



## Minutes of the Meeting of the CORPORATION

held in the Boardroom, Fawcett Building  
Willesden Campus  
at 4.30pm on Wednesday, 4 November 2015

**Present:** Jan Knight (Chair)  
Judith Williams (Vice-Chair)  
Andy Cole  
Martina Porter  
Jeff Lee  
Tony Johnston  
Donald Palmer

Present [7 Of 11]  
[64%]

Vacancies [4]

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

Briefing: English & Maths – a presentation was given to the Corporation on the College's strategy, aims and achievement in English and Maths, by Marc Jordon and Grethe Woodward. A copy is filed with these minutes.

Governors asked how staff motivate students who've not achieved in Maths and English prior to coming to the college and maybe turned off the subject? The Vice-Chair advised that on her curriculum visit to English and Maths, students were very engaged. Staff used a variety of strategies including active learning, visual tasks – very different to school presentation of the subject. Teachers also look very carefully at the skills and knowledge of each student ascertained by CNWL's assessment grading and they teach accordingly, as well as beyond the qualification rather than to it so it is embedded in a relevant way.

### **15/022 A1. APOLOGIES FOR ABSENCE (A1)**

Apologies for absence were received from Melvyn Davis, Vineeta Manchanda, Tracey Connage and Mick Gallagher. Introductions were made and new members were welcomed.

### **15/023 A2. DECLARATIONS OF INTEREST (A2)**

Martina Porter and Tony Johnston declared an interest in D2, Sub-contracting provision.

### **15/024 MINUTES OF PREVIOUS MEETING (A3)**

**It was resolved that the following minutes be approved:** Corporation minutes of 14 October 2015, including a separate confidential minute.

### **15/025 MATTERS ARISING (A4)**

**STAFF APPRAISALS** – currently now at 75%, many more have been undertaken but not yet evidenced (report not submitted).

**VICE-CHAIR** – nominations to be given to the Clerk prior to the next meeting. The Clerk to send out nomination forms.

**Clerk/Governors to Action**

### **15/026 CORPORATION APPOINTMENTS (B1)**

**Appointment of Student Governors** – 2 student governors have been recommended for appointment to the Corporation from the Student Council. They are Miss Najma Abdinoor and Mr Abdulkadir Mohamed. **The Corporation resolved to appoint both members and Najma was welcomed to the meeting.**

**Appointment of Independent Member** – The Chair and Vice-Chair advised they had interviewed Diane Kennedy and proposed she be appointed to the Corporation. Members noted her skill and expertise in law and property law which has been a skills gap on the Board. It was also noted that she chairs the Inclusion and Diversity committee at Lloyds. **The Corporation resolved to appoint Diane Kennedy to the Corporation.**

**Clerk to Action**

### **15/027 AREA REVIEWS (C1)**

The Principal advised that he and the Vice-Chair were attending City Hall to meet with the Deputy Mayor and other sector members where an announcement is expected on the timing of Area Reviews in London.

Next week, the appointed consultants, Malcolm Cooper Associates, will be talking to each of the 3 colleges and will produce an Interim report by December. The Principals, Chairs/Vice-Chairs of the 3 colleges are meeting with the Greater London Authority to discuss the collaboration proposals.

A letter from FE Commissioner on Skills has been sent to all Chairs detailing the political background to Area Reviews. This will be circulated to all Governors.

**Clerk to Action**

Governors asked what the internal and external response has been to the announcement of the possible collaboration. There has been no response on the email from staff, following the announcement made by email. A question and answer session for staff and students was run this week on Moodle. Questions included whether there was a pre-determined outcome, which there is not; what are the implications for the new build – this is still being planned for, and students looking at fundraising. This question and answer session is likely to be a termly event.

## 15/028 GOVERNANCE (C2)

- [i] Appointment to Committees. **It was resolved that the following appointments be made:**  
Audit – Martina Porter + 1 vacancy.  
Remuneration – Donald Palmer  
Learner Voice – Tony Johnston/Jan Knight
- [ii] Governor Training and Development Plan  
This new Plan was discussed and dates noted. 2 of the 3 Governors have attended induction training with the Clerk and the other is scheduled.
- [iii] Succession Plan.  
This new Plan was noted and the key objectives were agreed to have been met or are being implemented. **It was resolved that the Plan be updated and reported to December's meeting.**  
**Clerk to Action**
- [iv] Attendance Policy.  
This new Policy was discussed and the obligations on members for attendance were noted, with a minimum requirement of attendance being noted as 70%. The new Virtual Attendance procedure was noted. **It was resolved that this policy be adopted and the Virtual Attendance solution be put in place for the February meeting.**  
**Clerk to Action**
- [v] Appointment Policy.  
This new policy was discussed and governors noted the emphasis on recruitment being on a skills , experience and knowledge basis. The mentoring procedure was recognised as being particularly important, especially for students. **It was resolved that this policy be adopted.**  
**Clerk to Action**

