



**BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD ON
TUESDAY, 27 APRIL 2010**

Meeting Commenced: 6.32 p.m.
Meeting Closed: 8.10 p.m.

PRESENT:

Mr P Nicol	Business Member - Chair
Mr L Ali	Independent Member
Ms S K Arnall	Co-opted Member
Mr P Bury	Independent Member
Mrs L Chatburn	Principal
Miss B Kukadia	Student Member
Mr C Trees	BASH Nominee

OBSERVER:

Mr D Fletcher	RSM Tenon
---------------	-----------

IN ATTENDANCE:

Mr J Fargher	Clerk to the Corporation
Mr A R Patience	Deputy Principal
Mr K Platts	Executive Director of Resources & Accommodation Projects
Mr P J Sharples	Executive Director of Financial Services
Mrs M A Baker	Minute Secretary

APOLOGIES for absence were received from:

Mr L Davies	Staff Member (Academic)
Cllr Gartside	Independent Member
Mr P Johnson	Independent Member
Mr D McCann	Independent Member
Mrs K Thomas-Wilson	Independent Member
Mrs A Coates	Independent Member
Miss F Fawad	Student Member
Mr G P Little	Business Member
Prof P Marsh	Co-opted Member
Mrs L Wildeman	Staff Member (Business Support)

Draft Minutes prepared:

Draft Minutes approved by the Chair on:

Minutes approved by the Corporation:

11th June 2010

Chair

Date

The Chair welcomed David Fletcher from the College's Internal Auditors, RSM Tenon, and explained that Mr Fletcher was attending the meeting as an observer as part of RSM Tenon's Thematic Review of Performance Management.

In reporting the Apologies for Absence from the meeting, the Clerk informed the Corporation that Mr McCann was unable to attend owing to the current disruption to air travel and he felt that this might also account for other absences from this meeting.

09/10.33. DECLARATIONS OF INTEREST

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

09/10.34. MINUTES

The Minutes of the meeting held on 2 February 2010 were approved and signed as a true and correct record.

09/10.35. MATTERS ARISING FROM THE MINUTES

a) *Minute 09/10.25. a) Annual Reports*

The Principal confirmed she had written on behalf of the Corporation to the College Health & Safety Team to thank them for their work on the Annual Health & Safety report.

b) *Minute 09/10.26. – Property Strategy*

The Corporation noted that a Property Strategy & Capital Projects Update Report was to be considered under a separate item of business on the Agenda for this meeting.

There were no other matters arising from the minutes.

09/10.36. PLANNING FOR 2010/11

a) Indicative funding for 2010/11

The Principal presented a paper on the College's Indicative Funding allocation for 2010/11 as at 12 April 2010 and drew attention to the following:

16-18

Following negotiations with the former LSC the College had been successful in securing growth in the Learner Numbers target and an associated increase in the funding allocation for 2010/11. There was also a slight increase in the funding allocation for Additional Learning Support (ALS).

19+ ALR

The trend of reductions in funding allocations for provision for Adult learners had continued into 2010/11 with the initial indicative funding allocation showing a 10% reduction from that made in 2009/10. However, a notification had been received of a further allocation of £57k which now meant that the 19+ ALR funding allocation had an overall reduction of 7%.

Train to Gain (T2G)

The initial allocation showed a significant reduction in Contract Value from £2.1m in 2009/10 to £1.7m in 2010/11 although it was understood that there could be a further allocation of funding under the T2G banner.

Apprenticeships

There had been an increase in the Maximum Contract Value (MCV) for 16-18 Apprenticeships, an area that was expected to remain as a Government priority whatever the outcome of the General Election.

However, the MCVs for both 19 - 24 and 25+ Apprenticeships had been reduced for 2010/11.

The Principal advised the Corporation that under 2010/11 funding arrangements monies had to be claimed in arrears (i.e. the College had to incur costs and then claim against the MCV) and MCVs could not be exceeded hence activity against the MCVs would continue to be monitored closely by College Management.

In response to a question from the Chair, the Principal informed the Corporation that College Management was modelling provision for 2010/11 against the reduction in funding. Consultation had taken place with the locally recognised Trade Unions on the possible impact of the reduced funding allocations. Part of the strategy to reduce expenditure to off-set lower funding allocations was the launch of a programme of voluntary redundancy which was initially targeted at the most affected areas.

