



Minutes of the Meeting of the CORPORATION

held in the Boardroom, Fawcett Building
Willesden Campus
at 5.30pm on Wednesday, 12th October 2016

Present: Judith Williams (Chair)
Tony Johnston (Vice-Chair)
Vineeta Manchanda (Vice-Chair)
Andy Cole
Peter Child
Jan Knight
Berta Miguez
Diane Kennedy
Abdul Mohamed
Roslyn Aird (after A1)
William Germain (after A1)
Donald Palmer
Ben Humpage (after A1)

Present [13 of 17]
[93 %]

Vacancies [3]

In Attendance: Fiona Chalk, Clerk to the Corporation
Eamonn McCarroll, Interim Vice-Principal (Finance & Resources)
Mary Prince, Assistant Principal (Enterprise and Employment)
Mike Welsh, Deputy Principal (Curriculum, Teaching and Quality)
Anna Openshaw-Lawrence, Vice-Principal (People and Planning)
Grethe Woodward, Assistant Principal
Frank Tubman & Rob Baker, Barclays Bank (item B2iv only)

16/001 A1. APPOINTMENTS

ELECTION OF CHAIR AND VICE-CHAIR

Members were advised that one nomination had been received for Chair namely, Judith Williams and one nomination for Vice-Chair, Tony Johnston. Both members left the room. No other nominations were received and each nomination was seconded and **it was resolved that each member be** unanimously appointed.

ELECTION OF INDEPENDENT AND STAFF MEMBERS

Members were advised that two independent members and one staff member's CVs had been presented to the Search committee last term and subject to interview, the Search committee

recommended their appointment. Each member has been interviewed by the Clerk and/or Chair and Vice-Chair and their areas of expertise and skills were noted by members. **It was resolved that** all three members be unanimously appointed.

Clerk to Action

Members noted that Martina Porter has resigned due to potential conflict of interest in her work with Apprentices in the college. Members expressed their thanks for her input and contribution to the Board. A new student governor will be nominated from the student council in November.

Clerk to Action

APPOINTMENT OF SAFEGUARDING GOVERNORS

Members noted that the college has previously taken the decision to appoint 2 safeguarding governors with oversight of safeguarding in order to ensure the Board is meeting its statutory requirements in regard to Safeguarding. It was noted that safeguarding forms a part of every governors visit to the college. **It was resolved that** Donald Palmer was unanimously appointed and will join Mick Gallagher as the second member.

16/002 APOLOGIES FOR ABSENCE (A2)

Apologies for absence were received from Mick Gallagher.

16/003 DECLARATIONS OF INTEREST (A3)

None.

16/004 MINUTES OF PREVIOUS MEETING (A4)

It was resolved that the following minutes be approved: Corporation minutes of 6th July 2016, including the Confidential minutes.

16/005 MATTERS ARISING (A5)

None

16/006 KPIS [B1]

2015/16 outcomes

Members noted the report, in particular:

- Apprenticeship timely target of 65% has been exceeded (72%) 15% above national average
- Apprenticeship overall target of 82% has been exceeded (86%) 16% above national average
- All targets met or exceeded under Strategic Priority 1 except 16-18 GCSE English and Maths. Members noted that there is a declining national average in these figures and questioned if this was due to the new syllabus. The new syllabus is implemented from next year – the poor figures are a national trend as these students have failed in these subjects at school and are not engaged, often having had a significant gap between leaving school and starting at college. Maths was noted as being above the national average but English results are well below. Members questioned the discrepancy. It was noted that most students do not speak English as a first language, students having failed previously often have a negative attitude and the assessment structure is very strict. Next year's amended assessment structure should benefit students as they will be assessed later in the year, rather than in February as happens currently. The Executive expressed their disappointment with the English figures. Members expressed their concern about the lower achievement in English as it will impact on employability. It was noted that English and Maths basic skills targets have been met as these are part of vocational subjects, often at a higher level across the whole curriculum, rather than the pure GCSE qualification.

- Staff Appraisals 17% not complete which is an improvement on last year. Members expressed concern on the number still not complete. It was noted that this was largely due to 2 key staff being absent. The appraisals are discussed at monthly performance management meetings so are monitored closely. Members asked for their thanks to be expressed to teams who had achieved 100% **AOL to action**
- Members asked whether agency staff impacted on reporting of staff sickness levels. It was advised that it did not and agency staff figures are also lower. Hourly paid staff are also included in the staff sickness figures.
- The colleges teaching learning and assessment strategy is delivering continued improvements.
- Members questioned how E-learning was assessed and benchmarked. They were advised that the college has joined a scheme with the AOC to enable benchmarking against other colleges and a strategy is being introduced for E-Learning and Innovations and is monitored at Standard reviews throughout the year.

2016/17 KPIs (amended)

Members discussed a new KPI to consider the Executive's performance in realising strategic alliances which secure the College's market prominence and spheres of influence and **it was resolved to discuss this further at committee to determine to what extent this target has been met. A recommendation will come to December's Corporation meeting.**

Clerk to Action

16/007 FINANCE [B2]

Bank Covenant – see confidential minute

MANAGEMENT ACCOUNTS JULY 2016

Members noted:

- Deficit of £1,088m at year end – variation from July's meeting due to £458k pension costs increase to £994k. This is a cost the college cannot influence and will possibly be dealt with outside of the management accounts next year. Members noted a triennial review of pension fund is due in Spring 2017 would could see a rise in the actual cash cost of the pension. This has been taken into account in the 2017 budget. The Bank will not look at this cash item so it wont impact on the covenant for 2016-17
- Members asked for the statement under financial results (p5) to be clarified and should read 'the College budgeted for a breakeven position at the start of the year, but amended this position to a deficit figure of £852k mid-year.
- Members requested clarification from the Executive what the target budget surplus is for this academic year. It was clarified that the budget surplus for 2016-17 that was agreed by Corporation in July 2016, was a budget surplus after exceptional items (which takes account of the transfer from revaluation reserve and pension costs).
- Members stated that at Finance and Resources committee, particular attention will be given to monitoring cash numbers, bank covenants and targeted year-end figures

DRAFT STATUTORY ACCOUNTS

Members noted the new presentation and disclosure under FRS102 and the summary of the financial position. Members were advised that the accounts will be audited next week before being presented to the Audit Committee and Corporation on 7th December. Members notes the different outcome figure of £1.5m compared to the management accounts outcome figure of £1,088k, the difference being dealt with in the Management accounts. Members agreed to email the Finance Director with any further questions by the Friday 21st.

INSURANCE RENEWAL TERMS

Members noted the report. **It was resolved to extend the college insurance with Zurich Municipal for 3 years from 1st August 2016.** Members noted that should the merger take place, the policy will come to an end and the outstanding portion of the year's premium would be returned to the college.

2016/17 BUDGET/ENROLMENT

Members noted:

- Growth build has been awarded of £842k
- 16-18 enrolment is 1242 against target of 1129 – 110% of EFA funding target and 102% of stretch target of 1222 to allow for no shows and early withdrawals. This will result in a growth contract for 2017/18.
- Members asked for their thanks to be expressed to all staff **MW to action**

16/008 PROPERTY [B3] – see confidential minute

16/009 STRATEGIC ALLIANCE/AREA REVIEWS [B4]

Members noted the report. The Principal gave feedback from the 5th steering group meeting the day before.

It was resolved that the college moves towards establishing a multi-college group to consist of CNWL and CWC at its cores and which could extend to but not be limited to, those named in the report; that the Principal and Chair present to steering group 6 the structure as proposed in the paper; and the Chair and Principal communicate the above to staff.

16/010 ANNUAL SAFEGUARDING REPORT [C1i]

Members noted the report and requested in future, to have a more detailed breakdown of the type of incidents to give an indication of the issues within the college. **AOL to action**

It was resolved that the Safeguarding Policy be approved.

16/011 HEALTH AND SAFETY ANNUAL REPORT [C1ii]

Members noted the report. The increase in incidents noted was explained as resulting from behaviour of a particular group of students. Risk assessments were carried out prior to the admittance of this group and the college agreed that this was an acceptable low level risk.

16/012 LEARNER VOICE ANNUAL REPORT [C1iii]

Members expressed their agreement that the feedback through the LOOP facility was very positive. Numbers of surveys completed were noted as lower than previous years but this was accepted as Ofsted surveys were issued at a similar time and more heavily promoted. It was agreed that the increased range and scope of learner voice feedback is positively impacting on the learner experience. Members noted the report and expressed satisfaction with the model of collation of this information.

16/013 DRAFT SELF ASSESSMENT REVIEW 2015/16

Members noted the draft SAR and agreed for the final version to be presented to Teaching, Learning & Skills committee in November, for recommendation to December's corporation meeting. The improved judgement for 16-19 study programmes from requires improvement to good, was welcomed.

MW to action

16/014 GOVERNANCE [C2]

Board Performance Review Report (including CCoGG Action Plan)

It was resolved that Governance SAR, Action Plan and KPIs be approved.

Clerk to action

Governors Training and Development Programme

It was resolved that the updated Training and Development programme be approved.

Clerk to circulate

Governor Visits programme and policy

Subject to amendments on governor allocation of areas, the governor visits programme for 2016/17 was approved.

Clerk/MW to Action

16/015 INFORMATION ITEMS FOR NOTING [D]

Leavers Destinations

The response to Capita’s exercise for 2014/15 of 41% was considered not satisfactory, therefore the college has taken this exercise in house for 2015/16. Members noted 91% of students have indicated a positive destination, compared to 81% the previous year. 115% of students have progressed internally and UCAS have accepted 64% of the HE applicants. Members noted the progression of the Alumni project through LinkedIn which will enable a live view of progression and give a long term view of the impact of the college’s teaching and learning on career progression.

Principal’s Report

Members noted:

- the Principal’s involvement in the Area Review and Strategic Alliance work
- discussions with regard to estates management and work on curriculum progression and new business opportunities, as well as other networking opportunities.
- the work the college is undertaking as part of the Kings Cross construction development, with 130 students involved in offsite specialised training there and at the Wembley and Park Royal developments.
- the work with the MET police regarding qualifications for those working with gang crime, Community Safety Level 2
- the village school partnership project offering progression for their students

16/016 DECLARATION OF BUSINESS TO BE TREATED AS CONFIDENTIAL (E1)

Items: Bank Covenant B2iv and Property Development B3, are deemed confidential – see separate minuted.

16/017 DATE & TIME OF NEXT MEETING

Corporation meeting on Wednesday 7th December at 5.00 p.m. for briefing and 5.30 p.m. meeting commencement.

Signed:

Date:.....