

MINUTES OF THE CORPORATION BOARD MEETING

HELD ON WEDNESDAY 4 NOVEMBER 2009

PRESENT:

C Gange [Chair]	M Dacey	S Harries	J Hehir
A Evans	C Jones	J Rogers	M Thomas
K Tustin	M Grimes	J Tyler	S Mohammed

APOLOGIES FOR ABSENCE:

G Bowd	J Harding	I Hindle	D Mead
J Rogers	D Jones		

IN ATTENDANCE:

K Booker	K Holley	RG Fowler	R Larcher (Clerk)
H Davies [CB09/10: 022]			

PART I – NON- CONFIDENTIAL ITEMS

CB09/10: 010

ELECTION OF CORPORATION CHAIRPERSON AND VICE CHAIRPERSON

ACTION & TIMESCALE

Noted [i]: The withdrawal of C. Gange for the duration of this item.

Noted [ii]: The Clerk had received an expression of interest to stand as Chair of the Corporation Board only from C. Gange, the outgoing Chair.

Noted [iii]: The Proposal by J. Tyler and Seconding by J. Hehir of C. Gange as Chair of the Corporation.

Noted [iv]: The unanimous vote for C. Gange to be elected Chair of the Corporation of Neath Port Talbot College.

Resolved [i]: That C. Gange be elected Chair of the Corporation of Neath Port Talbot College.

**CORP BD
04.11.09**

Noted [v]: The return of C Gange, Committee Chairperson.

Noted [vi]: The Clerk had received an expression of interest to stand as Vice Chair of the Corporation Board only from G. Bowd, the outgoing Vice Chair.

CB09/10: 010

**ELECTION OF CORPORATION CHAIRPERSON
AND VICE CHAIRPERSON [Cont'd]**

**ACTION &
TIMESCALE**

Noted [vii]: The Proposal by J. Tyler and Seconding by J. Hehir of G. Bowd in his absence as Vice Chair of the Corporation of the Neath Port Talbot College.

Resolved [ii]: That G. Bowd be elected Vice Chair of the Corporation of Neath Port Talbot College.

**CORP BD
04.11.09**

CB09/10: 011

DECLARATIONS OF INTEREST

Noted [i]: No declarations of interest were made.

CB09/10: 012

APPOINTMENT OF NEW STUDENT MEMBER

Noted [i]: The question of whether a letter of thanks had been sent on behalf of the Corporation to the previous Student Governor.

Resolved [i]: The Clerk to check and send a letter if none has yet been sent.

**CLERK
20.11.09**

Noted [ii]: The Clerk and M. Thomas of the Search & Governance Committee gave a brief overview of the election, skills, qualities, interests and experience of K. Tustin, the newly elected Student Union President.

Resolved [ii]: That K. Tustin be elected as the Student Governor of the Corporation of Neath Port Talbot College.

**CORP BD
04.11.09**

Noted [iii]: K. Tustin joined the meeting and each attendee introduced themselves to her. The Chair welcomed K. Tustin to the Corporation of Neath Port Talbot College.

CB09/10: 013

MINUTES [PART I]

Noted [i]: The contents of the minutes of the Corporation Board meeting [Part I] held on 24.06.09.

Resolved [i]: That the minutes of the Corporation Board [Part I] held on 24.06.09 were approved.

**CLERK
04.11.09**

CB09/10: 014

MATTERS ARISING FROM MINUTES

**ACTION &
TIMESCALE**

Noted [i]: Ref CB08/09:089 Resolution [ii] - The new contract with Bentley Jennison which replaced the Grant Thornton contract had been more cost effective thereby saving the College money so no gain would be achieved by initiating legal action.

CB09/10: 015

MINUTES OF THE COMMITTEES OF THE CORPORATION BOARD [PART I]

Noted [i]: The contents of the minutes of the Audit Committee meeting [Part I] held on 23.09.09.

Resolved [ii]: That the minutes of the meeting of the Audit Committee [Part I] dated 23.09.09 be received.

**CLERK
04.11.09**

Noted [ii]: The contents of the minutes of the Finance & General Purposes Committee meeting [Part I] held on 30.09.09.

Resolved [ii]: That the minutes of the meeting of the Finance & General Purposes Committee [Part I] dated 30.09.09 be received.

**CLERK
04.11.09**

Noted [iii]: The contents of the minutes of the Learning & Performance Committee meeting [Part I] held on 07.10.09.

Resolved [iii]: That the minutes of the meeting of the Learning & Performance Committee [Part I] dated 07.10.09 be received.

**CLERK
04.11.09**

Noted [iv]: The contents of the minutes of the Human Resources Committee meeting [Part I] held on 14.10.09.

Resolved [iv]: That the minutes of the meeting of the Human Resources Committee [Part I] dated 14.10.09 be received.

**CLERK
04.11.09**

Noted [v]: The contents of the minutes of the Search & Governance meeting [Part I] held on 21.10.09.

Resolved [v]: That the minutes of the meeting of the Search & Governance Committee [Part I] dated 21.10.09 be received.

**CLERK
04.11.09**

CB09/10: 016

EXCEPTIONS REPORT [PART I]

**ACTION &
TIMESCALE**

Noted [i]: The Exceptions Report presented by the Clerk.

CB09/10: 017

GOVERNOR RETIREMENTS & VACANCIES

Noted [i]: The Report of the Clerk on the vacancies for Governors due to retirements.

Resolved [ii]: The proposals of the Report be approved.

**CORP BD
04.11.09**

Resolved [iii]: That the Governors consider their associates and recommend potential candidates.

**ALL GOVS
22.01.10**

Resolved [iiii]: That the Governors and Clerk review the advertising of vacancies (SG09/10: 007[i]).

**CLERK
20.11.09**

Resolved [iv]: Governor M. Thomas utilise the contacts in the Knowledge Exploitation Fund (KEF) Enterprises to assess the potential for fulfilling the Business vacancy.

**M THOMAS
20.11.09**

Resolved [v]: That the Governors seek to address issues leading to non-attendance at Corporation Board and Committee meetings.

**ALL GOVS
16.12.09**

CB09/10: 018

**FFORWM GOVERNORS CONFERENCE
FEEDBACK**

Noted [i]: The verbal feedback given by J. Tyler following his attendance at the Fforwm Annual Governors' Conference, with particular reference to:-

- Concentration currently upon the Review of Further Education Governance. That the Review is interested only in Further rather than other education areas, e.g. Higher or School.
- Central issues to the Review are Accountability and Governor Effectiveness. Network governance is a difficult area raising questions around collaborative governance structures.
- The topic *Curriculum Developments: The Credit & Qualification Framework for Wales* was presented at conference providing information that should be of interest to all Governors. The presentation is deposited with the Clerk for distribution to all Governors.

Resolved [i]: The presentation is deposited with the Clerk so that copies may be obtained by Governors on request.

**ALL GOVS
/CLERK
16.12.09**

Resolved [ii]: That the *Curriculum Developments: The Credit & Qualification Framework for Wales* be a subject discussed at the Governors' Development day on 27.03.10.

**CLERK
27.03.10**

**CB09/10: 019 CORPORATION & COMMITTEE PAPERS -
ELECTRONIC DESPATCH**

Noted [i]: The Report of the Clerk on utilising electronic despatch of Corporation and Committee papers, with particular reference to:-

- Governors retain the ability to request hard copies be provided to them.
- That whilst efforts should be made to hold meetings in venues where electronic display is available this should not be a deciding factor when arranging meetings at College venues other than the Neath Campus.

Resolved [i]: The proposal of the Report be approved.

**CORP BD
04.11.09**

Resolved [ii]: Hard copy papers are made available at each Corporation Board and Committee meeting.

**CLERK
04.11.09
onwards**

Resolved [iii]: Meetings are held in venues where electronic display of papers/reports is available wherever possible.

**CLERK
04.11.09
onwards**

The Agenda was altered on agreement so that Agenda Items 12 & 13 were taken before Agenda Item 11.

CB09/10: 020

REVISED FINANCIAL POLICIES & APPROVAL LIMITS

ACTION & TIMESCALE

Noted [i]: K. Holley, Vice Principal: Finance & Information Systems, presented the paper that had previously been approved at the Finance & General Purposes Committee held on 30.09.09 outlining the approved changes to Financial Approval Limits.

CB09/10: 021

CLERK'S ANNUAL REPORT 2008/2009 & ATTENDANCE ANALYSIS

Noted [ii]: The Clerk presented the Report compiled by the former and now retired Clerk to the Corporation concentrating on the recommendations made, with particular reference to:-

- The recommendations already satisfied (Recommendations 1, 2, 4, 5, 6, 7, 8, 10, 11 & 13).
- The need for some Members to illustrate their commitment to their role and responsibility as a Governor by improving attendance at Board & Committee meetings.
- The Governance Performance Indicators are currently under review.

Noted [iii]: The Member question of whether a Governor may retain the seat as Chair of any Committee when their attendance for that Committee is low.

Noted [iiii]: The minor amendments to the report suggested by Members.

Noted [iv]: The work of the former and now retired Clerk in preparing the Report.

Resolved [i]: That the Clerk find out the answer to the question raised regarding the low attendance of a Committee Chair and retention of their position as Chair.

**CLERK
01.12.09**

<u>Resolved [ii]:</u> That the following amendments be made to the Report:	CLERK 01.12.09
<ul style="list-style-type: none"> ➤ In paragraph 4:02 amend the date from 10.09.09 to 10.09.08. ➤ In paragraph 18:08 correct the mathematical figures under Finance & General Purposes; Variation from -22.62% to -14.83%. ➤ That the wording in the final sentence in paragraph 19:01 be amended to read:- <i>“Analysis of the Skills Matrix reveals the need for the Search & Governance Committee to monitor recruitment of new Members with the following skills/expertise:-“</i> 	
<u>Resolved [iii]:</u> That allowing for the above recommended amendments, the Clerk’s Annual Report 2008/2009 be approved.	CORP BD 04.11.09
<u>Resolved [iv]:</u> That the Clerk’s Annual Report 2008/2009 be sent for annual reporting purposes to DCELLS.	CLERK 31.12.09
<u>Resolved [v]:</u> That a letter of thanks be sent to the former and now retired Clerk for his work.	CLERK 01.12.09

CB09/10: 022

ANALYSIS OF EXAM RESULTS 2008-2009

Noted [i]: The attendance of H. Davies, Director for Quality, and the contents of his presentation ‘Examination Results Update’.

Noted [ii]: The ‘A’ Level overall pass rate was 99.4%.

Noted [iii]: There is currently an appeal underway for disparity of marking by AQA moving to WJEC.

SIGNED BY CORPORATION CHAIRPERSON

Signature:

Date:.....