

**Minutes of the meeting of the Corporation  
held on Friday 14<sup>th</sup> December 2012  
in the Boardroom at Matthew Boulton Campus at 8am**

<b>Present:</b>	<b>In Attendance:</b>
Vij Randeniya (Chairman) (item 9 only)	Catherine Bennett (Clerk)
Jane Williams (Deputy Chairman)	Clive Hill (Executive Director Support Services) (CH)
Christine Braddock (Principal)	Roger Minett (Executive Director Academic Affairs) (RM)
Jason Allen (Staff Governor – Academic) (JA)	Julie Nugent (Executive Director Organisation and Strategic Development) (JN)
Adeel Akhtar (Student Governor) (except items 9 and 10)	Bob Pattni (Executive Director of Finance) (BP)
Gurjeet Kaur Bains (GB) (item 9 only)	
Steve Brittan (SB)	<b>Apologies:</b>
Veronica Docherty (VD)	
Marina Hunt (Staff Governor – Business Support)	Kathryn James
Raj Mack (RMa)	Sue Nixon
Andrew Madden (AM)	Louise Teboul
Anthony McCourt (AMcC)	
Ian Oakes (IO)	
Clive Stone (CS)	
Matthew Terry (Co-opted Governor) (except items 9 and 10) (MT)	

**Declarations of Interest**

There were none save for those already declared in the Register of Interests.

It was agreed that items 9 and 10 could be taken at this stage. The Chairman also informed the Corporation that he would need to leave early and that the Deputy Chair would be Acting Chair in his absence. This was agreed.

**Item 9 – Confidential Item**

*The external presenters, the Chairman and GKB left the meeting at this stage.*

**Item 10 – Confidential Item**

**Item 1 – Open and Confidential Minutes of the Meeting held on 27<sup>th</sup> September 2013**

The Deputy Chairman led the Corporation through the open and confidential minutes of the above meeting and it was agreed that they were a true and accurate record of the meeting.

**Matters Arising**

There were no additional matters arising that were not already covered on the agenda.

### **Item 2 – Annual Report on Safeguarding 2011/12**

- 2.1 RM and the Deputy Chair (as Safeguarding Governor) presented this item. RM led the Corporation through the report which provided an update including information on number of safeguarding cases, the Safeguarding Committee and promotional materials.
- 2.2 The Deputy Chair reported to the Corporation that it was very pleasing to see the reduced number of safeguarding cases but also the increase in staff training to deal with these issues.
- 2.3 Corporation members asked a number of questions in particular in relation to staff training to which management provided responses. Members commented that excellent work was being carried out in this area and commended the staff involved.

#### **APPROVED:**

The Corporation noted and approved the Annual Report on Safeguarding 2011/12.

### **Item 3 – The Future of the Chemical Engineering Building**

- 3.1 CH presented this item and led the Corporation through the accompanying paper. He led the Corporation through each of the options set out in the paper and the related strengths and weaknesses.
- 3.2 The Corporation discussed the options in detail asking a number of questions particularly in relation to timeline to which management provided detailed responses.
- 3.3 Following detailed discussion, Option 2 (Demolition and New Build Development) was agreed by the Corporation to be the preferred choice. CH reported that ideas and proposals for new development would be brought to the Corporation at the appropriate time.

#### **APPROVED:**

The Corporation approved Option 2 (as set out in the accompanying paper to this item – to demolish the Chemical Engineering Building and develop a new build).

### **Item 4 – Draft Minutes of the Meeting of the Governance and Search Committee held on 6<sup>th</sup> November 2012**

- 4.1 The Deputy Chair as Chair of the Governance and Search Committee led the Corporation through the above minutes, highlighting the main points as there were no specific approvals being brought to the Corporation today.
- 4.2 The Deputy Chair reported on the success of the Excellence Day which all members agreed was a fantastic opportunity to see some fantastic work by staff and students.
- 4.3 The Deputy Chair added that it would be good if governors can have the opportunity to give their thoughts on the governance section of the College SAR.

- 4.4 Finally the Deputy Chair reported by way of a reminder that a number of members' first terms of office are due to come to an end during 2013 and that the Chairman would be writing to them to outline the process of review and renewal.

**Item 5 – Report from the Chairman of the Finance, Business and Developments Committee held on 15<sup>th</sup> November 2012**

**(i) Draft Minutes of the Finance, Business and Developments Committee meeting held on 15<sup>th</sup> November 2013**

- 5.1 SB presented this item as Chairman of this Committee. He reported that the items discussed have either already been covered or BP would come to them shortly save that the Committee discussed Partnership Arrangements in detail and now recommend them to the Corporation for final approval.

