



THE GOVERNING BODY OF THE CORPORATION

Minutes of the meeting held on 6 July 2009

Present

Anona Amis	AA	
Barbara Barnes	BB	
Lorna Boreland-Kelly	LBK	<i>Chair of the Corporation</i>
Richard Chambers	RC	
Ken Chan	KC	
Jim Dann	JD	
Peter Griffin	PG	
Ambrose Hogan	AH	
Jennifer Powell	JP	

In attendance

Mark Bonetzky	MB	<i>Staff Governor elect</i>
Peter Doble	PD	<i>Vice Principal, Finance & Planning</i>
Christine Griffiths	CG	<i>Clerk to the Corporation</i>
Alpa Ruparelia	AR	<i>Deputy Clerk to the Corporation</i>

Apologies

Erica Campbell	EC
Richard Moberly	RM
Stephen Potter	SP
Virginia Waterhouse	VW

Minute ref	Minute	Action
09.03.01 Declaration of interest	There were no interests declared.	
09.03.02 Chair's Announcements	<p>a The Chair announced that it was the last meeting of JD, outgoing Staff Governor, and that RM, outgoing Lay Governor, was also retiring following the meeting. Governors thanked JD and RM for their hard work and support to the Governing Body, and wished them well for the future.</p> <p>b The Chair welcomed the new Staff Governor elect MB as an observer at the meeting.</p>	
09.03.03 Feedback on training courses/events	<p>a The Governing Body received feedback from Governors who had attended training courses or events relevant to Further Education.</p> <p>b The Chair and Principal had met with Keith Hill and Siôn Simon on 13 May 2009 to discuss the suspension of the</p>	LBK/RC

Brixton Capital Project. Another meeting would be arranged with the new Minister, Kevin Brennan MP, and Governors would be informed of progress.

- CG**
- c Several Governors had attended the Sixth Form Open Day on 6 June 2009. The Governing Body thanked CG for the success of the day and asked her to pass on its thanks to the marketing team.
 - d Several Governors had attended the College Dinner on 17 June 2009 and would be following up contacts made, for the benefit of the College.
 - e JD had attended a green IT event with the Mayor of Lambeth aimed at reducing energy costs in the College, and some innovations had already been introduced as a result.
 - f AA had attended the Vauxhall Art Exhibition and Student Performance Awards and had been impressed with the range and quality of talent of College students.
 - g AA would be attending the Career Academies UK's Annual National Conference on 7 July 2009.
 - h AA would be attending the Lambeth Country Show on 18/19 July 2009 to promote the College.

**09.03.04 (09/03/01)
Minutes of the last meeting**

The minutes of the last meeting held on 11 May 2009 were agreed as correct.

**09.03.05 (09/03/02)
Matters arising**

- a Hairdressing & Beauty – 09.02.05a
A site for Hairdressing & Beauty provision was still under discussion.
- b Audit report – 09.02.05b
The Auditors had reported that issues raised by a former Governor gave no cause for concern.
- c Marketing Steering Group – 09.02.05c
A meeting would be held on 8 July 2009.
- d Student Governors – 09.02.05e
A report on future arrangements for Student Governors would be considered by the Student Affairs Committee at the beginning of the 2009/10 academic year.

**09.03.06 (09/03/03)
Principal's Summer Term Report**

- a The Governing Body received a comprehensive report on key developments which had taken place over the Summer term which included:
Policy and Strategy
 - Government Reshuffle
 - ESOL
 - The Learning Revolution
 - 14-19 Strategy
 - Learning & Skills Capital Programme

- Future Funding and Policy
- College Response to Developments in Policy and Strategy
- Response to the Recession
- Community Learning
- Quality Matters
- Student Success Rates
- Training Quality Standard
- Ofsted Good Practice Visit
- General College Matters
- Academic Restructuring – Curriculum Managers, Senior Tutors and Admissions Tutors
- London Capital Colleges (LCC)
- Faith Events
- Working in Partnership
- New Building and End of Year

- b Work was being undertaken to assess the contribution social enterprises could make to providing employment opportunities for students. A progress report would be made to the next Governing Body meeting.
- c The Governing Body agreed in principle to the proposal from the London Capital College group to establish a company to support the delivery of joint activities.
- d The Governing Body noted the steps taken by the Senior Management Team to deal with the issue of Success Rates. Governors asked for a detailed progress report at the next meeting. **RC**
- e An update on the College's response to the recession would be presented at the next meeting. **RC**
- f KC agreed to make a presentation on 'skills activism' to the next meeting. **KC/RC**

**09.03.07 (09/03/04.1)
Development Plan
2008/09 – Third
Review**

- a The Governing Body received a report on the third review of the College Development Plan.
- b Governors approved the new format of the plan which showed progress made throughout the year.
- c The Principal reported on red-coded items that had missed target. The Governing Body was satisfied with the explanations provided.
- d Governors asked that the progress indicators be clarified for the next report. **RC**
- e The Governing Body noted the report.

**09.03.08 (09/03/04.2)
Strategic Planning
2009 – 2012**

- a The Governing Body received a report on Strategic Planning for 2009 to 2012.
- b The Governing Body commended the consultation process

with staff, students, parents, stakeholders and the LSC.

- c The Governing Body asked the Principal to :
 - complete the 'Great College' section, in accordance with the principles as set out in his report
 - clarify the term 'smallness within'
 - make reference to the importance of Continuous Professional Development (CPD)
 - refer to the College's response to the recession

- d The Governing Body asked RC to revise the plan in line with the above comments, and to consult with AA on the final format of the published versions. **RC/AA**

- e The Governing Body asked that the Search Committee consider ways of increasing the visibility of Governors to staff, students and stakeholders. **CG/JP**

**09.03.09 (09/03/5.1)
Budget Monitoring
Report 2008/09 (May
2009)**

- a The Governing Body received a report on Budget Monitoring for 2008/09.

- b The Governing Body:
 - confirmed the latest changes to the budget and agreed the budget amendments
 - noted the anticipated treatment of Brixton development costs and the charging of £1.450 million to the Income & Expenditure account as an exceptional item
 - noted the current financial position and potential outturn which showed a balanced budget at the historical cost level before exceptional items
 - noted the current standing of the performance indicators and financial health rating

- c The Governing Body noted the need to keep staffing under review in order to keep within budget, but was concerned that reducing staff could adversely affect teaching and services to students. PD advised that service levels would be considered at the time of any reductions or changes in staffing.

- d The Governing Body noted the report and commended PD and the Finance team for their work in securing a balanced budget for 2008/09.

**09.03.10 (09/03/05.2)
Budget 2009/10**

- a The Governing Body received a report on the Budget for 2009/10.

- b The Governing Body:
 - approved the College's financial objectives
 - agreed the financial performance indicators to be reported to Governors during 2009/10
 - noted the progress in implementing budget reductions and approved the changes to the budget
 - agreed that the 2009/10 budget should break even at the historical cost level and run at a £0.644 million deficit at the operating cost level

- agreed the 2009/10 Income and Expenditure budget
- agreed the 2009/10 capital budget
- noted the LSC main grant allocation and confirmed student number targets for 2009/10
- noted the net contribution of “plus” activity to the College’s overheads
- approved the 2009/10 projected cash flow position
- agreed the estimated balance sheet at 31 July 2010
- noted the key risk factors for the 2009/10 budget and how these would be managed

09.03.11 (09/03/05.3) a The Governing Body received a Budget Forecast for 2008/09 Budget Forecast to 2018/19

b The Governing Body confirmed the assumptions behind the ten year financial forecast, including the financial objectives, and approved the forecast.

09.03.12 (09/03/05.4) The Governing Body agreed the retendering of the College’s Retendering of Internal Audit Service internal audit service from August 2010/11, and the timetable for retendering.

09.03.13 (09/03/06) a The Governing Body received a report on Franchise and Sub-Contractor monitoring. Franchise and Sub-Contractor Monitoring Report

b The Governing Body:

- noted the estimated final outturn of franchise and subcontracted activity in 2008/09
- agreed the proposed sub-contracted volumes and sub-contractors for LSC funding activity in 2009/10
- reconfirmed that the College should continue to use the LSC model form of contract for all sub-contracting of LSC-funded provision

09.03.14 (09/03/07.1) a The Governing Body received an update on the suspension of funding for the Brixton project. Brixton Development Update

b The Governing Body noted the report and agreed to receive proposals in the autumn term for ways in which the College might progress its property strategy.

