

Kent MAN Ltd

Minutes of the meeting of the Board held on Thursday 15th September 2005 in room number NF01, Newton Building, Canterbury Christ Church University

Present: John Shemilt (JS), Paul Kentish (PK), Adrian Bradish (AB), David Hayling (DH), Martin Tallontire (MT), Chris Bounds (CB), Phil Davies (PD).

Present as observer: Hayley Mills (HM), FE colleges representative.

In attendance: Elizabeth Carr

1. Membership of the Company

1.1 Updating of Directors – UoG and UoK

John Robinson (UoG) resigned from the Board on 30th June 2005. Adrian Bradish (formerly alternate Director UoG) took over the role of Director for UoG with effect from 1st July 2005. The Board expressed thanks to John Robinson for his work on both the Kent MAN Board and the Kent MAN Executive Committee and accepted his resignation.

MT to remove A Bradish from list of alternate Directors.

Keith Mander (KM) (UoK) resigned from the Board on 1st August 2005. The Board accepted his resignation. Professor Phil Davies was welcomed as Director for UoK with effect from 1st August 2005.

1.2 Business Administrator

The Chairman advised the Board that JH had been appointed Kent MAN Business Administrator: Jan had been unable to attend the meeting on 15th September 2005 but was welcomed in her absence. Elizabeth Carr was thanked for stepping in at short notice as minute secretary.

1.3 Resignation of KIAD

In the absence of a Director from KIAD the item was deferred. The Board noted that KIAD had become part of the University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester.

1.4 Membership application – University College for the Creative Arts

In the absence of a Director from KIAD the item was deferred.

1.5 Kent Association of Further Education Colleges (KAFEC)

The Board welcomed Hayley Mills to the meeting as an FE observer.

2. Apologies for Absence

Apologies were accepted from Richard Mingo and Peter Rands.

3. Minutes of the meeting held on 5th May 2005

The Minutes were approved.

4. Matters arising from the Minutes of 5th May 2005:

4.1. (Minute item 3.1) JS to contact KAFEC to arrange for an FE observer to attend the next Board meeting.

Done by JH.

- 4.2. (Minute item 3.2) PK to set up a private part of the Kent MAN website with a common password; the website to include a location for Board Meeting papers.**

Done. Board papers now posted on website.

- 4.3 (Minute item 3.3) JR to circulate draft paper for circulating to Vice Chancellors detailing the value of the Kentish MAN.**

DH is to provide a draft briefing paper for circulation to Vice Chancellors. JH will then co-ordinate feedback to produce a final version of the paper.

- 4.4 (Minute item 3.4) KM to write to Chairman of JISC over the concerns about the under-funding of the Kentish MAN.**

PD to liaise with KM about writing to the Chairman of JISC over concerns about under-funding of the Kentish MAN once the Vice Chancellor briefing paper is available.

- 4.5 (Minute item 3.5) PK to chase up Hadlow College and RM to chase up West Kent College who have still not confirmed their acceptance of the charges.**

Ongoing; letters had not been provided.

- 4.6 (Minute item 3.6) PK and DH will provide the cost to the FECs of the staffing only charge for the new FE representative.**

Completed; information had been provided.

- 4.7 (Minute item 3.7) DH will report to the next meeting on the UKERNA response to his letter concerning outage of 23rd June 2004.**

The Board noted that UKERNA had failed to respond to the affected institutions regarding the power outage on 23rd June 2004.

- 4.8 (Minute item 3.9) MT to note early termination penalty for BT circuits in the 2005/06 accounts.**

Not for action until next year.

- 4.9 (Minute item 3.10) RM to contact DH to discuss content of letter to institutions that have Kent MAN Ltd equipment on site informing them of the advisability to inform insurers of this. DH to then write to institutions.**

DH and JH to review insurance of Kentish MAN, in Q1 2006, before completing action, if necessary.

- 4.10 (Minute item 3.11) PK to approach Geoff Cooper and UKERNA and to check minutes for information on the HEFCE grant claims made to cover Kentish MAN prior to Kent MAN Ltd.**

No further progress. It was agreed that the action be removed as events have superseded the action.

- 4.11 (Minute item 3.12) JR to check UoG accounts for payment of £52k from UoK in respect of O2 invoice.**

UoG had provided evidence that the £52k had been paid to O2 for the original invoice. It was agreed that no further action from the Board was necessary and any outstanding matters should be resolved between UoK and UoG.

- 4.12 (Minute item 3.13) JR will continue to press O2 for information on the original mast payments.**

Refers Minute 4.11. It was agreed that no further action from the Board was necessary and the matter should be resolved between UoK and UoG.

- 4.13 (Minute item 3.14) RM to circulate spreadsheet detailing the final figures for the procurement agreed with Logicalis.**

JH to post information to the Member's Area of Kent MAN website.

- 4.14 (Minute item 3.17) PK will circulate an updated version of the members' network charges for 2004-05 and the likely charges for 2005-06.**

Completed. The Board noted that CCCU would require an extra connection at Wye; this would affect a change in charges for member institutions.

- 4.15 (Minute item 3.20) MT to complete investigations into how the membership of Kent MAN Ltd in KIAD's name will be transferred to the new entity.**

Completed.

- 4.16 (Minute item 3.21) DH to provide MT with information on the effects of losing the KIAD primary connection on the Basic Annual Payment from UKERNA.**

Completed. MT had circulated information.

- 4.17 (Minute item 3.27) DH to arrange for a letter of intent from CCCU for the purchase from Kent MAN Ltd. of a Juniper router.**

Not completed. DH to progress.

- 4.18 (Minute item 4.1) MT to send out invoices to members within the next two weeks for the balance of this year's charges.**

Completed. Payments received in full.

- 4.19 (Minute item 4.3) MT will provide an electronic version of the Annual Report and Accounts to PK for publication on the Kent MAN website.**

Completed.

- 4.20 (Minute item 9) DH and PK will produce a DR plan for the next Board Meeting and it will be linked to institutional DR plans where possible. All Board Members to send copies of their institutions DR plans to DH and PK.**

Refers Minute 10. None of the member institutions had submitted their Disaster Recovery Plans.

- 4.21 (Minute item 10) DH and PK will circulate the draft Risk Register to the Board by the 12th May for comment.**

Refers Minute 11.

- 4.22 (Minute item 12) MT will ensure that the costs for advertising the Business Administrator post are taken from the new Development Fund.**

Done.

- 4.23 (Minute item 13) RM will provide contact details for an alternate firm for comparison to Pinsent Masons to PK and DH.**

Completed. Refers Minute 13.

- 4.24 (Minute item 13) PK will keep JSo informed on progress with deciding on a suitable firm of solicitors.**

Completed. Refers Minute 13.

- 4.25 (Minute item 13) JR to circulate an anonymous contract that had been provided by ULCC to the Board for comment.**

Not completed. Action cancelled as the item has been superseded.

- 4.26 (Minute item 13) DH to contact KCN for a quotation for the provision of a backup link for the Kent MAN.**

KCN had provided DH with a cost estimate: exact cost to be confirmed.

- 4.27 (Minute item 13) DH to continue negotiations with Telabria in connection with the purchase of bandwidth from Kent MAN.**

Refers Minute 7.4

- 4.28 (Minute item 14) JS to include review of Freedom of Information Act scheme on the Agenda for the meeting around New Year.**

JH to include review of Freedom of Information Act scheme for the Board meeting scheduled for 12th January 2006.

- 4.29 (Minute item 15) CB to arrange venue and refreshments for the next meeting – 15th September 2005.**

Completed.

- 4.30 (Minute item 15) RM to arrange a suitable venue for the meeting to be held at KIAD on 12th January 2006.**

Ongoing. **JH** to check.

5. Finance

- 5.1 Report:** MT advised that Auditors would arrive on Monday 26 September 2005.

- 5.2 Draft Annual Statements.** MT advised that for the financial year 2004/05 Kent MAN Ltd had shown a total profit of £0.00. A surplus of £70k would be carried forward to 2005/06 which may result in institutions paying slightly less than estimated in the coming year. Turnover had increased five-fold due to SJ4. MT would welcome comments, particularly with regard to Business and Future Development.

PD expressed concern that he appeared as a Director for the financial year 2004/05. MT and JS advised that this was in line with the wishes of the Auditors. **MT** to check with PricewaterhouseCoopers.

The Board noted that the following changes had been made:

- The Kent MAN solicitors would now be Vertex Law LLP.
- CCCUC name would be changed to Canterbury Christ Church University (CCCU).

- 5.3 Budgets 2005-2006.**

JH and **MT** to review the budgets in the next few months.

6. Report from the Network Operations Manager.

DH presented the NOC Manager's report for the period 01/05/2005 to 31/08/2005 and noted the following.

Reliability had continued to improve with the main faults being power related. Any risk to power supply at the RNEP be resolved in 2005 when dual connections to SJ5 will be provided. In the meantime member institutions were advised to be vigilant with their power supplies to avoid failures where possible.

There had been a successful meeting with Logicalis on Monday 12th September 2005.

7. Executive Committee.

7.1 To receive the Minutes of the Executive Committee.

Confirmed Minutes of the 16th meeting (14/05/2005) and the Unconfirmed Minutes of the 17th meeting of the Executive Committee (14/07/2005) were received. PK presented the Minutes and no questions were asked.

7.2 To review the schedule of spend for SJ5 upgrade plan produced by DH.

DH and PK to review the schedule of spend for SJ5 upgrade plan after the meeting of the Board. DH to circulate the plan before the next meeting of the Board.

7.3 To review the progress made by DH and PK in the development of the Disaster Recovery Plan.

Refers Minute 10.

8. UKERNA Audit

The UKERNA Audit had identified five items for action. Three items had been completed and the remaining actions were in progress. PK to report back to the next meeting of the Board.

9. Business Plan 2005-10

UKERNA had accepted the Kent MAN Ltd Business Plan with one minor query.

10. Disaster Recovery Plan (include Minute 4.20)

There had been some progress on the Disaster Recovery Plan. The Executive Committee had set up a Disaster Recovery Group to be chaired by P Rands. The group was scheduled to meet on 26th September 2005. The group would include a representative from all institutions involved in Disaster Recovery and a representative from KCC schools had been invited. PK to report to the next Board meeting. It was noted that none of the member institutions had submitted their Disaster Recovery Plans.

11. Risk Register.

The Board were provided with a three year Review Programme, a schedule of the risks that will be reviewed over the coming months, and a Risk Assessment Form. PK and JH to complete a risk register and keep the Board informed of progress.

12. Business Administrator Post.

PK and DH expressed thanks to JH, Business Administrator, for her work to date.

13. Legal Work for Kent MAN Ltd. (also refers agenda items 3.23, 3.24 and 3.25)

RM had provided details of Vertex Law LLP as a possible alternative solicitor to Pinsent Masons. PK and DH decided to use Vertex Law given the lower hourly charges and ease of access. PK and DH had signed a scoping document. PK to make available a copy of the scoping document to the Board. Currently Vertex Law are working on the contract for the service to Telabria which is to be written in a way that it can be easily reused for any other subsequent service agreements.

14. A proposal for web-hosting for the Kentish MAN website.

The Board agreed to a proposal for the Kent MAN Ltd website to be hosted commercially. The proposed supplier was Webfusion for a current annual fee of £149 plus VAT. CCCU were thanked for their hosting of the KML website to date.

15. Dates and Times of meetings for 2005/06

The following schedule of dates for 2005/06 meetings was agreed.

12th January 2006

30th March 2006 – Board Meeting and AGM.

22nd June 2006

21st September 2006

16. Any Other Business

16.1 KNTI / FE College Payments (also refers agenda items 3.5 and 3.6)

A discussion paper was tabled. HM sought clarification regarding the initial agreements that had been made with FE colleges and it was confirmed that Edwina Bell (KNTI) had contacted FE institutions to advise of the agreement. All FE colleges, except Hadlow College and West Kent College had responded in writing. JH holds copies of letters received from Colleges.

JH to provide HM with details of people who received and signed the original agreements and those who had responded to the current invoices.

PD to investigate whether KNTI was still operational.

MT to put outstanding invoices on hold until further investigations has been completed. The Board were advised that this would have a significant impact on the members of Kent MAN Ltd as outstanding invoices amounted to £79k.

JH to oversee and to keep JS advised of progress.

The Board agreed that Kent MAN Ltd were obliged to provide connections to FE colleges.

16.2 CB is to retire from the Board in December 2005. The Chair expressed the Board's thanks to CB for his contribution and support during his Directorship.

16.3 The Board agreed that papers for the Board meeting would be published to the website two weeks before the meeting. If late papers are submitted **JH** to email members to advise. Any papers that are published one day before the meeting should be tabled.

The meeting closed at 1.40pm.