

MINUTES OF THE CORPORATION BOARD MEETING

HELD ON WEDNESDAY 24 MARCH 2010

PRESENT:

C Gange [Chair]	M Dacey	D Mead	J Hehir
J Harding	D Jones	G Bowd	J Tyler
M Grimes	M Thomas	P Vine	S Walters

IN ATTENDANCE:

K Booker	K Holley	RG Fowler	R Larcher (Clerk)
D Bennett [CB09/10: 066]		F Harris [CB09/10: 075]	

PART I – NON- CONFIDENTIAL ITEMS

CB09/10: 065

APOLOGIES

**ACTION &
TIMESCALE**

Noted [i]: Apologies were received from:-

J Rogers A Evans K Tustin S Harries I Hindle
C Jones S Mohammed

CB09/10: 066

DECLARATIONS OF INTEREST

Noted [i]: A declaration of interest was received from J Hehir who left the meeting during the discussion of item CB09/10: 067 [iii].

CB09/10: 067

**APPOINTMENT OF NEW MEMBERS & RE-
APPOINTMENT**

Noted [i]: The recommendation of the Search & Governance Committee contained in the minutes of its meeting of 10.03.10 regarding the appointment of P Vine as a Co-opted Member and S Walters as a Business Member.

Noted [ii]: The comments of J Hehir regarding the skills and expertise that P Vine would bring to the Corporation Board and its Committees.

Noted [iii]: The recommendation of the Search & Governance Committee contained in the minutes of its meeting of 10.03.10 regarding J Hehir being re-appointed for a second four year term as a Business Member.

Resolved [i]: That P Vine be appointed to the Corporation Board and its Audit and Reporting Committees as a Co-opted Member for the 4 year period from 24.03.10 to 23.03.14.

**CLERK
24.03.10**

Resolved [ii]: That S Walters be appointed to the Corporation Board and its Finance & General Purposes Committee as a Business Member for the 4 year period 24.03.10 to 23.03.14.

**CLERK
24.03.10**

Resolved [iii]: That J Hehir be re-appointed to the Corporation Board and its Audit and Search & Governance Committees as a Business Member for a further 4 year period from 29.03.10 to 28.03.14.

**CLERK
24.03.10**

CB09/10: 068

MINUTES [PART I]

Noted [i]: The contents of the minutes of the Corporation Board [Part I] meeting held on 16.12.09.

Resolved [i]: That the minutes of the Corporation Board [Part I] held on 16.12.09 be approved.

**CLERK
24.03.10**

CB09/10: 069

MATTERS ARISING FROM MINUTES

Noted [i]: There were no matters arising.

CB09/10: 070

EXCEPTIONS REPORT [PART I]

Noted [i]: R Larcher, Clerk to the Corporation, presented the report.

Noted [ii]: CB07/08: 094 [ii] - Due to necessary but minor changes the Student Union Constitution will now be presented to the Search & Governance Committee on 12.05.10 and the Board on 26.05.10 respectively.

Resolved [i]: That the final revised version of the Student Union Constitution be presented to the Search & Governance Committee at its meeting on 12.05.10.

**LRN SERV
MGR
12.05.10**

Resolved [ii]: That the final revised version of the Student Union Constitution be presented to the Corporation Board at its meeting on 26.05.10.

**LRN SERV
MGR
26.05.10**

Noted [i]: The contents of the minutes of the meeting of the Audit Committee [Part I] held on 09.12.09.

Resolved [i]: That the minutes of the meeting of the Audit Committee [Part I] held on 09.12.09 be received.

**CLERK
24.03.10**

Noted [ii]: The contents of the minutes of the meetings of the Finance & General Purposes Committee [Part I] held on 09.12.09 and 27.01.10 respectively.

Resolved [ii]: That the minutes of the meetings of the Finance & General Purposes Committee [Part I] held on 09.12.09 and 27.01.10 respectively be received.

**CLERK
24.03.10**

Noted [iii]: The contents of the minutes of the meeting of the Learning & Performance Committee [Part I] held on 24.02.10.

Resolved [iii]: That the minutes of the meeting of the Learning & Performance Committee [Part I] held on 24.02.10 be received.

**CLERK
24.03.10**

Noted [iv]: The contents of the minutes of the meeting of the Human Resources Committee [Part I] held on 03.02.10.

Resolved [iv]: That the minutes of the meeting of the Human Resources Committee [Part I] held on 03.02.10 be received.

**CLERK
24.03.10**

Noted [v]: The contents of the minutes of the meeting of the Search & Governance [Part I] held on 10.03.10.

Resolved [v]: That the minutes of the meeting of the Search & Governance Committee [Part I] held on 10.03.10 be received.

