



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING HELD ON WEDNESDAY, 30 SEPTEMBER 2009

Meeting Commenced: 6.15 p.m.

Meeting Closed: 8.10 p.m.

PRESENT:

Mr P Nicol	Business Member - Chair
Mr L Ali	Independent Member
Ms S K Arnall	Independent Member
Mrs L Chatburn	Principal
Miss F Fawad	Student Member
Mr P Johnson	Independent Member
Mr G P Little	Business Member
Prof P Marsh	Independent Member
Mr D McCann	Independent Member
Mr C Trees	BASH Nominee
Mrs L Wildeman	Staff Member (Business Support)

IN ATTENDANCE:

Mr J Fargher	Clerk to the Corporation
Mr A R Patience	Deputy Principal
Mrs M A Baker	Minute Secretary

APOLOGIES for absence were received from:

Mr P Bury	Independent Member
Mrs A Coates	Independent Member
Mr L Davies	Staff Member (Academic)
Cllr Gartside	Independent Member
Miss B Kukadia	Student Member
Mrs K Thomas-Wilson	Independent Member

Draft Minutes prepared: 2 October 2009

PS Nicol?

Draft Minutes approved by the Chair on:

6th November 2009

Minutes approved by the Corporation:

Chair

Date

The meeting was preceded by a presentation at 5.30 p.m. on the Development of “A” levels from the Executive Director Curriculum, Glynn Whitworth, and a presentation on Independent Learning by the Director of Student Quality, Krissy Petrie.

There was general discussion about the use of Moodle as a tool for promoting distance learning and the development of e-learning materials. The Principal suggested this could be the focus of a future briefing session.

In answer to a question from the Principal, Members confirmed that they found the pre-meeting briefings on specific topics particularly useful. The Principal added that the themes for some of the briefing sessions were drawn from Members’ comments on the Post-Meeting Evaluation sheets, as had been the case for the two topics covered at this evening’s briefing.

The formal business of the meeting commenced at 6.15 p.m.

ACTION

09/10.01 DECLARATIONS OF INTEREST

There were no declarations of interest in relation to any of the items on the Agenda for the meeting.

09/10.02 MINUTES

The Minutes of the meeting held on 7 July 2009 were approved and signed by the Chair as a true and correct record.

09/10.03 MATTERS ARISING FROM THE MINUTES

a) *Minute 08/09.52. - Corporation Membership*

Mrs Wildeman pointed out that directed members there was a typographical error in the Resolution which she felt should read “*The recommendation from the Search Committee that Mrs Katherine Thomas-Wilson be appointed*” (not “*be appointment*” as recorded in the Minutes).

Clerk to amend

b) *Minute 08/09.54. iii) - Appointment of Independent Member*

The Chair confirmed this matter was on going and had been discussed at the Search Committee on 8 September 2009.

c) *Minute 08/09.54. v) - Appointment of New Members*

The Chair confirmed the meeting he had met with the Principal and the Clerk when it had been decided that Mr McCann should be appointed to serve on the Curriculum & Quality Committee, Mr Johnson to the Audit Committee and Mrs Thomas-Wilson to the Resources Committee.

The Corporation endorsed these Committee appointments.

d) *Minute 08/09.54. vii) - Re-appointment of Members*

The Clerk informed Members that the search continued for a person with a background in finance / accountancy / audit with a view to recruitment as a Co-opted Member to the Audit Committee.

He also confirmed that duration of terms of office of recently re-appointed Members had been agreed and their re-appointment letters issued.

e) Minute 08/09.54.ix) - Audit Committee Minute 08/09.4.a) – 10 March 2009

The Deputy Principal confirmed final agreement had been reached with the LSC on the amount of the clawback of ESF monies and that full details of this had been reported to the Audit Committee at the meeting on 8 September 2009.

f) Minute 08/09.48. - Post-Meeting Evaluation

The Principal informed members the DVD had still not arrived but she would continue to pursue this.

