

**MEETING OF THE FULL CORPORATION  
OF FAREHAM COLLEGE**

8<sup>th</sup> December 2010

**MINUTES**

**Present:** Ms G Bailey  
Mr S Carter  
Mr N Duncan  
Mr P Fielon (*in attendance until item 6(ii)*)  
Mr D Hart  
Mrs J Howard  
Mrs N Nageon de Lestang  
Mrs L Munro  
Mr J Westbrook  
Mrs S Wills

**In attendance:** Mr S Dingsdale (Interim AP-C&Q)  
Mrs A Hinton (Executive Director HR)  
Mr D Marston (V-P R&F)  
Dr C Richards (VP S&T)  
Mrs J Collumbell (Clerk)

**72/10 Declaration of Interests**

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting.

**73/10 Apologies for absence and welcome to new members**

Apologies for absence were received and accepted from Mr Goodhead. In the absence of the Chair, Ms Bailey, Vice-Chair, chaired the meeting. The Chair welcomed Mr Fielon to his first meeting of the Board. Introductions around the table were undertaken.

**74/10 Minutes of the Special meeting held on the 5<sup>th</sup> October 2010**

The minutes of the special meeting held on the 5<sup>th</sup> October 2010 were agreed as a true and accurate record and were signed by the Chair.

**75/10 Matters arising from the minutes of the special meeting held on the 5<sup>th</sup> October 2010**

- (i) **Minute 42/10: Pay Policy for 2010/2011 – Pay Policy 2010/2011** – Members were advised that the Chair had investigated the issues raised by UCU and had made a formal response to them;
- (ii) **Minute 61/10: Mid-Year Review of Strategic Plan 2010-2013** – Members agreed to defer this item to the March 2011 meeting as the outcomes of the spending review were still not clear.

## **76/10 Confidential minutes of the special meeting held on the 5<sup>th</sup> October 2010**

The confidential minutes of the special meeting held on the 5<sup>th</sup> October 2010 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

## **77/10 Correspondence**

- (l) Letter dated 1<sup>st</sup> November 2010 from Buckingham Palace following HRH Princess Royal opening ceremony of Sixth Form Centre – Members received and noted a letter from Buckingham Palace thanking the College for the hospitality and kindness extended to the Princess Royal during her visit. Members agreed it had been an excellent day and congratulations were extended to all staff involved. Members asked that particular thanks be extended to Sam Pordage and the Communications Team for all their hard work and their enormous contribution to making the day so successful.

## **78/10 Chair's Liaison with other colleges**

Mr Duncan reported on this item in the Chair's absence. He outlined the contents of a letter which had been received from the Chair of a local college which invited informal discussion regarding collaboration and partnership. Mr Duncan outlined the informal discussion which had taken place and sought members endorsement on the response letter which had been prepared by the Chair.

**Members endorsed the approach being adopted by the Chair.**

## **79/10 Membership Issues and Report of the Search Committee**

*Members of the Board noted that Mrs Wills declared an interest at this stage of the meeting and confirmed that she knew Mr Adam Spires in a professional capacity.*

Members of the Board received a paper on the Membership Issues and Report of the Search Committee which outlined the issues which had been considered at the November 2010 and December 2010 meetings. Ms Bailey spoke to the report and outlined the discussions which had taken place and the recommendations made as follows:

Members of the Board reviewed the contents of the paper and undertook the following:

- (i) Reviewed and noted the contents of the paper and the current membership position as outlined in Appendix A;
- (ii) Noted the position regarding the membership which comes under review during the 2010/2011 academic year;
- (iii) Formally approved the recommendation of the Search Committee that Mr Adam Spires be appointed to the Audit Committee as External Co-option/Advisory Governor;
- (iv) Formally approved the Membership of Corporation Committees as outlined in Appendix B;
- (v) Noted the position regarding Student Governors;
- (vi) Formally approved the updated Corporation Training Policy as recommended by the Search Committee;
- (vii) Formally approved the recommendation that Mr Fielon and Mr Kew be appointed to the board to serve from 8<sup>th</sup> December 2010 to 31<sup>st</sup> December 2013. It was agreed that they serve on the SC&Q Committee and the Finance and Resources Committee respectively.

#### **80/10 Review of Interim Arrangements of Acting Principal – December 2010**

Members of the Board received a confidential paper on the Review of Interim Arrangements of Acting Principal. Due to the strictly confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors who are not staff and students only.

#### **81/10 Report on Performance Review of Clerk to the Corporation 2009/2010**

Members of the Board received a confidential report on the Clerk's appraisal for 2009/2010. Ms Bailey spoke to the report and outlined the discussions which had taken place at the F&R Committee. She confirmed that no areas of concern had arisen from the Clerk's appraisal and thanks were extended to the Clerk for her hard work and contribution over the last 12 months.

**Members of the Board noted the Clerk's Appraisal for 2009/2010.**

#### **82/10 Human Resources Strategy 2010-2013**

Members of the Board received the updated Human Resources Strategy 2010-2012 for consideration and review. Mrs Hinton spoke to the paper and confirmed that the F&R Committee had considered the document and provided useful feedback. She drew members' attention to the revised style of the document which had been created to reflect the same format as the College's Strategic Plan and confirmed that a full and thorough review of the Strategy had been completed.

**Members of the Board formally approved the Human Resources Strategy 2010-2013 as recommended by the F&R Committee.**

#### **83/10 14-19 F&G Consortium Revised Terms of Reference**

Members of the Board received the Terms of Reference for the Fareham and Gosport 14-19 Consortium. Mr Hart spoke to the paper and reminded members that he attended the meetings of this group as the Fareham College Representative which had been convened to act as collective decision-making committee for the development, delivery and evaluation of 14-19 Diploma provision in Fareham and Gosport. He explained that the terms of reference had been updated to include the introduction of a remunerated Director post and Admin. Assistant role both of which were held by Fareham College staff members. In addition, members noted that the Vice-Principal R&F had been appointed as the Treasurer of the Group.

**Members of the Board formally approved the Terms of Reference for the Fareham and Gosport 14-19 Consortium.**

#### **84/10 Principal's Autumn Term Report**

Members of the Board received the confidential Autumn Term Report from the Acting Principal. Due to the nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

#### **85/10 Progress Review of Strategic Objectives: Leadership and Management**

Members of the Board received a paper which provided a progress review of the Strategic Objectives 2010/2011 for Leadership and Management. Members of the Board reviewed the

contents of the paper and noted that the objectives were progressing well and had either been completed or were on target to be achieved by the deadline.

**Members of the Board reviewed the contents of the paper and noted the progress achieved to date.**

#### **86/10 Annual Report of Risk Management Group to Corporation 2010**

Members of the Board received a paper on the Annual Report of the Risk Management Group – December 2010. Mr Marston, Vice-Principal Resources and Finance, spoke to the paper and reminded Governors that the College was required to submit an annual report on Risk Management in order to establish the College's compliance with the Turnbull Committee's recommendations.

Mr Marston drew Members' attention to pages 6 and 7 of the report which outlined the main areas of on-going serious risk to the College. He confirmed that no risks had moved from the 'medium' to 'high' category and drew members' attention to the risks which had moved from the 'low' to 'medium' category for the first time. In addition, members noted the proposed developments in risk management for 2010/2011.

Members were advised that the Audit Committee had agreed to recommend that the College's Risk Management arrangements continued to be adequate to enable the Corporation to discharge its duties.

**Members of the Board reviewed the contents of the paper and accepted that the College's Risk Management arrangements were appropriate and adequate to enable the Corporation to discharge its duties.**

#### **87/10 The Annual Report of the Audit Committee to the Corporation 2009/2010**

Members of the Board received the Annual Report of the Audit Committee to the Corporation and Principal of Fareham College for the Financial Year 2009/2010. Members noted that the purpose of the Report was to advise the Board on the activities of the Audit Committee and the effectiveness of the whole internal control system of the College and its arrangements for risk management, control and governance during the year as required by The Audit Code of Practice.

Mr Carter, Chair of Audit, spoke to the report and advised members that the Audit Committee had met separately with Grant Thornton, the External Auditors, to discuss the audit of the Financial Statements. He went on to say that the External Auditors had confirmed that all had gone well with the audit which had been well organised and transparent. In addition, Mr Smith, the Finance Manager, had been proactive and had contacted Grant Thornton to resolve issues rather than wait to be contacted. Mr Carter concluded by confirming that the unadjusted items were negligible and no areas for concern had arisen.

