

## CORPORATION

### Minutes of a Meeting 10.00am Thursday 3<sup>rd</sup> March 2011 Gwynne Holford Room

**Present:** Mr Graham van der Lely (Chair) (GvdL)  
Mr Martin Baber (MHB)  
Mr David Barnett(DB)  
Mrs Barbara Buck (BB)  
Mr Mike Burton (MB)  
Mr Duncan Clegg (DC)  
Mr David Crawford (DC1)  
Mr Mark Davison (MJD)  
Ms Laura Entwistle (LE)  
Councillor Tony Hicks (AH)  
Mrs Jane Holderness-Roddam (JHR)  
Mr Edward Keene (EK)  
Mr Miles Murphy (MM)  
Professor Ron Ritchie (RR)  
Mr David Seymour (DS)  
Mr Malcolm Wharton (MW)  
Mr Charles Whitehouse (CW)

**In Attendance:** Mr Graham Ledden (GL)  
Mr Luke Rake (LR)  
Dr Stephen Waite (SW)  
Mrs Lesley Worsfold (LW)

**Apologies:** Mr Bob Barnett  
Mrs Rosamund Blomfield-Smith  
Mr Alfred Morris  
Mr Ken Nottage

**Minutes:** Mr Rob Lee

|           |   | <b>ACTION</b> | <b>ACTION DATE</b> |
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| <b>1.</b> | <b>Apologies</b><br><br>Apologies were received from Mr R Barnett, Mrs R Blomfield-Smith, Mr A Morris and Mr K Nottage.<br><br>The Chair welcomed Professor Ron Ritchie, Mr Miles Murphy and Mr Luke Rake to their first meeting.             |               |                    |
|           | The meeting opened with a presentation by Janet Plant Equine Events Director detailing the work, resources and income of the Equine Department. The Principal highly commended Janet and her team for turning around events to profitability. |               |                    |

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| 2. | <p><b>Declaration of Interest. Paper C02/03/11</b></p> <p>Professor Ritchie declared an interest in agenda item 9A and Mr Seymour in agenda item 9B. It was agreed that they could remain for any discussion but not take part in any subsequent vote.</p> <p>The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no other declarations of member's interests for agenda items.</p>  |        |             |
| 3. | <p><b>Minutes of the Last Meeting. Paper C03/03/11</b></p> <p>Minutes of the meeting held on the 9<sup>th</sup> December 2010 were agreed to be a true and accurate record and signed by the Chair.</p>   |        |             |
| 4. | <p><b>Matters Arising</b></p> <p><b>4.1 (7.0) CRB Checks</b></p> <p>LW advised that there would be an annual data validation that would address the issue of confirming accuracy of details of a member of staff's last CRB check.</p>  |        |             |
| 5. | <p><b>Receive Principals Report. Paper C05/03/11</b></p> <p>The Principal advised that his report covered the period November 2010 to February 2011.</p> <p><b>5.1. FE Funding</b></p> <p>MW referred Members to the predicted outcome of funding shown in Appendix MW1. The forecast showed an overprovision of £401K which should ensure growth in funding for 2012/2013 as the YPLA use a lagged numbers formula for increased funding. GvdL advised that this would help overcome the reduction of the enrichment fund over the next three academic years by £970K, £232K in the first year. MW advised that students will be taught less hours leading to a reduction in staff costs. In response to MJD LR advised that there were technicalities in charging students under the age of 18 for additional short course qualifications as education to this age group was meant to be free, however he advised that we did expect to offer some qualifications such as PA1 and PA2. MW advised that Adult Learner Responsive funding is on target but the ESF SWEET project which comes to an end in March is likely to miss target and as there is no successor to this income stream plans are in place to control our costs.</p> <p><b>5.2. HE Funding</b></p> <p>MW advised that the number of students budgeted for in 2010/2011 was 1154 and at the census point of 1<sup>st</sup> December 2010 1181 students were recorded and this figure was being reconciled with UWE. In response to MW RR advised that the Government White Paper on future funding of HE had been delayed. GL advised that he expected a 2-3% cut in year funding from April and 4.3% next year.</p> |        |             |

