



MINUTES OF A MEETING OF THE CORPORATION
4.00PM, TUESDAY 18 OCTOBER 2022
Held in the Room 2, the Stinsford Centre

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| Members : | *Richard Barker; *John Bullen; *Hannah Crocker; *Andrew Davies; *Alana James; Frances Jenkins; *Dan Knight; *Robert Lassetter (Chair); *Graham Ledden; *Annetta Minard; *Nicola Newman; *Luke Rake (Principal); *Kay Taylor; *Debs Thomas |
| In attendance: | *Tom Hallam (Deputy Principal); Anna Bowen (Finance Director); *Nicky Porter (Assistant Principal (Student Experience & Progression)); *Vanessa Gifford (Clerk) |

| ITEM NO. | DETAIL | |
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| 1. | <p>DECLARATIONS OF INTEREST</p> <p>The following declarations of interest were NOTED:</p> <ul style="list-style-type: none"> • Annetta Minard on all matters relating to the Dorset Studio School | |
| 2. | <p>APOLOGIES AND NOTICES</p> <p>Apologies for absence were NOTED from Frances Jenkins and Anna Bowen.</p> <p>The Clerk advised that Dee Vickers, Staff Governor, had resigned from her staff role at the College and had resigned from her Staff Governor role with immediate effect.</p> <p>The Chair welcomed Alana James, the new Student Governor, to the meeting and thanked her for attending at such short notice.</p> | |
| 3. | <p>MINUTES OF THE MEETINGS HELD ON 5 AND 20 JULY 2022</p> <p>The Corporation APPROVED the minutes of 5 and 20 July 2022 as a true and accurate record, and APPROVED the non-confidential minutes for website publication. The minutes of 5 July 2022 were subject to the correction of a small typographical error.</p> | VG |
| 4. | <p>MATTERS ARISING FROM THE ABOVE MINUTES</p> <p>There were no matters arising from the above minutes.</p> | |
| 5. | <p>RATIFICATION OF ELECTRONIC DECISIONS</p> <p>The following decisions were RATIFIED:</p> <ul style="list-style-type: none"> • Signing and sealing agreement for Easement for new Electricity Sub-Station at Stinsford Farm • Final Approval of Budget 2022/23 • Agreement for Supplemental Agreement for NatWest loan for Agri-Tech Centre • Approval of Electricity Supply Contract 30 September 2022 • The appointment of Alana James as Student Governor for the 2022/23 | |

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| | academic year. | |
| 6. | <p>THE STUDENT VOICE</p> <p>The Student Governor was welcomed to her first meeting and updated the Corporation on matters that concerned the students that she considered to be outstanding from the previous year:</p> <ul style="list-style-type: none"> • The opening of the Courtyard Canteen for refreshments • Potholes in Higher Dairy car park • Behaviour on buses – the Student Governor was requested to advise students to report to the Student Welfare Team • Harassment between classes – the Assistant Principal advised that there was zero tolerance of this type of behaviour and any cases should be reported to Tutors, the Student Welfare Team or the 1:1 team. • The Student Governor advised that students considered that WiFi across the site had improved. | |
| 7. | <p>PRINCIPAL'S REPORT</p> <p>The Corporation RECEIVED the Principal's Report which provided updates on: Introduction; Recruitment; Budget; Refinancing; Post-SPA; Change to Designated Safeguarding Lead; Manor Garden Cottage; Academic Restructure; Commercial Update; Stinsford building; FNTI/SPA/FEC; College Travel; The Legend Pole; External meetings to note and the Principal's Diary.</p> <p>The following additional points during discussions were NOTED:</p> <ul style="list-style-type: none"> • Stinsford Centre: there were still some small works to be carried out. The Principal was progressing discussions on filling the business spaces. It was noted that an additional piece of work for the installation of a Fire Curtain had been requested, so there was currently a limit on the number of people within the building at one time. This matter was being challenged and advice taken from Dorset Fire as there were concerns over its maintainability. However, final sign off would be by Building Control, so further advice would be taken. It was considered that the cost of £90K was down to the contractor but this was under debate. The Principal agreed to check the stage of 'practical completion' as there could be insurance issues, and let members know via GVO. <p>It was considered that a target for income from the Stinsford Centre should be agreed and the Principal suggested that it was included in the re-forecast for the Budget in December.</p> <ul style="list-style-type: none"> • Clawback: it was noted that correspondence had been received stating that any clawback would not destabilise the College, however the Principal advised that the matter was still in dispute. The clawback was included in the accounts, on the advice of the auditors, which exacerbated the College's financial position. The issue had been raised with the Regional Lead as no clarification on the clawback position had been received since April 2022. • SPA: the Principal considered that at the end of the SPA process the outcome was clear. He advised that the FEC was currently working on the Terms of Reference for the Post 16 Area Review and this would provide a clear view for the Corporation. It was noted that an Ara Review had no statutory powers and would be recommendations for the Dorset colleges. • Recruitment: the SMT considered that transport costs had been a barrier to some students enrolling. Members questioned what | <p>LR</p> <p>LR/AB</p> |

