



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF GOVERNORS

HELD PRIOR TO THE STEWARDSHIP PROGRAMME 18 OCTOBER 2007

Present:	Mr H Guntrip	-Co-opted & Chairman
	Mr J Bolas	-Co-opted
	Mr J Boxall	-Business
	Mr G Charlton	-Business
	Mr N Coffin	-Business & Vice Chair
	Mr P Dubrow	-Local Community
	Mr S Gleave	-Business
	Mr P Hannan	-Principal
	Ms S Pearse	-Business
	Mr D Somers	-Local Community
	Ms M Wakeling	-Staff
	Mr P Wilson	-Business
In attendance:	Mr J Allen	-Clerk to the Governors
	Ms L Brown	-Vice Principal
	Mr M Lumsdon-Taylor	-Director of Finance & Resources

The meeting commenced at 09.30.

APOLOGIES & DECLARATION OF INTERESTS

1. Apologies were received from Mrs J Percy and Mr V Patel

RECRUITMENT UPDATE

2. The Principal confirmed that both FE and HE full-time targets would be exceeded following excellent recruitment during September and October. LSC targets and financial targets set for 2007-08 should therefore be met. Over recruitment has led to some capacity and rooming issues but these operational matters were being addressed.
3. It was also reported that over 50 full-time learners had been recruited at Canterbury which has exceeded the target of 50. This was an excellent outcome for the 1st year of this new centre.
4. A discussion took place on the staging of Board meetings at out centres and it was agreed for the December Board meeting to take place at Canterbury and the March Board meeting to take place at Canterbury.
5. The Director of Finance also confirmed the recruitment of over 80 full-time agricultural students which is an excellent turn around from the position of having under 10 full-time students some 3 years ago.

CAPITAL PROJECT UPDATE

6. The Director of Finance confirmed that LSC approval for Phase 1 of the capital programme was obtained in September. There is a slight reduction in the contribution from the LSC and these financial details will be reported to the next meeting of the Finance & General Purposes Committee. The Director of Finance confirmed that the college spend would be kept within the agreed budget.
7. It was confirmed that two conditions were made against the LSC grant. The first being the need for the College to complete the master planning for Phase 2 and Phase 3 of the college redevelopment and, secondly, for the master plan to be completed within 12 months.

SELF-ASSESSMENT UPDATE

8. The Vice Principal updated the Board on the process being followed to complete the college's self assessment report (SAR). Peer review training for team leaders has been provided to enable them to critically review the curriculum and support area SARs. An away day is being held on 23 October for team leaders to undertake the peer review.
9. A South East regional peer meeting will review the leadership & management SAR and the Vice Chairman will be in attendance at this meeting.
10. An external facilitator from LANDEX will conduct an external review of the College's SAR over a 2-day period.
11. The draft SAR would then be presented to the Strategy & Performance Committee with the Board meeting in December being asked to approve the SAR.
12. The Vice Principal confirmed that the focus is on quality improvement rather than just a review of performance for 2006-07.

STRATEGIC PLAN 2007 – 2010

13. Board members received a copy of the College's Strategic Plan 2007-2010 that was approved at the July Board meeting (copy attached to the signed minutes).

2007-08 OPERATIONAL STATEMENT

14. The Board received a copy of the proposed Operational Statement for 2007-08 that will be used by College management to implement the strategic objectives from the College Strategic Plan 2007-08.

The principal confirmed that an exceptional monitoring report would be made available at the spring Board meeting with a full review undertaken at the summer meeting.

15. It was **RESOLVED** to approve the 2007-08 Operational Statement.

GOVERNOR LINK ALLOCATION 2007-08

16. Board members received for information purposes a copy of the agreed governor link allocation for 2007-08 (copy attached to the signed minutes). The Principal confirmed that governors would have the opportunity of meeting with their allocated links over lunch following the conclusion of the stewardship visit.

STEWARDSHIP PROGRAMME

17. The Principal outlined the Stewardship Programme and tour of the College that would be facilitated by both the Director of Finance and Vice Principal.
18. The formally meeting closed at 10.15 with the commencement of the Stewardship Programme and tour of the College.

Signed: _____ Date: _____
(Chairman)