

Confirmed

LEEDS COLLEGE OF ART
CORPORATION

Minutes of a meeting of the Corporation meeting held on 5th May 2010 at 6 pm.

Present: Mr S Blaney, Mr C Clements, Ms J Eugene, Mr J M Flathers, Mr M Lever, Ms A Read, Mr P Sunter, Mrs J Williams (Vice-Chair of Corporation), Ms S Wonnacott (Principal), Mr I Wood, Ms C Wright, Mr P Yendell (Chair of Corporation),

In attendance: Mrs F Bagchi (Clerk to the Corporation), Ms S Bailey (Director of Finance), Mr G Curling (HR Manager)

- 1. Apologies for absence** were received from the following Corporation members: Ms S Ashcroft and from Mr I Ratyal.
- 2. Declarations of interest.** There were no declarations of interest.

PART I – Items for discussion and decision

- 3. Safeguarding briefing.** The meeting began was a briefing from Mr G Curling, HR Manager on safeguarding children (i.e. young people aged under 18) and vulnerable adults, which was discussed. Members considered the responsibilities of the governing bodies of further education (FE) colleges as outlined in the government guidance *Safeguarding Children* and *Safer Recruitment in Education*, noting that the briefing recorded that the College was compliant. Members noted that the College's Child Protection Policy had recently been updated and agreed that the revision should be presented for consideration on approval to the Finance and General Purposes (F&GP) Committee meeting to be held on 19 May 2010, with the approved policy presented to the July 2010 meeting of Corporation for ratification.

ACTION: HR Manager/Clerk

Members noted, in relation to its responsibilities, that a review of child protection arrangements was an integral part of the above policy and that an annual report on safeguarding had been submitted to the April 2010 meeting of the ASQA Committee. It was noted that the College currently carried out Criminal Records Bureau (CRB) checks on all staff as part of its recruitment and selection policy and that the policy would be revised to take into account the legal requirement for new staff to be registered with the independent Safeguarding Authority (ISA) from 1st November 2010. The penalties for failure to comply with the new Vetting and Barring Scheme (VBS) requirements were noted.

Members noted that current guidance was that, unless Corporation members had significant direct access to learners, a CRB check was not required. From 1st November 2010, however, new Corporation members would have to be registered with the ISA before they took up appointment if the college was "exclusively or mainly for the provision of full-time education to children" and they were therefore considered to be taking part in "regulated activity". FE colleges were advised to determine whether they fell into this category with reference to their student profile and mission.

Members discussed safeguarding training for staff, noting that annual training for all staff took place in the January Staff Development Week. All recruitment panels were supported by a member of the College's HR team who had undertaken safer recruitment training. Training for 2 new designated officers had taken place in April 2010. Refresher training was being organised for the Principal, who was designated

to take lead responsibility for safeguarding, and would be arranged for Mrs Williams, as Corporation member with responsibility for safeguarding.

ACTION: HR Manager/Clerk

With reference to the requirement for the designated person in colleges that taught children aged under 16 to liaise with schools to ensure that appropriate safeguarding arrangements were in place, it was noted that this had not previously applied to the College, as all students were aged over 16, but would apply to the recent Saturday Art Club pilot which was funded by the Sorrel Foundation.

It was noted that Ofsted could apply new limiting grades for safeguarding and equality and diversity before making their overall effectiveness judgment.

Corporation thanked Mr Curling. Mr Curling left the meeting.

- 4. Minutes of the previous meeting.** The minutes of the meeting of the Corporation held on 24th February 2010 were confirmed as a correct record with the following amendments: the date shown in the text of item 6 (Enrolment report 2009/10) should be 2009 and the final section of sentence 5 of item 5.1 (Finance & General Purposes Committee minutes) beginning “and it was noted ...” should be deleted.

5. Matters arising from the minutes

5.1 Action plan update. An update on actions arising from the meeting held on 24th February 2010 was considered and it was noted that all had been completed or had a completion date in 2010/11 i.e. provision of a health and safety briefing for Corporation members, inclusion of reports on environmental issues in the reporting cycle for Corporation/committees, changes to the governance self-assessment process. The governance intranet had been set up and would include details of key terms, but was not yet operational.

ACTION: Clerk

5.2 Matters arising from the minutes, not elsewhere on the agenda. With reference to the National Student Survey (NSS), that students were currently completing the 2010 survey and results would be presented to the autumn meeting of Corporation.

ACTION: Mr Russell/Clerk

6. Committee minutes, reports & recommendations

Finance & General Purposes (F&GP) Committee:

6.1 Minutes. Members received the unconfirmed minutes of the F&GP Committee held on 14 March 2010. It was noted that the operating surplus for the first 7 months of the year was £1,136,766 which was £384,311 ahead of budget, mainly due to lower non pay expenditure (£290k) and additional income. The Committee had approved increases in budgeted expenditure in the following areas: special needs support costs, additional gas charges, and fees for the College accommodation strategy.

6.2 Financial status of the College. Members noted and approved the F&GP Committee's report concerning the College's financial position i.e. that the Committee had examined the management accounts for the period to 28th February 2010 and had concluded that the College's financial position was sound.