## 15/029 Annual Reports and Policies [C3]

- [i] Risk Management Policy  
It was noted that the current Risk Register is being updated. The Audit Committee use the Risk Register to formulate with the Internal Auditors, their annual plan each year. This new Policy develops as Strategic, Tactical and Operational Risk Management approach (STORM). Governors noted that that Risk Management Group will be established to ensure the objectives are met, including business continuity plans. The Risk Management Group will ensure risk processes are disseminated and become embedded throughout the college. A Risk Management Action Plan will be drawn up each academic year and an annual review of the internal control system will be reported on annually. **It was resolved that this policy be adopted.**
- [ii] Value for Money Policy  
It was noted that this area of consideration is becoming more important for the sector. How to report against it is not simple and value for money covers everything the college does. CNWL has identified best practice and is embedding value for money in its management of resources. Both internal and external audit will consider value for money as part of their programmes. **It was resolved that this policy be adopted.**

[iii] Health and Safety Report

The annual report on Health and Safety was noted, including data on Health and Safety Audits, Personal Evacuation Plans, Training & First Aid cover. The Accidents, Incidents and Dangerous Occurrences report was noted and a reduction in total incidents over the past year was pleasing.

[iv] Safeguarding Report

Governors noted:

- that the college is doing well in meeting its safeguarding requirements. Over 94% of students said that the college is a safe place to learn, 3% higher than the London Sector average.
- CNWL is an active member of the Local Children's Safeguarding Board and are to join the learning and development sub-committee, the Brent Prevent Advisory Group and the Brent Prevent Delivery Group.
- There has been safeguarding and E&D conference for all staff with very positive feedback
- Training has been given to staff on recognising potential radicalisation – an example of how this was used practically with a student, was given
- Significant work to embed British Values has taken place
- 2 new safeguarding governors have been appointed and safeguarding is considered by all Governors on their curriculum visits.
- The updated policy
- Online e-tutorial is available for all students

**It was resolved that the Vice-Chair (a safeguarding governor) be appointed nominated status to liaise with the Local Authority should any complaints be raised against the Principal or Governors. E-learning for governors to be made available to all governors.**

**Clerk to Action**

**15\030 Leavers Destinations 2013/14 (D1)**

Governors noted that after concerns raised by HMI around leavers destination data, Capita were commissioned to undertake work independently of the college's work on destinations. Last year, the intended destinations were captured and Capita will continue working on this data. Governors noted:

- 93% of the curriculum matches employers requirements
- A significant number of students have said their course and work experience helped them with their career aspirations.
- Some students did not reflect positively and curriculum leaders will be looking at this across the college
- 79% of students who responded would recommend the college
- 78% of students who responded felt that the college was helping them develop their skills
- A lot of feedback was gained on what the college did well and what it could do better so there is a lot of work to be done to look further into this

Governors asked what the college does to secure alumni. This is undertaken informally with course teams at present. There is no formal structure as this has previously been considered and deemed cost prohibitive.

**It was resolved that Alumni content be added to the website**

**MW to action**

**15/031 Sub-Contracted Provision**

Governors noted the report, in particular:

- A new partnership contract has been developed which is more stringent than the previous one
- The list of sub-contracted providers for 2015-16

**It was resolved that the above be noted.**

**15/032 Committee Minutes**

Governors noted the draft minutes of the Audit Committee and **it was resolved that the amendment to the Internal Audit Plan for 2015-16 be amended to incorporate Sub-Contract provision in place of HR, and IT Licensing Software.**

The draft Strategic Working Party and Search Committee minutes were noted.

**15/033 Confidential Information [E1]**

The Sub-Contracted Partners appendices was noted as confidential so will not be detailed in the minutes.

**15/034 Future Briefing requests [E2]**

Governors asked for an update on Prevent/Safeguarding as there are many new governors

‘Meet’ the Students will feature as the next briefing in December.

**15/035 Any Other Business [E3]**

Governors noted that currently only Senior Post Holders can dismiss staff (Principal, Vice Principal People and Planning and Vice Principal Curriculum Teaching and Quality). Previously the Corporation has agreed not to designate any future posts Senior Post Holder posts. This has left the dismissal of staff to just 2 persons with the Principal hearing appeals. It is requested that the Instrument & Articles be amended to allow the power to dismiss be delegated by the Principal to any senior manager. This was agreed in principal to allow staff and unions to be consulted and final approval of the Corporation will be considered at the December meeting. Governors raised concerns about the lack of protection Executive Management Team members would have if they were not designated senior post holders. It was suggested that the Whistleblowing Policy be revised in the light of the removal of this status.

**It was resolved in principle that the power to dismiss be delegated by the Principal to any Senior Manager, staff and unions to be consulted prior to a final decision being made by the Corporation. The Whistleblowing Policy to be reviewed.**

**AOL/Clerk to action**

**15/036 DATE & TIME OF NEXT MEETING**

Corporation meeting on Wednesday 16<sup>th</sup> December at 4.30 p.m.

Signed: .....

Date:.....