RESOLVED THAT THE INDICATIVE FUNDING ALLOCATION FOR 2010/11 IS NOTED AND THE MEASURES BEING INTRODUCED BY COLLEGE MANAGEMENT TO BRING COSTS INTO LINE WITH FUNDING ARE ENDORSED.

b) Financial Planning 2010/11 – 2012/13

The Executive Director of Financial Services presented the following papers:

i) Financial Planning 2010/11 to 2012/13

Attention was drawn to the overriding objectives of remaining “Outstanding” for finance under the Framework for Excellence criteria and maintaining the covenants with Barclays Bank Plc.

The Executive Director of Financial Services advised the Corporation that financial performance targets proposed as a basis for planning from 2010/11 to 2012/13 also ensured that the College remained solvent throughout this period. He added, however, that owing to increasing uncertainties surrounding the level of funding allocations from 2011/12 onwards it was difficult to accurately forecast the operating surplus as a percentage of income beyond 2010/11 at this stage.

The Executive Director of Financial Services reported that the indicative funding allocations for 2010/11 did not include an allowance for inflation and reminded the Corporation that areas such as T2G had in fact had a reduction in the funding allocated for 2010/11.

In terms of Diversity of Income, the Executive Director of Financial Services advised the Corporation that it had become more difficult to generate increased revenue from non-LSC /SFA sources in the current economic climate.

ii) Revised Three Year Financial Forecast (as at 16 April 2010)

The Executive Director of Financial Services presented a revised Three-Year Financial Forecast for 2010/11 to 2012/13 together with an update on the revised year-end projection for 2009/10 which had been considered in detail by the Resources Committee on 19 April 2010.

Reference was then made to the in-depth discussion at the last meeting of the Corporation Board regarding the proposal to move from an operating surplus to an operating deficit of £400k in 2009/10 to allow for certain items of building work to be carried out in this financial year. The proposed deficit was based on an estimated amount of £900k for refurbishment/remodelling work to be carried out at the Woodbury Centre this year.

It was now reported, however, that for logistical reasons this programme of work could not be undertaken in time to fall within the 2009/10 financial year and, owing to a deferred start date, the financial impact would be in 2010/11. As a result, the revised financial position for 2009/10 was that the College would now have an operating surplus of £500k against the originally revised proposal of an operating deficit of £400k. Whilst the revised forecast for 2010/11 was for a planned deficit of £300k against the original proposal of a £600k operating surplus every effort would be made to seek to achieve a balanced budget in 2010/11.

The forecast for 2011/12 and 2012/13 was that there would be an operating surplus of £450k in each of these years.

iii) Assessment of Affordability issues relating to College Employee Pension Schemes

The Corporation received a paper on a range of issues relating to the latest valuation of the Greater Manchester Pension Fund (GMPF) which had shown a substantial increase in the pension net liability owing to the current economic climate.

As a result, the GMPF administrators had advised member employers to budget for a minimum increase in employer contributions of 1% in each of the three years 2011/12 to 2013/14 which was additional to the increase in the employers' contribution rate from 14.1% in 2009/10 to 15.5% from April 2010. A similar situation with regard to increased employer contribution rates was expected to apply to the Teachers Pension Fund (TPF). These increases in employment costs would have a direct impact on the College's pay to income ratio. The impact of an increase of only 2% on staffing costs would move the pay to income ratio to the potentially dangerous level of 70%.

The Executive Director of Financial Services advised the Corporation that he had commissioned a report from the GMPF Actuary to assist him with budget planning and modelling for 2010/11.

In response to a question from Ms Kukadia, the Executive Director of Financial Services confirmed that there would also be a 1% increase in employers' National Insurance Contributions on all posts with a salary above £12k per annum.

In answer to a question from Mr Ali, the Executive Director of Financial Services informed members that the GMPF, of which the College was a member, was at one time valued as 97% funded which had fallen to 80% at the last valuation. It had been projected that the valuation could potentially fall to a little over 60% but it was likely to be the end of 2010 before a final figure could be confirmed.

Following a question from Mr Trees regarding the possible impact of reductions in funding allocations and increases in employment costs, the Principal confirmed that, after consultation with the locally recognised Trade Unions, a voluntary redundancy scheme had been launched which targeted those areas where contract values had been reduced and fixed-life projects where funding was coming to an end. The Clerk advised the Corporation that staff engaged on specifically funded projects were normally employed on fixed-term contracts for the duration of the project and, therefore, their employment would cease as funding ended.

The Corporation was informed that future funding allocations would intensify the “more for less” philosophy which would inevitably lead to providers having to review and reduce their cost base.

