

Doc No Corp 12/15-4

Agenda item 6

CORPORATION

DATE: TUESDAY 13 OCTOBER 2015

PLACE: H002 MERTON CAMPUS

TIME: 5.30pm.

PRESENT: Godfrey Allen (Chair), Sue Rimmer (Principal), Daud Ilyas, Cllr Brenda Fraser, Lucy Ashman, Michael Helene, Andrew Brown, Katie Driver, Kazi Hossain, Yvette Stanley.

IN ATTENDANCE Chris Wright (VP Planning & Resources)
Ralph Moran (Director of Finance)
Jason Pemberton-Billing (VP Curriculum & Quality)
Bev Giarraputo (VP Curriculum and Learner Services)
Sarah Horrell (VP Employer & Community Engagement)

Barbara Morris-Welsh (External Co-opted Governor) Observer

Natalie Watt (Clerk to the Corporation)

1. **Apologies for Absence**
Cllr Stuart Thom, Cllr Jim Maddan, Karen Fullman, Ross Maloney, Jonathan Hick.
2. **Declarations of Interest**
 - Cllr Brenda Fraser – Item 13
 - Yvette Stanley – Item 13
3. **i) Confidential Minutes of the meeting held on the 1st July 2015** – The minutes were received and approved as a true and fair reflection of the meeting and they were signed by the Chair of the Corporation.
ii) Minutes of the meeting held on 1st July 2015 The minutes of the meeting were received and approved as a true and fair reflection of the meeting and were signed by the Chair of the Corporation.
4. **Matters arising from the minutes**
 - **Terms of reference** - These had been updated in draft form and would come to each Committee this term for final approval prior to

Clerk

- adoption with a proposed scheme of delegation in due course. Noted.
- **Code of Governance** – The Clerk confirmed that the action plan was in the process of final completion for submission to SLT. Noted.
 - **Student Achievement** – The Principal confirmed that congratulations had been passed on to the students who had achieved. Noted.
 - **Business Cases** – The Chair confirmed that the Principal had kept both the Vice Chair and himself apprised of the outcome of business cases during the summer break. Noted.
 - **Revised College Performance Indicators** – Noted that this item was on the agenda.
 - **Independent advice on Interest Rates** – The Director of Finance confirmed that independent advice would be sought at the appropriate time. C/F to the next F&R Committee.
 - **Loan Breach** – The Director of Finance confirmed that there was no link between OFSTED and the loan breach.
 - **Additional Meeting** – Members were referred to the minutes attached to the agenda.
 - **Financial Strategy** – Members were informed that the F&R Committee had received a report on the areas of concern that arose in the previous year and had been assured that actions were in place seek to mitigate against unexpected expenditure where it was in the control of the College. Noted.
 - **Trust in FE status** - The College was still awaiting formal notification on the outcome of this.
- Noted that all other matters were on the agenda.

Clerk

Director of Finance

5. Chairs Action/External Meetings

The Chair attended the following meetings on behalf of the Corporation:

- AoC Governors Council

6. Re-Appointment – Presented by the Clerk to the Corporation

Items discussed:

- The Clerk informed Members that the Search and Governance Committee were recommending the re-appointment of Jonathan Hick following consideration of his re-application, contribution, skill set and the needs of the Corporation at this time.

Report RECEIVED and recommendation APPROVED.

7. Governor Attendance 2014/15 & Objectives 2015/16 – Presented by the Clerk.

Items discussed:

- The attendance report was discussed and noted that two errors needed to be corrected. Subject to these Members discussed performance overall.
- The Chair noted the extra duties often undertaken and the significant amount of networking conducted outside of meetings by Members in relation to the local and business community.
- Members discussed the additional objective proposed and the positive feedback from Governors on recent Governor visits to

conduct a student survey.

- It was agreed that dates would be circulated asap for Governors to conduct termly student survey visits in the Spring and Summer terms.

Report RECEIVED and Attendance Objectives APPROVED for 2015/16.

8. Principals Report – Presented by the Principal

Items discussed:

- Members noted the key updates on success rates and functional skills and discussed the national context and challenges for this area in particular.
- Members noted the updated structure chart attached for information.
- Members discussed attendance and endorsed the Principal's view that there was an imperative for strategies and expectations to be established from the start of the academic year.
- The Principal provided some anecdotal insight and feedback on conversations with students and the challenges of post code issues.
- The VP Curriculum and Quality informed Members that widespread and embedded use of pro-monitor was having a significant positive impact on the ability of staff to drill down into courses and individual student performance.
- Members noted that the Q&P Committee had received an in-depth presentation on Pro Achieve during the course of the year
- Members discussed the financial challenges facing the College and noted that an additional meeting of the Finance & Resources Committee had taken place (minutes attached to the agenda) to provide some additional oversight of the situation.
- Members queried the number of Business Cases. The Principal confirmed that additional cases had to be launched following the further reduction in funding received over the Summer.
- The Chair confirmed that both himself and the Vice Chair had been kept informed of developments. The Principal confirmed that voluntary severance was offered initially, in response to requests from staff to take this approach.
- The Principal provided a detailed update on Strategic Area Reviews following a meeting she had attended that day. Members noted that the first wave had been launched.
- The Principal outlined the approach that was being adopted nationally and the 5 meetings which formed the process.
- Detailed discussion followed on the map of London Boroughs provided.
- Members noted the overarching intention was to create larger, more resilient and financially secure Colleges.
- Debate took place on other potential mergers in London and the national picture.
- Members discussed new initiatives being proposed such as Institutes of Technology and the potential risks attached to not being proactive in seeking out new alliances.

Report RECEIVED.

9. Teaching, Learning & Assessment Report – Presented by the VP Curriculum and Quality.

Items discussed:

- Members noted that the Teaching, Learning and Assessment Strategy had been extensively revised.
- Members endorsed the approach adopted and approved the revised strategy presented.
- Members queried the mission identified on page 1 and debate followed on where the acknowledgment would come from in terms of the College becoming a recognised leader.
- It was agreed that OFSTED would be the main body to provide such acknowledgment.
- Members discussed paragraph 2 and the whole organisation approach identified. Particular attention was paid to the Governor responsibilities identified on page 5.
- Members did comment that they felt that the Board's role was more inter active and challenging than reflected in the wording which appeared passive. Following debate it was agreed to retain the wording noting that Governors felt that the role was more engaged that perhaps reflected. Noted.
- The Chair of the Quality and Performance Committee endorsed the strategy and commended the approach. The Committee Chair confirmed that the Committee felt they had a clear line of sight with regard to their responsibilities and delivery of the strategy within the organisation.
- Members agreed that the key areas of focus during the year were identified in paragraphs 6 - assessment and 7- tutorials in terms of delivery during the year.
- Members sought confirmation that assessment criteria was shared with every student. The VP Curriculum and Quality confirmed that this was the case.
- Members discussed the reference to work experience and discussed how this would be measured across the College?
- Members were assured that employers and work experience were the subject of discussion as part of on-going tutorials.
- It was noted that this would also be followed through with questions during the quick poll sessions planned.
- Members discussed the level of evidence of tutorials on pro-monitor.
- It was agreed that a detailed drill down demonstration of pro monitor would take place at the next Governor development opportunity. Agreed.

Report RECEIVED and Teaching, Learning & Assessment Strategy APPROVED.

10. Prevent Strategy & Safeguarding & Vulnerable Adults – Presented by the VP Curriculum & Learner Services.

Items discussed:

- Members noted the update on the action plan provided for information.
- The VP Curriculum and Learner Services confirmed that the

VP Curriculum &
Quality

- safeguarding changes reflected all legislative requirements.
- The Chair of the Quality and Performance Committee confirmed that as lead Governor for Safeguarding & Prevent, termly meetings were taking place. Noted.
- The Principal discussed the Government agenda on Prevent and confirmed that the College was ensuring that British Values were highly visible and understood by staff and students across all campuses.
- It was noted that the role of the Chair of Q&P Committee needed to be updated in the Policy. Agreed.
- Noted that the date should state July 2015.
- Discussion followed on the high level of duty of care now in place for all Education organisations.
- Members noted that a visitors policy was being drafted.

VP Curriculum &
Learner Services

Report RECEIVED and recommendations APPROVED including Safeguarding and Vulnerable Adults Policy and Prevent Strategy.

11. Management Accounts to July 2015 – Presented by the Director of Finance.

Items discussed:

- Members attention was drawn to page 11 and the update on debt arrangements.
- The Principal confirmed that a robust conversation had taken place with the Colleges bankers who had been fully briefed on proposals regarding the strategic alliance.
- Concern was expressed about the timing of the sale of the Tower Block and the impact this was having on cash flow ratios.
- The Director of Finance confirmed that the sale of the Tower Block would result in a re-structuring of the College debt to more manageable levels, but that the details of this were still being negotiated.

Management Accounts RECEIVED.

12. Budget 2015/16 & Financial Forecast to 2016/17 – Presented by the Director of Finance.

Items discussed:

- The Director of Finance summarised the changes to the budget presented in July 2015.
- Members noted that the loss of an additional £750k had been accounted for in the revised budget.
- Members noted that the out turn for 2014/15 was now expected to achieve a satisfactory rating from the SFA for financial health.
- Members were assured that the Finance and Resources Committee had probed the revised budget in detail.

Revised Budget APPROVED.

13. Capital Project & Estates Update – CONFIDENTIAL

Subject to a separate confidential minute.

14. College Performance Indicators 2015/16 - Presented by the VP Planning

& Resources.

Items discussed:

- The VP Planning and Resources confirmed that the indicators had been revised in light of comments made at the Corporation meeting in July 2015.
- Members discussed appendix 2 and debate followed on the best method of collecting information on progression and destination of students.
- Members sought clarification on what 'good' looked like for the sector in terms of destinations for Learners? Members were informed that the College was considered average in terms of destinations for employment.
- Members queried whether BIS was able to provide any comparative data? It was agreed that further benchmarking information and sources would be looked for to provide context.
- Members asked where priority 4 was linked to CPI's? Members queried how triangulation was taking place and when the last staff survey had been undertaken? The Principal informed Members that a staff survey was planned for later in the term.
- Members asked for more clarity in the identification for example rather than stating unemployed it would be more accurate to state unknown. Noted.
- Members asked if any progress had been made with regard to setting up an alumni to aid the collection of destination information? The Principal confirmed that this has not yet been progressed.
- Lucy Ashman offered to provide some guidance and links to advise on the establishment of this. The Principal thanked her for the offer.
- It was agreed that the VP Planning and Resources would explore this option.

VP Planning & Resources

VP Planning & Resources

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College Performance Indicator's for 2015/16 APPROVED.

15. **Strategic Review Update** – Presented by the VP Planning & Resources.
CONFIDENTIAL

16. **Minutes of Meetings**

- i) Search & Governance Committee Minutes 22/09/15 - **RECEIVED**
ii) Finance & Resources Committee Minutes 22/09/15 – **RECEIVED**
iii) Finance & Resources Committee CONFIDENTIAL Minutes 22/09/15 - **RECEIVED**

17. **Any Other Business**

- **Student Incident Update** - Members were informed that the student attacked at Morden Tube Station was expected to make a complete recovery and that Police enquiries were progressing. Noted.
- **Governors undertaking Student Survey** - Members provides very positive feedback of their experience and the VP Curriculum and Quality confirmed that detailed feedback would be provided to the next meeting of the Quality & Performance Committee on any issues raised.

VP Curriculum & Quality

18. Key Dates & Date of the Next Corporation Meeting

- Christmas lunch at Taste 15 December 2015, Menu choices required in advance, noted.
- Corporation Wednesday 9th December 2015 at 5pm at Wandsworth Campus
- Governors Development Event 11th & 12th February 2016 at Burford Bridge

Signed By: _____

Date:
