

confirmed



**COLLEGE OF NORTH WEST
LONDON**

**MINUTES OF CORPORATION
MEETING HELD ON 8th JULY 2015**

Present: Jan Knight (Chair)
Judith Williams (Vice-Chair)
Andy Cole
Tracey Connage
Vineeta Manchanda
Ann John OBE
Melvyn Davies

In Attendance: Fiona Chalk, Clerk to the Corporation
Stephen Holley, Interim Vice-Principal (Finance & Resources)
Ray Shilling, Assistant Principal (Enterprise & Employment)
Anna Openshaw-Lawrence, Vice Principal (People & Planning)
Mike Welsh, Vice-Principal (Curriculum, Teaching & Quality)
Tony Johnston

There was no governor briefing due to time constraints with the Student Awards commencing immediately after the meeting.

All staff members and Tony Johnston were asked to step outside the room.

14/115 RECOMMENDATIONS OF THE SEARCH COMMITTEE (E6)

The minutes of the Search Committee were noted.

It was resolved that the 3 proposed new members Tony Johnston, Martina Porter and Mick Gallagher, be appointed to the Board.

Clerk to Action

14/116 RECOMMENDATIONS OF THE REMUNERATION COMMITTEE – filed under the Confidential minutes. (F1)

Staff members and Tony Johnston joined the meeting.

14/117 APOLOGIES FOR ABSENCE (B1)

Apologies for absence were received from Jeff Lee (Independent), Dhani Kangalee (Independent) and the two proposed new governors, Martina Porter and Mick Gallagher.

14/118 DECLARATIONS OF INTEREST (B2)

There were no declarations of interest.

confirmed

14/119 MINUTES OF PREVIOUS MEETING (B3)

It was resolved that the following minutes be approved: Corporation 13th May 2015 and Special Corporation Meeting 13th June 2015.

14/120 MATTERS ARISING (B4)

Strategic Working Party.

The notes from the last meeting were noted. The actions from that meeting are covered later in the agenda.

Partnership Visits.

The schedule will be presented to the October meeting.

Clerk to Action

Safeguarding Governor Role.

Jeff Lee and Judith Williams have met with Anna Openshaw-Lawrence and agreed the role description and reporting method and the detail will be reported to the October meeting.

Clerk to Action

14/121 STRATEGIC AND OPERATIONAL PLANNING (C1)

The College's strategy, vision and mission were launched last year and are now progressing as a rolling programme. This annual review is to ensure that the vision, mission, objectives and priorities remain current and relevant. Work is still on-going on the reporting of KPIs for next year. They will be tighter focused on the objectives and the success rates will change due to altered industry reporting i.e. the 3 year data trend is no longer available for Success rates. The KPIs for 2015/16 will be brought to the October meeting for approval.

Clerk / EMT to Action

It was resolved that the Strategic Plan and Priorities for 2015/18 be agreed.

14/122 FINANCE REPORT – filed under Confidential Minute (C2)

Donald Palmer joined the meeting.

14/123 PARTNERSHIP PROPOSALS 2015/16 (C3)

The Board members noted:

- New processes and policies have been put in place to meet all OJEU regulations and SFA funding guidelines.
- The college will work in collaboration with mutual reciprocal arrangements in place
- Contractors targets will be reviewed more regularly in order to improve risk management on targets
- Governors asked how other partners for collaboration are selected.
- It was noted that the college is now tendering through a portal called Intend, registering on company procurement registers, hosting job fairs, collaborating with charity organisations, looking at mutual advertising arrangements
- Collaborations will also take place to allow joint tendering for other projects, both locally and nationally
- Further reporting on Partnerships will take place regularly at Corporation meetings as this is a key area for colleges going forward.

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14/124 KEY PERFORMANCE INDICATORS (D1)

The Board noted the Dashboard KPIs, in particular:

- Financial Strength and Efficiency performance to date
- Predicted success rates
- The proportion of good or better teaching

14/125 ANNUAL REPORT ON COMMUNITY ENGAGEMENT (D2)

The Board noted the new report on the college's engagement to the communities that it serves, detailing how it is adding value to these communities. The Board agreed the college is doing extensive work and **resolved that a Community Engagement Strategy be developed by EMT.**

AOL

14/126 ANNUAL REPORT ON SUB-CONTRACTED PROVISION (D3)

The Board noted the new report, in particular:

- Under the CIF, the college has to ensure that all subcontractors adopt the college's policies and procedures on teaching learning and assessment, and contribute to the collages SAR and QIP
- Governors asked whether training providers are all complying with the Prevent agenda. It was noted that compliance depends on the size of the organisation and if the provision is the college's, then the responsibilities remain with the college.
- Due diligence is undertaken with subcontractors before contracts are awarded

14/127 ANNUAL REPORT ON EMPLOYER ENGAGEMENT (D4)

The Board noted this new report and:

- the work the college is doing with sector based work academies
- developing a Hub model for employer engagement in association with Brent Council
- work with local hotels and chain restaurants on training and apprenticeships and progression

14/128 ANNUAL LEARNER VOICE REPORT (D5)

The Board noted the report and that continuous improvement in student voice activities should be fundamental to improving the quality of the learning experience for students and that the college currently has strong processes for the delivery of student voice and an active and engaged student body.

14/129 QIP (D6)

The Board noted progress made to date and further work that is required for the remainder of the year and into next year.

- There are no SSAs judged inadequate
- Overall attendance is 85%, 2% lower than last year
- Overall retention is 95% equal to last year
- Success rates are 83% the same as last year
- Governors requested clarification on the role of Learning Improvement Coaches. It was advised that these will be working with staff to help them reach Outstanding

confirmed

- Governors asked if agency staff impact on quality of delivery. It was advised that there is some negative impact. Going forward, the staff restructure is addressing this issue. Also, agency staff will be trained and treated as paid staff and more effort will be placed on getting a higher quality of staff initially.