09.03.15 (09/03/07.2) a The Governing received an update on the Adare Centre. Adare Centre Update

b The Governing Body:

- noted the guidance from Drivas Jonas
- noted recent information on the planning status of Somerleyton Road
- agreed that the College should continue to negotiate with the London Borough of Lambeth to improve the offer
- agreed the timetable for the completion of the Lease Surrender agreement, subject to the College being satisfied on the terms of the offer, and noted that an emergency Governing Body meeting may be required

should there be a need for earlier decisions

**09.03.16 (09/03/08)
Annual Health and
Safety Report**

The Governing Body approved the Annual Health & Safety report and the revised Health & Safety and Safe Learner policies.

**09.03.17
Review of
confidential items**

- a The Governing Body agreed that reports on the Adare centre would be kept confidential until negotiations with the London Borough of Lambeth were concluded.
- b The Governing Body agreed that Committee papers relating to individual data would be kept confidential.

**09.03.18
(09/03/09.1- 09.9)
Unconfirmed
minutes of
Committee's and
Subgroups**

- a The Governing Body received and noted the unconfirmed minutes of Committees and subgroups which had met since the last meeting of the Governing Body as follows:

Committee/Group	Date
Accommodation	22/06/09
Audit	08/06/09
Finance & General Purposes	22/06/09
Human Resources	15/06/09
Planning & Performance	24/06/09
Remuneration	07/07/08
Search	22/06/09
Special Committee to appoint the Vice Principal Curriculum & Quality	03/07/09
Student Affairs	10/06/09

- b The Governing Body noted that the annual review of Senior Post Holders' salaries and terms and conditions of service had been carried out by the Remuneration Committee.
- c The Governing Body noted that a selection process for the Vice Principal Curriculum & Planning post had been carried out on 2 July 2009, but the Selection Panel had not been able to recommend an appointment. College managers and the Selection Panel would continue the search for an appointee in conjunction with professional advisers.

**09.03.19 (09/03/10)
Matters arising from
Committee minutes**

- a Audit Committee 8 June 2009

09.01.09

The Governing Body approved the 2009/10 Internal Audit Plan.

09.01.15

The Governing Body

- confirmed that the College had a good record on Risk Management and internal control
- approved the status report on the management of risks on the Risk Management Plan 2008/09
- approved the arrangements for the 2009/10 Risk Management Plan
- re-approved the Risk Management Policy

b Planning & Performance Committee – 24 June 2009

P&P 09.01.04c

The Governing Body approved the setting of success rate targets as improvement on the previous year.

P&P 09.01.08

The Governing Body noted the update to the External Inspections report.

c Search Committee – 22 June 2009

SCH 09.02.04

- The Governing Body approved the appointments of Student Governors John Henry and Jemma Hall for one year from 1 August 2009 to 31 July 2010. It was agreed they would both serve as members of the Student Affairs Committee and that CG and BB would act as joint mentors to both student Governors. The Governing Body noted that Jemma Hall was LBK's niece. **CG**
- The Governing Body approved the appointment of Cllr Christopher Wellbelove for four years from 1 August 2009 to 31 July 2013. It was agreed that CW would serve as a member of the Student Affairs Committee and that AA would act as his mentor. **CG**
- The Governing Body approved the appointment of Mark Bonetzky as Support Staff Governor for four years from 1 August 2009 to 31 July 2013. It was agreed that KC would act as his mentor, and that he would serve as a member of the Audit Committee. **CG**

SCH 08.02.05

The Governing Body noted the progress on the Self Assessment Action Plan.

d Student Affairs Committee – 10 June 2009

SAC 09.02.05

The Governing Body noted the many positive and constructive comments made by Student Representatives.

SAC 09.02.14

The Governing Body noted the high turnout for the Student Union/Student Governor elections, and congratulated the Student Performance Team on this result.

- e** The Governing Body noted that all committees had reviewed and approved their terms of reference.

**09.03.20 (09/03/11.1)
Governing Body
Agendas 2009/10**

The Governing Body approved the Agendas for 2009/10.

**09.03.21 (09/03/11.2)
Committee
Memberships
2009/10**

The Governing Body approved the Committee Memberships for 2009/10, subject to the addition of Ambrose Hogan to the F&GP and Search Committees. **CG**

09.03.22 (09/03/11.3)

The Governing Body approved the schedule of Committee

**Meetings and
events 2009/10**

meetings and events for 2009/10.

**09.03.23
Date of next
meeting**

The next meeting would be held on **Monday 21 September
2009 at 6.30pm.**

Signed

Date

Jennifer Powell, Acting Chair