



**Minutes of the Meeting of the
CORPORATION**

held in the Boardroom, Fawcett Building
Willesden Campus
at 3.45pm on Wednesday 17 December 2014

MEMBERS

Present [9]

Name	Category
Jan Knight [Chair]	Independent
Judith Williams [Vice Chair]	Independent
Andy Cole	Principal
Tracey Connage	Independent [from Item 14/73]
Gerry Davis OBE	Independent
Jack Gill	Independent
Ann John OBE	Independent [Item 14/72- Part 1 only]
Dhani Kangalee	Staff Member
Donald Palmer	Independent

[9/17 : 53%]

Apologies [3]

Melvyn Davis	Independent
Robert Evans	Independent
Vineeta Manchanda	Independent

and also from

Mike Welsh	Vice Principal, Curriculum, Teaching & Quality
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Vacancies [4]

IN ATTENDANCE

Name	Office
Gill Winward	Clerk to the Corporation
Ashok Patel	Vice Principal, Finance & Resources [Items 14/73 – 14/93]
Anna Openshaw-Lawrence	Vice Principal, People & Planning [Items 14/73 – 19/93]
Ray Shilling	Assistant Principal, Enterprise and Employment [for Items 14/73 – 14/77]
Pat Leavey	Director of Curriculum (Construction and Engineering) [for Item 14/73]
Ibrahim Jahangir	Student Member designate [for Items 14/73 – 14/80]
Rami Saeed Saleh	Student Member designate [for Items 14/73 – 14/80]

The Chair proposed that agenda items be taken in a different order from those listed, owing to the earlier than planned start time of the meeting. This was agreed.

[Action]

14/72 GOVERNANCE WORKING GROUP (Part 1 discussions) -

This item was confidential

Ms Connage, Mr Jahangir, Mr Saleh, Executive Management team members and Mr Leavey then joined the meeting. Ms John left the meeting.

The Chair welcomed Mr Ray Shilling, newly appointed Assistant Principal, and also the 2 new Student Governors elect

[Action]

14/73 GOVERNOR BRIEFING

Members received a briefing on 'Developments in Apprenticeships provision' from the Director of Curriculum (Construction and Engineering). This encompassed:

- Apprenticeships reform
- Implementation plan and Trailblazers initiative
- Apprenticeships standards
- Content and Assessment plan
- Demonstration of website information

Some questions were raised on the above, including on how relevant information was made available to schools for the benefit of young people considering their futures. Members also heard about the ladder of progression available to higher level apprenticeships at the College and the fees environment affecting young people's choices.

Mr Leavey left the meeting, but before doing so was thanked for his input and congratulated on his recent appointment as Deputy Principal at another college.

14/74 DECLARATIONS OF INTEREST

None declared.

14/75 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8 October 2014 were **APPROVED** as true and accurate record and, as such, were signed by the Chair.

14/76 MATTERS ARISING

- a) **Item 14/61 [i]: Board Performance – Curriculum Partners:** The Clerk reported on the arrangements that had been developed following Members' expression of wish at the previous meeting that another attempt be made to operate the scheme this year. A list of the planned twinning arrangements was circulated, along with guidance notes.

Members' re-affirmed their preference for the initial contact to be made by the College managers this year and for their contact details to be supplied to achieve this. The Chair encouraged all eligible Members to actively participate in the arrangements, as she expected they would be beneficial to all.

Clerk/MW

Members

14/77 PERFORMANCE MONITORING

- a) **2013/14 KPIs final results**

The Principal drew Members' attention to the final outturn figures, which had only been indicative at the previous meeting. Though below target in some cases, targets had been set very ambitiously but Success Rates were the best in the College's history.

Some questions were raised about particular areas, including Student Survey participation rates and the Employer Satisfaction Survey. The Vice Principal (Finance and Resources) agreed to investigate and supply further details.

AP

[Action]

The Principal then took Members through a detailed breakdown behind the Success Rates figures and highlighted some now discontinued provision.

The Corporation **NOTED**:

- [i] outcomes for 2013/14 and the improved Success Rates
- [ii] underperformance against the EFA contract
- [iii] 16-18 internal progression figures
- [iv] Financial outturn

b) 2014/15 KPIs progress

The Principal drew Members' attention to the 'dashboard' of in-year progression against relevant areas. Some questions were posed on a range of the measured areas.

The Corporation **NOTED** the progress so far, especially in the 'Financial Strength and Efficiency' areas.

Mr Shilling left the meeting

14/78 FINANCE REPORT – 1ST QUARTER

The Vice Principal (Finance and Resources) drew out the highlights from his report, including information on recruitment against contracted numbers, student loan take-ups and opportunities for more apprenticeships income.