The Chair asked about the impact of the planned budget deficit and reductions in funding allocations on the College’s ability to invest in further property developments, including new build. The Executive Director of Financial Services advised the Corporation that that the College could fund up to £3m from existing resources but that anything higher than that would necessitate some borrowing. He added that as the College was in a strong Cash Flow situation the Banks were likely to look favourably on any loan request.

The Chair then asked if the Skills Funding Agency (SFA) had increased the financial limit at which capital schemes required SFA consent. The Executive Director of Financial Services confirmed this was the case and that the threshold for SFA consent had it been raised from £1.5m to £5m. The Executive Director of Resources & Accommodation Projects informed the Corporation there had also been a change in the rules regarding the SFA’s role in relation to College Property Strategies which meant that there was more control in the hands of Colleges and their Boards than had been the case previously.

RESOLVED THAT:

- i) THE KEY FINANCIAL PERFORMANCE INDICATORS AS SET OUT IN THE PAPER FROM THE EXECUTIVE DIRECTOR OF FINANCIAL SERVICES ARE APPROVED AS A BASIS OF THE COLLEGE’S FINANCIAL PLANNING FRAMEWORK FOR 2010/11;**
- ii) THE REVISED THREE-YEAR FINANCIAL FORECAST 2010/11 TO 2012/13, INCLUDING THE POSSIBILITY OF A PLANNED DEFICIT OF £300K IN 2010/11 IS APPROVED;**
- iii) THE ISSUES RELATING TO THE GREATER MANCHESTER PENSION SCHEME AS SET OUT IN THE PAPER FROM THE EXECUTIVE DIRECTOR OF FINANCIAL SERVICES ARE RECEIVED AND NOTED**

The Executive Director of Financial Services left the meeting at the conclusion of the above item 7.10 p.m.

09/10.37. PROPERTY STRATEGY AND CAPITAL PROJECTS UPDATE

The Executive Director of Resources & Accommodation Projects presented an update paper on the current position in relation to property matters and informed the Corporation that this had been considered in detail at an earlier meeting of the Resources Committee.

He reported that of the nine Work Packages on the original programme, the following four projects were to proceed to completion within a total project budget of £1.37m:

Work Package 1: Prospects Centre Refectory - £200k

Work Package 2: New Café, External Landscaping and Canopies situated between Prospects and Beacon Centres - £100k

Work Package 3: Re-model 3 floors in the former Bury Times building - £270k

Work Package 5: Re-model Level 1 North Wing Woodbury Centre - £800k

Work Package 9 – new build proposal was on hold pending further consideration of the College’s Property Strategy by the Corporation in the year.

The Executive Director of Resources & Accommodation Projects reported that the Design Team had been appointed to take Work Packages 1, 2, 3 and 5 through to completion.

The Clerk advised the Corporation that as these Work Packages were included as part of the strategy approved at the last meeting of the Corporation and the associated project costs and professional fees were within the project budget approved at the same time, the implementation of the programme of works was an operational matter and did not require any further approval by the Corporation.

The Executive Director of Resources & Accommodation Projects acknowledged this but asked for Corporation approval for the Corporation Seal to be affixed to the contracts for this programme of work. He added that in order that work could commence at the earliest opportunity it would be necessary for contracts to be signed off before the next meeting of the Corporation on 6 July 2010.

The Executive Director of Resources & Accommodation Projects then reported that for logistical reasons it would not be possible for Work Package 5 to be completed in the 2009/10 financial year and, therefore, the project had been moved to 2010/11 so as to allow more design and development time. As a consequence, the budget provision for Work Package 5 would be transferred from 2009/10 to the 2010/11 financial year.

In response to a question from Mr Bury regarding the difference between a “planned” and “unplanned” deficit, the Clerk informed the Corporation that a “planned” deficit was one that occurred as a result of a conscious decision by the Corporation. Alternatively, an “unplanned” deficit was one that occurred without prior knowledge and which was not in line with the approved budget for the year.

The Principal reminded the Corporation that confirmation of College’s treatment of the impairment costs associated with the demolition of the Northern Lights Block had been received from key agencies such as the College’s Financial Statements Auditors and the LSC. The Executive Director of Resources & Accommodation Projects reminded the Corporation that the write-off of the Northern Lights Block as an asset was a book transaction with no cash implications for the College.

