

**THE COLLEGE OF
HARINGEY, ENFIELD & NORTH EAST LONDON
CORPORATION COMMITTEE**

Agenda No:	5	Report No:	CO63
Report Title:	Minutes		
Report Author:	Secretary to the Corporation		
Meeting:	Corporation		
Date:	21 October 2010		
Summary:	Minutes of the meeting held Monday 12 July 2010.		
Financial Implications & Risk Implications:	N/A		
Equal Opportunities and Diversity Implications:	N/A		
Impact on Learning and the Learner and ECM Issues:	N/A		
Recommend:	The Committee NOTE the Minutes.		

**The Corporation of the College of Haringey, Enfield and North East
London**

COMMITTEE	CORPORATION
Time and Date of meeting	7:00pm Monday 12 July 2010
MINUTES	Tottenham Centre

(* denotes absence)

MEMBERS

Mr. K. Brown (Chairman) Mr. S. Wright (Vice-Chairman)*;
Ms J. Bax, Dr. K. Bevis, Mr M. Cooke*, Mr F. Ellis*, Mr L. Faizi*, Cllr D.
Goddard, Mr J. Johnstone, Mr P. Head, Ms J. McCulloch*, Cllr G. Meehan*;
Ms D. Mirgova*, Ms E. Mould, Mr H. Patel*, Rev. N. Obunge*, Ms A. Rudkin,
Ms E. Santry*, Ms C. Sullivan, Ms H. Wilson, Dr. M. Wing, Ms M. Hayward,
Mr S Mehmet;

In attendance

Mr. C. McCutcheon Vice Principal (Finance and Resources)
Mr. S. Jakubowski Vice Principal (Human Resources and Development)
Ms. J. O'Neil Vice Principal (Curriculum and Learner Experience)
Mr. D. Mathieson Secretary to the Corporation
Mr. W Pitumpe (Director of Finance)

- C1/0710 1.1 Apologies and Announcements**
Apologies for absence were received from Governors: Mr S Wright, Mr F. Ellis, Ms E. Santry, Mr L Faizi, Rev. N Obunge, Mr H Patel, Ms J McCulloch, Cllr. G Meehan. An apology for lateness was received from Cllr Goddard (arrived item 8)
- C2/0710 2.1 Declaration of Interest**
- 2.2** Messrs Brown and Head declared interests in respect of item 11c External Providers.
- C3/0710 3.1 Urgent Business (to be taken at item 15)**
There was no Urgent Business.
- C3a/0710 3a.1 Safeguarding**
- 3a.2** Ms O'Neill facilitated an activity in which groups of governors were asked to review a set of quality statements about key safeguarding issues. The activity was designed to help governors identify their level of understanding of safeguarding issues and to assess where the college stands in terms of progress. The Annual Safeguarding Report was used to inform the activity. In the feedback session a number of points were raised including:
- Regarding the role of governors it was recognised that the board needs to own and understand the safeguarding policies and processes and maintain a high level monitoring and oversight role.
 - The Standards Committee is tasked with reviewing data and policies and advising the Corporation.
 - The roles and relationships of staff with specific safeguarding responsibilities were clarified.
 - The reporting process of specific and confidential safeguarding issues was clarified including the role of the Chairman of the Corporation to whom specific confidential issues would be reported by management if necessary.
 - Ms O'Neill stressed the need for greater rigour in the reporting of safeguarding matters with evidenced based data showing the effectiveness and impact of the Corporation's Safeguarding policies and procedures.
 - The need to further increase the profile of safeguarding in the college without raising undue fears amongst learners.
 - Benchmarking data with similar colleges would be helpful.
 - It was noted that an FE Associates consultant was undertaking a review of safeguarding at the college

to inform action planning.

- The need to ensure that safeguarding procedures were embedded with all college franchise partners and subsidiaries was identified.
- Following discussion of governors responses to the questionnaire, members felt that the college had made sound progress in its safeguarding strategy and in terms of self-assessment against the criteria 'satisfactory' would be the most appropriate grade at this time.

RESOLUTION

The Corporation RECEIVED the Annual Safeguarding Report 2009-10

**C4/0710
C050**

4.1

**Corporation Minutes
Minutes of the Meeting held 20 May 2010**

RESOLUTION

The Corporation APPROVED the minutes as a true and accurate record.

4.2

Minutes of the Special Meeting held 15 June 2010

RESOLUTION

The Corporation APPROVED the minutes as a true and accurate record.

C5/0710

5.1

Matters Arising

There were no matters arising from either set of minutes.

**C6/0710
C052**

6.1

Chair's Action

There were no actions to report.

**C7/0710
C053**

7.1

Corporation Seal

The Secretary reported that there had been one application of the Corporation Seal since the last meeting:

RESOLUTION

The Corporation AGREED to note the use of the Corporation Seal.

**C8/0710
C054**

8.1 Principals Report

The Principal updated the Board on the potential impact of government changes on the college advising of greater flexibility to manage its affairs with less restriction, but with declining funding across the sector. He stressed the importance of cooperative working with other stakeholder groups and described how the college is working positively with Haringey and Enfield local authorities. He advised that the College and local authorities were in agreement regarding the need to support young adults in training in the challenging times ahead. He highlighted the drive towards a new 'localism' and warned of the impact this might have on the sub regional agenda. It is to be hoped that cooperation across key boroughs will develop positively.

8.2 Cllr. Goddard advised that the Upper Lea Valley Group is moving forward with a multi borough initiative and raised the issue of the college's potential involvement in contributing to the 'employment agenda' particularly in relation to the skills training of 24,000 people in the region. The Principal and Cllr Goddard will be discussing the matter in the near future.

8.3 The Corporation requested that the board's congratulations be extended to learners and staff who have recently received a number of national awards including second place for its BRACE learner voice initiative.

8.4 Regarding the reference to lesson and tutorial observations, Cllr. Goddard advised that this issue had been discussed by the Standards Committee who agreed that the matter needs to be progressed and finalised to ensure that the process meets Ofsted requirements. The Principal responded that this would be a priority action in the new term and that consultation would be undertaken with the unions.

RESOLUTION

The Committee NOTED the Report.

**C9/0510
CO55**

Planning for 2010-11

9.1 a) Budget for 2010-11 and 3-Year Financial Forecast 2010-13.

9.2 Mr. McCutcheon advised that the final budget proposal was little changed from that discussed at the last meeting. He clarified the assumptions in the context of Framework for Excellence underpinning the decision to confirm the Colleges' Financial Health as 'Outstanding' for 2009/10,

2011-12 and 2012-13, and 'Good' for 2010-11.

9.3 He responded to questions from members clarifying issues relating to guided learning hours; payments to creditors; and vacancy factors.

9.4 The Principal advised that the redundancy process had been finalised without recourse to compulsory severance and that all staff affected had now left the College. This has been completed within budget and without any future exposure to the College. The Chairman expressed appreciation to management for achieving the required reductions, and to those staff who volunteered to go. The Principal advised the meeting on progress in relation to the appointment of new staff to identified essential vacancies

9.5 **RESOLUTION**

The Corporation:

- i) APPROVED the Budget 2010-11 and 3-Year Financial Forecast 2010-13;**
- ii) CONFIRMED the College's Financial Health and 'Outstanding' for 2009-10, 2011-12, and 2012-13, and as 'Good' for 2010-11.**

9.10 **b) Property Strategy**

9.11 Mr McCutcheon presented an update on progress with the building renovation on the Collinwood façade at the Enfield Centre. Regarding the proposed new construction training centre at Enfield, he advised that this has been committed to tender stage with an indicative cost of £2million. The SFA have now approved the building of the new Student Centre at Enfield. 3 tenders have been evaluated and the lowest price accepted. Accordingly the Board were asked to accept the tender from Messrs. Procure. Discussions are ongoing for options to replace Park and possibly Montagu buildings.

RESOLUTION

The Corporation AGREED to:

- i) Note the report;**
- ii) ACCEPT the tender from Messrs Procure for the construction of a new Student Centre at Enfield.**

**C10/0710 10.1
C056**

Minutes/Reports from Committees

RESOLUTIONS

The Corporation RECEIVED the minutes of the following committees:

- i) Chair's Meeting (notes) 7 June 2010**
- ii) Audit Committee 28 June 2010**
- iii) Standards Committee 30 June 2010**
- iv) Finance, Policy and Resources Committee 30 June 2010**

**C11/0710 11.1 Issues from Committees
C057**

11.2 Audit Committee 28 June 2010

11.3 Ms Rudkin advised that the proposal to go out to tender for the provision of Financial Statements audit services for the accounting year 2010-11 would be reconsidered later in the year when a new Director of Finance is in post. In the mean time the committee recommend that Messrs MacIntyre Hudson be appointed to audit the financial statements for 2009-10.

RESOLUTION

The Corporation AGREED to APPOINT Messrs MacIntyre Hudson as the College Financial Statements Auditors for the 2009-10 accounts.

11.4 Finance, Policy & Resources Committee 30 June 2010

Resolution

The Corporation AGREED to;

- a) RECEIVE the Annual Health and Safety Report 2009-2010 and APPROVE the Annual Plan 2010-2011**
- b) RECEIVE the External Providers Report 2009-2010 and APPROVE the Annual Plan and Targets for 2010-2011**
- c) RECEIVE the Risk Management Report 2009-2010 and APPROVE the Risk Management Strategy 2010-2011.**

11.5 Standards Committee 30 June 2010-2011

11.6 The committee had considered the draft Learner Involvement Strategy for 2010-2011 that addressed issues emerging from changes to the tutorial system. Changes were proposed that would enhance governor involvement

with learner issues. This involves removing the current Governor Learner Forums and inviting members to attend meetings with learner representatives at School, Centre and College levels. Mrs Bax highlighted how learners might develop citizenship skills through participation as learner representatives. The Chairman reported on the excellent contribution made by the learner representatives who participated in the recent appointment process of the new Clerk.

RESOLUTION

The Corporation NOTED the Draft Learner Involvement Strategy and APPROVED the removal of the Learner Forums and replacement by Governor attendance in meetings with learners at School, Centre, and College level.

C12/0710 12.1 Corporation Work Plan

C058 12.2 The Secretary advised that the work plan for 2010-2012 would be subject to amendment during the year to reflect any legislative changes following the change of government.

Resolution

The Corporation APPROVED the Work Plan for 2101-2011.

C13/0710 13.1 Harmonisation of Staff Policies

C061 13.2 Mr Jakubowski advised that significant progress had been made with the harmonisation of the terms and conditions of service of former Enfield staff with those of ex CONEL staff. 11 staff (8.4fte) have not yet transferred.

13.3 Proposals to harmonise staff policies will be discussed with recognised trade unions and individuals over the summer with a view to them becoming effective from September 2010.

RESOLUTION

The Corporation AGREED to:

- a) NOTE the report**
- b) DELEGATE to Senior Management the responsibility for the harmonisation of the policies across the College.**

C14/0710 14.1 Date of next meeting

7.00pm Thursday 21 October 2010 at the **Tottenham Centre**

C15/0710 15.1 Urgent Business

15.2 Managers Leaving

Presentations were made to Mr Jakubowski who is retiring and Mr Pitumpe who is moving to a Vice Principal post at Barking and Dagenham College. The Principal spoke of Mr Jakubowski's commitment both before and since the merger and of his success in handling the difficult challenge undertaken in his role as VP(HR&D). The Principal noted Mr Pitumpe's long service and excellent contribution and leadership in the finance service and congratulated him on a well deserved promotion.

RESOLUTION

The Corporation recorded a vote of thanks to Mr Jakubowski and Mr Pitumpe.

15.3 Cllr. Goddard raised an issue regarding the use of local labour in college developments. The Principal and Mr McCutcheon will speak with Cllr Goddard outside of the meeting.

C16/0710 16.1 Confidential meeting

Resolution

The Corporation AGREED that student, staff governors and college staff with the exception of the Principal withdraw from the meeting.

**Signed..... Date: 21 October 2010
(Chairman)**

