

**Minutes of the Corporation Meeting held on Monday 27 September 2010 at 5.30 pm
in Conference Room 1, the Astral Centre**

Members Present:

Ken Applegate : Member
Stephen Archer : Member
Emma Beese : Staff Member
Alan Debenham : Member
Evelyn Hicks : Member
Kevin Howes : Member
Alastair King : Member
Deanna Law : Member
David Matthews : Member
Emily Page : Student Member
Richard Perkins : Vice-Chair/Member
Sarah Smith : Staff Member
Simon Summers : Principal
Anne Swietlik : Member

In Attendance:

Phillip Belden : Vice Principal
Teresa Miller : Vice Principal
Ruth Harrison : Assistant Principal
Jason King : Assistant Principal
Charles Reynolds: Clerk to the Corporation

Apologies for Absence

Apologies for absence had been received from Bob Mee. In the absence of the Chair and in the first instance Anne Swietlik followed by Richard Perkins took the Chair.

The Chair welcomed members to the meeting. A special welcome was extended to Deanna Law and Stephen Archer who were attending their first meeting. For their benefit introductions were made. A special welcome was also extended to Simon Summers who was also at his first meeting as Principal.

At this point Richard Perkins arrived and took the Chair.

1) Disclosures of Interest

There were no disclosures of interest relevant to the agenda items.

2) Membership Issues

To receive a recommendation for action from Search Committee.

The Clerk advised members that Search Committee had recently met with Bob Blizzard to consider his suitability for membership. It has become clear as a part of this process that Bob Blizzard had significant skill and experience to offer to the Corporation. In particular his experience gained whilst an MP in knowing how and when to deal with organisations at all levels. It was also clear that his expertise in the field of renewable energy and carbon free developments fitted well with identified skills gaps and

weaknesses at board level. At this point Kevin Howes added that Bob Blizzard had a significant career in education before moving into politics. It was the recommendation therefore of Search Committee to appoint Bob Blizzard to the board.

It was proposed by Kevin Howes and seconded by David Matthews that Bob Blizzard be appointed a Corporation Member in accordance with the requirements of the Instruments and Articles of Government and Standing Orders.

Members voted unanimously in favour.

Part 1a Open items for noting and action

3) Minutes of the Last Meeting

The minutes of the Corporation Meeting held on 12 July 2010 were agreed to be a correct record and were signed by the Chair.

4) Matters Arising from the Minutes and not Agenda Items

4.1) Three Year Financial Forecast (previous agenda item 6)

The Clerk confirmed that the requested changes to the forecast had been made as instructed.

4.2) FE Strategic Forum (previous agenda item 9)

The Clerk advised that he had communicated to the Clerk at West Suffolk College the concerns of Corporation regarding the lack of clarity in the minutes of the last FE Strategic Forum about the vote to invite the Lowestoft Sixth Form College to the next Meeting. The vote had been in favour.

The response received indicated that the Chair of the meeting believed the vote to have been inconclusive enough to support the outcome and that further discussion was needed.

In any event as the next meeting would be held at Lowestoft College an invitation to attend would be extended.

4.3) Monitoring of Key Performance Standards (previous agenda item 10)

The Clerk confirmed that a copy of Appendix B which had been missing from the meeting paper, had been sent out as requested.

4.4) Review of Standing Orders (previous agenda item 11)

The Clerk informed members that the working party had met and a revised draft set of Standing Orders would be brought to the Corporation Meeting on 18 October 2010 for approval.

5) Correspondence

There had been no items of correspondence received since the last meeting.

Part 1c Open items to be noted.

6) Minutes of the Committees

6.1) Audit Committee

- 6.1a) The Minutes of the Audit Committee Meeting held on Monday 21 June 2010 were received
- 6.1b) Anne Swietlik provided a verbal report on the key issues discussed at the Audit Committee Meeting held on 20 September 2010. These were as follows:
- A revised draft Strategic Risk Register had been reviewed and would be brought to the Corporation Meeting on 18 October for approval
 - The outcome of the most recent Human Resources Internal Audit had been "Substantial Assurance".
 - A draft Annual Internal Audit Report 2009/10 had been reviewed and had an unqualified audit opinion. The final document to be reviewed for approval in November for the December Corporation Meeting.
 - The outcome of the Training Quality Standard had been reviewed.
 - There had been no incidents of actual or suspected fraud during the period 1 August 2009 to 31 July 2010.