Principal to follow up.

g) Minute 08/09.55. d) - Mission Review

The Principal reported that an Equality & Diversity impact assessment on the College Mission Statement had been carried out. The assessment had shown the Mission Statement to be robust and with no amendments required. The Principal did however confirm that the term “14-19” in the Mission Statement had been replaced by the reference to “Young People”.

h) Minute 08/09.55. e) - Review of Governance in the FE Sector – “Shared Regulation”

The Principal informed Members that the Association of Colleges (AoC) had produced a paper on the notion of “shared regulation” and suggested that if any Member would like a copy they should contact Mrs Baker who would then arrange for the paper to be emailed to them.

The Chair added that “Shared Regulation” was raised at an event on 30 July 2009 that he had attended with Mr Johnson and made the observation that that it would be interesting to see how shared regulation unfolded having regard to the impending Machinery of Government changes. The Chair commented that there had been an attempt to “sell” shared regulation to governors on the premise that the FE sector had always operated under a shared regulation arrangement.

i) Minute 08/09.57. c) Financial statements and Regularity Auditors

The Clerk reported that the Executive Director of Financial Services had obtained details of the basis of the actuarial assumptions in respect of the Greater Manchester Pension Fund (GMPF), which he had shared with Grant Thornton who, in turn, were testing these assumptions against the benchmark of data used by actuaries in other pension funds. The Clerk explained that the issues of concern appeared to be twofold in that:

(i) The auditors made the assertion that it was the responsibility of the Corporation to be assured that the actuarial assumptions giving rise to the College’s liabilities to the Pension Fund were robust. This assertion was at odds with the opinion of the Corporation Chair who felt that the auditors ought to form their own view as to the reliability of the actuarial assumptions in reaching their audit opinion.

(ii) In the opinion of Grant Thornton the assumptions made by the actuaries regarding the life expectancy of members of the GMPF were considered to be more optimistic in determining liabilities to the Fund than those being used in the actuarial assessment of other pension funds. i.e. a lower life expectancy rate was used in the actuarial assessment of the GMPF which had the effect of lowering the employers’ contribution rate and liabilities to the Fund.

ACTION

The Corporation was advised that discussions were continuing with Grant Thornton regarding their position on the actuarial assessment of the GMPF for 2008/09 and the wording of their statement in the Audit Key Issues Memorandum that would be issued by Grant Thornton at the conclusion of the audit of the College's Financial Statements for 2008/09.

Mr Little commented that he felt that the problem was a fundamental one over which the College and the Corporation had no control as the GMPF was the responsibility of independent trustees. The Clerk reported that other audit firms were adopting a similar stance to the one taken by Grant Thornton and that Colleges were being advised that the situation in relation to pension fund liabilities was such that each employer could now ask for an individual actuarial valuation as it applied to them.

The Chair added that his main concern was that in signing off the 2007/08 accounts the Corporation had been asked to give assurances regarding the GMPF to the auditors in a Letter of Representation and he felt that the Corporation should not have been placed in this position.

j) Minute 08/09.58.iv) - Recommendations from the Resources Committee meeting held on 2 July 2009

The Clerk confirmed that these Minutes had been circulated for information.

k) Minute 08/09.60. - Corporation Dinner

The Clerk reported that the Corporation Dinner would be on Wednesday, 2 December 2009.

Members to note.

l) Minute 08/09.62.a) - Confidential Minutes –Acquisition of the former “Bury Times” building

The Clerk confirmed the financial details had been deleted from these Minutes, which were now available publically.

09/10.04 Strategic & Annual Objectives 2009-10

The Principal presented the draft College Strategic & Annual Objectives for 2009-10 and explained that the objectives took account of a range of external drivers including funding steers and national priorities and policies. She informed the Corporation that the objectives incorporated College values and were set under the headings of Curriculum; Quality/Standards; Human Resources; Resources; Marketing & Partnerships; and, of increasing importance, Employer Responsiveness.

