



**Minutes of the Special Meeting of the  
CORPORATION**

held at the Hunton Park Hotel,  
Watford  
at 2.30 pm on Saturday 4 February 2012

<b>MEMBERS</b>	<b>Name</b>	<b>Category</b>
<b>Present [12]</b>	Gerry Davis [Chair]	Independent
	Margaret House [Vice-Chair]	Independent
	Vicki Fagg	Principal
	Gerry Burnett	Independent
	Jack Gill	Independent
	Ann John	Independent ( <i>withdrew for Item 12/03 [i]</i> )
	Jan Knight	Independent
	Francine LaGrand	Student
	Loraine Lindsay	Staff
	Nathan Orraca-Tetteh	Student
	Kawal Singh	Independent
<b>[12/16 : 75%]</b>	Louise Taylor	Staff
<b>Apologies [3]</b>	Tracey Connage	Independent
	Melvyn Davis	Independent
	Robert Evans	Independent
and also from	Gill Winward	Clerk to the Corporation
<b>Vacancies [1]</b>		
<b>IN ATTENDANCE</b>	<b>Name</b>	<b>Office</b>
	Maggie Pulle	Deputy Principal
	Ashok Patel	Finance Director
	Anna Openshaw	Director of Human Resources
<b>OBSERVER</b>	John Graystone	Chief Executive CollegesWales

*In the absence of Gill Winward the minutes were taken by Anna Openshaw*

**[Action]**

**12/01 DECLARATIONS OF INTEREST**

It was recorded that Ms John held an interest in respect of Item 12/03 [i] : Property Strategy.

**12/02 WINTER CONFERENCE**

Members reflected on the sessions that had taken place earlier that day and the previous evening during the Residential Conference. Members **CONFIRMED** their wish that management continue to explore some of the strategic options that had

**EMT**

[Action]

been discussed and that external consultancy support be engaged by the EMT to assist with this.

## 12/03 PROPERTY STRATEGY

*Ms John withdrew for the next item*

### [i] Land purchases and transfers

The Finance Director introduced his paper and updated Members further that an agreement had finally been reached with Brent Council over the College's purchase of the link land at the Kilburn Centre and the release to Brent of a sliver of land on the Arena House site. A net sum of £125k payable to Brent had been agreed in principle but there was now a clash over the 'Heads of Terms' legal agreement. Brent still wanted access to the Kilburn land and this remained a problem for the College as it would be off-putting to any potential buyer for the Kilburn Centre.

The Corporation:

- a) **AGREED** that the College pursue the purchase with Brent Council, based on the net price of £125k, but subject to a satisfactory resolution of the access issue **AP**
- b) **NOTED** that the matter may have to be brought back to the Corporation at a later date

*Ms John rejoined the meeting*

### [ii] Updating Report

The Finance Director referred to the report that had been circulated and made a presentation on the work which had been taking place in Curie block at Willesden to add four new science laboratories and two preparation rooms and then outlined the plans for further development. He also provided an update on the redesign and redevelopment work at Crescent House in preparation for the move from Arena over the summer in time for September.

The Corporation welcomed the update and progress made

## 12/04 FINANCE REPORTS

### [i] Changes to SFA 2011/12 contract

The Finance Director reported that the EMT had accepted £450K additional funding from the SFA for adult learning. It would impact on sub-contracting volumes, which carries some risk, but the EMT had agreed that this was manageable. It was noted, however, that the College still had to meet 97% of the contract including the additional funds.

### [ii] Progress against SFA/YPLA 2011/12 contracts

The Finance Director also reported that activity was on target to meet the YPLA 16-18 contract but with Adult work (SFA contract) there were some glitches in the funding programme nationally for the current year, which had only just been resolved. The College's position was still being reviewed and it was expected that there would not be a problem with the final outcome: a further report on the exact position against target would be made to the F&GP Committee at the end of the month. **AP**

[Action]

**12/05 CORPORATION MEMBERSHIP**

The Chair reported that a meeting of the Search Committee had taken place the previous day and that two recommendations were being made to the Corporation. The Committee had met with Mr Jeff Lee, the Regional Apprentices Manager for the South of England and Wales areas of the MiTie company, with a view to his filling the Corporation vacancy for an Independent Member created by the recent retirement of Pam Jordan.

Mr Lee had worked in the building services engineering field for many years, including education, and with the particular connection to apprenticeships. The Committee found him very keen and he had stated he felt honoured to be considered.

The Committee had also considered the upcoming end of term of office of Tracey Connage and examined a number of factors including attendance and contribution, plus the current skills and experience profile of the Corporation. The Search Committee were recommending to the Corporation that she be re-appointed and, subsequent to that meeting, Ms Connage had indicated her strong interest in serving for a further period.

The Corporation **APPROVED** the recommendations from the Search Committee that:

- a) Jeff Lee be appointed as a Corporation Member (Independent) for a 4 year term of office from 28 March 2012 **Clerk**
- b) Tracey Connage be re-appointed for a further term of office of 4 year's duration, from 11 March 2012 **Clerk**

**12/06 DATE & TIME OF NEXT MEETING**

This was scheduled for Wednesday 28 March at 4.30pm

**12/07 ANY OTHER BUSINESS**

There was no further business

**The meeting closed at 3pm**

Signed.....  
(Chair of the Corporation)

Date.....