Some questions were raised, including relating to the improvement in 16-18 yrs Apprentices numbers. One of the Student Members offered the explanation that the opportunity to earn income whilst training was very attractive to young people.

The Corporation **NOTED** the current position and that the F&GP Committee had also considered a similar report at their recent November meeting.

14/79 QUALITY IMPROVEMENT

a) Self-Assessment Report (SAR) 2013/14- Executive Summary

The Principal drew Members' attention to the circulated report and its attachments. There was still some refinement to be carried out on the full SAR document but the Curriculum & Standards Committee had considered a draft of the Executive Summary at its recent meeting and commended this to the Corporation.

Some questions were posed by Members, including matters related to Supported Learning.

The Corporation then:

[i] **NOTED** the externally validated report and **APPROVED** the grades arising from the Self Assessment process, as recommended by the Curriculum & Standards Committee.

[ii] **ENDORSED** the draft full SAR document and delegated subsequent editing to the Executive **EMT**

[Action]

b) Draft Quality Improvement Plan (QIP)

The Principal also presented to the Corporation the QIP which resulted from the foregoing processes. Members raised questions on this, including on the efforts being made to improve the English and maths skills of teachers, which the Vice Principal (People and Planning) responded to.

The Corporation **NOTED** the College's key strengths and areas for improvement and the draft headline QIP

14/80 PROPERTY STRATEGY UPDATE – EDISON BUILDING

The Vice Principal (Finance and Resources) referred to his report and verbally updated on two other matters. This included the news that planning approval had now been received for the new Edison building. Materials generated by the demolition process of the existing building, now getting underway, would be recycled.

The Vice Principal also explained the cost estimations behind the budgeted figures as quoted and also the contribution that a successful LEP funding bid would make. He then responded to Members' questions on the bid for funding support that had been made to the LEP and also on aspects of the BREEAM excellence categorisation. The Principal added further information on the College's efforts to put across their message to the funding agencies.

The Corporation:

- [i] formally **CONFIRMED** its support for the capital bid submission in-principle for the detailed stage for the sum of £6m based on a capital spend of c £18m (inclusive of BREEAM excellence achievement works)
- [ii] **APPROVED** delegation to the Vice Chair of the scrutiny of the final detailed bid submission on or before 30 January 2015
- [iii] **AGREED** that the Vice Chair should provide on-going 'critical friend' support via involvement in the Edison project group
- [iv] **APPROVED** the governance, financial and other controls as set out on the paper be adopted as recommended operating minimum standards

JW

Mr Jahangir and Mr Saleh left the meeting

14/81 ANNUAL ACCOUNTS**a) Audit Committee Annual Report 2013/14**

The Clerk reminded Members of the purpose of and requirements for the report. A key part of the content, from the angle of the Corporation approving the annual accounts, was the comfort and assurances over relevant areas and controls given by the Committee and also both sets of professional Audit advisers.

The Corporation:

- [i] Received and **NOTED** the Committee's Report and its recommendations
- [ii] **NOTED** the unqualified Audit opinions from both Internal and Financial Statements Auditors (including the Regularity Audit work).

[Action]

b) Report and Financial Statements 2013/14

The Vice Principal (Finance and Resources) referred Members to the statutory accounts document that had been circulated and highlighted aspects of the key financial results, including the end of year deficit. The External Auditors had given particular scrutiny to this, owing to a growing problem in the sector regarding 'going concerns'.

Members attention was drawn to the key pages and sections of the Report and also reminded of the content of the Audit Committee's Annual Report. The Corporation then:

- [i] **APPROVED** the content of the Report and Financial Statements for 2013/14
- [ii] **AUTHORISED** the Chair and Principal to sign them on behalf of the Corporation prior to submission to the SFA by 31 December

JK/AC
AP**14/82 CURRICULUM STRATEGY**

This item was deferred

14/83 RISK REGISTER 2014/15

The Vice Principal (Finance and Resources) explained that the register had undergone a radical review this year, owing to and to reflect changing circumstances and new management structures. A comprehensive schedule of risks had been produced: 101 of which 61 were deemed low risks. The Corporation was being presented with the 11 highest and most significant risks.

The Vice Principal explained that one dimension of the new approach was an analysis of 'residual risks after mitigation'. He also referred to the Business Continuity Plan and noted that the new Internal Audit firm planned to examine that as part of their Year 1 work. Responding to a question, the Vice Principal confirmed that the Register would be held on-line.

