



Halesowen College

## **Minutes of the Halesowen College Corporation Annual Public Meeting incorporating the Annual General Meeting**

held Saturday 24 January 2009

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*Present:* Pam Thomas (*Chair*), Phil Osborne (*Vice Chair*), Keith Bate, Corinne Crannage, Andrew Hanson, Neil Hobson, George Kasper, David Prain, Liane Purnell, Nicholas Ronan, Gloria Smith, Alan Taylor and Alison Perks

*In attendance:* Paul Bridgewater, Jacquie Carman, Nancy Hitchmough, Jenny Jerina, Helen Smith, Andrew Woodford, member of the public  
Jennifer Sunter (*Clerk*)

### **1 Apologies**

Apologies were received on behalf of Priya Sheridhar, Rebecca Miller, Paul Downing and Leslie Williams.

### **2 Declarations of Interest**

There were none.

### **3 Minutes of the Annual Public Meeting and Annual General Meeting held 26 January 2008**

The minutes of the Annual General Meeting of 2008 were approved as a true record.

There were no matters arising.

*(Gloria Smith joined the meeting)*

### **4 Principal's Report**

Keith Bate welcomed everyone to the meeting before presenting the Annual Report for year ending 31 July 2008.

Keith Bate commended the report which illustrated the strong performance of the College which was fully endorsed by the evidence. This included student success rates and in particular levels of value added achievement, support for students, commitment to equality of opportunity embedded in College values and delivery on success factors across the strategic priorities. Keith Bate further noted the successful development of Pathways and New Diplomas focusing on niche areas, including widening participation which are supported by the strategic relationships with key partners.

Members noted the further strengthening of quality assurance arrangements and the continued development of state of the art facilities.

Finally, Keith Bate highlighted the learner voice with the positive student comments included in the report.

The report was received.

## **5 Chair's Report**

Pam Thomas commended a very good year outlining the continuation of work to develop and improve the College facilities and to meet the changing local and national priorities in education and training noting that the College had met challenging targets in many cases exceeding contractual levels.

Pam Thomas noted that the Corporation had worked from a strong base to improve its decision making and monitoring processes with particular focus on staff development and quality improvement and further commented on the exciting progress in The Halesowen Education Trust and its role in enhancing the learning experience of local students.

Pam Thomas congratulated and thanked staff, students and governors, in particular lecturing and support staff for consistent commitment, energy and enthusiasm given across all aspects of the College which supported the strong position of the College and enabled the capacity to improve attainment, aspirations and learning experience for all students.

The report was received.

## **6 Corporation Performance Indicators**

The Clerk reported on the attendance of members at meetings and events throughout 2008.

Corporation overall attendance for all meetings was noted as 74% and individual performance percentages were presented against a threshold of at least 60% as indicated in the Corporation Code of Conduct. Further attendance across other College activity and training was also reported to give a wider picture.

In addition to attendance the Clerk highlighted that the Corporation had achieved the necessary high level of compliance within the framework of required and best practice over the schedule of business for 2008, as indicated in the report.

Members noted that the indicators would be further considered by the Search and Governance Committee.

<p>The Corporation resolved to accept the report on Performance Indicators and the report on attendance for 2008.</p>
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## **7 Revision of Standing Orders and Committee Terms of Reference**

The Clerk presented revised Standing Orders which had been edited to remove all statements that were covered by the Instrument and Articles of Government and which would consequently need to be read in conjunction with that document.

The Clerk presented the Committee Terms of Reference and proposed minor changes regarding membership numbers to the Finance and Resources Committee and the Search and Governance Committee to enable a more supportive distribution of members across the committees for the forthcoming year.

The Corporation resolved to adopt the revised Standing Orders and Committee Terms of Reference subject to the amendments to membership criteria as follows;

- that the Finance and Resources Committee Terms of Reference include The Chair and Vice Chair of the Corporation, the Principal and four other members of the Corporation.
- that the Search and Governance Committee include at least six members of the Corporation inclusive of the Principal, Chair and/or Vice Chair.

## **8 Member Appointment**

The Clerk reported to members the recommendation that Gloria Smith be reappointed for a further term of office. Members noted and valued Gloria's skills, experience and contribution as a governor. Members further noted that there were currently no further applications to consider pending the advertisement for new members as part of a recruitment drive.

The Corporation resolved to appoint Gloria Smith as member of Halesowen College Corporation for a period of four years commencing January 2009, subject to set eligibility clearance.

## **9 Election of Corporation Chair**

*Pam Thomas vacated the Chair.*

The Clerk called for nominations for the position of Chair of the Corporation.

Pam Thomas was proposed by Phil Osborne and seconded by Andrew Hanson.

There were no further nominations.

The Corporation resolved to elect Pam Thomas as the Chair of Halesowen College Corporation for the forthcoming year commencing 26 March 2009.

## **10 Election of Corporation Vice Chair**

*Pam Thomas resumed the Chair.*

Pam Thomas called for nominations for the position of Vice Chair of Corporation.

Phil Osborne was proposed by Alison Perks and seconded by Neil Hobson.

There were no further nominations.

The Corporation resolved to elect Phil Osborne as the Vice Chair of Halesowen College Corporation for the forthcoming year commencing 26 March 2009.

## **11 Committee Membership and Election of Committee Chairs and Vice Chairs**

The Clerk outlined recommended changes to membership of Committees.

The Corporation resolved to approve the changes to the Committee Membership whereby Gloria Smith would join the Search and Governance Committee and Leslie Williams would leave the Finance and Resources Committee and join the Performance Review Committee.

The Clerk recommended for consideration no changes to Committee Chairs and Vice Chairs.

The Corporation further resolved that each Committee Chair and Vice Chair as detailed, be elected for the forthcoming year commencing with each committee meeting in accordance with the Corporation schedule 2008/2009.

**Audit Committee**

Chair: David Prain  
Vice Chair: Andrew Hanson

**Finance and Resources Committee**

Chair: Paul Downing  
Vice Chair: Alison Perks

**Performance Review Committee**

Chair: Liane Purnell  
Vice Chair: Phil Osborne

**Search and Governance Committee**

Chair: Pam Thomas  
Vice Chair: Phil Osborne

**12 Date of next Annual General Meeting 2009**

The next Annual General Meeting is scheduled to take place at the College Open Day in January 2010.

At the close of the agenda for the Annual General Meeting, Pam Thomas asked if there were any questions. One question was taken from the floor regarding attendance at the meeting.

Meeting Closed: 10.20am