Governors noted that the report reflected the views of the Committee which stated that the internal control systems operating within the College were adequate and the responses of the management in respect of Internal and External Auditors were satisfactory. It was noted that the Audit Committee had agreed to recommend the Annual Report for approval by the Full Corporation.

**Members of the Board reviewed the Report and noted the discussions which had taken place at the Audit Committee during 2009/2010. Governors accepted and formally approved the Annual Report of the Audit Committee 2009/2010.**

## **88/10 Internal Audit Annual Report 2009/2010**

Members of the Board received the Internal Audit Annual Report 2009/2010 from Hampshire Audit Services. Members noted that the report provided a summary of Internal Audit activities and outcomes during the last 12 months and page 2, section 3 of the Report outlined the overall assurance provided by the Internal Auditors.

Members' attention was drawn to the Main Findings outlined on page 3/4 of the Report, section 3.8. Members noted that, based on audit evidence obtained, Hampshire Audit Services had concluded that 12 out of 13 business areas reviewed had an appropriate framework of control to manage the risks reviewed which was operating in practice. Members noted that one area, work placements, was found to have an incomplete framework of control as central procedures and guidance were not in place. It was noted that College management had accepted all recommendations made in 2009/2010 and where improvement to controls were required, the Internal Auditors were satisfied that appropriate action had been agreed by relevant managers and would be resolved in an appropriate manner and timescale.

Governors were aware that it was important for the Board to confirm that assurance had been provided by the Internal Auditors prior to the consideration and approval of the College's Financial Statements. In particular, section 3.1 of the Report stated the opinion of Hampshire Audit Services which provided reasonable assurance that there were no major weaknesses in the College's risk management, control and governance processes.

**Members of the Board noted the assurance of the Internal Auditors that effective risk management, control and governance processes were operating in practice and formally approved the Internal Audit Annual Report 2009/2010.**

## **89/10 Strategic Internal Audit Plan 2010-2013 and Annual Internal Audit Plan 2010/2011**

Members of the Board received the Strategic Internal Audit Plan 2010-2013 and Annual Internal Audit Plan 2010/2011 from Hampshire Audit Services. Members of the Board were familiar with the document and were aware that the report reviewed the College's audit needs and recommended the Strategic Audit Plan which covered the next three financial years, 2010/2011 to 2012/2013. Members reviewed the proposed business areas and allocated days outlined in the Strategic Audit Plan attached at Appendix A and the Annual Internal Audit Plan for 2010/2011 which was attached at Appendix C. Mr Carter advised members that safeguarding was a new area to be reviewed for 2010/2011 and that work placements would be reviewed again as part of the follow-up work. The Board were advised that members of the Audit Committee had reviewed the document in detail and had agreed to recommend it for formal approval by the full Corporation.

**Members of the Board accepted the recommendation of the Audit Committee and formally approved the Strategic Internal Audit Plan 2010-2013 and the Annual Internal Audit Plan 2010/2011.**

## **90/10 2009/2010 Closure of Accounts and Key Issues Memorandum Year ended 31 July 2010**

Members of the Board received a paper on the Closure of Accounts 2009/2010 and a copy of the audited Accounts which were attached as Appendix A for the Board's consideration. Members also received the Key Issues Memorandum from Grant Thornton, the Financial Statements Auditors and a copy of the Letter of Representation.

Mr Marston spoke to the paper and confirmed that the year-end process had been straight

forward and no adjustments had been made following the audit of the Accounts. He highlighted the fact that the Accounts reflected a final year-end position of a £215k Operating Surplus which secured the College's third consecutive year of financial surplus which took the College to a 'good' financial status.

Members reviewed and noted the Key Issues Memorandum and approved the Letter of Representation for signature by the Chair.

**Members of the Board noted the Key Issues Memorandum and formally approved the Financial Statements 2009/2010 and the Letter of Representation for signature by the Chairman and the Principal.**

#### **91/10 Management Accounts at 31<sup>st</sup> October 2010**

Members of the Board received a confidential paper on the Management Accounts at 31<sup>st</sup> October 2010. Due to the contents of the paper and the nature of the discussions, this minute is recorded as a separate confidential minute for Governors only.

#### **92/10 LSC Fundable Core Income Report**

Members of the Board received a paper on the LSC-Fundable Core Income Report which was a standing item on the agenda. Members reviewed and noted the variety of income streams 'flowing' into the College.