In response to a question from Mr Johnson, the Principal explained the arrangements for monitoring progress towards the Annual Objectives, which included a mid-year update to the Corporation towards the end of January. She confirmed that progress reports included an additional column to show action taken and achievement to date against each objective.

The Corporation was informed that a paper on the final outturn against the 2008/09 Annual Objectives would be presented at the meeting in November.

Agenda Item for 25.11.09 Corporation Meeting

The Principal advised the Corporation that as the final achievement data for 2008/09 had not yet been received Success Rate targets for 2008/09 could not be completed at this stage and, therefore, it had not yet been possible to include the Success Rate targets for 2009/10 in the 2009/10 Annual Objectives. Similarly, it

was not possible to finalise Employer Engagement targets so early in the academic year. However, both Success Rate and Employer Engagement targets would be included in the update on the 2009/10 Annual Objectives, which would be presented to a future meeting.

The Chair reminded the Corporation that the College Strategic & Annual Objectives were used as a basis of determining the individual and team performance objectives for the Principal and the Deputy Principal, with progress against these objectives being monitored by the Remuneration Committee.

The Clerk informed the Corporation that the Strategic and Annual Objectives were produced in booklet form, which was distributed throughout the College as a means of making all members of staff aware of the College objectives.

RESOLVED THAT THE COLLEGE STRATEGIC OBJECTIVES 2008/11 AND ANNUAL OBJECTIVES 2009/10 ARE APPROVED.

09/10.05 MONITORING REPORTS

a) Enrolment Update 2009/10

The Principal tabled an update paper showing details of learner numbers against 2009/10 LSC targets as at 24 September 2009 and highlighted the following:

- The majority of LSC funding received by the College related to 16-18 year old learners (excluding Apprenticeships) and accounted for approximately £20.25m of income to the College.

The Principal explained that as the majority of learners in this category were full-time it was essential for the College to meet the Learner Number target at the commencement of the academic year.

In answer to a question from Ms Arnall, the Principal informed the Corporation that whilst the actual number at 24 September stood at 4,320 16-18 year old learners, the College would not receive additional funding for numbers over the target of 4,183. She explained that in order to receive the full funding allocation for these learners the College had to retain 4183 students enrolled on 20 October 2009.

The Corporation was informed that past experience had shown that a number of students leave the College in the first few weeks for a variety of reasons. Therefore, the College has a strategy of enrolling additional students at the start of the year in an attempt to ensure that any subsequent withdrawals do not have an adverse effect on the achievement of target numbers at the LSC's census date.

In response to a further question from Ms Arnall, the Principal informed the Corporation that, as in previous years, the College had received more applications than places available and, as a result, it had not been possible to offer a place to all applicants. However, as most students applied to more than one college, it was likely that many of those unable to be accommodated at Bury College were successful in obtaining a place elsewhere. Miss Fawad commented that the advice given to pupils at her former was to apply for a place at a minimum of three colleges.

ACTION

The Principal added that, owing to the large increase in applications last year, the enrolment procedures for 2009/10 had been revised and students had been seen in order of application date.

The Chair asked the Principal to pass the Corporation's thanks to the Director of Information Services and her team for all their hard work in tracking the enrolment data and producing such timely and detailed reports.

Principal

- Although enrolments in Adult Learner Responsive (19+) provision were currently below target recruitment in this area of provision continued throughout the year. The more significant target for ALR was the LSC funding target and it was reported that the College had achieved 81% of the 2009/10 funding target to date.

It was noted that the College had a planned programme to increase ALR learner numbers over the course of the year and that it was predicted that the funding target would be met.

The Principal then gave a verbal update on enrolments in the following areas:

- **Work Based Learning (WBL)** - Recruitment of 16-18 year olds to Apprenticeship programmes had been slow owing to the impact of the economic recession on the willingness of employers to recruit young employees. The situation was being monitored closely and innovative programmes aimed at making up the shortfall in recruitment were being developed. However, recruitment of young apprentices was a national problem with starts 25% down on last year.