RESOLVED THAT:

- i) THE CORPORATION AUTHORISES THE CHAIR, THE VICE-CHAIR AND THE PRINCIPAL TO SIGN THE BUILDING CONTRACTS (ANY TWO TO SIGN) SUBJECT TO THE RECOMMENDATIONS CONTAINED IN THE QUANTITY SURVEYOR'S TENDER REPORT(S) AND THE CONTRACT SUMS NOT EXCEEDING THE TOTAL PROJECT BUDGET OF £1,370,000;**
- ii) SUBJECT TO THE AWARD OF CONTRACTS FOR THE AGREED SCHEMES, THE DESIGN TEAM PROFESSIONALS ARE AUTHORISED TO PROCEED TO RIBA STAGES H TO L (PROJECT COMPLETION) ON WORK PACKAGES 1, 2, 4 AND 5. WITHIN THE SCALE OF FEES APPROVED BY THE RESOURCES COMMITTEE.**

The Executive Director of Resources & Accommodation Projects left the meeting on conclusion of the above item at 7.21 p.m.

09/10.38. MONITORING REPORTS

The Corporation received update reports on College Performance against LSC Student Number and Funding Targets for 2009/10 under the following headings:

i) *LSC 16-18 AND 19+ ALR*

The Principal presented updated data prepared by the Executive Director of Information Services as at 9 April 2010 and highlighted the following key points:

- Numbers currently below target related to activity where on-going enrolments were taking place and it was anticipated that targets would be achieved by the end of the academic year.
- 16-18 Learner Responsive (FE) learner numbers remained above target.
- Adult Learner Responsive numbers were currently below target but performance was in line with that at the same stage last year and it was expected that the full-year target would be achieved.
- 2010/11 would see in-year clawback of funding where providers had a significant shortfall against 16-18 learner number targets but there would be no in-year additional funding where targets were exceeded.

The Chair asked whether the below target activity in Train to Gain was a cause for concern. The Principal advised the Corporation that this was the most closely monitored of all College funding streams. The priority in relation to Train to Gain was to ensure that contract values were not exceeded and that expenditure on this provision did not exceed income.

In response to a question from Mr Bury on the matter of contributions from employers, the Principal informed the Corporation that as funding allocations were reduced there was an expectation that employers would pay 50% of the cost of provision for adult learners but it was felt that this target was unlikely to be achieved by most, if not all, colleges. She added that colleges would have to make up the deficit between funding allocations and monies received from employers by way of tuition fees by finding more cost effective and imaginative ways of delivering courses/qualifications without detriment to the overall quality of provision.

The Clerk informed the Corporation that both Mr Little and Mr Johnson had questioned the value of the College continuing to make provision under the Train to Gain (T2G) banner particularly in the light of reductions in funding, increasingly complex T2G rules and the requirements placed on the College to scrutinise and manage this area of provision.

RESOLVED THAT THE UPDATE ON COLLEGE PERFORMANCE AGAINST LSC STUDENT NUMBER AND FUNDING TARGETS FOR 2009/10 IS RECEIVED AND NOTED

ii) *Bury College Apprenticeships (WBL)*

The Deputy Principal presented a paper from the Executive Director of Development on the performance of the Bury College Apprenticeship programme as at April 2010 from which it was noted that:

- A new category of Apprenticeship for persons aged 30+ was to be introduced.
- Current projections to July 2010 were that the College would be below the total Maximum Contract Value (MCV) for 2009/10 but it was crucial for the College not to exceed the MCV.
- Programme Led Apprenticeships (PLAs) had proved a great success in 2009/10 but were unlikely to be funded in 2010/11 and, as a result, would not be able to be sustained by the College.
- Applications for Apprenticeship programmes from the 2010 School Leaver cohort showed that 75% of apprenticeship places were concentrated in 4 or 5 occupational areas with a significant proportion in child care. One major concern had been the low take up of interviews from applicants for 16-18 Apprenticeships.
- College WBL Success Rates were between 65% and 75% which was well in excess of the 50% Minimum Level of Performance (MLP) for Work Based Learning. He added that any provider where performance was at or below the MLP was in danger of having provision withdrawn.
- The College had won a case to be included in the "Golden Hello" scheme and had made use of this to employ an additional seven apprentices, which brought the total employed by the College to twelve. In response to a question from Mr Ali, the Principal informed the Corporation that the College-based apprenticeships were across a number of areas including Registry, Admissions, Student Services, Link House and Curriculum areas supporting existing administrative staff.
- Funding arrangements for 2010/11 were to change with the College guaranteed to receive only 90% of the MCV with the remaining 10% retained pending performance against the Skills Funding Agency's (SFA) priority areas for 16-18 year old Apprenticeships.