**Members of the Board reviewed and noted the contents of the paper.**

#### **93/10 Financial Management and Control Evaluation**

Members of the Board received the completed Financial Management and Control Evaluation document for consideration and review. The Vice-Principal Resources spoke to the paper and advised Members that the College had been required to complete the document as part of the self-assessment process for Further Education Colleges under the Framework for Excellence. He went on to say that the College had been permitted to complete the shorter version of the questionnaire due to the fact that there had been no change to last year's overall self-assessed grade and the College had not undergone any significant changes since last year. Members were advised that the document had been reviewed and was recommended for approval by the Audit Committee for onward transmission to the Skills Funding Agency.

**Members of the Board accepted the recommendation of the Audit Committee and formally approved the Financial Management Control Evaluation questionnaire.**

#### **94/10 Annual Review of Financial Regulations**

Members of the Board received a paper on the Annual Review of Financial Regulations December 2010. Mr Marston spoke to the paper and drew members' attention to the proposed amendments outlined. Members reviewed the paper and agreed to endorse the recommendation of the F&R Committee and approve the Financial Regulations update.

**Members of the Board formally approved the amendments to the Financial Regulations update December 2010 as outlined in the paper.**

## **95/10 Self-Assessment Report 2009/2010 and Quality Improvement Plan 2010/2011**

Members of the Board had received the 2009/2010 Self-Assessment Report and Quality Improvement Plan 2010/2011 for consideration and review. Mr Duncan provided members with a detailed presentation on the key strengths and weaknesses arising from the self-assessment process and the outcomes of the recent QAA review. A copy of the slides used are attached as an appendix to these minutes.

Members of the Board were reminded that the validation of the Self-Assessment Report had included 2 members of the Corporation and thanks were extended to Mr Goodhead and Mr Hart for their involvement in the Validation Panel undertaken in October.

**Members of the Board formally approved the College Self-Assessment Report 2009/2010 and the Quality Improvement Plan 2010/2011.**

## **96/10 Annual Report on Equality and Diversity 2009/2010**

Members of the Board received the Annual Report on Equality and Diversity 2009/2010 which provided Governors with an update on the progress made against activities designed to improve the performance of the College in relation to Equality and Diversity. Dr Richards spoke to the report and advised Governors that there had been significant developments within the College in terms of Equality and Diversity which had been seen in the College as follows:

- Strategic planning;
- E&D Committee business;
- Staff Training;
- Representation;
- Student conference;
- Tutorials;
- The student induction survey
- Health support.

In addition, Dr Richards advised members that there had been a change in legislation with the introduction of the new Equality Act (2010) and the College was ensuring that it met all of its new requirements including the re-introduction and updating of the Single Equality Document.

**Members of the Board noted the contents of the paper and endorsed the developments in equality and diversity across the College.**

## **97/10 Annual Report on Safeguarding – December 2010**

Members of the Board received the Annual Report on Safeguarding 2010. The VP Students and Teaching (VP S&T) spoke to the paper and drew members' attention to the following key points:

- **HSCB** – Members noted that the College had established good links with the Hampshire Safeguarding Children's Board (HSCB) and the Communications and Awareness Raising Group (CARG);
- **Safeguarding Consortium Group** – Members were reminded that the VP S&T was currently the Chair of the F&G Consortium Safeguarding Group which had been established during 2009/2010 to bring together all member organisations to discuss safeguarding issues;

- **Staff Training** – Governors noted that all staff (including volunteers) working with the College's students were asked to sign the safeguarding guidelines and were required to have a CRB check and receive Child Protection training;
- **Child Protection Training for Students** – Members were reminded that students who had attended the student conference in October 2010 had received child protection training which had been well received;
- **Gosport College** – Members were advised that the Assistant Student Services Manager, Eve Burdfield, had been allocated to work with students at Gosport College two days per week to support and work with vulnerable students, support the tutorial process and highlight any issues regarding safeguarding. The VP S&T highlighted the fact that this addition to the service provided tailored safeguarding advice and support for students and tutors working in the Fareham Reach Skills Centre and the Gosport College Salon located in the High Street;
- **CRB Checks for Governors** – Members were aware that the College was committed to Safeguarding and the pursuit of Grade 1 'outstanding' across the College. As a result, the VP S&T advised members that the Committee had agreed to recommend a change in policy and proposed that all Governors be requested to complete a CRB check in future which was entirely appropriate and expected for a Grade 1 institution. Members of the Board agreed that the change in policy was entirely appropriate and fully endorsed this approach.

