reflected in the budget. The first was LSC funding, where the College would be expected to deliver more for less next year. The second was investment and payback. There would be investment in taught degree awarding powers and in the overseas market as this was in decline. There was evidence of payback on investment in the teaching sector, with a 15% increase in student numbers next year, together with additional funding. The third was efficiency and utilisation. There were too many small classes to be efficient

and lecturers could not always fulfil the minimum number of hours on their timetables. The staffing profile would change as trainer assessors were appointed, as opposed to lecturers.

Overall, a prudent budget had been set. The full Phase 1 of the Accommodation Strategy was included. Risk was factored into budget. Academy costs were not included in the budget. Years 2 and 3 of the Financial Forecasts were estimates, as LSC funding could change.

A query was raised on Pay Expenditure and it was noted that the national offer of a 2% pay rise in August and 0.8% in January 2008 had been rejected by unions. A response to the final recommendation from AoC was awaited and would be addressed at the next meeting.

RESOLVED to approve the Budget 2007/08 and 3 Year Financial Forecasts 2007/10.

Confidential

11. Proposal for a Partnership with Carter & Carter Plc

The Principal presented the proposal, which had been discussed by the Policy & Resources Committee on 21 June and the report was appended to the minutes of that meeting (item 14.5, P&R minutes, refers).

RESOLVED:

- i. to request Management to do further work and discuss heads of terms and report back to the next meeting;
- ii. to invite representatives from North Hertfordshire College to speak to members of Corporation;
- iii. that the report be received.

ACTION: MS

12. Development of a City Academy

The Principal presented the proposal, which had been discussed by the Academies Sub Group on 3 July. A synopsis of that meeting (item 14.1, Academies Sub Group synopsis, refers) was tabled, together with a copy of the report, which had also been e-mailed to members prior to the meeting.

Members were reminded that they had agreed in principle that the College should go ahead with a proposal to sponsor an academy (Minute 13.1, 2 Feb 2006 refers). Discussions had taken place with four schools. It was proposed that the College should be the main sponsor for an academy proposal to replace Wyke Manor School and to form the new 'Appleton Academy'. The proposal had the support of the Council, the school, governors and local community. It was proposed that the school should remain on site and this was being discussed by DfES, LA and HSE. The Academies Sub Group (which will now be called the Collaboration Committee) recommended that the College agrees to proceed to the feasibility stage of the process through the signing of the Expression of Interest document; and that regular reports including a full business plan be submitted to the Corporation.

Discussion took place. Comment was made that it was important for the school to remain at Wyke, rather than being relocated to Odsal as had been suggested. In reply to a question, it was stated that the Government was considering waiving the sponsorship costs of £2m and this would be part of the business plan; if not, the sponsorship costs would have to be reflected in the budget. It was confirmed that the academy would focus on science and sports science.

RESOLVED:

- i. that the College agrees to proceed to the feasibility stage of the process through the signing of the Expression of Interest document;
- ii. that regular reports including a full business plan be submitted to the Corporation.

ACTION: MS

13. Report on Tribunal

The Principal read out a report informing members of the outcome of an industrial tribunal.

At this point, Gordon Senior, Vice Chair, reported that he had received two letters which he and the Clerk would deal with under the Code of Practice on Public Interest Disclosure (Whistleblowing Policy) and a report would be made to the next meeting. Some members reported that they had received similar letters and they were asked to contact the Vice Chair.

ACTION: GS/JB

RESOLVED to receive the report.

14. Committee Reports

14.1. Academies Sub Group, 3 July 2007

A synopsis was tabled (which was discussed at Minute 12 above). The minutes were deferred to the next meeting.

ACTION: Agenda

14.2. Audit Committee, 15 May and 12 June 2007

Andrew Chang, Chair, drew attention to the minutes of 12 June, reporting that members had received a number of internal audit reports from KPMG. Issues arose on how the audits are conducted and it was hoped to improve this, following discussion with the KPMG partner. The terms of reference and calendar of business had been reviewed by members and were presented for approval. A query was raised on the disaster recovery test which had not yet taken place and it was stressed that this should be prioritised for early in the Autumn term.

ACTION: AW

RESOLVED:

- i. to approve the Terms of Reference, Constitution and Membership of the Audit Committee (as appended to the minutes);
- ii. to approve the Annual Calendar of Business 2007/08 of the Audit Committee (as appended to the minutes).

14.3. **Employment Policy Committee**, 5 June 2007

Karl Oxford, Chair, reported that members had supported the proposal to merge EPC with P&R. The Clerk and Andy Welsh would meet to discuss the merger of the Terms of Reference and Annual Calendars.

A query was raised on the pay award. Andy Welsh reported that national negotiations were still on going. AoC had made a final offer to the unions and they were considering this. The offer was 2% from 1 August 2007 and 1% from February 2008, with an additional increase to the points at the bottom of the scale. A response was awaited.

14.4. **Estates Sub-Group**, 14 June 2007

14.5. **Policy and Resources Committee**, 21 June 2007

Gordon Senior, Chair, presented the minutes, drawing attention to a detailed resolution regarding the bank loan which had been approved. The Committee had authorised management to go ahead with the Train to Gain call centre, rather than submit a business plan as there was now a minimal cost outlay. Discussion had taken place on the proposal for a partnership with Carter & Carter Plc and referred to the Corporation.

