

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

COMMITTEE	CORPORATION
Time and Date of meeting	13 December 2010
MINUTES	Enfield

MEMBERS

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

In attendance

Mr. C. McCutcheon Vice Principal (Finance and Resources)
Ms. J. O'Neil Vice Principal (Curriculum and Learner Experience)
Ms. J. Grant (Interim Director of Finance)
Ms. N. Shoffman (Secretary to the Corporation)

- C1/1210** **1.1** **Apologies and Announcements**
 Apologies for absence were received from Governors: Ms A. Ajazi, Ms J. Bax, Dr. K. Bevis, Mr F. Ellis, Mr J. Johnstone, Cllr G. Meehan, Mr S Mehmet, Rev. N. Obunge, Ms A. Rudkin. Cllr D. Goddard gave apologies as he would be leaving the meeting early.
- C2/1210** **2.1** **Governor Appointments**
 Elections for Student Governors across the college had successfully produced recommendations for both vacancies.
- 2.2** The Chair advised that Janette McCulloch had tendered her resignation due to work commitments. She has volunteered to help the college in other ways through the sub – committees or working groups as and where needed and the Chair has written to thank her for her years of service and to accept her kind offer of help.
- 2.3** The Corporation is operating under the I&A modification order which requires it to reduce its membership to 20 by July 2012. In order to comply with this order this vacancy will not be filled and the Corporation will be asked to approve the reduction of its membership corporation by 1 (see item/ minute 16).

RESOLUTION

The Corporation:

- i) APPROVED the following new governor appointments:**
- **Amrilda Ajazi - (Joint President of the student union) representing the Enfield Centre as a Student Governor for a term of office 13th December 2010 to 31 July 2011.**
 - **Ayokunmi Ogunleye - representing the Tottenham Centre as a Student Governor for a term of office 13th December 2010 to 31 July 2011**
- ii) NOTED the resignation of Janette McCulloch**

- C3/1210** **3.1** **Declaration of Interest**
 Declarations were made by Mr K. Brown; Mr S Wright; Mr M. Cooke and Mr P. Head in respect of item 14 (F3) external providers
- C4/1210** **4.1** **Urgent Business**
 The Corporation AGREED to accept one item of urgent business to be taken at item 14 (F3) external providers:
- Letter of support for Conel Innovation Services Ltd (CIS)
- C5/1210** **5.1** **Corporation Minutes**
C076 Minutes of the Meeting held 21 October 2010

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

C6/1210 **6.1** **Matters Arising**
There were no matters arising

C7/1210 **7.1** **Chair's Action**
(I) FMCE 2009-10 Return
The FMCE return was duly considered by the Audit committee on 16 November 2010 and recommended for approval. The Chair of the Corporation, who has delegated authority, approved the FMCE for submission to the SFA

(II) Additional capital expenditure
The Chair of the Finance, Policy & Resources Committee and the Chair of the Corporation both approved an additional capital budget of £86k to provide IT equipment to launch a L3 apprenticeship in IT support

RESOLUTION
The Corporation NOTED:
i) that the Chairman had, under delegated authority of the Board, **APPROVED** the FMCE document considered and recommended by the Audit Committee.
ii) that the Chairman had **APPROVED** an additional capital budget of £86k

C8/1210 **8.1** **Use of 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.

C9/1210 **9.1** **Update on Strategic Implications of Government Changes and Related Issues**
C077
The Principal said he was happy to take any questions on the report and highlighted the following points:

- The information in the report is based on the latest modelling for adult funding but at this stage it is not clear whether there will be a cash reduction or indeed none at all.
- The SFA guidance note has been delayed and funding depends on how the methodology is applied
- The college will not be advised of its 16-18 funding allocation until after Christmas.
- In response to a question the Principal advised that the adult funding reduction of 6-8% p.a equates to 25% over four years reduction.

RESOLUTION
The Corporation NOTED the Report.

C10/1210
C078

10.1 Principal's Report

The Principal advised that the report should be read with some care as the council's settlement had only been published that day and was not yet publicly known.