19+ WBL numbers were slightly below target but as enrolments would continue throughout the year it was expected that this target would be met.

Demand for provision in the 25+ age group had exceeded the number of places available and, therefore, recruitment in this category had closed.

- **Train to Gain (T2G)** - The Principal reported there had been some difficulties in negotiating the contract value for 2009/10 owing to the dissolution of the LSC on 31 March 2010. The LSC had asked the College to deliver of one third of the funding value during the first eight months of the year i.e. 1 August 2009 to 31 March 2010 with the majority of the programme (i.e. two thirds) being delivered in the four months from 1 April 2010 to 31 July 2010.

The Principal explained that this was not feasible from the perspective of the College and could have resulted in posts being declared redundant. She added that the LSC had confirmed earlier in the week that the College would receive an additional T2G allocation of £260k for the period 1 August 2009 to March 2010 under an ESF funded contract, which should enable the College to make a more even distribution of provision over the whole year.

ACTION

In concluding her report, the Principal advised the Corporation that she was very pleased with overall enrolments and the fact that the College had maintained an excellent reputation, which meant that many students were making Bury College their first choice. She added that although WBL numbers were a concern the situation would be managed in order to minimise any risk to the College's financial position.

*Further update
25.11.09
Corporation
Meeting*

In answer to a question from Professor Marsh, the Principal confirmed that the number of students recruited from outside the Bury area were as high, if not higher, than in previous years.

RESOLVED THAT THE UPDATE ON 2009/10 ENROLMENTS IS NOTED.

b) Headline Examination Results and Student Achievement 2008/09

The Deputy Principal presented the Headline Examination Results and Student Achievement data for 2008/09 and highlighted the following;

- A report on the final Success Rate outcome for 2008/09 compared with targets would be presented to a future meeting when all achievement data had been received and signed off by the College.
- The performance in A Levels from 2001/02 to 2008/09 showed continued year-on-year improvement. Thirty individual A level subjects achieved a 100% pass rate in 2008/09.
- 100% pass rate was achieved in thirty-nine out of forty-three Level 3 Vocational Diploma and Certificate Qualifications. The Corporation was informed that final achievement data could not yet be confirmed but that it was anticipated that performance in 2008/09 would exceed the excellent results attained in 2007/08.
- Achievement at Level 1 showed a 100% pass rate achieved in all nine qualifications studied.
- NVQ results confirmed to date showed a 100% pass rate on ten NVQ courses.
- 100% pass rates achieved in a wide range of other vocational qualifications.
- Over 400 young people from partner schools attended the College in 2008/09 and results in the GCSE vocational double award showed an overall pass rate of 78.8% Grades A* to C, which was significantly above the national average pass rate of 49.2%.

*Full report to
future
meeting.*

In answer to a question from Ms Arnall, the Deputy Principal explained that the information presented at this meeting related only to the examination results and qualification data received to date. He added that a report on the College Success Rates for 2008/09 would be presented to a future meeting when all achievement data had been received.

The Chair extended thanks on behalf of the Corporation to all College teaching staff who helped College students to achieve outstanding examination results year after year.

ACTION

There was then a further discussion on the significance of value added measures as a means of assessing the contribution made by the College to developing the potential of individual learners from a wide range of academic backgrounds and attainments.