In answer to a question from Mr Bury, the Principal confirmed that at this stage the College was planning to resource and staff the Apprenticeship provision on the assumption that only the guaranteed 90% of the MCV would be received.

The Deputy Principal informed the Corporation that it was unclear as to how the SFA would operate and what type of working and planning relationships the Agency would establish with providers.

The Principal stated that she expected that there would be some dialogue regarding the SFA's priority areas which could perhaps be at Levels 3 & 4. Mr Bury suggested that the priorities would be in line with the plans of the Regional Development Agency.

RESOLVED THAT THE UPDATE ON PERFORMANCE AGAINST THE 2009/10 BURY COLLEGE APPRENTICESHIPS (WBL) TARGETS IS RECEIVED AND NOTED.

iii) FE Employer Responsive Train to Gain and Business Solutions:

• **Business Solutions**

The Deputy Principal presented a paper from the Executive Director of Development on performance against Business Solutions and Train to Gain targets for 2009/10 as at 31 March 2010 and informed the Corporation that:

- T2G Skills for Life and Level 2 activity had increased as a result of demand from employers and the requirement to meet the Minimum Contract Value (MCV).
- There was a greater emphasis on managing T2G provision against actual income rather than numbers of programmes.
- The College was slightly ahead of target to meet the MCV for 2009/10.
- Business Solutions T2G Success Rates were high against the Minimum Level of Performance (MLP).
- A range of new employers had engaged Business Solutions to provide training for their employees.
- The College had been successful in its defence of the initial threat to withdraw some T2G provision as the LSC had accepted that the MLP in some areas of provision had been adversely affected by major employers such as Woolworths closing down their operations and declaring staff redundant.
- Arrangements regarding performance targets and funding for 2010/11 were more sensible than had been the case in 2009/10 in that the College was expected to achieve 63% of the MCV in the first 8 months of the year and 37% in the remaining 4 months. He reminded the Corporation that the initial split in the transitional year i.e. 2009/10 had been 33% in the first 8 months and 67% in the last 4 months.
- Although the initial funding allocation of £1.4m for 2010/11 had been increased to £1.7m it still represented a reduction of £250k from 2009/10 and as a result in-house discussions were taking place on College staffing levels, methods of working and case loads to ensure that the costs of provision did not exceed income.

• **Train to Gain**

The Deputy Principal presented a paper from the Executive Director of Curriculum and explained that this covered T2G provision which in the past would have been regarded as “traditional FE” provision. He informed the Corporation that provision was split between programmes such as NVQs in Childcare for which students enrolled in September and studied for the full academic year and other courses such as Food Manufacturing Courses for which there were on-going enrolments throughout the year.

The Corporation was informed that T2G provision had become increasingly difficult to manage owing to frequent and often late changes in the rules affecting funding, monitoring and claiming. The Deputy Principal gave as an example of this the notification from the LSC that the College would not be funded to deliver NVQs in BIT (Business Improvement Techniques) as the LSC did not recognise the awarding body used by the College for this qualification. As a result, the College was exploring the use of another awarding body as a means of securing on-going funding for this provision.

Ms Arnall stated that she felt that the Corporation she should acknowledge how hard and how incredibly complicated this work was and should congratulate College Management and Staff on their efforts to ensure that the requirements of the programme were met and income was secured.

RESOLVED THAT THE UPDATE REPORTS ON PERFORMANCE AGAINST THE 2009/10 BUSINESS SOLUTIONS AND T2G AND FE EMPLOYER RESPONSIVE T2G TARGETS ARE RECEIVED AND NOTED

09/10.39. POLICIES FOR APPROVAL - Single Equality Scheme

The Principal presented the Single Equality Scheme which had been prepared by the Executive Director of Learning & Quality and had been the subject of a recent update session for Corporation Members. She informed the Corporation that the Single Equality Scheme, on which a wide range of stakeholders had been consulted, brought together all aspects of existing legislation on all forms of discrimination.

The Single Equality Scheme had been made widely accessible in the College and a summary version had been made available to students.

Progress against the Single Equality Scheme Action Plan would be monitored by the College's Equality & Diversity Group and regular reports would be made to the College Corporation.

A revised version of the final page of the Single Equality Scheme was tabled and the Corporation was informed that this included an amendment to the College Vision Statement to include a reference to "Young People" rather than "14-19" in line with the Corporation's approval of the Mission Statement in September 2009.