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| | <p>evidence there was of this and the Principal advised that a survey had been carried out on those students who had not enrolled and 50% had responded that transport costs were the issue. All these students had also been phoned when they had not enrolled. The Corporation requested demographic data for those that did not enrol, as this would be evidence for any decision on transport spend. It was noted that records were kept of those potential students attending open days. The Principal considered that the competition with Weymouth College was around 20-25%.</p> | LR/TH |
| 8. | <p>DESIGNATED SAFEGUARDING LEAD</p> <p>The Corporation APPROVED the appointment of Nicky Porter, the Assistant Principal (Student Experience & Progression) as the Designated Safeguarding Lead in place of the Principal.</p> | |
| 9. | <p>PROPERTY ISSUES</p> <p>Manor Garden Cottage On consideration of the presented information the Corporation AGREED to accept the recommendation based on the specialist advice, and delegated the Principal to advise the Agent and report back via GVO if there was any change in offer.</p> <p>RSPCA Centre The Principal advised that there was a good relationship with the owners of the RSPCA Centre. The Corporation considered that it was too soon to consider renewing the agreement seven years in advance of the current expiration and requested more information.</p> | LR LR |
| 10. | <p>FEEDBACK FROM STRATEGY DAY</p> <p>The following points were NOTED from the recent Strategy Day:</p> <ul style="list-style-type: none"> • It was noted that all the actions were presented to this meeting for consideration. • It was considered that the day had been very useful and gave context to fundamental decisions that would have to be made in a reasonably short timeframe. • It was noted that the way forward for the Farm/Dairy would be reviewed by the Estate Committee with any recommendations following through to the Corporation. • It was agreed that the next Strategy session would be organised for the Spring to follow up on the current issues. It was agreed that some update sessions could be held prior to Corporation meetings in place of the previous 4pm sessions. • The Principal confirmed that he would be producing historical briefing notes on important issues for new governors and would liaise with the Chair and Clerk on the items. The Clerk suggested that there should be an update on the Local Skills Improvement Plan (LSIP). • The Principal agreed to produce a rolling plan and timeframe of important decisions that were due, to ensure that they could be incorporated in the current meeting schedule rather than increase the number of meetings. • It was agreed that it was good to receive the update on the Bermuda trip. | RL/LR/VG RL/LR/VG LR |

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| 11. | <p>QUALITY & STANDARDS COMMITTEE</p> <p>Meeting held on 26 September 2022 The draft Minutes of the meetings held on 26 September 2022 were NOTED. The Committee Chair advised that the reports from the Department Heads at the SAR validation meeting were much improved, and work was required on planning, particularly the quality of teaching. It was being considered that the SAR validation meeting would be held a month later for 2022/23 as it would be more appropriate for questions.</p> | TH/VG |
| 12. | <p>GOVERNANCE, REMUNERATION & SEARCH COMMITTEE</p> <p>Membership A six month sabbatical was AGREED for Jim Tirrell as a co-opted member of the Q&S Committee.</p> <p>FEC Intervention Report The FEC Intervention Report was NOTED.</p> <p>Governor Attendance 2021/22 Governor Attendance was NOTED at 84% overall for 2021/22.</p> | |
| 13. | <p>ESTATE COMMITTEE</p> <p>Meeting held on 3 October 2022 The draft Minutes of the meetings held on 3 October 2022 were NOTED, and the following points made:</p> <ul style="list-style-type: none"> • The main issue was the overrun costs of the two major projects at £130K across both projects. This had been managed within the budget, and retentions were held. • Some snagging work was outstanding on the GSHP project. | |
| 14. | <p>FINANCE & RESOURCES COMMITTEE</p> <p>Final Accounts to 31 July 2021 It was noted that the Final Accounts to 3 July 2021 were still being checked and when the A&A and F&R Committees received the final disclosures they would recommend a final version for approval by the Corporation before the ESFA deadline of 31 October 2022.</p> <p>Draft Management Accounts to 31 July 2022 The draft Management Accounts to 3 July 2022 were considered and the following points NOTED:</p> <ul style="list-style-type: none"> • It was crucial that the College generated more income and spent less to gain a cash surplus. The Corporation had to focus the mind, be bold and to something different. • It was agreed that the Corporation should aspire to a 2 year rolling forecast rather than fixed. • It was suggested that any outcome from the Area Review may not be feasible and the College should consider its own local options and keep all avenues open. • The Principal agreed to produce a briefing paper on the 'Reclassification of colleges to the public sector' by the ONS. <p>Student Number Report 2022/23 The Student Number Report 2022/23 was NOTED and had been covered at the Strategy Day.</p> | LR |

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| | <p>Committee Terms of Reference and Work Programme 2022/23 The Committee Terms of Reference and Work Programme 2022/23 were APPROVED.</p> <p>Draft Minutes of the meeting held on 4 October 2022 The draft Minutes of the meetings held on 4 October 2022 were NOTED with no further comment.</p> | |
| 15. | <p>AUDIT & ASSURANCE COMMITTEE</p> <p>Internal Audit Reports The following Internal Audit Reports were NOTED:</p> <ul style="list-style-type: none"> • Report 03: IT Data 1security and Infrastructure • Report 04: HR Performance Management • Report 05: 11curriculum Efficiency <p>The Chair of the Committee advised that more feedback on following up recommendations had been requested to give assurance to the Committee.</p> <p>Internal Audit Plan 2022/23 The Internal Audit Plan 2022/23 was APPROVED.</p> <p>External Audit Strategy for the year ending 31 July 2022 The External Audit Strategy for the year ending 31 July 2022 was APPROVED.</p> <p>Committee Terms of Reference and Work Programme 2022/23 The Committee Terms of Reference and Work Programme 2022/23 was APPROVED.</p> <p>Meeting held on 10 October 2022 The draft Minutes of the meetings held on 10 October 2022 were unavailable and the Committee Chair updated on the following points:</p> <ul style="list-style-type: none"> • It was considered that the Committee had the right balance of Board members versus Co-opted members. • The Committee was not responsible for financial data but for the processes. • It was considered to have been a difficult year but the Committee was now making progress. | |
| 16. | <p>RISK MANAGEMENT: ENTRIES FOR THE REGISTER</p> <p>The Principal advised that an updated Risk Register would be available for the next meeting following the bringing together of the Risk Register and the Board Assurance Framework. The RMG was meeting imminently and would review the document.</p> | |
| 17. | <p>OUTSTANDING ITEMS TO CARRY FORWARD</p> <p>The following outstanding matters were NOTED which would be considered in due course:</p> <ul style="list-style-type: none"> • Financial Regulations and Procedures | VG |
| 18. | <p>ANY OTHER BUSINESS</p> <p>The following items of further business NOTED:</p> <ul style="list-style-type: none"> • The Estate Committee Terms of Reference would be reviewed to | |