RESOLVED THAT REPORT ON HEADLINE EXAMINATION RESULTS AND UPDATED STUDENT ACHIEVEMENT DATA 2009/09 IS NOTED.

c) College Performance against 2008/09 LSC Student Number & Funding Targets (including WBL and Train to Gain)

The Principal presented an update on performance against 2008/09 Apprenticeship Learner Numbers and funding targets from which it was noted that:

- The final outturn for 2008/09 would be presented to a future meeting.
- As had been reported during the year, the recruitment of new starts to the 16-18 FE Apprenticeship programme had been difficult owing to the effects of the economic recession. Nevertheless, the College had achieved an overall participation rate for 16-18 year olds of 75% against the increased target for 2008/09.
- 19+ recruitment had been buoyant and the LSC had increased the contract in-year to enable the College to accommodate the growth in demand.
- Despite the shortfall against 16-18 target overall WBL provision had seen year-on-year growth with a record number of Apprentices reached in 2008/09.
- The upward trend in Apprenticeship success rates had continued with the Level 2 success rate of 75% showing an increase of 6%age points over the results achieved in 2007/08. Although the Level 3 success rate was down 1%age point, the overall success rates in 2008/09 were at 73% compared with 70% in 2007/08.
- In terms of contract values and funding allocations, had achieved an increased surplus against the revised in-year targets mainly as a result of reductions in planned expenditure, additional income from frameworks completed ahead of schedule and additional income from the LSC's "transitional funding" support.

*Agenda Item
for 25.11.09*

In response to a question from Mr Johnson, the Principal reminded the Corporation that prior to the implementation of Programme Led Apprenticeships, all learners on Apprenticeship programmes were in employment.

RESOLVED THAT THE REPORT ON COLLEGE PERFORMANCE AGAINST LSC APPRENTICESHIP LEARNER NUMBER AND FUNDING TARGETS 2008/09 IS RECEIVED AND NOTED.

d) Risk Register and Action Plan 2009/10

The Deputy Principal presented the 2009/10 College Risk Management Register & Action Plan, which the Audit Committee had considered in detail by and recommended for approval by the Corporation.

ACTION

The Deputy Principal gave a brief explanation of the risk assessment rating system used by the College and drew particular attention to those risks rated as “Significant” at this point of the year. He added that, as in previous years, the areas of significant risk related to the achievement of learner numbers and funding targets; maintaining financial viability; and, achieving student retention and achievement rates. An additional risk for 2009/10 related to the uncertainties around future funding for capital projects.

The Corporation was informed that the 2009/10 Plan included reference to the internal monitoring arrangements against each risk which included regular reports to the Senior Management Team on student numbers, progress against funding targets, projects and employer responsiveness programmes.

In response to a question from Mr Little, the Corporation was advised that it was not envisaged that the internal monitoring reports used by the SMT would be made available to Members via SharePoint.

Members were informed that Phase 1 of the SharePoint introduction would provide access to Corporation and Committee agendas and papers. Further development of the data stored on the system would take account of the views of users.

In terms of performance monitoring, the Clerk reminded the Corporation of the detailed reports made to the Audit Committee, the Curriculum & Quality Committee and the Resources Committee, each of which would be available to all Members through their access to SharePoint. The Clerk suggested that Members might find it useful to have a briefing paper on the roles and responsibilities of each Committee.

The Principal suggested that future reports to the Corporation could include a cross reference to items included in the Risk Register.

*Briefing note
on role of
Committees.*

*Cross
reference to
Risk Register
Numbers to be
included in
future reports
from 2010.*

RESOLVED THAT THE 2009/10 COLLEGE RISK REGISTER & ACTION PLAN BE APPROVED.

09/10.06 GOVERNANCE MATTERS

The Chair reported that the Ofsted Common Inspection Framework (CIF) had changed for 2009/10 and that under the new framework the College could be inspected at any time, not necessarily four years after the last inspection.

In addition, as Governance would be assessed separately under the new (CIF) the Chair asked Members for any ideas on how the Corporation might demonstrate good governance.

The following observations and comments arose from the ensuing discussion:

- Miss Fawad suggested that a team building activity for Members of the Corporation might be a useful exercise.
- Mr Trees felt that the focus would be on the effectiveness of governance and how this was assessed. He added that the participation of Corporation Members in the College Self-Assessment validation process was a positive indicator of good governance.

