



**Minutes of the Meeting of the
CORPORATION**

held in the Boardroom, Fawcett Building
Willesden Campus
at 4.30pm on Wednesday 8 October 2014

MEMBERS

	Name	Category
Present [11]	Jan Knight [Chair]	Independent
	Andy Cole	Principal
	Tracey Connage	Independent
	Gerry Davis OBE	Independent
	Melvyn Davis	Independent
	Robert Evans	Independent
	Ann John OBE	Independent
	Dhani Kangalee	Staff Member
	Jeff Lee	Independent
	Vineeta Manchanda	Independent
	[11/17 : 65%]	Indro Sen

Apologies [2]

Judith Williams [Vice Chair]	Independent
Donald Palmer	Independent

Vacancies [3]**IN ATTENDANCE**

Name	Office
Gill Winward	Clerk to the Corporation
Mike Welsh	Vice Principal, Curriculum, Teaching & Quality <i>[except part Item 14/59]</i>
Ashok Patel	Vice Principal, Finance & Resources
Anna Openshaw-Lawrence	Vice Principal, People & Planning
Paul Skitt	Head of Business Development Division <i>[for Item 14/65]</i>

[Action]

The item on Corporation Appointments was taken first

14/51 CORPORATION APPOINTMENTS**[i] Bi-ennial election of Chair and Vice Chair**

The Clerk explained the background to the bi-ennial appointments. Two nominations, duly proposed and seconded, had been received by the deadline, one for each position. There being no further nominations forthcoming, Ms Jan Knight was **ELECTED** as Chair of the Corporation, unopposed, and Judith Williams **ELECTED** as Vice Chair, also unopposed. Both terms were for 2 years, until the early autumn meeting in 2016.

[ii] Appointment of Student Members

The Clerk updated Members on progress. The nominations were likely to be made by the Student Council in November.

14/52 DURATION OF MEETING

Members **CONFIRMED** the aim to conclude the meeting by 7.30pm

14/53 DECLARATIONS OF INTEREST

None declared.

14/54 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 July 2014 were **APPROVED** as true and accurate record and, as such, were signed by the Chair.

14/55 MATTERS ARISING

There were no items, other than those covered by the meeting agenda

14/56 STRATEGY AND OPERATIONS**[i] 2013/14 – Key Performance against Targets**

The Principal presented an updated schedule showing revised figures for outturns and expected outturns against the previous year's KPIs and targets. Some figures were subject to still further changes and final outturn information would be brought to the Corporation's December meeting.

EMT

The Principal highlighted particular features, including Success Rates, which were likely to be the best ever for the College, surpassing 2011/12 which was the previous best year. The Chair expressed pleasure at receiving such good news and asked for that the Corporation's congratulations be conveyed to all concerned.

The Corporation **NOTED** the information presented and that final data would be presented at the next meeting:

[ii] 2014/15 - Finalisation of KPIs & targets

The Principal reminded Members that some targets had received approval at the July meeting but others were to be finalised over the summer period. A complete schedule had now been circulated and the Principal explained the additional indicators and targets that required discussion and approval.

Some questions were raised by Members, including:

- Clarification on the definition of 'early withdrawals' from courses and samples of reasons behind them. The Vice Principal, Curriculum, Teaching and Quality offered to take a full list to the Curriculum & Standards Committee meeting in December.
- Staff sickness absence in colleges

MW

[Action]

The Principal also explained the 'roll out' programme across the College of 'Vision, Mission, Priorities and Objectives' that the Corporation had approved in July. The presentational style of these on the intranet now included an interactive version.

The Corporation **APPROVED**:

- a) The completed set of KPIs and in-year indicators for 2014/15
- b) 3 year targets through to 2016/17

14/57 EXECUTIVE UPDATES

[i] 2013/14 - Expected Outcomes and 14/15 Enrolment update

The Vice Principal, Curriculum, Teaching and Quality presented the paper, the key elements of which had been covered in the earlier item on KPI outturns. He also drew attention to 'Key Improvements' and 'Areas requiring Improvement' and also Apprenticeships figures.

Responding to a few questions, including some relating to notable improvements, the Vice Principal took the opportunity to highlight staff actions to help support those changes. He also pointed out the approaches to keep the focus on the personal life impact of improvements, not just statistical results. Members additionally expressed their thanks for these additional efforts.

The Vice Principal also gave a further verbal update on 2014/15 recruitment activity. In response to a question, he explained the further actions planned to boost numbers.

