

SOUTH THAMES COLLEGES GROUP CORPORATION

Minutes of Corporation Meeting 6 February 2018 held at South Thames College, Wandsworth Campus, Wandsworth High Street, London. SW18 2PP

(All resolutions passed were the unanimous decision of the Governors present unless otherwise stated)

Meeting Title	Corporation			
Date	6 February 2018			
Members	Mr G. Allen - Chair	Mr E. Gilbert		
	Mr D. Anderson	Ms S. Gordon		
	Mr J. Azah	Mr J. Hick		
	Mr M. Bristow	Ms J. Murphy		
	Dr. J Brumwell	Mr P. Mayhew-Smith - Group Principal / CEO		
	Mr T. Byrne-Price	Ms Y. Stanley		
	Ms K. Driver	Cllr S. Thom.		
	Cllr. B. Fraser	Ms C. Wilks		
	Mr R. Foulston			
In Attendance	Mr C. Wright	- Deputy CEO, Quality and Performance		
	Mr J. Pemberton-Billing	- Principal Carshalton and Merton Colleges		
	Mr S. Hedhli	- Interim Principal, South Thames College		
	Ms S. Horrell	- Vice-Principal, Business and Student Services		
	Mr M. Tweedale	- Principal Kingston College		
	Ms H. Meredith	- Head of Governance		
Key Meeting Outcomes				
1.	APOLOGIES			
1.1	Apologies were received from Mr Cheema, Mr Hossain, Mr Ratnavel and Mr Willett. Apologies were also received from Mr Greenaway, Deputy CEO, Finance and Resources.			
1.2	Mr Hedhli was welcomed to the meeting as Interim Principal of South Thames College and Ms Devan as Finance Director.			
1.3	DECLARATION OF INTEREST			
	Interests previously declared by Governors were noted: Mr Byrne-Price is a Director of a division of Berkeley Homes but had no knowledge of recent discussions in relation to the College Group. Governors confirmed that they did not have any other new pecuniary or other interest in any item on the agenda.			
2.	MINUTES OF CORPORATION MEETING OF 12 DECEMBER 2017 AND MATTERS ARISING			
2.1	Accuracy. The minutes were accepted as an accurate record and signed by the Chair.			
	Matters arising			
	The following updates were noted from the action log from the last meeting :			
	Action points	Responsible	Deadline	Signed off
	Governors still to complete the DBS Check process including producing original ID documentation, were reminded to complete this as soon as possible.	Remaining governors	Dec 2017	Individual emails had been sent to all governors with outstanding requirements
	All governors who have not recently completed the on-line safeguarding and Prevent training courses had been given the link to access those courses	HoG	31/10/17	Further individual email reminders had been sent to all governors yet to complete these

	The Health and Safety Nominated Governor vacancy was referred to the next HSS Committee for recommendation.	HoG	March 2018	March meeting
	Link Governors- 2 governors to be linked to each college under the Local Engagement Strategy			5 governors had volunteered
2.2.1	<p>Change of name of College update</p> <p>Governors received with the meeting papers a copy of the official confirmation letter from the Minister, the Right Hon Anne Milton MP, for the approval of the College's application to change the name of the college to South Thames Colleges Group. The Group now going through the process of change of legal status.</p>			
2.2.2	<p>Update on recruitment process for Principal , STC</p> <p>The Group Principal reported that a second round of recruitment was currently taking place as the Selection Panel was not satisfied with the number of applicants first time and that they represented a sufficiently diverse field. Interviews will take place on Monday 26th February involving the Selection Panel appointed at the last meeting. The Recommendation by the panel will be made to the Corporation Meeting on 27th March 2018. There were no plans to convene an additional Special Corporation Meeting for that decision.</p>			
3.	<p>Reports from Corporation Committees</p>			
3.1	<p>Finance, Planning & Resources Committee</p> <p>Mr Hick moved the adoption of the minutes of the Finance, Planning and Resources Committee meeting of 22 January 2018. The meeting had mainly focussed on the management accounts and the Group Recovery Plan.</p>			
3.2	<p><u>Accuracy of Minutes</u> The Minutes were accepted as an accurate record.</p>			
3.3	<p>Mr Hick reported that the latest version of the Recovery Plan (28 January 2018) prepared since that meeting and included in the meeting papers presented a more healthy financial position. There had been good discussions with the Bank including discussion of action to ensure that the Group does not breach bank covenants. The deficit is worse than forecast before the merger but none of the major cuts have started yet and the Corporation will start to see that with the budget setting work at next month's committee meetings.</p>			
3.4	<p>The Group Principal assured governors that the College does own the budget and that Officers have stepped up to take control of costs but not to the full extent needed to bring the budget back to where it needs to be. The Group Principal reported that the Finance Director is working tirelessly to be able to ascertain a confident position despite considerable uncertainty with some figures.</p>			
3.5	<p>The Corporation received with the meeting papers the November Management accounts. The December 2017 management accounts were circulated by email following the other papers and paper copies were tabled at the meeting and these had not yet been reviewed by the Finance, Planning and Resources Committee. The Finance Director explained that the December Management Accounts indicate an improved financial position but warned governors that other risks are beginning to surface so that the Corporation should not feel falsely re-assured at this stage. Governors asked for more detail about these new risks and the Finance Director drew governors' attention to the four risks identified on the Headlines (page 2) section of the management accounts and in particular the significant student debts carried by STC at the end of 2016/17 and the associated risks of not been able to recover income as a result. At end of November KC and CC debts were £300k and STC debts were £3m. Work on this is beginning to indicate that some of this may have been overstated but this also shows a lack of credit control processes with risk to collecting some of the income which has not been quantified as a risk.</p>			
3.6	<p>It was resolved to adopt the minutes.</p>			
	<p>Any other business</p>			
	<p>In response to a question from a governor about a report in the press about industrial action</p>			

	the Group Principal confirmed that the UCU are balloting staff about strike action as staff have not had a pay rise for 8 years.			
	The Open Business was followed by a Confidential Session			
Action points		Responsible	Deadline	Signed off
1.	Governors still to complete the DBS Check process including producing original ID documentation, were reminded to complete this as soon as possible.	Remaining governors	March 2018	
2.	All governors who have not recently completed the on-line safeguarding and Prevent training courses had been given the link to access those courses	HoG	March 2018	
3.	The Health and Safety Nominated Governor vacancy was referred to the next HSS Committee for recommendation.	HoG	March 2018	
4.	Link Governors- 2 governors to be linked to each college under the Local Engagement Strategy	HoG	After Easter 2018	
Date of Next Meeting	The Open Business of the meeting closed at 7:40pm Signed:..... Date:.....			