6.3 Audit Committee: Members received the unconfirmed minutes of the meeting held on 10th March 2010, including the confidential minutes. It was noted that the Committee's recommendation on delegation of approval of a College fraud policy would be considered later on the agenda. It was noted that discussion of auditor performance would be kept in a confidential minute.

6.4 Academic Standards and Quality Assurance (ASQA) Committee.

Members received the unconfirmed minutes of the meeting held on 4th April 2010. The Chair drew members' attention to a possible correlation between

improved retention in part-time FE courses in 2009/10 and the introduction of a summer school between the first and second years in 2009.

6.5 Search Committee. The Chair gave a verbal report on the Committee meeting held earlier on 5th May 2010. It was noted that the Committee had concluded that there was a good balance of skills on Corporation although the skills audit showed that it could benefit from strengthening in the following areas: awareness of student concerns, estates, voluntary, local authority and public sector experience. The Committee was currently searching for a Corporation member with audit/accountancy expertise, following the resignation from Corporation of Mr J Stubbs, and for a member with expertise in higher education (HE), in preparation for the College's transfer to the HE sector.

7. Vernon Street refurbishment: approval of tender. The Director of Finance, Ms Bailey, reported that, under section 5.6 of the Financial Regulations, contracts or orders valued at £100, 000 or over were required to be authorised, under delegated authority from Corporation, by the Principal following approval by the F&GP Committee. As approval of the tender for the Vernon Street refurbishment was required before the F&GP Committee was scheduled to meet on 19th May 2010, it was, however, being brought directly to Corporation for approval. Members noted that GVA Grimleys had been appointed as project managers for the Vernon Street refurbishment, which included replacing the roof, re-cladding, and refurbishment of the windows and studios. The project was required to be completed before the start of autumn term 2010. Members considered the tender report from Grimleys, noting that the lowest tender was from Nu Construction Ltd. It was noted that Nu Construction had worked on the Rossington Street refurbishment, completing the project on time and within budget. Corporation approved the placing of the contract for the refurbishment of Vernon Street with Nu Construction Ltd.

8. Equality and Diversity.

8.1 Equality and Diversity Annual Report 2008/09. It was noted that the Equality and Diversity Annual Report 2008/09 would be presented to the July 2010 meeting of Corporation.

ACTION: Clerk

8.2 Equality and Diversity training for Corporation members. It was noted that all Corporation members now had access to the College's on-line training programme.

8.3 Monitoring: Equality, Diversity and Governance. It was noted that the completed questionnaire from the LSIS guide for governors and clerks in FE colleges would be presented to the July 2010 meeting of Corporation.

ACTION: Clerk

9 Schedule of delegation. Corporation approved the amendments to the Schedule of Delegation recommended by the Clerk, with the following exception: approval and 5-yearly review of the Student Union Constitution and the Student Code of Practice should remain with the Corporation. It was agreed that the revised Student Union Constitution and the Student Code of Practice should be presented to the July 2010 meeting of Corporation.

ACTION: Clerk/Student Union liaison officer

10 Presentation from the Clerk on the Carver model of governance. The Clerk to the Corporation gave a presentation on the "Carver" or minimal committee model of governance to facilitate further discussion of Corporation's governance model. It was noted that the model was more common in the FE than the HE sector. It was agreed that, taking into account the College's expected transfer to the HE sector, the

Corporation would retain its current committee model of governance for 2010/11 and that the Clerk should present a report on the governance implications of transfer to the HE sector to the July 2010 meeting of Corporation.

ACTION: Clerk

- 11 Annual review of schedule of policies & procedures.** It was noted that the updated schedule would be presented to the July 2010 meeting of Corporation for information.

ACTION: Clerk

- 12 Modification of Instrument and Articles of Government.** Members noted that the Instrument and Articles of Government had been modified as stated in the Modification Order of 31st March 2010. It was noted that changes were technical and were mainly connected to the dissolution of the Learning and Skills Council (LSC).

- 13 Any other urgent item(s) of business.** It was noted that there was no other business to be considered.

- 14 Date & time of next meeting.** It was confirmed that the next meeting of the Corporation would be held on Wednesday, 21st July 2010 at 6.00pm.

PART II – Items for information only

- 15 Principal's Report.** The Principal's Report for the period ending 28^h April 2010 was received. Members noted that, following the significant cuts to adult funding, the College had been forced to reduce the number of places on its adult courses, which had led to the National Certificate in Interior Design being closed and significantly fewer places being available on full time Access courses. The college was working with the staff involved and the union to manage this process as smoothly as possible. It was noted that the Chair of Corporation would circulate the schedule for the end of year events to Corporation members to allow them to attend in groups, if they wished.

PART III – Reserved Matters

- 16 Exclusions.** The Corporation agreed that no exclusions were required before consideration of the following items.

- 17 Minutes of the previous meeting.** The Reserved Matters minutes of the meeting of the Corporation held on 24th February 2010 were approved and their classification as non-confidential agreed.

- 18 Matters arising from the minutes**

18.1 Action plan update. The minutes noted in the action plan had been released from confidentiality, as agreed.

18.2 Any other matters arising, not elsewhere on the agenda. There were no other matters arising.