The Corporation **NOTED**:

- a) The current position, improvements since 2013/14 and areas requiring further focus
- b) The current overall position with recruitment and planned actions

[ii] 2013/14 – Expected financial outturn

The Vice Principal, Finance and Resources informed Members that the overall position was likely to be a larger deficit figure than expected. This was due to a shortfall in income and some areas exceeding costs and he highlighted some key factors behind these. Pensions were one area of concern and the Vice Principal responded to some questions on this topic. The Vice Principal also gave an explanation about the accounts treatment of the Kilburn site disposal and answered further questions on this.

The Corporation **NOTED** the position.

[iii] 2014/15 – Current financial overview

The Vice Principal, Finance and Resources referred to key elements of the current position, which included enrolment figures as outlined in the earlier agenda item. There was an encouraging position on Apprenticeships numbers and Members were reminded that adult recruitment was continuous throughout the year. The emerging position on FE loans was that fewer learners were applying for them. It was noted that a clearer financial picture always emerged at the end of the first quarter and Members suggested that an in-depth discussion could take place at that point.

AP/Clerk

[Action]

A number of questions were raised by Members, which were responded to by the Vice Principals (Finance and Resources, & Curriculum, Teaching and Quality). This generated some discussion, embracing:

- Post-16 participation requirements (with more information to be taken to the Curriculum and Standards Committee meeting in December)
- 14-16 learners
- 16-18 Recruitment, noting that this seemed to be lower across many London colleges
- Academies and their effect in the capital
- Careers information
- Effect on the financial position if student number targets were not achieved, possible actions and effect on the longer term strategy
- Implications for the Edison building project, noting that a successful funding bid could allow the timetable to accelerate

MW

The Corporation **NOTED**:

- a) the position as stated, and
- b) that further scrutiny would take place throughout the term, including at the F&GP Committee meeting in November and the Corporation's next meeting in December

AP

14/58 **OFSTED: SUPPORT & CHALLENGE**

The Vice Principal, Curriculum, Teaching and Quality explained the background to the item. Following the Ofsted inspection earlier in the year, the College were receiving support from a 'critical friend' to assist progress in the upcoming period. This was in the form of the Lead Inspector, who had just conducted her 8 week follow-up visit, which had included lesson observations. She would also return again at a later date.

The Inspector's letter, following this recent visit, had just been received. It reinforced many of the points listed in the previous report and the Vice Principal highlighted key points and the agreed next steps.

Members raised a number of questions, which were answered and which generated discussion, including on:

- the role of the Ofsted representative
- the change on the Ofsted 'ratings' under the current framework
- comparative approaches to improvement measures and support in the schools sector compared to colleges
- differences in the timing of information on 16-18 funding between sectors
- the role of English and Maths within Study Programmes

The update was **NOTED**

Mr M Welsh left the meeting briefly

14/59 **APPOINTMENT OF AUDIT SERVICE PROVIDERS**

Ms A John, as Chair of the Audit Committee, reported on the process that had been adopted for a full tender exercise, as recommended by the Audit Committee last term, and the recent outcomes of this. The final stage had been a half day of presentations from and interviews with shortlisted firms.

[Action]

The Audit Chair also explained the criteria that had been examined by the Panel. The Principal and Ms Manchanda, who had both been Panel Members, supplied supporting arguments for the recommendations arising from the exercise.

Mr M Welsh rejoined the meeting

It was the unanimous recommendation of the Panel that:

- a) Mazars be appointed to provide the Internal Audit Service from 2014/15
- b) BDO be appointed as Financial Statements and Regularity Auditors, to cover work from the 2014/15 financial year onwards for 3/5 years onwards

and the Corporation **APPROVED** these appointments, for the fees as stated. Both appointments were to be for a contractual period of 5 years but with a break clause after 3 years.

AP/Clerk

The work of the Purchasing and Insurance Manager, post-tender process, in trimming fees and gaining assurances on training inputs was commended. Members also thanked their colleagues who had served on the Panel.

14/60 ANNUAL REPORTS 2013/14

[i] Risk Management

The Vice Principal, Finance and Resources reported on related activity over the last year and informed Members of a large and focussed review of the topic that was about to be undertaken. The aim was to produce a significantly revised Risk Register for 2104/15, which would initially be presented to the Audit Committee in November, before coming to the Corporation for approval in December.