RESOLVED THAT THE BURY COLLEGE SINGLE EQUALITY SCHEME IS APPROVED AS AMENDED AND THE INTENTION TO SUBMIT REGULAR REPORTS TO THE CORPORATION ON PROGRESS MADE AGAINST THE ACTION PLAN IS ENDORSED.

09/10.40. COMMITTEE MEETINGS AND RECOMMENDATIONS

The Corporation considered the Minutes of the following Committee meetings:

a) *Curriculum & Quality Committee Meeting – 28 January 2010*

The Clerk informed the Corporation that these Minutes were for information only as any matters arising had been referred to the Corporation meeting held on 2 February 2010.

ACTION

b) Resources Committee Meeting – 2 February 2010

The Clerk informed the Corporation that these Minutes were also for information only as, similarly, any matters requiring consideration by the Corporation had been referred to the Corporation Meeting on 2 February 2010.

c) Audit Committee Meeting – 9 March 2010

Mr Ali, Chair of the Audit Committee, informed the Corporation that these Minutes were for information only and asked Members to note that as a result of a merger the College's Internal Auditors had changed their name from RSM Bentley Jennison to RSM Tenon.

He added that the Audit Committee had been assured that this change would have no adverse effect on either the audit approach or the quality of service provided to the College.

d) Resources Committee Meeting – 19 April 2010

The Clerk apologised for the fact that these Minutes were not available to be presented at this meeting which was as a result of his recent ill health and which had also necessitated the postponement of the Remuneration Committee and the Search Committee meetings that had been planned for 22 April 2010.

The Clerk agreed to circulate alternative dates for meetings of the Remuneration and Search Committees to the Members of those Committees with a view to meetings taking place within the next two weeks.

***Draft
Resources
Committee
Minutes to be
circulated after
approval by
the Committee
Chair.
Clerk to
circulate
alternative
meeting dates.***

RESOLVED THAT THE COMMITTEE MINUTES PRESENTED AT THIS MEETING ARE RECEIVED AND NOTED.

09/10.41. ANY OTHER BUSINESS

a) Celebration of Achievement Event

Mr Trees and Ms Arnall expressed their appreciation of the performance and achievements of students at the Celebration of Achievement event that took place prior to this meeting.

b) LSIS Leadership Skills for Governance Programme April-June 2010

The Chair asked anyone interested in attending any of the LSIS events to notify Mrs Baker.

The Clerk advised the Corporation that if there was sufficient interest for any particular event(s) it might be possible to explore offering an in-house session possibly in conjunction with Corporation Members from other Colleges.

***Corporation
Members to
notify MAB of
any interest***

c) Safeguarding of Children and Vulnerable Adults

The Chair reminded Corporation Members that Safeguarding update sessions were scheduled for 12 May 2010 at 4.30 and 14 May 2010 at 3.00 p.m. and he hoped that as many Members as possible would attend one or other of these sessions.

After some discussion it was agreed that Mr Trees would not be required to attend one of the College sessions as he had already undertaken a Safeguarding programme in his capacity as a Head Teacher.

***Members
asked to attend
one of the
Safeguarding
update
sessions as a
priority.***

ACTION

The Clerk confirmed that a record of Governor attendance at such update and development sessions was maintained by Mrs Baker.

The Principal advised the Corporation that the pre-meeting briefing on 6 July 2010 would cover what Safeguarding meant for the College and the Corporation. In response to a comment from Mr Trees it was also agreed that it might be useful for Corporation Members to have an update on the Health & Safety training offered to staff to ensure compliance on such matters as fire training.

To be added to the agenda for 6 July 2010.

d) *Governors' Diner*

The Chair asked any Members who had not already done so, to let Mrs Baker know their choice of menu for the Dinner on 18 May 2010.

Members to notify MAB.

09/10.42. POST MEETING EVALUATION

The Clerk reported that there were no outstanding matters to report from the summary of responses from the Corporation meeting held on 2 February 2010.

09/10.43. DATE AND TIME OF NEXT MEETINGS:

The final **Corporation Meeting** in the 2009/10 cycle was scheduled to take place on **Tuesday, 6 July 2010** preceded by a **pre-meeting Briefing** commencing at **5.30 p.m.** with the formal meeting commencing and **6.00 p.m.** **The venue for both the Briefing Session and the Corporation Meeting was the Heritage Room at the Woodbury Centre.**

SCHEDULE OF FUTURE MEETINGS:

The draft Schedule of Meetings for 2010/11 would be presented at the Corporation meeting on 6 July 2010.

There being no further items of business the meeting closed at 8.10 p.m.