



## Greenhead College Corporation

### Minutes of the meeting held on Monday 21 March 2011

**Present:** Roger Bryant                      Clinton Burhouse                      Mark Partington  
                  Martin Rostron                     Martin Pearmain                     Eva Lambert  
                  Christine Milsom                    Ros Moors                             Liz Ryan  
                  John Pearmain                        Akash Bhalla

**In attendance:** Anton McGrath                      John Blake

#### 1. Apologies for absence

Apologies were received from Peter Skuse, Ranjit Uppal, Peter Slee, Charles Kaye, Mark Hanson, Melanie Williams and Mehboob Khan.

#### 2. Matters arising

The Chair thanked Abbie Parkin and Adam Qadir for their contribution to the Corporation as Student Governors; a thank you letter and book token were presented.

#### 3. Minutes of previous meeting

The minutes of the previous meeting were approved, subject to revised names of attendance.

*Resolved 10/11/25*

*The minutes of the previous meeting were accepted.*

#### 4. Appointment of new parent governor (Martin Pearmain)

Martin Pearmain was welcomed to his first corporation meeting. Members were asked to ratify his appointment as parent governor for a period of three years.

The Chair informed members that Martin is the father of John (incoming student governor) and that any conflict of interest will be declared should the need arise.

*Resolved 10/11/26*

*The appointment of Martin Pearmain was accepted.*

#### 5. Appointment of new student governors (Akash Bhalla and John Pearmain)

Akash Bhalla and John Pearmain were welcomed and appointed as the new student governors. (John was appointed in his absence).

*Resolved 10/11/27*

*The appointment of Akash Bhalla and John Pearmain was accepted.*

#### 6. Student report and accounts

Governors received the annual report on senior student activity and were pleased to note the years events.

Thanks were extended to the students for their contribution towards the refurbishment of the pond area within the dining hall.

*Resolved 10/11/28*

*The report was acknowledged; the accounts were accepted.*

## 7. Strategic review and update since the EGM

### Outdoor build

A handout prepared by the Principal was tabled. This had been discussed in detail at an earlier Finance meeting.

The original proposal was to create additional classroom space by building on the car park area; due to possible planning restrictions, the Principal proposed proceeding with the project as planned but to now build the new laboratories and classrooms on the old tennis courts.

#### Key points:

- *The additional classroom space would most likely be a two storey modular building*
- *The cost is approximately £2 million*
- *It would be funded through accessing savings, a bank loan and approach to the YPLA*
- *Increase numbers by 10% over three years*
- *Should funding from the YPLA not be forthcoming, the project would be reassessed by the admin group and scaled back; further discussion would follow*

*Mark Partington arrives (17:06pm)*

**Resolved 10/11/29**

**Approval to continue with the outdoor build was given; additional EGMs may be necessary.**

Plans to re designate other space within college as classrooms had also been considered (admin office, P6, C17 and C1) were suggestions.

### Indoor build

Draft plans had been reviewed which detailed the creation of an alternative entrance, and an extension to the existing hall and library area which would hopefully ease circulation and improve social space within the building.

#### Key points:

- *The improvements to the hall, library and social space would cost approximately £150,000*
- *The majority of this space would be housed within conservatory style buildings*

**Resolved 10/11/30**

**Approval to allocate money in the bank to the indoor build was given.**

It was suggested that the Wolfson Foundation may assist with funding the refurbishment of the laboratories; an approach in the form of a bid, would be made.

In addition, a bid for financial support to aid refurbishment only had been submitted (to the YPLA) ; if successful, Colleges would be advised by mid April.

### Committee updates

## 8. Audit Committee report

The Chair advised that HR and Payroll had been audited recently. Strong controls were reported to be in place and substantial reassurance had been provided in all areas. A couple of low risk management points had been recommended which would be acted upon in this term and the next by the lead managers concerned.

The Risk Register had been reviewed; as a result, the risk level concerning income/finance had been given an increased risk score to reflect the planned reduction in funding.

The Annual report had been represented and was accepted as an accurate record.

The Chair advised that he had spent time in college with members of the network team following an audit in their area and he now felt that reassurance on the audit points raised had now been provided.

## **9. Finance Committee report**

The College Business Manager provided an update of matters covered at the meeting, in the Chair's absence.

Funding for next year had been received and was reduced as expected.

### **Key Points:**

- *The replacement for EMA not yet decided*
- *0.75% agreed for support staff, teaching staff yet to settle, 1% budgeted for*
- *Salaries expenditure down*

### *Catering*

The Catering Manager has been away from work since September. The section is now under the management of the Deputy. The department is performing well. Martin Wilkinson (consultant caterer) has been approached to work with the team and has proposed several options to consider which will address the concerns previously considered.