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| <p><b>5.3. Student Recruitment 2011/2012.</b></p> <p><b>MW referred Members to Appendices MW2, MW3 and MW4 showing the predicted levels of recruitment. Chart MW2 shows the recruitment in FE and HE by curriculum area over the last 4 years.</b></p> <p>A discussion took place on HE fees which as yet were unresolved and GvdL advised that this had been discussed by UWE and the suggestion is to go to £9K per annum. SW advised that he had looked at possible scenarios with GL and at £9K they had factored in that we would lose 25% of our students but improve quality; at £7-£9K we would stay as now but below this figure we would struggle financially. In response to DC SW advised that there was an expectation that all universities in the south west would go to a fee of £9K. GvdL advised that UWE discussions had decided that at £8K fees their offering would be the same but an increase to £9K would enable them to increase the quality of their package. RR advised that it is not clear how the Government will react with everyone going to £9K fees and there may need to be an analysis of what the increase is for.</p> <p><b><i>The numbers of A Level students to make the Department viable was to be confirmed.</i></b></p> <p><b><i>It was agreed that there should be an extra meeting of the Corporation when UWE have decided on a fee structure.</i></b></p> <p><b>5.4. Ofsted Inspection</b></p> <p>MW advised that whilst we had received an outstanding grade at Ofsted inspection in November 2009 as we had only achieved a good standard at the residential inspection we had not been listed in the Ofsted list of Outstanding Providers.</p> <p><b>5.5. Campus Developments</b></p> <p>MW advised that the Home Farm development and new Rubber Crumb were under way and both would be available for the next academic year. MW advised that we had signed Heads of Agreement with Gloucester Rugby Club to lease the planned new extension to the Sports Academy. Although we have headroom in our borrowing capacity we still need approval from the SFA, as we require a 10 year lease from Gloucester and this is currently being sought.</p> <p><b>5.6. UWE</b></p> <p>In response to MW GvdL confirmed that as yet no agreement had been signed to enable the UWE nurses and relevant library facilities to move to a site in Gloucester Docks although this was still expected to happen. Discussion took place over staffing of the library on campus which would become the responsibility of the College.</p> <p><b><i>Clarification was required on library staffing.</i></b></p> <p><b>5.7. Home Farm</b></p> <p>MW advised that the Farm is performing very well with the Dairy much improved. MW advised that we were looking at the opportunity of installing photovoltaic panels for solar energy generation and EK advised on possible contact. MW stated that as yet Buttersend Farm has not had an independent</p> | <p>LR</p> <p>Chair/<br/>Clerk</p> <p>MW</p> | <p>14/07/11</p> <p>Immediate</p> |

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| <p>valuation as the owner is exploring tax implications. EK gave a contact that may be able to help.</p> <p><b>5.8. Equine Directors Report Appendix MW7</b></p> <p>The report was taken as read.</p> <p><b>5.9. International Managers Report Appendix MWS</b></p> <p>The report was taken as read.</p> <p><b>5.10. Home Farm Report</b></p> <p>The Home Farm Report was tabled and numbered MW9 and taken as read.</p> <p><b>5.11. Horticulture and Grounds Report Appendix MW 10</b></p> <p>MW advised that he was impressed with the team under the new structure. The report was taken as read.</p> <p><b>5.12. FE Report Appendix MW11</b></p> <p>LR presented his report. LR advised that Level 3 performance remains outstanding and has improved again with the College being 5<sup>th</sup> in national league tables of all colleges for level 3 equivalent grades and 15<sup>th</sup> nationally for value added. Ofsted revisited the College in December and once again delivered high praise for the Colleges provision. LR outlined areas for development. CfRB remains under continued review due to diminished funding and the student survey gave some areas of least satisfaction in A levels and Rugby which are being investigated. In response to GVdL LR outlined the large providers we currently work with and future plans in this area. The remainder of the report was taken as read.</p> <p><b>5.13 HE Report Appendix MW12</b></p> <p>SW presented his report. SW advised that we currently had higher participation rates than other faculties in the National Student Survey. SW advised that there had been difficulty in finding quality replacements for staff that had left. DC1 advised that cutting costs would put even more pressure on staff and SW replied that we would look at cutting poor performing courses. The remainder of the report was taken as read.</p> <p><b>5.14. HR and Residential Resources Report Appendix MW 13</b></p> <p>LW presented her report. Staff turnover had decreased over the last three years and in 2009/2010 ran at 12% against a sector average of 14.9%. Turnover was likely to rise this year as HE had significantly increased. LW explained that work is underway to develop a transport strategy although MW explained that in the short term it may be necessary to increase the subsidy, due to the reduction in local authority funding, to ensure we maintain our student numbers. The remainder of the report was taken as read.</p> <p><b>5.15. Academy of Sport Report MW 14</b></p> <p>MW advised that the Senior Netball Academy has had a mixed season and we were currently reviewing its status as an Academy sport. MW was pleased to advise that the new Rowing Academy had won their first races. MW outlined the</p> |        |             |