14/130 PRINCIPAL'S REPORT (D7)

The Principal gave an update on national scene of FE and recommended reading material for Governors to familiarise themselves with, including Professor Alison Wolf's latest report and Anne Hodgson's report on the coming of age of FE, which are available on the Governors portal. It was noted that:

- A Principal's conference with Susan Pember, Martin Doel and the FE Commissioner was attended and it was reported of a meeting between Nick Bowles MP and a number of Principals to discuss Skills provision. It was acknowledged that businesses will only train for their own needs rather than those in the interest of UK Plc.
- The Dual Mandate responses are informing government decisions
- It is considered that there are too many FE colleges in the UK and rationalisation of vocational training will happen. Nationally there are about 400 colleges and about 450 private training providers
- Government could be directive on rationalisation by bringing in primary legislation
- Devolution as has happened in Greater Manchester could happen to the GLA
- London is too big to make is one entity for FE and it may be divided up around council boundaries. Currently in the college's area is the West London Alliance and any devolved money or power may go to them
- The GLA through the LEP, has commissioned a skills enquiry about what provision there is and what demand there may be in the future.
- There is a blueprint being developed for London which is looking at a 12 college model – currently there are 29 FE colleges and 11 6th form colleges.
- The 7 west London College Principals are meeting with Chairs and external facilitators in October at Wembley Park to discuss collaboration and to possibly form a bidding alliance for ESF.
- FE and the Skills agenda could be given to the London Mayor's office
- In the budget, it is likely that employers will be required to pay a levy to fund apprenticeships.
- Governors noted that the Principal, Chair and Clerk, will be meeting with various colleges over the next few months to discuss possible collaborations.

14/131 CORPORATION MATTERS (E1)

[I] Calendar of Meetings 2015/16

The dates of the meetings for the next year were noted. Attention was drawn to the Autumn conference which will look further at the FE landscape and allow for new governors to meet with the Board outside of a meeting environment.

It was suggested that meetings be held at Wembly in order to provide an environment for other stakeholders to be invited to meetings and that some will include a dinner at the Tower Restaurant.

It was resolved to have the Corporation meetings at Wembly until Christmas 2015.

Clerk to Action

confirmed

[ii] Schedule of Business 2015/16

The programme of business for following year was noted and governors were encouraged to contact the Clerk should they have any contribution to make to the agenda in terms of items to be included.

[iii] Code of Conduct and Scheme of Delegation

It was resolved that the Code of Conduct and Scheme of Delegation be adopted.

Clerk to Action

[iv] Governance Working Party

A verbal update was given by the Chair as the meeting had been held immediately prior to the Board meeting. Governors discussed the Board self-assessment and agreed to complete individual reports. These reports will be forwarded to the Clerk who will collate them and forward to the Chair for her review. A Skills and Knowledge review will also be carried out by individual governors and returned to the Clerk. These documents will form the basis of the Boards self-assessment which will be presented by the Chair and Vice-Chair at the October meeting. The Board self-assessment and the Code of Governance will then form the Corporation KPIs for 2015/16.

It was proposed that a Corporation Team Building exercise take place in the Autumn team as some members have left and 3 new members have joined and it will be important that the Board works well together to face the challenges over the next year.

It was also suggested that new Governors be given a 'buddy' of an existing governor for their first year.

It was resolved that Governors complete a Self-assessment and Skills and Knowledge review before completing the Board Self-assessment at the October meeting. It was resolved that an external facilitator be invited to provide training and support to facilitate a more effective Board. The provisional date was agreed as Saturday 17th October.

Governors/Clerk to Action

14/132 SECTOR MATTERS (E2)

[i] Code of College Governance

The Clerk gave a short presentation on embedding the Code of College Governance.

It was resolved that the Code of College Governance be adopted.

[ii] AoC Events

It was noted that dates of upcoming events have been circulated on the Governors monthly newsletter.

14/133 CHAIR AND MEMBERS' UPDATES (E3)

It was suggested that more Governors should attend the staff and student award evenings. It was agreed that this was hard for Governors as they are on subsequent days and perhaps thought could be given to making one a Christmas event.

14/134 APPOINTMENT OF FINANCIAL STATEMENTS AND REGULARITY AUDITORS (E4)

confirmed

Ann John proposed the recommendation from the Audit Committee be adopted, Judith Williams seconded.

It was resolved that BDO LLP be appointed to conduct the 2014/15 Financial Statements and Regularity Audit work for a fee of £20,000 + vat.

Clerk to action

14/135 MEETINGS OF CORPORATION COMMITTEES (E5)

The minutes of the Committee meetings were noted and the following recommendations were resolved:

Audit – **It was resolved that the Board adopt the Financial Policy Framework and Regulations**

14/136 ANY OTHER BUSINESS (G1)

It was resolved that the Chair write to all members advising of the importance of full attendance at meetings, particularly at this present time of significant challenge and fast changing environment.

HMI are providing a training day on Wednesday 16th September at the College on the new Ofsted Framework and Governors are welcome to attend.

Governors/Clerk to action

14/137 DECLARATION OF ANY BUSINESS TO BE TREATED AS CONFIDENTIAL (G2)

It was noted that although the Financial Report and Property Strategy Report were immediately confidential, the information contained therein would be in the public domain by the time of the next Corporation meeting.

C1 Financial Planning Report

F1 Remuneration Committee recommendations

14/138 DATE OF NEXT MEETING (G3)

14th October 2015 4.30 p.m. at WEMBLEY

14/139 MEETING EVALUATION FORM

Members completed the form and returned them to the Clerk

Signed:

Dated: