

## **MINUTES OF THE CORPORATION BOARD MEETING**

**HELD ON WEDNESDAY 16 DECEMBER 2009**

**PRESENT:**

C Gange [Chair]	M Dacey	S Harries	J Hehir
J Harding	D Jones	G Bowd	M Thomas
D Mead	M Grimes	N Delaney	S Mohammed

**IN ATTENDANCE:**

K Booker	K Holley	RG Fowler	R Larcher (Clerk)
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**PART I – NON- CONFIDENTIAL ITEMS**

**CB09/10: 039**

**APOLOGIES**

**ACTION &  
TIMESCALE**

Noted [i]: Apologies were received from:-

J Rogers A Evans K Tustin J Tyler I Hindle  
C Jones

**CB09/10: 040**

**DECLARATIONS OF INTEREST**

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

**CB09/10: 041**

**MINUTES [PART I]**

Noted [i]: The contents of the minutes of the Corporation Board meeting [Part I] held on 04.11.09.

Noted [ii]: The following points for amendment were raised by the Governors:-

- S Mohammed was present at the meeting on 04.11.09 but is not listed as such.
- The actions arising from resolutions for all Governors (CB09/10: 017 [ii] and [v], page 4) have not been circulated so the due date is to be amended to 22.01.10 and list circulated as a matter of urgency.
- CB09/10: 022 [iii] to be corrected to read "... of marking by AQA ...".

**Resolved [i]: That the minutes of the Corporation Board [Part I] held on 04.11.09 were approved upon the amendments detailed above being undertaken.**

**CLERK  
16.12.09**

**CB09/10: 042**

**MATTERS ARISING FROM MINUTES**

Noted [i]: CB09/10: 017 [iii] - A letter has been sent to local Community groups listed upon the original database and expanded to include organisations such as Rugby Clubs and Community/Town Councils.

Noted [ii]: J Harding offered the opportunity to advertise the Community vacancy on the website of Neath Port Talbot CVS.

**Resolved [i]: That the Clerk write a web advertisement for Community Governor vacancy and forward on to J Harding to be placed on the Neath Port Talbot CVS web page.**

**CLERK  
15.01.10**

**CB09/10: 043**

**EXCEPTIONS REPORT [PART I]**

Noted [i]: R Larcher, Clerk to the Corporation, presented the report.

Noted [ii]: The issues reported had been discussed under the last Agenda item, Matters Arising.

**CB09/10: 044**

**AUDIT COMMITTEE'S ANNUAL AUDIT REPORT TO THE CORPORATION BOARD**

Noted [i]: In the absence of the Chair of the Audit Committee, K Holley, Vice Principal: Finance & Information Systems, presented the Report approved at the Audit Committee meeting held on 09.12.09 asking Governors for their comments and approval in preparation for the Report to be submitted to DCELLS under the annual reporting schedule.

Noted [ii]: The Report is compiled from the agenda items received, approved and explained at Audit Committee meetings throughout the year and transmitted to the Board through the Audit Committee Minutes submitted as agenda items to and approved at full Board meetings.

Noted [iii]: The table of Audits undertaken by the Internal Auditors was informative but lacked the narrative explanation received by the Audit Committee when negative findings were reported.

Noted [iv]: The negative report on the Operational Effectiveness in the Assets & Inventories internal audit arose from a lack of physical verification checks on assets, for example computers, which resulted in the Asset Register not being updated to remove assets no longer retained by the College. The issue has been resolved following a physical verification check being carried out during the summer break across the whole College enabling the Asset Register to be corrected. Procedures to ensure the Asset Register is kept up to date have now been implemented.

Noted [v]: The Executive’s principle that internal audit should be used to examine problem areas as issues are identified and the use of internal audit to baseline or benchmark a School or Department perceived as/known to be lacking in design or operation of appropriate controls.

Noted [vi]: Internal audit were asked to baseline report on Marketing, in the knowledge that the result would be negative, as no Marketing Strategy was in place and a new Manager was starting in post. The newly produced Marketing Strategy will be reported to the Board at its meeting to be held 24.03.10.