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|  | <p>performance of the Rugby Academy and outlined the ways we were trying to address the performance of the senior team. The remainder of the report was taken as read.</p> <p><b>5.16. International Recruitment.</b></p> <p>MW referred Members to Appendix MW15 outlining his proposal to restructure the International Department to be headed by a new appointment of a Commercial Director who would also oversee conferencing, summer and sports facility lettings and possibly educational marketing. In response to DC1 MW advised that we should be able to double the number of international students within 2 years and that bad debt was no longer such a problem that it had been. GL advised that we expect 50% of fees on acceptance and 50% on enrolment. In response to MJD MW advised that he would expect this position to concentrate on international matters for 60% of the time and there would be a considerable amount of international travel. In response to GvDL MW outlined the type of skills sets we would be looking for and as we would expect good educational knowledge we would advertise in such publications as Times Higher.</p> <p><b><i>The Corporation supported the Principals proposal to appoint a Commercial Director to oversee our international recruitment.</i></b></p> <p><b>5.17. Principals Diary MW17</b></p> <p>MW advised that he was now a Member of the Rugby Football Union Council and that we have signed a Memorandum of Understanding with the Hanoi University of Agriculture on students attending the College on a 3+1 programme.</p> |                               |  |
|  | <p><b>6. Review actions from Governors' Strategic Planning Day. Paper C06/03/11</b></p> <p>GvDL advised that actions were being dealt with by management and other matters were ongoing. It had been decided that some needed further papers but time was not available at this meeting. Actions being taken were outlined.</p> <p>6.1. 16-18 Apprenticeships. Do we need to expand? Small businesses and quality problems-never got the model right.</p> <p><b><i>MW advised that this was part of the CfrB restructure process. Update at next meeting.</i></b></p> <p>6.2. What is the affect on FE student numbers of stopping EMA's Residential Support Grant and reducing the subsidy on transport?</p> <p><b><i>MW advised that it was too early to evaluate affect of EMA withdrawal but Residential Support Grant will continue for another year and College will have to increase subsidy on transport to replace local authority funding. No further action at this time.</i></b></p> <p>6.3. College policy on 14-16. Collaboration with other schools?</p> <p><b><i>Report at end of Academic Year</i></b></p> <p>6.4. College policy on 19+ (CfrB)</p>   | <p>MW</p> <p>LR</p> <p>LR</p> | <p>Immediate</p> <p>14/07/11</p> <p>14/07/11</p> |

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| <p><b>Linked with CfRB restructure.</b></p> <p>6.5. Open up A Levels to non sport (local?) Collaboration with other schools?</p> <p><b>Actioned by management. No further action at this time.</b></p>  | <b>LR</b>     | <b>14/07/11</b>    |
| <p>6.6. Positioning of FE. The "Millfield Model"</p> <p><b>Ongoing-next meeting will be updated.</b></p>  | <b>MW</b>     | <b>14/07/11</b>    |
| <p>6.7. Foundation Studies and Vet Nursing (include HE). Can we improve student numbers? Do we close?</p> <p><b>Applications for Foundation Studies for next year have increased and FE Veterinary Nursing will be re-instated from the next academic year. No further action at this time.</b></p>   |               |                    |
| <p>6.8. Is there opportunity to co-operate with private providers and HE direct funding to FE Colleges and what will be UWE reaction. Can we operate high level and low level courses? 2 Year Degrees? HNC/HND? Part time provision?</p> <p><b>Wait for further information. Update next meeting.</b></p>   | <b>SW</b>     | <b>14/07/11</b>    |
| <p>6.9. Poor National Student Survey Results. LRC and IT vital. Action and stepped targets. Will it really make a difference to student numbers? Governor KPI.</p> <p><b>Reported no further action at this time.</b></p>   |               |                    |
| <p>6.10. How will changes to HE funding and achieving UWE KPI's affect student numbers?</p> <p><b>Information still required. Report to next meeting.</b></p>   | <b>SW</b>     | <b>14/07/11</b>    |
| <p>6.12. Management of Elite Sport</p> <p><b>Management to action. No further action at this time.</b></p>  |               |                    |
| <p>6.13. Decide on way forward with international student recruitment. Recruit "International Specialist" at executive level? Private sector partner? In country locations and/or staff? Coalition Government may stop immigration for non degree courses. Governor KPI is year on year of 10%.</p> <p><b>Paper approved. No further action at this time.</b></p> |               |                    |
| <p>6.15. What additional capacity do we have to borrow over next 5 years and priorities?</p> <p><b>Paper discussed at GMC. No further action at this time.</b></p>  |               |                    |
| <p>6.16. Position of the College on "Land Renaissance"</p> <p><b>MW advised that he had met with the sub committee of farm governors and it had been agreed to look at different areas around the "green agenda". It was agreed that the next meeting will be updated.</b></p>  | <b>MW/GL</b>  | <b>14/07/11</b>    |
| <p>6.17. Develop a viable conferencing business, maximise holiday residential</p>   |               |                    |

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|           | <p>lettings and reduce subsidies on "commercial enterprises". (Governor KPI)</p> <p><b>Management will action. No further action at this time.</b></p> <p>6.19. Develop transport policy.</p> <p><b>Discussed earlier on the agenda. No further action at this time.</b></p> <p>6.20. Decide what the "Big Society" is and what are the "local community" opportunities.</p> <p><b>More information needs to be gathered. Next meeting will be updated.</b></p> <p>6.21. Investigate external bursary funding. Alumni/Appeals.</p> <p><b>DC1 believed this to be very important for the future of the College and MW agreed to update the next meeting.</b></p> <p>6.23. Improve feedback from industry</p> <p><b>Ongoing-update to next meeting.</b></p>                   | <p>MW</p> <p>MW</p> | <p>14/07/11</p> <p>14/07/11</p> |
| <b>7.</b> | <p><b>Note progress on the introduction of a College Code of Governance. Paper C07/03/11</b></p> <p>The Clerk advised that the Board had originally discussed the proposals for a College Code of Governance at their March Meeting last year. The Chair and Clerk had subsequently attended meetings and a response had been sent to the original proposals. The Clerk advised that there were no points that would give cause for concern in the proposals which were aimed at giving colleges more self regulation.</p> <p><b>The draft Code of Governance was noted.</b></p>  |                     |                                 |
| <b>8.</b> | <p><b>Discuss and Approve Mid-Year Update. Paper C08/03/11</b></p> <p>GL advised that the reforecast performance in the Mid Year update shows an operating surplus of £443K compared to the original budget surplus of £399K and represents a £43K favourable movement. The reforecast is before an exceptional restructuring charge of £48K and was based on the December 2010 accounts. GL advised that January 2011 accounts show a £70K surplus over budget. Income is forecast to be £49K adverse to budget and GL outlined the major variances. Direct costs were forecast to £139K favourable to budget and fixed costs £46K adverse to budget. GL outlined the areas of significant movement in both instances.</p> <p><b>The Mid Year Update was approved.</b></p> |                     |                                 |
| <b>9.</b> | <p><b>Approve actions from the meeting of the Search and Governance Committee.</b></p> <p><b>(A) Approve the nomination of Professor Ritchie to become a Member of Quality and Standards Committee.</b></p> <p>The Chair referred Members to the discussion held at the Search and</p>  |                     |                                 |