ACTION

- The Chair reported that he had met with the Principal and the Clerk to discuss ideas to enhance student involvement in governance. These included the possibility of giving Members opportunities to meet students from different curriculum areas as a means of promoting greater interaction between Corporation Members and students.
- In response to a question from Mr Trees, the Principal advised the Corporation that although involvement of parents had increased it was not thought to be to the same extent as in schools.
- A briefing session on the new CIF would be arranged for Corporation Members.
- Mr Ali suggested enhancing the profile of Members of the Corporation in the College by the posting of photographs of Corporation Members around the college and in publicity material such as the prospectus.
- In response to a question from Mr McCann, Miss Fawad commented that there was little or no direct engagement between students and Corporation Members.
- Miss Fawad reported the Student Action Group (SAG) was working well this year and had approximately 30 members. The Principal reminded the Corporation that Members had been invited to SAG meetings in the past and had found it a useful experience. She added that in view of the focus of the new CIF, Corporation Members might wish to have the opportunity of meeting students to find out what they liked and disliked about the College.
- The notice period of inspection under the new CIF remained unchanged at three weeks.
- In answer to a question from Mr McCann, the Principal advised the Corporation that the CIF had been published in September 2009. She added that the College had a member of staff who was also a part-time Ofsted Inspector and that it was intended to use this expertise and insight to deliver a briefing session on the new CIF prior to the Corporation meeting in November.
- The Clerk reported that he would revisit the Governance Performance Indicators against the new CIF.

***Briefing session on the new CIF to be arranged.
Clerk to review governance PIs.***

The Clerk then drew attention to the governance performance data for 2008/09 from which it was noted that 77% attendance at Corporation meetings had been achieved against an individual attendance target of 75%. He informed the Corporation that the patterns of attendance from 2002 to 2009 showed a decline in attendance in alternate years, which appeared to coincide with the attendance or non-attendance at meetings of Student Members and/or Local Authority nominees in particular.

Mr Trees expressed concern that attendance could be further compromised if changes to the composition of college corporations were introduced to reflect the Machinery of Government changes.

The Clerk advised the Corporation that whilst the LSC and Ofsted attempted to make a correlation between attendance at meetings and the contributions made generally by Corporation Members there was no simple equation with which to evaluate the impact of governance on the overall performance of the College.

Mrs Wildeman suggested that an answer to assessing the contribution made by Members in between meetings could be via the monitoring of activity on SharePoint.

In conclusion, the Chair reminded Members that the Search Committee monitored performance on attendance and the Governance PIs.

THE REPORT ON CORPORATION'S PERFORMANCE FOR 2008/09 AND ASSOCIATED ATTENDANCE DATA IS ENDORSED.

09/10.07 COMMITTEE MEETINGS AND RECOMMENDATIONS

The Clerk presented the Minutes of the following Committee meetings:

a) *Resources Committee Meeting – 2 July 2009*

The Clerk reported that the Minutes were for information only as the Corporation had considered and approved the recommendations therein at the meeting held on the 7 July 2009.

b) *Audit Committee Meeting – 8 September 2009*

The Clerk advised the Corporation that the recommendation contained in *Minute AC.09/10.05.a) – Internal Audit Service Annual Report 2008/09* would be considered at the next meeting when the Internal Audit Service Annual Report would also be presented.

*2008/09 IAS
report for
agenda
25.11.09*

The Corporation noted that the recommendation in *Minute AC.09/10.06.b) - Risk Management Register and Action Plan for 2009/10* had been discussed and approved under an earlier item of business.

c) *Search Committee Meeting – 8 September 2009*

The Clerk reported that there were no matters that required approval by the Corporation.

d) *Remuneration Committee Meeting – 8 September 2009*

The Chair asked the Corporation to approve the recommendation contained in *Minute RC.09/10.07.i) & ii)* regarding the methodology for the review of salaries of the Principal and Deputy Principal.