**APPROVED:**

The Corporation approved the following:

- partnerships for 2012/13 and the budget proposed for them;
- further development of collaborative arrangements with additional partners particularly in relation to apprenticeships and 16-18 offer.

**(ii) Financial Statements for the year ending 31<sup>st</sup> July 2012**

- 5.2 BP led the Corporation through the Financial Statements and confirmed that they had also been to both the Finance and Audit Committees. BP highlighted the key areas of the statements.

- 5.3 Following detailed discussion, the Corporation agreed that they were a very pleasing set of statements and agreed that the Chairman and Principal could sign the accounts on behalf of the Corporation.

**APPROVED:**

The Financial Statements for the year ending 31<sup>st</sup> July 2012 were approved by the Corporation

**(iii) Management Accounts to 30<sup>th</sup> November 2012**

- 5.4 BP led the Corporation through the above Management Accounts, highlighting the main areas for discussion. Following discussion, the Corporation agreed that these were a very pleasing set of accounts.

**APPROVED:**

The Management Accounts to 30<sup>th</sup> November 2012 were approved by the Corporation.

**Item 6 - Report from the Acting Chairman of the Audit Committee**

**(i) Draft Minutes of the Meeting of the Audit Committee held on 27<sup>th</sup> November 2012**

- 6.1 It was agreed that AM would present this item in KJ's absence. AM led the Corporation through the draft minutes of the above meeting, highlighting the recommendations to Corporation, for each of which AM provided a summary.

## **APPROVED:**

The Corporation approved the following:

- Follow-Up Report on Previous Internal Audit Recommendations;
- Annual Internal Audit Report 2011/12;
- Annual Internal Audit Plan 2012/13; and
- Risk Register.

### **(ii) Audit Committee Annual Report to the Corporation 2011/12**

6.2 AM briefly summarised the above report that had been presented to the Committee and following discussion, the Corporation agreed its approval.

## **APPROVED:**

The Corporation approved the Audit Committee's Annual Report 2011/12 and it was agreed that KJ would sign it as Chair of Audit Committee.

### **(iii) Management Letter and Letter of Representation**

6.3 BP presented this item and reported to the Corporation that the External Auditors had presented both of the above to the Audit Committee.

6.4 A detailed discussion took place following which the Corporation agreed to approve the letters and that they could be signed by the Principal and Chairman.

## **APPROVED:**

The Management Letter and Letter of Representation were approved by the Corporation.

### **(iv) Financial Management and Control Evaluation Report (FMCE) 2011/12**

6.5 The Principal and BP presented this item and were delighted to report to the Corporation 12 out of 12 outstanding grades across all areas. The Corporation agreed that this was a fantastic outcome and congratulated BP and his staff and the Deputy Chair requested that congratulations be passed on to all those involved.

## **Item 7 – Draft Minutes of the Meeting of the Academic Standards and Quality Development Committee Meeting held on 5<sup>th</sup> December 2012**

7.1 IO as Chairman of this Committee led the Corporation through the key areas discussed by ASQD Committee, specifically college performance, success rates and achievements.

7.2 Members discussed this in detail and it was requested that the headline data be provided to all Corporation members at each termly board meeting (to be provided from the March meeting onwards).

## **Action:**

Headline data on college performance to be provided to all Corporation members at each termly Corporation meeting (commencing March 2013)

7.3 IO also reported to the Corporation that the Committee had discussed the HE Annual Monitoring Report in detail and agreed to recommend it to the Corporation for final approval.

**APPROVED:**

The Corporation approved the Higher Education Annual Monitoring Report.

**Item 8 – Any Other Business**

The Principal referred back to the fantastic result of the FMCE Audit and said that so far as the College is aware, it is the only College that has achieved 12 out of 12 outstanding grades for three years in a row. She reported that she would be arranging lunches for all those teams involved. The Deputy Chair once again passed on the congratulations on behalf of the Corporation.

The Principal added that MET Academy had won a major award at the TES HE and FE Awards which was fantastic.

Further, the Principal added that a teaching and learning review week is taking place in early Jan and a report would be brought to the Corporation following that review.

The Principal and Deputy Chair wished all a happy Christmas and New Year.

The meeting then ended.

**Date of Next Meeting: 21<sup>st</sup> March 2013**