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| <p>Governance Committee on membership of Quality and Standards Committee and skills set required.</p> <p><b><i>The recommendation of the Search and Governance Committee was approved and Professor Ritchie was invited to become a member of the Quality and Standards Committee.</i></b></p> <p><b>(B) Approve the nomination of Mr Seymour to become a Member of the Health, Safety and Safeguarding Committee.</b></p> <p>The Chair referred Members to the discussion held at the Search and Governance Committee on membership of the Health, Safety and Safeguarding Committee and that it had been agreed due the number of students under the age of 18 that the Parent Governor should become a member.</p> | Clerk  | Immediate   |
| <p><b><i>The recommendation of the Search and Governance Committee was approved and Mr Seymour was invited to become a member of the Health, Safety and Safeguarding Committee.</i></b></p> <p><b>(C) Note Governance Targets for 2011. Paper C09C/03/11</b></p> <p>The Clerk advised that the Governance Targets had been reviewed by the Search and Governance Committee and had made one amendment to link the targets to the Governor Key Performance Indicators.</p>   | Clerk  | Immediate   |
| <p><b><i>The amendment to the Governance Targets was noted.</i></b></p> <p><b>(D) Note Arrangements for linking Governors with College Leaders and Managers. Paper C09D/03/11</b></p> <p>The Clerk advised that the process had been reviewed by the Search and Governance Committee and had been amended to allow for the changes in College structure and the retirement of Mr Curwen. In response to MW EK advised that he had not as yet been contacted.</p>  | Clerk  | Immediate   |
| <p><b><i>The amendments to the process for linking Governors with College Leaders and Managers were noted.</i></b></p> <p><b><i>The reason for Mr Keene not being contacted as Link Governor for HE Animal and Land Sciences will be investigated.</i></b></p> <p><b>(E) Approve the Procedure for Complaints against the Corporation, Board Members and the Clerk. Paper C09E/03/11</b></p> <p>The Clerk advised that it was now considered best practice for there to be a process for complaints against the Board, its Members and the Clerk. The process had been adapted from an Eversheds model and recommended for approval by the Search and Governance Committee.</p>                                       | SW     | Immediate   |
| <p><b><i>The Procedure for Complaints against the Corporation, Board Members and the Clerk was approved.</i></b></p> <p><b>(F) Approve completion of the Corporation Self Assessment Questionnaire 2010/2011. Paper C09F/03/11</b></p> <p>The Clerk advised that the Corporation carried out an annual self assessment and that the Search and Governance Committee had reviewed the questions</p>  | Clerk  | Immediate   |

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| <p>and was not proposing any amendments. In response to RR the Clerk confirmed that the questionnaire should only be completed by Members with 12 months or more service on the Board.</p> <p><b><i>It was agreed that the Corporation Self Assessment should be completed by all governors with a service of 12 months or more and returned to the Clerk by the 8<sup>th</sup> April 2011.</i></b></p> <p><b>(G) Receive, note and accept minutes of meeting of 19<sup>th</sup> January 2011. Paper C09G/03/11</b></p> <p>The Chair referred Members to the minute outlining arrangements to find a new Principal. The Chair further advised that a meeting was to be held with the consultants the following week to confirm their visit to the College, who they should meet with and a timetable for the remainder of the process. In response to MHB, who was concerned about the consultant's fees and their ability to find a suitable candidate, the Clerk advised that if a suitable candidate was not found at the first attempt then the process or part of it would be repeated and this would not be at an extra cost.</p> <p><b><i>The minutes of the Search and Governance Committee of the 19<sup>th</sup> January 2011 were received, noted and accepted.</i></b></p>  | All                    | 08/04/11                         |
| <p><b>10. Approve actions from the meeting of Governors' Management Committee.</b></p> <p><b>(A) Review accommodation options. Paper 10A/03/11</b></p> <p>MW referred Members to the letter he had received from the Forest of Dean District Council which confirmed that it may be acceptable to clad the Dingle units in the "house style". The letter also stated that it may be acceptable to construct 101 bedrooms in and around the Rudgeley Car Park. MW advised that the cost per bedroom on modular unit's clad in house style would be circa £27K, new build would be £33K and it was expected to clad the Dingle the cost would be around £25K per bedroom. EK asked whether this included the purchase of the units and MW advised that full costs had not as yet been investigated. In response to GvdL, who queried the need for more bedrooms as it had been agreed at the last Governors' Management Meeting that no further bedrooms were required at this time, MW advised that as the Dingle was not scheduled to be removed until the summer of 2012 we did have the opportunity to gauge the situation after the applications for accommodation for next year had been received.</p> <p><b><i>It was agreed that a paper outlining the need for further student accommodation together with costed options will be put to the next meeting of the Governors' Management Committee.</i></b></p> <p><b>(B) Note College Strategic Vision 2009/2010-2012/13. Paper C10B/03/11</b></p> <p>The Clerk advised that the Strategic Vision had been discussed by the Governors' Management Committee and amended in line with the decisions made at the Governors Strategic Planning Day and to reflect changes in the funding agencies. The Clerk outlined the changes.</p> <p><b><i>The changes to the College Strategic Vision 2009/2010-2012/2013 were noted and it was agreed that the document should be posted to</i></b></p> | <p>MW</p> <p>Clerk</p> | <p>28/04/11</p> <p>Immediate</p> |

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| <p><b><i>the College Intranet and the College Web-site.</i></b></p> <p><b>(C) Note Governor Key Performance Indicators for 2011. Paper C10C/03/11</b></p> <p>The Clerk advised that the Key Performance Indicators had been reviewed by the Governors' Management Committee and amended to reflect the changes in the UWE KPI's for HE and the increase to 5% for the target for extra FE students for 2011/2012.</p> <p><b><i>The changes to the Governor Key Performance Indicators were noted.</i></b></p> <p><b>(D) Review Mission Statement. Paper C10D/03/11</b></p> <p>The Chair advised that the Mission Statement had been reviewed by the Governors' Management Committee and no amendments were recommended.</p> <p><b><i>The College Mission Statement was approved without amendment.</i></b></p> <p><b>(E) Review report on Sports Academy Structural Appraisal. Paper C10E/03/11</b></p> <p>MW advised that due to the unsatisfactory nature of the first report a further report on the Sports Academy Roof, from different consulting engineers had been commissioned. MW referred Members to the recommendations outlining the remedial work that was required. MW will arrange a tender for the work and then take legal advice. GL advised that we were still holding back from the Builders £49K and £192K was provided in the accounts. The Builder had originally wanted £250K for additional work which we have not paid and we have a claim for £100K for liquidated damages for the building being nine weeks late.</p> <p><b><i>The next meeting will be updated.</i></b></p> <p><b>(F) Receive, note and accept minutes of meeting of 19<sup>th</sup> January 2011. Paper C10F/03/11</b></p> <p><b><i>The Minutes of the Governors' Management Meeting of the 19<sup>th</sup> January 2011 were received, noted and accepted.</i></b></p> | <p>Clerk</p> <p>MW</p> | <p>Immediate</p> <p>14/07/11</p> |
| <p><b>11. Approve actions from Health, Safety and Safeguarding Committee.</b></p> <p><b>(A) Approve the Health and Safety Statement. Paper C11A/03/11</b></p> <p>LW advised that the Corporation needs to approve the Health and Safety statement annually and the Health, Safety and Safeguarding Committee had reviewed and no amendments were proposed.</p> <p><b><i>The Health and Safety Statement was approved and signed by the Chair and Principal.</i></b></p> <p><b>(B) Receive, note and accept minutes of meeting of 25<sup>th</sup> January 2011. Paper C11B/03/11</b></p> <p>CW advised that this had been the first meeting since the Health, Safety and</p>   |                        |                                  |