6.2) Estates and Finance Committee

Richard Perkins presented the draft minutes of the meeting held on 28 June 2010 which were received.

6.3) LOWES Ltd

Richard Perkins presented the draft minutes of the board meeting held on 28 June 2010 which were received.

6.4) Search Committee

- 6.4a) The Minutes of the Search Committee Meeting held on 1 July 2010 were received.
- 6.4b) In the absence of the Chair the Clerk provided an update on the Search Committee Meeting held on 8 September 2010. There were currently 2 vacancies with regard to membership. One was in relation to the need for an FE Student Governor. Arrangements were in hand for a nomination to come to Corporation via a Student Forum meeting to be held on 20 October 2010. The other vacancy was skills based and Search Committee were due to meet a possible candidate on 5 October 2010 with the intention of bringing a recommendation for action to the next Corporation Meeting.

Part 1b Open items for discussion and action.

7) Strategic Review – an update for discussion

In light of the subject matter to be discussed and in particular its commercial sensitivity it was agreed that this item should be treated as confidential at least until the implications of the Comprehensive Spending Review, and associated details, were known. To this end the minute for this item can be found, in accordance with Corporation Policy No 3 on Confidentiality, in the Confidential Minute Book.

At this point it was agreed to take agenda item 9.

9) Any Other Business

9.1) Dates for Diary

9.1a) 8 October 2010 – FE Strategic Forum

The Clerk advised that this event had been postponed. No alternative date had as yet been agreed but the 22 October was a possibility. The venue will be Lowestoft College.

9.1b) 9 October 2010 – Graduation

The Clerk confirmed that the next UCS Lowestoft Graduation will take place on Saturday 9 October 2010 at St Margaret's Church. Those members attending were reminded to be at the Church no later than 11 am.

9.1c) 20 October 2010 – Corporation SAR

The Clerk confirmed that this event would again be led by Roger Woods from ACER. Venue to be confirmed.

9.1d) 12 November 2010 – Retirement Dinner

Members were asked to confirm their attendance as soon as possible via Kelly Thompson PA to the Principal. The opportunity for those wishing to contribute to a gift for Gwen Parsons would be provided at the next Corporation Meeting on 18 October 2010.

9.1e) 5 October 2010 – Joint Training Event

Clerk reminded members that at the request of Great Yarmouth College this event had been cancelled.

8) Estates Update

Presented by Teresa Miller who reminded members of the key estates issues that had been identified at previous meetings. It was explained that the purpose of the presentation was both to update members on the situation, especially in the light of recent discussions with the new Principal of the Lowestoft Sixth Form College regarding their likely needs from the College Refectory and Learning Resources Centre and also to seek approval regarding priorities and the way ahead.

Members were advised of the high priority areas where action was needed with relative urgency. These areas related to the movement of Engineering into the Sir Christopher Cockerell Centre. This to be facilitated by the movement of brickwork out of this building into newly leased premises at Leylands Drive assuming a lease could be agreed.

Secondly to provide showers and changing facilities in the Tower Block for both students and staff.

Thirdly to refurbish the refectory and kitchens.

Each priority was thoroughly reviewed and discussed with costings provided where available and funding streams identified. Having thoroughly discussed the issue it was proposed by Anne Swietlik and seconded by Kevin Howes that Corporation support and approve the high priority areas as identified.

Members voted unanimously in favour.

At this point Evelyn Hicks left the meeting.

Having dealt with areas of high priority Teresa Miller set out the medium priority areas that it was believed should be tackled as and when funding became available. These were the creation of a modern Learning Resources Centre, the relocation of learners with learning difficulties and disabilities and the relocation of Hair and Beauty Therapies. Again the justification for each priority was given and thoroughly reviewed and discussed. With regard to the Learning Resources Centre it was explained that the position may change again in light of further input from the Sixth Form College on what they would provide for themselves.

It was therefore proposed by Kevin Howes and seconded by Ken Applegate that Corporation approve the identified medium priorities to be actioned as and when funding allowed.

Members voted in unanimously in favour.

The Chair advised Teresa Miller to approach EDF Energy with respect to possible project funding.

Members thanked Teresa Miller for her presentation.

10) Date and Time of Next Meeting

The next Corporation Meeting will take place on Monday 18 October 2010 at 5.30 pm. The venue will be Conference Room 1 in the Astral Centre.

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