AP

[ii] Safeguarding

The Vice Principal, People and Planning presented the report and responded to questions, including on the type of training that staff received. Members requested further information on this in due course. It was **NOTED**:

AOL

- a) that the College was a Member of the local Safeguarding Board and
- b) that the College's approach to FGM and associated forced marriage issues had been acknowledged as excellent practice within the area and had also been noted by the Ofsted inspectors.

[iii] Health & Safety

The report was presented by the Vice Principal, Finance and Resources. A question was raised on the categorisation of accidents and the report was then **NOTED**.

14/61 GOVERNANCE

[i] Board Performance – 2013/14 Outcomes & 2014/15 targets

The Corporation discussed and then formally **NOTED** the 2013/14 outcomes as listed in the report.

The Clerk enquired if the Corporation wished to continue to run the 'Curriculum Partners' scheme for a 2nd year, given there had been a low

[Action]

take up of the opportunities by Members during 2013/14. Members **CONFIRMED** their wish to maintain the approach and there was a suggestion that pro-active approaches from managers to their allocated 'Partners' would be more helpful to Members than the other way around. Members gave their permission for their contact details to be supplied to achieve this.

Clerk/MW

The role of Members during and after Learning Walks, and the over purpose of the scheme was clarified by the Principal.

It was then **AGREED** that the task of proposing relevant targets for 2014/15 should be delegated to the Governance Working Group that was currently in operation.

Clerk

[ii] Review of Governance Framework/Working Group

The Clerk reported on the key headlines of the work done so far and some of the process improvements that had already been implemented on a trial basis. The Group would meet again with the aim of bringing recommendations for changes to the Instrument and Articles of Government to the December Corporation meeting. This was **NOTED**.

Clerk

[iii] Learner Voice Committee – Governor involvement 2014/15

4 Members agreed to be part of the rota for Governors' attendance at the year's upcoming meetings. The Clerk undertook to circulate the dates of the scheduled meetings, for further consideration by others.

Clerk

[iv] Sector Matters – BIS Guide to College Governance

Members discussed the recently issued document, which was **NOTED**, and raised a number of questions. The general view was that it had been quite a helpful document, especially where clarifying Government's expectations, but that the content could perhaps have been broader, especially given the title.

14/62 CHAIR'S, MEMBERS' AND PRINCIPAL'S UPDATES

Members: I.Sen had attended a sector meeting where 4 colleges had expressed an interest in the CNWL approach to lesson observations, following Dr Leary's report. It had been noted, though, that some colleges still preferred to use a grading scheme.

Principal: The Principal reported on:

- Official launch of English & Maths initiative with the Press Association
- A 'Dragon's Den' style competition with the Institute of Directors
- Ofsted's report on IAG (Information, Advice and Guidance) including that provided within colleges and specifically related to Study Programmes. He had been interviewed for television on this.

14/63 PROPERTY CAPITAL PROJECTS

The progress report had originally been circulated for information only, and was **NOTED** accordingly.

However, since circulation, a related matter had arisen which required immediate attention before that day's meeting. This had been an opportunity for the College to submit an 'expression of interest' in formally bidding for capital funding

[Action]

support (in the order of £6m) to help fund the Edison Building project. Such a submission required a statement of the Corporation's support, therefore on the grounds of urgency the Chair had provided that assurance of support on the Corporation's behalf. The Clerk reported on this piece of Chair's Action conducted in their name, which Members wholeheartedly **ENDORSED**.

14/64 COMMITTEE MINUTES

The minutes of the following meetings were received and **NOTED**:

[i] Curriculum & Standards Committee – 23 June 2014 (unconfirmed)

P Skitt joined the meeting

14/65 GOVERNOR BRIEFING

Mr Paul Skitt, Head of Business Development Division (BDD), gave Members a briefing on Business Development at the College, including the following key areas:

- What was planned for this year and the following 3 years
- Core functions of the BDD unit
- KPIs related to Business Solutions
- Employer Engagement – business development and subsequent account management
- Successes so far
- Delivering the plan

Members commented on the pleasing results of the unit (which had been established 10 years previously), especially employer feedback and the growth in Apprenticeships. They also posed some questions on the rate of return to the College from the activities.

Mr Skitt was thanked for his input to the meeting

P Skitt left the meeting

14/66 DECLARATION OF ANY BUSINESS TO BE TREATED AS CONFIDENTIAL

There were no items to be so declared

14/67 ANY OTHER URGENT BUSINESS

There was no further business

14/68 DATE & TIME OF NEXT MEETING

This was scheduled for: **Wednesday 17 December at 4.30pm**

The meeting closed at 7.25 pm

Signed.....
(Chair)

Date.....