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|            | <p>Safeguarding Forum had been set up as a separate committee to deal with the more operation aspects and it had been the first meeting for the new Health, Safety and Environment Officer.</p> <p><b><i>The Minutes of the Health, Safety and Safeguarding Committee of the 25<sup>th</sup> January 2011 were received, noted and accepted.</i></b></p>  |               |                    |
| <b>12.</b> | <p><b>Approve actions from Quality and Standards Meeting</b></p> <p><b>(A) Approve amendments to Terms of Reference. Paper C12A/03/11</b></p> <p>The Clerk advised that the only amendment proposed was to the membership.</p> <p><b><i>The amendment to the Terms of Reference of the Quality and Standards Committee was approved.</i></b></p> <p><b>(B) Receive, note and accept minutes of meeting of 1<sup>st</sup> February 2011. Paper C12B/03/11</b></p> <p><b><i>The Minutes of the Quality and Standards Committee of the 1<sup>st</sup> February 2011 were received, noted and accepted.</i></b></p>   | <b>Clerk</b>  | <b>Immediate</b>   |
| <b>13.</b> | <p><b>Approve actions from Equality and Diversity Committee.</b></p> <p><b>(A) Approve amendments to Terms of Reference. Paper C13A/03/11</b></p> <p>The Clerk advised that the only amendment proposed was to the membership. There is still a vacancy for a Chair of this Committee but the Clerk was pleased to announce that with the help of Councillor Hicks we had succeeded in appointing Mr Kevin Lee, the Head of Equalities, Community and Adult Directorate for Gloucestershire County Council as a Co-opted Member of the Committee.</p> <p><b><i>The amendment to the Terms of Reference of the Equality and Diversity Committee was approved.</i></b></p> <p><b>(B) Receive, note and accept minutes of meeting of 8<sup>th</sup> February 2011. Paper C13B/03/11</b></p> <p>LW, who Chaired the meeting, would like Members to note that the Single Equality Scheme was approved and the resulting Single Equality Action Plan is a Governor KPI.</p> <p><b><i>The Minutes of the Equality and Diversity Committee of the 8<sup>th</sup> February 2011 were received, noted and accepted.</i></b></p> | <b>Clerk</b>  | <b>Immediate</b>   |
| <b>14.</b> | <p><b>Any Other Business</b></p> <p><b>14.1. College Merger</b></p> <p>MW advised that he understood that a deal had been agreed between Filton College and Stroud College to merge. In response to GVdL MW advised that this may have an impact on our sport student numbers.</p> <p><b>The visit to Rudgeley under 18 facilities was postponed to the next meeting due to the over-run of this meeting.</b></p>   | <b>Clerk</b>  | <b>14/07/11</b>    |

|   | ACTION | ACTION DATE |
|---|--------|-------------|
| <p><b>15. Dates of Future Meetings-all to be held on Thursdays at 10.00am</b></p> <p>14<sup>th</sup> July 2011<br/> 20<sup>th</sup> October 2011<br/> 24<sup>th</sup> November 2011 (Training Day)<br/> 8<sup>th</sup> December 2011</p> <p>8<sup>th</sup> March 2012<br/> 12<sup>th</sup> July 2012<br/> 25<sup>th</sup> October<br/> 29<sup>th</sup> November 2012 (Training Day)<br/> 6<sup>th</sup> December 2012</p> <p>7<sup>th</sup> March 2013<br/> 11<sup>th</sup> July 2013<br/> 24<sup>th</sup> October 2013<br/> 21<sup>st</sup> November 2013 (Training Day)<br/> 5<sup>th</sup> December 2013</p> |        |             |

**Mr Graham van der Lely  
Chair of Hartpury College Corporation**

**14<sup>th</sup> July 2011**