The Committee were recommending to Corporation that Turner & Townsend be appointed as Client Team for the City Centre Campus project; that the budget and financial forecasts be approved; and that the Annual Calendar of Business 2007/08 be approved.

RESOLVED to approve the Annual Calendar of Business 2007/08 (as appended to the minutes).

14.6. **Search Committee**, 3 July 2007

Kevin McGuinness, Chair, presented a synopsis, which was tabled. The minutes were deferred to the next meeting.

ACTION: Agenda

The Chair reported that four prospective members had been considered for Corporation membership. The Committee proposed two candidates for appointment: Jenny Pupius and Alan Jerome. The Chair outlined their background and experience and tabled their CV.

Nazia Ahmed had been re-elected President of the Students' Union and would continue as student member of Corporation. It had been decided not to restrict the nominations to FE/HE categories and instead to hold an election for the second student member of Corporation.

The Chair read out the recommendations for Committee membership.

RESOLVED:

- i. Jenny Pupius be appointed as a Co-opted Member of Corporation (to replace Mary Rose Millin) (term of office to be confirmed);

- ii. Alan Jerome be appointed as a Business Member of Corporation (term of office to be confirmed);
- iii. to hold an election for a second Student Member of Corporation around Autumn half term, via the web (term of office to be confirmed);
- iv. Karl Oxford be appointed as a member of Policy & Resources Committee;
- v. Alan Jerome be appointed as a member of Audit Committee and Standards Committee;
- vi. Jenny Pupius be appointed as a member of Standards Committee;
- vii. the Principal be appointed as a member of Standards Committee;
- viii. Richard Wightman be appointed as a member of Remuneration Committee.

Confidential - restricted mailing

14.7. Remuneration Committee, 22 March 2007

In accordance with Instrument 15(4) a separate minute was taken. Staff and Student Members and the Directorate were not present for discussion of this item. The Clerk and Minuting Clerk remained in the meeting.

14.8. Standards Committee, 21 May 2007

Ramindar Singh, Chair, presented the minutes, drawing attention to the Committee's discussion of the annual external examiner report, where it was reported that procedures had been standardised and regular reports would be submitted on actions taken to improve the situation.

In reply to a question, the Principal reported that this year's examinations boards were proceeding well and had improved since last year. Kath Oldale reported that the new system was working well although there were still some procedural issues, with further improvements anticipated. A report was requested to the next meeting of Corporation, with a more detailed report to Standards Committee.

ACTION: KO/Corp/Std's Agenda

RESOLVED that the reports be received.

**Asterisked items were presented as matters of report. Members wishing to debate an item were asked to contact the Clerk prior to the meeting.*

15. *Finance Report and Management Accounts

Members received the management accounts for period 10.

RESOLVED that the report be received.

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16. *Risk Management

ACTION: DS

RESOLVED that the report be received.

17. ***Joint Committees and Management Committees**

17.1. **Academic Board**, 6 June 2007

17.2. **Equality and Diversity Committee**, 22 May 2007

Members were reminded that Gender Equality Training and Disability Awareness Training was being arranged for Weds 10 October. The Principal reported that the Multi faith Chaplain post had been finalised and would be advertised. Karl Oxford queried whether a letter had been sent regarding dual heritage numbers and the Principal **AGREED** to chase this up.

ACTION: MS

17.3. **Health and Safety Committee**, 26 June 2007

A synopsis was presented and the minutes were deferred to the next meeting.

ACTION: Agenda

The Chair had asked the Principal to review the constitution as there had been an insufficient number of union representatives for a quorate meeting.

ACTION: MS

17.4. **Joint Student Affairs Committee**, 23 May 2007

RESOLVED that the reports be received.

18. **Annual Calendar of Business 2007/08**

The Clerk presented this.

RESOLVED to approve the Annual Calendar of Business 2007/08.

19. **Calendar of Meetings 2007/08**

RESOLVED to approve the Calendar of Meetings for 2007/08 as follows:

Thursdays at 1600 hrs in the Board Room, Westbrook Building
11 Oct 2007
13 Dec 2007
31 Jan 2008
13 Mar 2008
22 May 2008
10 July 2008

Other dates were reported, for information:

Weds 14 Nov 2007 - afternoon - Corporation Self Assessment Workshop 2006/07
Weds 10 October - afternoon - Gender Equality & Disability Awareness Training

AoC Association of Colleges
C&C Carter & Carter Plc
DfES Department for Education and Skills
DCSF Department for Children, Schools and Families
DIUS Department for Innovation, Universities and Skills
EPC Employment Policy Committee
ERDF European Regional Development Fund
ESG Estates Sub Group
ESOL English for Speakers of Other Languages
FE Further Education
HE Higher Education
HEFCE Higher Education Funding Council for England
HSE Health and Safety Executive
Leeds Met Leeds Metropolitan University
LEGI Local Enterprise Growth Initiative
LSC Learning and Skills Council
NIACE National Institute of Adult Continuing Education
P&R Policy and Resources Committee
TUPE Transfer of Undertakings (Protection of Employment)
UoB University of Bradford