The Corporation:

- [i] **NOTED** the updated format, especially inclusion of scoring of residual risks
- [ii] **APPROVED** the approach to identification of key risks and NOTED those identified as being 'high risk'
- [iii] **NOTED** that the Audit Committee would monitor in-year the management of those risks and implementation of the mitigating actions

AP/Clerk

14/84 INTERNAL AUDIT PLAN 2014/15

The Vice Principal (Finance and Resources) reminded Members of the background to this topic, namely the appointment of a new firm, Mazars, to deliver the Internal Audit Service (IAS) work, following a tendering exercise in the summer. That in turn had followed from the decision to retain an IAS function after the de-regulation of audit requirements via a revised Audit Code of Practice (JACOP).

The Audit Committee had recently received and considered the proposed plan of work from Mazars for 2014/15 and an outline strategy for the next 2 years. They were recommending its adoption.

The Corporation:

- [i] **APPROVED** the Annual Internal Audit Plan for 2014/15 and
- [ii] **NOTED** the outline strategy for 2015-17

14/85 FEES POLICY 2015/16

The Vice Principal (Finance and Resources) introduced the topic, informed Members that there was little change to the proposals and confirmed that details of 2015/16 funding were still awaited. However, explanation was also given of the shift in the previous measure from 'taught' hours to 'planned' hours, the latter including also any self-learning and/or assessment time. The Corporation were also informed that college costs were rising by more than 2%.

Following some discussion and questions, including on the flexibility to respond to changing market conditions, the Corporation **APPROVED** the Fees Policy for 2015/16 as presented.

14/86 CORPORATION MEMBERSHIP

a) Student Members for 2014/15

The Clerk informed Members that nominations had been received from the Student Council to fill the 2 Student Member vacancies for the current academic year.

The Corporation then **APPROVED** the appointment of Mr Ibrahim Jahangir and Mr Rami Saeed Saleh as Student Members for the period up to 31 July 2015.

Clerk

b) Committee vacancies

Owing to the impending retirement of two longstanding Members, following another at the start of the term, there were various vacancies on Committees.

In order that the Search Committee may meet in the New Year, it was **AGREED** that Judith Williams, as Vice Chair, be appointed to one of the vacancies on that Committee.

Clerk

14/87 FINANCIAL COVENANTS

This item was confidential

14/88 CHAIR'S, MEMBERS' AND PRINCIPAL'S UPDATES

- a) Ms Kangalee reported on her attendance at the FE Staff Governors' Conference. She described the topics that had been covered, including role plays, and considered the event very beneficial, especially the networking opportunities.
- b) The Principal and 4 other Members had attended the Annual AoC National Conference. All had attended different workshops during the event.
- c) The Principal gave feedback on a number of his activities, including:
 - roadshows with staff at both campuses
 - a visit from a local prospective MP candidate
 - the College's revised Ofsted Report, whereby agreement had now been reached about a finalised version

[Action]

- an interview by the Guardian Newspaper on the proposed revised Common Inspection Framework
- a one-day strike locally by the UCU, with a lower turnout than previously
- College successes in the World Skills Finals
- College shortlistings for two FE awards
- A 'Dragon's Den' style entrepreneurial competition for students

Members requested that a letter be sent to those successful in the competitions, passing on their congratulations. **EMT**

The Vice Principal (People and Planning) gave additional information on the background to the UCU dispute and responded to questions.

14/89 **SECTOR UPDATE**

Members **NOTED** the documents that had been circulated:

- a) FE Commissioner's latest quarterly letter
- b) FE Commissioner's Annual Report
- c) Minister's update letter on 'Rigour and Responsiveness'

The Corporation were also informed of:

- d) a proposed revised Code of Governance for the sector, which had been circulated for comment in the last week but too late for inclusion on the agenda for this meeting. Although originally intended as a 'principals based' code, a second a much longer section had been added during the development phase which contained considerable more prescription and direction.

The deadline for receipt of comments was in early March, before the next scheduled full Corporation meeting. A suitable mechanism for dealing with the consultation would therefore need to be identified. **JK/Clerk**

14/90 **CORPORATION COMMITTEE MEETINGS**

This item was deferred

14/91 **DECLARATION OF ANY FURTHER BUSINESS TO BE TREATED AS CONFIDENTIAL**

There were no additional items to be so declared

14/92 **ANY OTHER URGENT BUSINESS**

The Corporation noted that this was the last meeting for two long serving Members, Gerry Davis and Jack Gill. Both were thanked for their exemplary service and dedication to the College which, for the former, included 14 years as Chair.

14/93 **DATE & TIME OF NEXT MEETING**

These were scheduled for:

- [i] 6/7 February 2015** (Winter Conference)
- [ii] 25 March 2015** (next ordinary meeting)

[Action]

Management in attendance withdrew from the meeting and discussion continued on an earlier item.

14/72 GOVERNANCE WORKING GROUP *(continued – Part 2)*

This item was confidential

The meeting closed at 7pm

Signed.....
(Chair)

Date.....