**Members of the Committee reviewed and noted the contents of the Annual Report on Safeguarding and the significant developments in this area. In addition, members of the Board agreed that all Governors should be CRB checked.**

#### **98/10 Learner Involvement Strategy Update – November 2010**

Members of the Board received a paper which provided an update to the Learner Involvement Strategy. The VP Students and Teaching (VP S&T) reminded members that the purpose of the Strategy was to ensure that the learner voice was heard at a strategic level and was taken into account at every level in the organisation. Members reviewed the amendments for 2010/2011 which had been presented as follows:

- The Strategy now included a Student Executive Group that met monthly as agreed by the SMT (Senior Management Team) and which would require elections for specific posts;
- The Strategy had been updated with a new action plan for 2010/2011;
- The Student Conferences would continue to meet 3 times per year;
- That months are clearly targeted for the Student Surveys which also include HE

**Members of the Board reviewed and endorsed the proposed amendments to the Learner Involvement Strategy.**

#### **99/10 Curriculum Strategy 2010-2013**

Members of the Committee had received the 2010-2013 Curriculum Strategy. Mr Duncan spoke to the paper and advised the Board that the design and delivery of the curriculum was the core business of the College and central to its success. He drew Governors' direct attention to the purpose of the curriculum offer which was to:

- meet the needs of the Fareham and Gosport communities at both individual and institutional level;
- meet the requirements of HCC, the YPLA, the SFA, the Department for BIS and Department for Education to raise standards and improve skill levels notably in key priority areas;
- meet realistic demands for the provision of programmes of learning delivered as efficiently and effectively as possible;
- meet the highest expectations of the College students.

Mr Duncan continued by outlining other key changes which had informed the strategy as follows:

- The Gosport College;
- The Sixth Form Centre;
- HE provision;
- Employer responsive;
- The Quality Curriculum Framework (QCF) – Governors had received training on this new curriculum model in February 2010.
- The launch of the National Enterprise Academy supported by the Peter Jones Foundation. Members were advised that the new role of Business Enterprise Manager had been established within the College to manage this project.

**Members of the Board reviewed the content of the Curriculum Strategy in detail and noted the changes which had informed its development. Members agreed to formally approve it as recommended by the SC&Q Committee.**

#### **100/10 The Annual Health and Safety Report 2009/2010 and Plan for 2010/2011**

Members of the Board received the Annual Health and Safety Report 2009/2010 to The Corporation and the Plan for 2010/2011. Mr Marston, VP R&F spoke to the paper and reminded the Board that the Health and Safety Policy and been updated and approved last year. In addition, members were reminded that the Finance and Resources Committee had reviewed this report in detail and that it was now being presented to the Board for formal approval.

**Members of the Board formally approved the Annual Health and Safety Report 2009/2010 and endorsed the Plan for 2010/2011.**

#### **101/10 General Reports of Corporation Committees**

Members of the Board received and noted termly reports from the following Corporation committees:

- Students Curriculum and Quality Committee.
- Finance and Resources Committee;
- Audit Committee;

**Members noted the contents of the reports and the issues discussed at committee meetings during the autumn term.**

### **102/10 Staff Liaison Committee**

Members of the Board received the minutes of the Staff Liaison Committee meetings which had taken place on:

- 23<sup>rd</sup> June 2010;
- 22<sup>nd</sup> September 2010;
- 10<sup>th</sup> November 2010.

**Members of the Board reviewed and noted the contents of the minutes.**

### **103/10 Student Liaison Committee Minutes**

Members of the Board received the minutes of the Student Liaison Committee meeting which had taken place on the 24<sup>th</sup> November 2010 for information.

**Members of the Board reviewed and noted the contents of the minutes.**

### **104/10 Date of next meeting**

In accordance with the approved Corporation Calendar, it was noted that the next scheduled meeting of the full Corporation was due to take place on **Wednesday 30<sup>th</sup> March 2010 at 5.30 pm.**

**Post minute note:** a special meeting of the Board was convened on the 13<sup>th</sup> January 2011.