

**CHELMSFORD COLLEGE  
BOARD OF THE CORPORATION  
20 October 2017**

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Minutes of a Special Meeting of the Board of the Corporation held at the Committee Room, Moulsham Street Campus, Chelmsford on Friday 20 October 2017 at 9.45 am.

**PRESENT:** Elaine Oddie (Chair)  
Andy Sparks (Principal)  
Stuart Hodges  
Susan Hughes  
Michael Lager (Vice Chair)  
Janet Maynard  
Amanda Montague  
Sarah Noble (Vice Chair)  
Jack Pendleton  
Seena Shah  
Barbara Vohmann  
Doug Zeeman

**IN ATTENDANCE:** Caroline Williams (Deputy Principal)  
Mike Tadman (Assistant Principal, People & Services)  
Rob Millea (Clerk to the Corporation)  
Joanne Harrington (Assistant Clerk)

**1215. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Steve Houghton and Debs Hurst (Assistant Principal, Finance & Risk).

**1216. DECLARATIONS OF INTEREST AND CONFIDENTIAL ITEMS**

The Clerk to the Corporation renewed his declaration that he acts as Clerk to South Essex College and is the Company Secretary of Essex Shared Services Limited. He also notified the Board that his wife's cousin is the Clerk at Writtle University College.

Barbara Vohmann renewed her declaration as an employee of Anglia Ruskin University.

No confidential items were noted.

## **1217. URGENT BUSINESS**

The Chair reported that she had been advised by Steve Houghton that, due to increased work commitments, he would be unable to meet his commitments as a Governor for the next few months. He did not wish to resign from the Board at this stage and asked if the Board would grant him leave of absence until 31 March 2018, when he felt that matters would be clearer so far as his workload is concerned.

The Board **AGREED** that Steve Houghton be granted leave of absence from the Board and Committee attendance for the period up to 31 March 2018. The matter will be reviewed at the Board Meeting scheduled for 23 March 2018.

The Clerk was asked to see if Steve would be able to attend the Audit Committee Meeting, scheduled for Tuesday 21 November 2017.

**ACTION:CLERK**

## **1218. APPOINTMENT OF NEW GOVERNORS**

The Board considered a proposal to appoint two new governors. Seena Shah had met with a panel of Governors and Jack Pendleton (Student) had been identified by the Principal.

The Board **AGREED** to appoint Seena Shah as a Member of the Board for a four year term, beginning today. She will join the Quality & Learners Committee.

The Board further **AGREED** to appoint Jack Pendleton as a Student Governor of the Corporation, to serve for the remainder of this academic year (i.e to 31 July 2018), as long as he remains an enrolled Student of the College.

The Clerk will provide induction to both new governors directly after the Development Day today and ensure joining formalities are completed (DBS checks, Declarations of Interest, etc).

**ACTION: CLERK**

## **1219. PHASE 1 – REDEVELOPMENT OF PRINCES ROAD**

The Board considered a Paper prepared by the Assistant Principal, Finance & Risk and introduced by the Principal, **recommending** the relocation of the provision of Hair & Beauty from Beacon House to Princes Road at an approximate cost for the refurbishment of Princes Road to accommodate

the relocation of £660K, with a completion date of 1 September 2018, at which point students would commence at the changed location.

The sale of Beacon House, where Hair & Beauty is currently located, is a pivotal part of the College's Financial Recovery Plan and to move those students to one of the two main campuses is necessary for the sale and it is also considered to be an inclusive move for the student experience.

It is important to maintain these student numbers (currently around 140) in Hair & Beauty for the financial health of the College and it is noted that the contribution from this activity is around 35%.

There is also the question of Hair & Beauty being able to offer a rounded experience to its external customers.

These factors point to cessation of Hair & Beauty as a provision being offered by the College as not desirable.

The advice from Management is that relocation to Princes Road makes most sense at the cost (estimated) as noted above. No planning permission issues are expected there. It is preferred to moving to Moulsham Street, and the decline in numbers of students at Princes Road in Catering, gives a space opportunity for moving Hair & Beauty.

The Board considered the risks of the proposal, especially the possibility of a decline in student numbers for Hair & Beauty provision. The Principal stated that numbers have been fairly steady over the last few years and there does seem to be some stability there, but he acknowledged that greater marketing of Hair & Beauty is desirable. He believed this will be easier if it is relocated.

A governor asked whether relocation to Princes Road might increase the numbers enrolling for Hair & Beauty. The Principal responded that Beacon House is a good facility and looks great externally but it is not financially viable given the costs to run it are so significant. Furthermore, without moving Hair & Beauty, the ability to sell Beacon House does not exist and this disposal is needed for financial reasons to pay off some debt and release some funds for further investment.

A governor was concerned that Princes Road may become more practically based in the future and therefore 'too different' from Moulsham Street. The Principal acknowledged that it is slightly different now but the concern can be alleviated by enhancing the culture of Princes Road.

A governor asked whether the support services at Princes Road are adequate if Hair & Beauty students are moved there. Management said that Princes Road needs a boost and this would help to reduce any

difference between the two campuses (which does to some extent exist) can be worked on and reduced.

A governor asked how long to recoup the cost of the change. The Clerk referred Members to the Board Minutes of 29 September 2017 when this was discussed. A four year payback was felt reasonable by the Assistant Principal, Finance & Risk.

After discussion, the Board **APPROVED** the proposal as detailed in the supporting paper.

## **1220. ANY OTHER BUSINESS**

In response to a request received by the Principal, there will be no nesting boxes for swifts installed at Moulsham Street.

There has been further correspondence from DB Cladding and they have provided a five minute video on the fire test which they carried out on College cladding – the Principal will provide the link for governors. The College sought confirmation through testing from BRE of the safety of the cladding but they would not test it, as the cladding was not of a potentially dangerous type.

Further to points raised under 1219 above, there was a brief discussion on involving Princes Road equally alongside Moulsham Street for management/governor Meetings so that there can be no suggestion of 'favouritism'.

Governors noted that improvement of the entrance to Princes Road which looks tired and drab is part of the proposed Phase 2 redevelopment of Princes Road.

## **1221. DATE OF NEXT MEETING**

Thursday 7 December 2017 at 2.00 pm.

There being no further business the Meeting closed at 10.15 am.

Signed.....Dated.....