RESOLVED THAT THE RECOMMENDATION FROM THE REMUNERATION COMMITTEE REGARDING THE FUTURE ASSESSMENT OF THE SALARIES OF THE PRINCIPAL AND THE DEPUTY PRINCIPAL AS CONTAINED IN MINUTE RC.09/10.07.i) & ii) IS APPROVED.

The Principal took no part in either the discussion or the decision on the above item.

RESOLVED THAT THE COMMITTEE MINUTES PRESENTED AT THIS MEETING ARE RECEIVED AND THE RECOMMENDATIONS THEREIN ARE APPROVED.

09/10.08 ANY OTHER BUSINESS

a) *Strategic Planning Session 14 October 2009*

The Chair apologised to the Corporation for proposing a change of date for the next Strategic Planning session owing to him now being unavailable on the date originally proposed.

It was agreed that a range of alternative dates would be circulated to determine which of these would enable most Members to attend. In order to obtain as wide an involvement as possible, it was also agreed that a second (repeat) session could be arranged to facilitate Members not able to attend the first.

Clerk/MAB to circulate alternative dates

The Chair added that he had undertaken to meet the Principal with a view to discussing continuity planning. Discussions had commenced and were continuing but the Chair did not consider there to be an immediate or serious concern. The Corporation noted that the Principal would present a paper on the College Structure and contingency plans at a future meeting.

Principal

b) *Review of Clerk to the Corporation's Contract*

The Chair informed members that he would be conducting the annual review of Clerk to the Corporation services in the next month or so. He reminded the Corporation that the present Contract for Services was in place until 2011 but it was a condition of the Contract that performance and fees were reviewed annually.

The Chair commented that he would welcome any feedback from Members of the Corporation that he might be able to use in the 2008/09 review.

Members asked to give feedback on Clerking services to the Chair.

c) *CRB checks*

The Chair reminded the Corporation of an earlier decision that Members would submit to a CRB check on appointment to the Corporation.

The Clerk advised the Corporation that, although CRB clearance for governors in FE colleges did not appear to be a mandatory requirement at present, there was an increasing likelihood that it would become so in the near future and was certainly an issue that was likely to arise under the new CIF.

In response to a question from Mr Ali regarding the periodic renewal of CRB clearance, the Clerk suggested that updated clearance might be obtained as and when a Member was reappointed to the Corporation at the end of each four-year term of office.

The Deputy Principal reported that under the Safeguarding legislation and regulations the arrangements were now changing as the new Independent Safeguarding Authority (ISA) would also incorporate CRB checks into their registration process.

Mrs Wildeman commented that her understanding of the current and new arrangements was that the CRB had to be carried out each time someone took up new employment and that the ISA was portable, lasted for life and for charitable institutions was free to the employee.

The Principal informed the Corporation that she would investigate:

Principal/MAB

ACTION

- the frequency by which this needed to be done
- the difference between CRB and ISA checks
- the most suitable for governors

Once these investigations had taken place, further information would be circulated to Members.

Principal

d) *Prayer Room*

Miss Fawad reported that the Student Action Group had requested her to raise the issue of the provision of a prayer room in the College. She stated that the room currently provided was too small for its purpose and students were getting a bit agitated about it.

*Miss Fawad /
Principal*

It was agreed that Miss Fawad would meet with the Principal to discuss this in more detail.

09/10.09 POST MEETING EVALUATION

The Clerk informed members there were no outstanding matters to report from the summary of responses from the Corporation meeting held on 7 July 2009, which were generally positive.

09/10.10 DATE AND TIME OF NEXT MEETINGS:

The Clerk reminded Members that the next meeting was scheduled to take place at **6.00 p.m. on Wednesday 25 November 2009** preceded by a **briefing session** for Corporation Members **commencing at 5.30 p.m.** in the Heritage Room, Woodbury Centre.

There being no further items of business the meeting closed at 8. 10 p.m.