**CLERK
24.03.10**

Noted [ij]: The attendance of D Bennett, Learner Services Manager, and the report back on an event called "You've got the Power", held at both the Neath and Afan campus during the week commencing the 4.12.09 as part of the College's commitment to collecting and responding to the views of learners and promoting Learner Voice.

Noted [iii]: The following comments and/or issues were highlighted:-

- The Senior Management Team have identified areas where concern has been raised, are investigating the extent of issues highlighted as part of the internal inspection process and taking action where necessary.
- Concern at reports of teaching staff not turning up for lessons and congratulations for the response.
- Next steps are to involve learners even more gathering their perceptions then the perceptions of staff, analyzing where the differences are and whether action needs to be taken to address those differences.
- The danger that one individual member of staff is able to spoil the reputation of a whole study area.
- The need for all staff to realise that it is the learner that pays the staff salaries.
- The thanks of the Chair and the Committee for a full, frank and very informative report.

Noted [ij]: K Holley, Vice Principal: Finance & Information Systems, presented the report drawing particular attention to the following:-

- A deficit at this time of year was anticipated and whilst the current year to date deficit is £1,100k the budgeted position for this period was for a £1,072k deficit creating a 2.6% variance.
- Many of the negative variances shown are due to timing issues and will resolve themselves over the next few months.
- SLDD income from DCELLS has been announced to be paid at 70% of last year's allocation meaning the £49k negative variance is likely to remain for the full year.
- The negative variance in Crèche income has reduced from 13% to 12% but still is a concern.
- Conference Facilities are £27k below budget and need to be targeted if the budget is to be achieved.

[Cont'd]

- The positive variances seen in both FE and HE tuition fees are due to increased fee charges.
- Wedding income is £18k above target for which most of the income was received in 2008-2009 for weddings taking place in 2009-2010.
- The positive variance of £24k in the Admin Charge is due to increased learner numbers and an increased charge.
- Full Time Lecturing and Support Staff costs are operating well below budget (£119k and £266k respectively).
- Part Time Lecturing costs are £145k ahead of budget though the 61% negative variance remains the same as last month indicating the rise may have abated.
- Part Time Lecturing costs remains an area to be closely monitored and tightly controlled.
- Total staff costs as a percentage of income stand at 74.5% year to date against a budget year to date figure of 73.6%.
- The full year budget is anticipated to be 67.6% representing an increase on the 2008-09 year end figure of 65.2% due to recurrent funding being frozen and staff salaries having risen by 2.3% before incremental drift.
- The negative variances of £58k in Exam Fees and £60k in Registration Fees represent a main area of concern due to our budget allowing for an increase in rates and volumes but these are still significantly over budget (33% and 81% respectively). The positive variances in exam fee and registration fee incomes barely impact the increase in costs to the College.
- All positive variances are due to timing issues and are expected to resolve in line with the budgeted position by the year end.
- Areas to be monitored closely are:
 - Cost Recovery
 - Crèche
 - Part Time Staff costs
 - Examination Fees
 - Registration Fees
- £103k has been received as part of the ongoing VAT appeal.
- A deficit of £500,000 has been previously approved though now anticipating breakeven at the year end.
- Budget for approval is likely to be brought to the next Corporation Board on 26th May 2010 though the projection for next year is flat line.

Resolved [i]: That the Management Accounts as at 31.01.10 be approved.

CORP BD
24.03.10

CB09/10: 074**FEES POLICY 2010-2011**

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, presented the revised Policy drawing particular attention to the following:-

- The increase in the fee payable for bus passes for full time learners under 19 years and living outside of a three mile radius of the College.
- Whilst apparently a large increase the fee payable by learners is still considerably less than that charged by Swansea College and Gorseinion College and represents a 75% subsidy on bus passes by Neath Port Talbot College.
- Bus pass costs inside the three mile radius are £130 per term.
- A new section has been added this year dealing with International Learners.
- J Hehir moved to approve the policy provided it is kept under review and impacts are monitored.

Resolved [i]: That the Fees Policy 2010-211 be approved subject to the impact of increased fees being monitored.

CORP BD
24.03.10

CB09/10: 075**RELEASE OF CONFIDENTIAL MINUTES POLICY**

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, presented the revised Policy drawing particular attention to the following:-

- The Policy is incorrectly titled on the documentation despatched and should refer only to Part II Confidential [Business] Minutes.
- Advice from the Board that all documents to be published externally or on the web are 'de-jargonized' so that they become accessible.

Resolved [i]: That the Confidential Minutes Policy be approved subject to amendments being made.

CORP BD
24.03.10

SIGNED BY CORPORATION CHAIRPERSON

Signature:

Date:.....