

PROSPECTS COLLEGE OF ADVANCED TECHNOLOGY

MEETING OF THE BOARD OF GOVERNORS

17 October 2014

MINUTES

Present: David Sherlock (Chair))
Bala Mahendran)
Rachel Richards) External governors
Carole Leach)
Kini Pathmanathan)
Theo Steel)
Ruth Umerah)
Tom Wilson)
Neil Bates Chief Executive/Principal
Jackie Northedge Staff governor

In attendance: Neil Warren Chief Operating Officer
Helen Russell Director of Business Development (designate)
Ian James Clerk to the Board of Governors

PART 1

APOLOGIES FOR ABSENCE

29 Apologies were received from Peter McKee.

DECLARATION OF INTERESTS

30 Governors were advised of the requirement to declare their interest in any agenda items. Following any such declaration, governors would not be able to speak or vote on the matters under discussion.

APPOINTMENT OF GOVERNORS

External governors

31 **Resolved** that Peter McKee and Tom Wilson be appointed as governors in the external category with immediate effect for a term of office lasting until 31 July 2018

Student governor

32 More than one nomination had been received for the appointment of the student governor and an election was being organised.

Co-opted member of the Audit Committee

33 Following the nomination of Gerry Levelle by Bala Mahendran and a subsequent meeting between Mr Levelle and the Chair of the Audit Committee, the Chair of the Board had authorised the appointment of Mr Levelle as the co-opted member of the Audit Committee in order that he could join the Committee at its inaugural meeting.

34 **Resolved** that the Chair's action be endorsed

MINUTES

- 35 **Resolved** that the minutes of the inaugural meeting of the Board held on 1 September 2014 be approved as a correct record and signed by the Chair

PRINCIPAL'S REPORT

36 The Principal submitted a detailed report updating the governors on various current issues affecting the College. In particular, the governors noted the following:

- recruitment of students for 2014/15 was above target although a few more FE students may be needed to achieve target depending on retention rates
- commercial income was positive at this stage
- management accounts for August and September were on track and would be submitted to the next Board meeting
- the College's branding strategy was being developed with the assistance of the consultants Saffron House
- confirmation had been received from BIS (although not directly from Ofsted) that the PLF inspection grade would transfer to PROCAT
- ETF funding for two fellowships had now been confirmed
- Ministerial approval for the College's capital allocation of £1.6m was expected in December
- Grant funding agreements had now been received from the EFA and SFA and copies would be provided for governors
- there would be a talk at the next meeting on the work of Elutec and its potential links with the College

Chair

Date

ADJOURNMENT

42 At this point, the Chair adjourned the meeting until Saturday, 18 October 2014 in order to deal with any issues arising during the governors’ strategic planning event.

UPON THE RESUMPTION –

Present:	David Sherlock (Chair))	
	Bala Mahendran)	
	Rachel Richards)	External governors
	Carole Leach)	
	Theo Steel)	
	Ruth Umerah)	
	Tom Wilson)	
	Jackie Northedge)	Staff governor

In attendance: Madeleine Austin Meeting Secretary

APOLOGIES FOR ABSENCE

43 Apologies were received from Peter McKee, Kini Pathmanathan and Ian James (Clerk to the Board of Governors)

REMUNERATION COMMITTEE

44 The Chair reported on the outcome of a meeting of the Remuneration Committee held on 17 October when the Committee had agreed to recommend that the posts of Chief Operating Officer and Director of Business Development be designated as senior posts for the purposes of the Articles of Government.

45 The Committee had also given initial consideration to the question of the Principal’s contract and the salary of the post and would be making appropriate comparisons with contracts and salaries elsewhere in the FE sector. In the meantime, the Committee had recommended that a non-consolidated performance related payment be made to the Principal in respect of the extraordinary quantity of additional work and responsibility involved in preparing the College for its incorporation. The governors were minded to approve this recommendation although they were keen to ensure that there was transparency about the factors leading to any such performance payments.

46 Resolved

- 1 that the posts of Chief Operating Officer and Director of Business Development be designated as senior posts for the purposes of the Articles of Government
- 2 that a one-off non-consolidated performance related payment of 15% of his 2013/14 salary be made to the Principal subject to a clear statement of the justification for the payment being recorded
- 3 that the Clerk be requested make available to the Committee Chair the AoC model contract for senior postholders together with relevant sections from the most recent AoC Annual Salary Survey

Chair _____

Date _____