- 1. Keep the status quo, and leave the catering provision as it is*
- 2. Remain in-house but buy in a consultant's expertise to drive changes forward*
- 3. External tender immediately*

The College Business Manager advised that the existing team had worked extremely hard so far, and were addressing the deficit problems proactively and as a fully functioning team.

All members were in favour of **option two** which would be trialled for one year and if improvement was not made in this time, the provision would be put out to external tender.

***Resolved 10/11/31***

***Approval to remain in house, with expert help for one year.***

## **10. Health and Safety Committee report**

The Chair reported back from the recent meeting and provided an overview of recent incidents.

A key point made to staff had been the importance of reporting concerns to John when things arise as opposed to waiting for a committee to take place.

A Safeguarding update had been provided by the HR Manager who provided reassurance that the CRB database was up-to-date and that existing staff were currently being vetted as part of an ongoing cycle.

A new risk assessment had been circulated to staff and was now in use.

The college stress policy had been subsumed within the Health and Safety policy in a condensed form.

### **11. Policy Committee report**

The Clerk reported in the Chair's absence that Eversheds guidance had been reviewed at length by the committee and now a reshape of the policy portfolio was under way; this activity would be completed before the May meeting, at which the remainder of the policies due for review would be considered.

A new policy had been accepted and would be made available to all staff (safeguarding).

### **12. Search Committee report**

The Chair advised that a replacement for Calvert Prentis remains outstanding. Members felt that this position should be filled by a member with a faith background preferred. The Clerk would approach the incoming Vicar of Huddersfield once more as it had been suggested that there may be some interest there.

The Chair advised that Liz Ryan would be stepping down as a member of Search; thanks were expressed to Liz for her input and long service on this committee.

The Committee discussed the appointment of a replacement member; it was felt that Roger Bryant would be strength within the group. The Chair had approached Roger Bryant to seek his view on appointment. This appointment had been accepted.

### **13. Student applications for 2011/12**

The Principal advised that partner school applications remained exactly the same as last year but that there had been a ten per cent increase in those received from non partner schools. Thanks were extended to Jeannine and the newly appointed administrator, Linda Leese for their hard work in this area.

### **14. Royal Wedding**

The college will be closed on this day; one additional day's holiday will be granted for all staff. For teaching staff this will be the last day of term. Communication would be sent to other staff on their arrangements, depending on their contract.

*Resolved 10/11/32*

*An additional days holiday was approved.*

### **15. Election of Members Rules (to accept)**

The election rules were accepted. In the event of a tie, a coin would be flipped.

*Resolved 10/11/33*

*Election rules were accepted.*

## **Items for Information**

### **16. HR update/staffing issues**

The Vice Principal updated members on current staff matters and vacancies within the College.

The Principal advised that Sue Creamer, Vice Principal, had made the decision to retire at the end of the academic year; this matter had been discussed previously with key Corporation members. It had been decided, at the moment, that the role would be divided and not replaced directly.

### **17. Staff absence report**

Members had reviewed the annual report which advised that a reduction in days per employee had been achieved this year; the Vice Principal advised that a couple of long term absences, as well as the issues in catering, had made the overall absence per colleague higher than what we had been expecting.

Members were advised that a proactive approach to absence management continues, led by the HR Manager, with time and resources dedicated to addressing the wellbeing strategy remaining of paramount importance. It was noted that the current economic climate may well take its toll on staff and this would remain a focus area.

#### **18. Link visits**

The Clerk advised that the majority of visits had taken place; if any member needed assistance please advise.

#### **19. Standing Agenda items**

The agenda items had been expanded to reflect the cycle of business in place for sub committees; the admissions policy and the time of review was considered (moved from June to March). This item was accepted.

*Resolved 10/11/34  
Standing agenda items were accepted.*

#### **20. Prize Giving letters of thanks**

Thank you letters sent to the Corporation were acknowledged.

#### **21. Enrichment – Term 2**

The booklet for Term 2 had been included in the papers; praise was offered towards Neil Harper for his hard work in this matter and for streamlining the provision and obtaining best value.

*The meeting closed at 6.36pm*

Minutes approved:

Signed:

**Eva Lambert**  
**Chair of Governors**

#### **Update on Search:**

The incoming Vicar of Huddersfield (Simon Moor) has confirmed his interest in joining the Corporation, but would prefer to settle in to his new role first. He has asked to be approached in the New Year.