

SOUTHPORT COLLEGE

MINUTES OF CORPORATION MEETING HELD ON WEDNESDAY 23RD MAY 2018

Present:	John Clarke	Principal/CEO
	John Fell	Independent Governor
	Veronica Fell	Independent Governor (Chair)
	Rob Firth	Independent Governor (Vice-Chair)
	Terry Fleetwood	Independent Governor
	Vickie Hayes	Staff Governor
	Suzanne Knowles	Staff Governor
	Mo Kundi	Independent Governor
	Keith Millington	Independent Governor
	Carol Reid	Staff Governor
	Jim Turner	Parent Governor
	Ilush Bricknell	Associate Member

In Attendance:	Anne-Marie Francis	Vice Principal (Sixth Form & University Studies)
	Eddie Green	Vice Principal (Services)
	Lesley Venables	Clerk to the Corporation

PART ONE

APOLOGIES FOR ABSENCE

270 Apologies for absence were received and accepted from Greta Fenney (Independent Governor), Liam Gaskell (Student Governor), Marcus Godfrey (Student Governor), Sue McGuire (Independent Governor), Kathy Passant (Independent Governor), Ian Raikes (Independent Governor), Vipin Trivedi (Independent Governor), Matthew Bousfield (Student Governor), Stephen Breen (Associate Member), Anita Holt (Associate Member), Richard Jacklin (Associate Member) and Philip Porter (Associate Member).

DECLARATIONS OF INTEREST

271 A declaration of interest was received from John Fell as he is married to the Chair of the Corporation.

MINUTES

272 **Resolved -** That the minutes (Part 1) of the meeting held on 27th February 2018 be approved as a correct record and signed by the Chair

MATTERS ARISING

273 Governors received a report on progress against the items identified for further action and noted that the majority of these had already been completed or had commenced implementation.

274 Under minute 207 the Principal/CEO reported that the first set of monitoring information would be submitted to the Transaction Unit by the end of the week.

275 A tender process was currently underway for the external audit service. The Audit Committee would be asked to consider the resulting tenders at its next meeting in June 2018 (minute 262 refers).

RESOURCES COMMITTEE – 23RD MAY 2018

276 The Chair of the Resources Committee provided a verbal report on a meeting that had been held earlier in the day to discuss the tenders for the Higher Education Centre capital project.

277 Four out of the five companies that had been approached had submitted tenders. Due to there being only minor differences in price between the two firms offering the cheapest price, these 2 companies had been interviewed by College management and the design team.

278 It had been recommended that Whitfield & Brown should be appointed as the main contractor for the project at a cost of £417,395. The company had worked on previous projects for the College and the references provided in support of the tender had been positive.

279 The Committee had been advised that the total cost of the project had increased from £512K to £700K, including a £60K contingency. This amount was partly offset by making savings on other capital projects as set out in the report provided by management.

- 280 **Resolved -**
- 1 That Whitfield & Brown be appointed as the main contractor for the HE Centre Project at a cost of £417,395.
 - 2 That the total increased budget for the HE Centre Project be approved.

TERM LOAN FACILITY – INTEREST RATE AMENDMENT LETTER

281 The Vice Principal Services advised that the College had been informed by the Transaction Unit that it would no longer be using the gilt rate and would replace this with the 'Public Works Loan Board' six month rate, which would be renewed and repriced annually on 1st April and 1st October. The purpose of the change was to improve clarity and understanding of the rate, in addition to ensuring that the determinants of the lending rate were appropriate for any loans lasting beyond 2027.

282 Formal confirmation of the Corporation's acceptance of this amendment was required by the TU. In response to questions from governors, the Vice Principal Services reported that any significant changes in the interest rate would be reported to the Corporation and that potential fluctuations in the rate had been included in the College's risk register.

- 283 **Resolved –** 1 That the Corporation execute, deliver and perform the Letter
- 2 That the Principal be given delegated authority to sign the Letter, which would be returned to the TU in pdf format.

Keith Millington left the meeting at this point.

GOVERNANCE ISSUES

Appointment of Governors

284 The Chair of the Governance Committee advised that two individuals had been interviewed recently for the existing independent governor vacancies on the Corporation.

285 Both individuals were considered to be suitable candidates for governorship. Alex Kenny had a background in marketing and Christine Bampton had previously worked at the College in curriculum, student support and safeguarding roles. It was felt that these skills would add to the Corporation's overall profile.

286 **Resolved -** That Christine Bampton and Alex Kenny be appointed as independent governors for a four year term of office commencing on 23rd May 2018

Committee Chairships

287 Governors were reminded of the Clerk's recent request for governors to consider nominations for the chairships of the Standards and the Audit Committees.

- 288 **Resolved -** 1 That Mo Kundi be appointed as the Chair of the Audit Committee for a 2 year term of office
- 2 That Kathy Passant be appointed as the Chair of the Standards Committee for a 2 year term of office

Committee Memberships

289 The Clerk reported that the schedule of committee memberships had been updated to take account of recent developments. It had been suggested that Alex Kenny should be appointed to the Resources Committee and Christine Bampton to the Standards Committee.

290 **Resolved -** That the revised schedule of committee memberships be approved

DATE OF NEXT MEETING

4th July 2018 at 5.00 p.m. at KGV