<b><u>Resolved [i]:</u> The Annual Audit Report of the Audit Committee for the twelve months ended 31.07.09 is approved.</b>	<b>CORP BD 16.12.09</b>
<b><u>Resolved [ii]:</u> The Annual Audit Report of the Audit Committee is to be submitted for annual reporting purposes to DCELLS.</b>	<b>CLERK 31.12.09</b>

Noted [i]: In the absence of the Chair of the Audit Committee, K Holley, Vice Principal: Finance & Information Systems, presented the Annual Financial Report which had been presented to and approved by the Finance & General Purposes Committee and Audit Committee on 09.12.09. The report was presented for Corporation Board approval and signing by the Chair following questions from the Governors.

Noted [ii]: The fact the College paid 54% per cent of its invoices within 30 days against a Treasury target of 95 per cent was not a compliance issue though the Treasury target represented good practice. Delays can occur while awaiting sign off by budget holders extending the period between invoice receipt and payment. This can be a particular problem during College holidays when many budget holders may be away. Another issue affecting payment dates is that the Finance section at present has just two pay dates per month though increasing this to three pay dates per month is currently under consideration.

Noted [iii]: The list of stakeholders (page 9) does not include HEFCW and it will be amended for future reports.

Noted [iv]: The inclusion of a sentence in the paragraph headed 'Appointments to the Corporation' (page 14) stating that all applicants/nominees whether, business, community, or co-opted are subject to Board approval and may be rejected if the necessary skills, qualities and experience do not match the Board requirements.

<b><u>Resolved [i]</u>: The Annual Audited Accounts for the year ended 31.07.09 are approved.</b>	<b>CORP BD 16.12.09</b>
<b><u>Resolved [ii]</u>: The Chair to sign the Annual Audited Accounts for the Year Ended 31.07.09.</b>	<b>CORP CHAIR 16.12.09</b>
<b><u>Resolved [iii]</u>: The signed copies are to be sent to PricewaterhouseCoopers so they may submit the final documents for annual reporting purposes to DCELLS.</b>	<b>VP:FIS/PWC 31.12.09</b>
<b><u>Resolved [iv]</u>: The list of stakeholders (page 9) be amended to include HEFCW for future reports.</b>	<b>VP:FIS/ CLERK 29.01.10</b>
<b><u>Resolved [v]</u>: The inclusion of a sentence in the paragraph headed 'Appointments to the Corporation' (page 14) stating that all applicants/nominees whether, business, community, or co-opted are subject to Board approval and may be rejected if the necessary skills, qualities and experience do not match the Board requirements.</b>	<b>VP:FIS/ CLERK 29.01.10</b>

Noted [ij]: RG Fowler, Deputy Principal, presented the report drawing particular attention to the following:-

- The number of complaints received in the twelve months covered in the report, January 2009-December 2009, numbers 27 a reduction from the total of 69 reported in December 2008.
- The complaints cover a wide range of issues to which no discernible pattern can be applied other than a spike in the first two months of the academic year which resulted in eleven and six complaints being made in September and October 2009 respectively.
- Clarity between the Complaints Procedure and the formal Staff Grievance Policy and Procedure is being better achieved within the College meaning uncertainty amongst staff on which to use is not apparent.
- Training in Mediation skills undertaken by senior managers has had a very positive effect helping to calm situations and ‘take the heat out’ of complaints before they reach the stage of formal grievance.

Noted [iij]: The suggestion of Governors that the Report is turned into a Comment and Complaint which outlines what improvements have been implemented as a result of the comment or complaint, i.e. next year the Report include ‘You said, we did ...’ type format.

<b><u>Resolved [ij]</u>: That the Report is turned into a Comment and Complaint format which outlines what improvements have been implemented as a result of the comment or complaint.</b>	<b>DPTY PRINC 31.12.10</b>
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**SIGNED BY CORPORATION CHAIRPERSON**

**Signature:** .....

**Date:**.....