RESOLUTION
The Corporation NOTED the Report.

C11/1210
C079

11.1 2009/10 Draft College SAR Summary Position

Ms O'Neill tabled the final SAR document and advised Governors that the SAR Position Paper provides a summary of the final grades and what the final position is.

11.2 The final grades for the overall judgments are in the main now satisfactory. Capacity to improve is Good. The grades are lower than in previous years and this is due to a number of factors which have been explained in detail in the position paper.

This is the first year of self assessment under the new Ofsted Common Inspection Framework and the college's performance is measured by results, outcomes and success rates.

There has been a significant impact on all the whole college aspect judgements.

11.3 In five areas of the curriculum success rates are improving, including Business which was subject to a curriculum review last year. This is also the case in Science which is very positive given the importance of this area to the college and the skills strategy. The other improving areas with high success rates are Health and Care, Languages and Teacher Education

Two of the largest areas of provision, namely Construction and Skills for Life and Work, have seen a decline in success rates. This is inevitably impacting on the overall college success rate.

The two areas of concern for the college was in Skills for Life and Work, which includes ESOL, Literacy and Numeracy and Construction

The recording of outcomes for ESOL is a national issue. Previously we had been able to record partial success as a success but now it was recorded as a fail. If we removed this area (SSA14) from our success rates than we would be at 84%.

Additional qualifications in Literacy, Numeracy and ICT were also of concern due to a decline in success rates. These were taken by learners studying other programmes but the results were impacting upon the overall results for Skills for Life and Work.

In relation to Construction new qualifications were challenging for learners and we had some quality improvement work still to do with partners.

- 11.4** The SAR needs to be signed off this week. The Lead Inspector has seen the SAR and considered it to be an honest and clear document with an effective analysis of the position.
- 11.5** The Curriculum areas that are due to be inspected represent a good spread across the college provision with strengths in some of the areas and challenges in others.
- 11.6** The inspection team will of course consider the data and learner success rates. The team will look for evidence of capacity to improve and good learner experience. The SAR relates to last year and inspectors will wish to see the evidence of improvement this term.
- 11.7** Cllr Goddard suggested it would be useful to highlight where and how we are moving forward. He also endorsed the SAR grades and the honesty and effectiveness of the evaluation.
- 11.8** Cllr Goddard raised the issue of the impact of declining skills levels within the local population. This is likely to impact on the success of some learners who will need longer to get their qualifications.
- 11.9** Ms Santry asked whether the lesson observations had supported the grades. Ms O'Neill responded that this had been a problem in the past as the teachers (at CONEL/Tottenham) could determine which lesson would be observed so many observations were of the best lessons. The observation scheme has now been renegotiated with the trade union and both centres harmonised. It has been agreed that teachers will be given 2 weeks notice of which lesson will be observed. The lesson to be observed will be selected by the manager with the focus being on areas of concern in relation to outcomes for learners. This is being implemented now and this should result in more accurate grading. And targeting of support to improve teaching and learning.
- 11.10** Ms Santry asked whether for adult learning/ESOL – it would be more beneficial to introduce a different pattern of learning outside of the academic year. Ms O'Neill responded that the majority of ESOL learners have child care responsibilities so

this delivery within the academic year does appear to suit them. However male learners are underrepresented in this area and timetabling could be contributing to this under representation.

11.11 Cllr Goddard suggested that staff on key courses might write a narrative on learners and where they were at the start and how far they have travelled. If that can be articulated to inspectors it will help strengthen the case for progression. He advised the Corporation that there had been a discussion on this issue at the Standards Committee meeting.

11.12 Quality Improvement Plan (QIP) 2010-11

Ms O'Neill advised corporation that the key focus for this year is on success rates and monitoring individual achievement.

The college has many new systems which need to be fully embedded. Driving success rates up is our main focus.

11.13 The Chair asked whether enough people know what outstanding looks like. Ms O'Neill confirmed that training had been done using our own grade one teachers. Staff do need to be reminded of this on a regular basis.

Ensuring staff with good vocational skills become very good teachers is an issue for a vocationally focused college. This is addressed through staff learning and development.

RESOLUTION

The Corporation:

- i) **APPROVED the Annual Self Assessment Report 2009-10 and**
- ii) **APPROVED the Quality Improvement Plan (QIP) 2010-11 (Quality Strategy)**

**C12/1210
C080**

12.1 College Financial Statement and Report Year Ended 31 July 2010 and Management Letter of the Financial Statements and Regularity Auditor

The financial statements audit was undertaken by Macintyre Hudson who concluded in the management letter that the financial statements of the college gave a true and fair view.

12.2 It was noted that all the reports under this item had been scrutinised by the Audit and Finance, Policy and Resources Committees and recommended for approval.

12.3 The Board recorded its thanks to Ms Grant and Mr. McCutcheon for all their hard work and effort in producing these accounts

12.4 Risk Management Annual Report 2009-10 & Risk Register 2010-11

The Corporation considered the Risk Management Annual Report 2009-10 & Risk Register 2010-11 which have been scrutinised by the Audit, and Finance, Policy and Resources Committees and recommended for approval.

12.5 Student Union Accounts

The Corporation considered the accounts which have been scrutinised by the Finance, Policy and Resources Committee.

12.6 Update to Financial Regulations

Mr McCutcheon advised the Corporation that the College financial regulations have been updated to include the college companies following an audit recommendation. He confirmed that the Boards of each company have formally adopted the College Financial regulations.

RESOLUTION

The Corporation:

- i) **APPROVED Annual Financial Statements 2009-10**
- ii) **RECEIVED the Management Letter**
- iii) **RECEIVED the Student Union Accounts 2009-10**
- iv) **APPROVED the Risk Management Annual Report 2009-10 & Risk Register 2010-11**
- v) **APPROVED the Update to Financial Regulations**

**C13/1210
C081**

Audit Committee

13.1 Minutes

The Corporation received the draft minutes from the Audit Committee meeting of 16 November 2010.

13.2 Annual Report 2009-10 of the Internal Auditor

The Corporation received the Annual Report 2009-10 of the Internal Auditor RSM Tenon Limited which has been considered and accepted by the Audit Committee.

13.3 Annual Report of the Audit Committee 2009-10

The Corporation considered the Annual Report of the Audit Committee 2009-10.

13.4 Internal Audit plan 2010-13

The Corporation considered the Internal Audit plan 2010-13 from MAZARS which has been scrutinised by the Audit Committee and recommended for approval.

13.5 Committee's Terms of Reference

The Corporation considered the minor changes to the Committee's terms of reference. The Audit Committee recommended approval

RESOLUTION

The Corporation:

- i) NOTED the draft minutes**
- ii) NOTED the Annual Report 2009-10 of the Internal Auditor**
- iii) APPROVED the Annual Report of the Audit Committee 2009-10**
- iv) APPROVED Internal Audit plan 2010-13**
- v) APPROVED the Committee's Terms of Reference**

**C14/1210
C082**

Finance, Policy & Resources Committee

14.1 Minutes

The Corporation received the draft minutes from Finance, Policy & Resources Committee meeting of 24 November 2010.

14.2 Human Resources Policies

The Corporation considered the following five revised Human Resources Policies and Procedures relating to the corporation and senior post holders, which have been scrutinised by the Finance, Policy and Resources Committee and College solicitors and recommended for approval:

- **Complaints procedure against the corporation**
- **Grievance procedure for Senior post holders**
- **Disciplinary procedure for Senior post holders**
- **Capability procedure for Senior post holders**
- **Complaints procedure against Senior post holders**

14.3 External Providers

The Corporation considered the report which provided an update on the Joint Enterprises, Associated Organisations and Directorships the College or Principal are involved with.

14.4 Letter of support for Conel Innovation Services Ltd

Mr McCutcheon advised that the auditors of Conel Innovation Services Ltd (CIS) have requested a letter of financial support from the college. At the year end CIS recorded net current liabilities of £46k attributable to a trading deficit of £198k in

2008/9 followed by a surplus of £152k in 2009/10. Virtually all CIS business is delivered under college contracts and the college retains a 30% top slice.

Mr McCutcheon confirmed that all the college companies have met recently to consider their year end accounts and future business plans

14.5 Fees Policy 2011-12

The corporation considered the Fees Policy for 2011-12 which has been scrutinised by the Finance, Policy and Resources Committee and recommended for approval subject to a review of fee remission.

**14.6 Property:
Design of a refurbishment programme at Enfield & Tottenham**

The Corporation considered the initial proposal from the retained design team from KSS architects to draw up a refurbishment programme for implementation over the coming years. The indicative fee cost is £98k plus VAT. Initially this could be capitalised and retained so, if the projects ultimately progress. The Finance, Policy and Resources Committee recommended approval.

14.7 Interim tender report for the Construction Training Centre from Davis Langdon

Mr McCutcheon reported that the tender from R G Carter for the new Construction Training Centre at Enfield was slightly under the cost consultant estimate, but £3,500 higher than Procure (who are currently constructing the student center at Enfield). However Procure's tender was considered unsatisfactory as there were concerns around the allowance for design fees which would negate the difference. This project is subject to planning consent which is due to be heard at Enfield on 25th January 2011 and SFA consent which should be received at any stage.

14.8 Committee's Terms of Reference

The Corporation considered the minor changes to the Committee's terms of reference. The Finance, Policy and Resources Committee recommended approval.

RESOLUTION

The Corporation:

- i) **NOTED the draft minutes**
- ii) **APPROVED the revised Human Resources procedures and the implementation date of immediate effect**
- iii) **APPROVED the Letter of support for Conel Innovation Services Ltd (CIS) and NOTED the report on external providers**

- iv) **APPROVED** the Fees Policy for 2011-12 subject to a review of fee remission in the light of anticipated funding changes.
- v) **APPROVED** an additional capital budget of 98K (+ VAT) for the design of a refurbishment programme at Enfield & Tottenham,
- vi) **APPROVED** the tender from R G Carter and **APPROVED** expenditure of up to £2.1m for the Construction Training Centre at Enfield.
- vii) **APPROVED** the Committee's Terms of Reference

**C15/1210
C083**

Standards Committee

15.1 Minutes

The Corporation received the draft minutes from Standards Committee meeting of 26 November 2010.

15.2 Report on Learner Voice feedback

The Corporation considered the report on learner voice feedback. Ms Santry asked that a mechanism be introduced for Governors to feedback to and on school and centre learner forums. The Principal agreed that management will prepare a proposal.

15.3 Safeguarding termly report

The Corporation considered the report.

15.4 Committee's Terms of Reference

The corporation considered the changes, to bring the terms of reference in line with the new Learner Involvement Strategy and other changed procedures within the college
The Standards Committee recommended approval.

The Corporation:

- i) **NOTED** the draft minutes
- ii) **NOTED** the learner voice feedback report
- iii) **NOTED** the Safeguarding termly report.
- iv) **APPROVED** the Committee's Terms of Reference

**C16/1210
C084**

Governance Issues

16.1 Review of Corporation Standing orders and Policy 2.3 Board Profile

The Corporation considered the revised Corporation Standing orders and Policy 2.3 Board Profile which were drafted by the secretary in consultation with the Principal and vice principals .

16.2 The Chair provide a verbal report on the AOC Annual Conference

16.3 The Corporation received the update on the Corporation Work Plan 2010-11

RESOLUTION

The Corporation:

- i. APPROVED the Corporation Standing orders**
- i) APPROVED the revised Policy 2.3 Board Profile**
- ii) NOTED the Corporation Work Plan 2010-11**

C17/1210

17.1

Date of Next Meeting

An extra meeting for inspection feedback will be convened in February.

Future Meetings:

Friday 4 March 2011 9am-5pm Theobalds Conference Centre

Monday 11 April 2011 Tottenham

Monday 23 May 2011 Enfield

Monday 11 July 2011 Tottenham

Signed..... Date:
(Chairman)