

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

COMMITTEE	CORPORATION
Time and Date of meeting	7:00pm Monday 19 th October 2009
MINUTES	

(* 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 K. Harmsworth, Ms. M. Hayward, Mr J. Johnstone *, Mr P. Head, Ms J.
McCulloch, Cllr. G. Meehan *, Mr. S. Mehmet, Ms D. Mirgova, Ms E. Mould, Mr
H. Patel, Rev. N. Obunge, Ms G. Ortanca*, Ms A. Rudkin, Cllr. E. Santry *, Ms C.
Sullivan, Ms H. Wilson, Dr. M. Wing

In attendance

Mr. C. McCutcheon Vice Principal (Finance and Resources)
Mr. S. Jakobowski Vice Principal (Human Resources and Development)
Ms. J. O'Neill Vice Principal (Curriculum and Learner Experience)
Mr. D. Mathieson Secretary to the Corporation
Mr. H. Jeffrey (Head of Learner Support)
Mr. J. Rosenberg (Director of Vocational and Professional Studies)

C1/1009 ANNOUNCEMENTS

1.1 The Chairman welcomed Governors and members of staff to the first Corporation meeting of the merged college. He spoke of the background to the merger and how the two boards had worked closely together over the two year period leading up to the formation of the new college on 1st August 2009. Looking to the future, he spoke of the challenges facing the college and the need to ensure a focus on providing the best possible service to learners and providing real value for money. He stressed the need for learners and staff to feel a strong sense of ownership and pride in the college, and the importance of working together to continue the drive to excellence.

1.2 Mr Brown advised that the postal strike had caused some delays in delivery of papers for the meeting and the alternative arrangements that would be put in place for the next cycle of meetings should the dispute continue.

1.3 It was noted that the term of office of the CONEL Teaching Staff Governor Gale Ortanca ends in November 2009. Due to a work commitment Ms Ortanca was unable to attend the meeting. A gift due to be presented to her in appreciation of her excellent contribution to the work of the board over the last four years will be presented to her by the Secretary with a letter of thanks after the meeting.

1.4 Attention was drawn to following additional papers:

- Minutes of the Learner Forums held 12/13th October 2009;
- Report on Staff Consultation Conference held 16 October 2009;
- Supporting copies of slides for the presentation on Ofsted.

C2/1009 APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from:

Cllr. G. Meehan; Cllr. E. Santry; Mr. F. Ellis; Mr. J. Johnstone;
Ms G. Ortanca

C3/1009 Governor Appointments

3.1 Elections for Student Governors across the college, and a Staff Governor from the Enfield Centre, had successfully produced recommendations in each category.

RESOLUTION

The Corporation APPROVED the following new governor appointments:

- i) Mr Leslie Faizi as a Student Governor for a term of office 19th October 2009 to 31 July 2010.**
- ii) Ms Darina Mirgova as a Student Governor for a term of office 19th October 2009 to 31 July 2010.**
- iii) Ms Mandy Hayward as a Staff Governor (Enfield Centre) for a term of office 19th October 2009 to 30 September 2011.**

C4/1009 C000 Declaration of Interests

4.1 Declarations were made by Mr K. Brown; Mr S. Wright; Mr M. Cooke; and Mr P. Head in respect of item 12 (F1) External Providers.

RESOLUTION

The Corporation NOTED the declarations of interest

C5/1009 Urgent Business

There were no items of urgent business.

C6/1009 C001 Minutes of the Corporation

6.1

RESOLUTION

- i) The minutes of the CONEL Corporation meeting held 13 July 2009 were APPROVED as true and accurate record;**
- ii) The minutes of the Enfield College Corporation meeting held 9 July 2009 were RECEIVED.**

C7/1009 Matters Arising

7.1 There were no matters arising.

C8/1009 C002 Chairs Action

8.1 There no items of Chairs Action:

C9/1009 C003 Use of Corporation Seal

RESOLUTION

The Corporation NOTED the application of the seal in respect of a contract with Messrs. KSS Design Group as Architect and Lead Consultant relating to the building and refurbishment of part of the Tottenham Centre and the demolition and construction/reconfiguration of the Enfield Centre.

C10/1009 C004 Development Presentation Ofsted Methodology

10.1 Ms O'Neill delivered a presentation on the features and implications of the current Ofsted inspection methodology.

She described significant changes to the way in which inspectors make judgments on college provision and highlighting the following points:

- Downward trend in grades awarded to colleges in the first round of inspections under new methodology;
- Judgements more heavily focussed on impact and outcomes using data;
- Extent and impact of CPD;
- Increasing scrutiny on 'safeguarding' and health and safety;
- Broadening of the range of aspects of equality and diversity inspected;
- Broadening of requirements regarding the learner voice including random direct feedback from larger numbers of learners;
- Greater focus on data analysis of impact, and value for money;
- Raising the bar to becoming outstanding;
- The changing role of governors.

In response to questions Ms O'Neill advised that the college needs to be inspection ready at all times however it is anticipated that the next Ofsted inspection is unlikely to take place until 2010/11.

- 10.2 The presentation ended with a participative exercise that allowed governors to try and identify an appropriate Ofsted grade against a number of quality statements.

RESOLUTION

The Corporation NOTED the report.
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C11/1009 C005 Principal's Report

- 11.1 The Principal responded to questions on the report advising on the plans in place to ensure that the college is inspection ready and advising that to be graded 'good' is no longer 'good enough'.
- 11.2 Members raised a number of issues relating to safeguarding prompting a debate in which the following points were noted;
- The importance of maintaining links with those responsible for safeguarding in provider local authorities and institutions;
 - Relationships with Haringey and Enfield are good at management level but less so with social workers where there tend to be changes in personnel;

- CRB checks on staff at the Tottenham Centre are virtually complete. Enfield College undertook 'List 99' checks on all staff last year. CRB checks will be undertaken on Enfield Centre staff this year to ensure compliance with best practice across the college.
- 11.3 Regarding a question on the impact on of gang crime on recruitment patterns to the merged college, the issues and implications were debated. The Principal reported on a number of initiatives being undertaken to address gang crime issues advising that the college was liaising with local schools and the Borough Police Commander on the impact of recent serious crimes in the area. He advised that there is a very complex set of circumstances relating to gang crime which may involve both ethnic and post code divisions. Responses from learners indicate that they feel the college to be a safe environment but many had concerns about the area around the Tottenham Centre felt intimidated by groups of young men gathering outside.
- 11.4 Mr Faizi suggested that this issue might be resolved with construction of a roof over the external smoking area as he felt that the trees outside the college acted as an impromptu shelter in bad weather. The Principal advised that this would be contrary to the 'Healthy College' policy that was supported by the majority of learners following consultation. Ms Mirgova spoke of the need to consider the principles of equal opportunities for smokers and the impact on relationships with those staff and students who wish to continue to smoke.
- 11.5 Cllr. Goddard identified the need to understand the nature of 'image and perception' about the college, and the importance of working with the community and local authorities to address higher levels of responsibility in serving the community. He advised that the positive image of the college is acknowledged by learners but stressed the importance of promoting this in the wider community. The northward drift of learners to Hertfordshire appears to be a result of post code and 'turf' wars in North London. The role of governors in community partnerships was identified as an important factor in dealing with these issues.
- 11.6 Ms O'Neill described the challenge of gaining access into local schools to change the negative perceptions about the College. She stressed the importance of an 'ambassador' model using existing and former learners to promote the college. Mr Wright described the concept of a 'new college' as an opportunity to promote the organisation.

RESOLUTION

The Corporation NOTED the report

C12/1009 C006 Minutes/Reports from Committees

- 12.1 Finance, Policy and Resources Committee 30 September 2009;
Audit Committee 5 October 2009
Standards Committee 7 October 2009
Learner Forum (Tottenham) 12 October 2009
Learner Forum (Enfield) 13 October 2009
- 12.2 Mr Faizi raised an issue from the Tottenham Centre Learner Forum regarding the price of food in the Pavilion restaurant citing specific examples in comparison with outside providers such as TESCO. He pointed out that the college is in an area of economic and social deprivation and many students find it difficult to afford the prices charged. The Principal advised that while some specific items may be more expensive, the priority is the provision of an affordable lunchtime meal and drink for under £3. A meeting is scheduled with Chartwells later this term at which feedback from learners will be given. The Chairman advised that the College does not subsidise the food service as to do so would reduce resources for teaching and learning. Rev. Obunge asked that in considering these matters, the catering offer at the Enfield Centre should also be included. Ms Hayward requested that SMART targets for action points from future Learner Forum meetings be set.

RESOLUTION

The Corporation RECEIVED the reports.

C13/1009 C007 Issues from Committees

Finance Policy and Resources Committee

(F1) External Providers

- 13.1 The annual report of External Providers included franchise provision at the Enfield Centre.

RESOLUTION

The Corporation RECEIVED the report.

(F2) Apprenticeship Company

- 13.2 The College intends to establish a 'not for profit company' to enable the college to benefit from funding bids in support of the drive to increase number of apprenticeships nationally. A successful bid was submitted by The College of Haringey, Enfield and North East London and Lewisham College as lead partners and also including City and Islington College and CONEL subsidiaries. There are long term financial benefits to partner colleges and the potential to recruit substantial number of trainees.

RESOLUTION

The Corporation APPROVED the creation of a 'Not for Profit' Apprenticeship company, and 1 Executive Director, and 1 College Governor as a representative, on the board of the company.

(F3) London Capital Colleges

- 13.3 London Capital Colleges (LCC) has proposed a Joint Venture to facilitate bidding for contracts from government agencies and large sub regional commercial contract holders. The LCC at its meeting 29 September 2009 agreed that Principals of member colleges recommend the proposal to their boards. In response to a question the Principal explained the complexity of these funding streams.

RESOLUTION

The Corporation APPROVED the setting up of a Joint Venture Company with the London Capital Colleges.

(F4) Annual Health and Safety Report 2008-09

- 13.4

RESOLUTION

The Corporation RECEIVED the report.

(F5) Modifications to the Instrument of Government

- 13.5 The Chairman pointed out that the recommendations followed on from the governance proposals set out in the Final Merger Proposal document submitted to the LSC/DBIS, and the consequent modification order on the Instrument of Government.

RESOLUTION

The Corporation AGREED:

- i) That the composition of the Corporation includes 3 Staff Governors until 24 November 2009;**
 - (a) one shall be a former member of the academic or non-academic staff of Enfield College, nominated and elected by all staff at the former Enfield College, and
 - (b) two shall be members of staff of the (former) College of North East London, of which one shall be a member of the academic staff, nominated and elected only by academic staff; and the other shall be a member of the non-academic staff, nominated and elected only by non-academic staff."
- (ii) That with effect from 25 November 2009 the composition of the Corporation includes 2 Staff Governors;**
 - (a) one shall be a former member of the academic or non-academic staff of Enfield College, nominated and elected by all staff at the former Enfield College, and
 - (b) one shall be a member of the non-academic staff of the College of North East London, nominated and elected only by non-academic staff."
- (iii) That the position of Academic Staff Governor is deleted at the end of the incumbent's (Ms G Ortanca) term of office November 24 2009;**
- iv) That the composition of the Corporation will reduce from twenty-five to twenty-four members with effect from 25 November 2009**
- v) That Corporation Policy 2.3 Composition of the Corporation is amended to take account of these changes**

(F6) Senior Post Holders

13.6

RESOLUTION

The Corporation APPROVED:

- i) The five Senior Post Holder positions of the Corporation of the**

College of Haringey, Enfield and North East London as:

**Principal and Chief Executive
Paul Head**

**Vice Principal Human Resources and Development
Steve Jakubowski**

**Vice Principal Curriculum and Learner Experience
Jane O'Neill**

**Vice Principal Finance and Resources
Chris McCutcheon**

**Secretary (Clerk) to the Corporation
Derek Mathieson.**

(F7) Governor Attendance

- 13.7 The Chairman advised that attendance at committee meetings had generally exceeded target but for Board meetings this had shown a drop to 69%. While this is only 1 percentage point below the Board target of 70%, he stressed the importance of governor attendance and asked members to make every effort to attend throughout the year. It was noted that only formal committees attendance had been included in the report and it was requested that data from the Learner and Staff Forums be included in the next Annual report.

RESOLUTION

The Corporation RECEIVED the report.

(F8) HR Revised Procedures

- 13.8 HR procedures are in the process of being updated and in line with new ACAS guidelines, changes to the Instrument & Articles of Government, and HR best practice. It is intended that the revised procedures are brought to the Corporation for approval on 15th December, with implementation from 1st January 2010.

RESOLUTION

The Corporation NOTED the report.

Audit Committee

(A1) Annual Report of the Internal Auditors 2008-09

13.9

RESOLUTION

The Corporation RECEIVED the report.

(A2) Internal Audit Plan 2009-10

13.10 The Secretary advised that there had been one amendment to the plan. At the request of the Finance, Policy and Resources Committee, an audit of Health and Safety will be added to the plan. The Vice Chairman of the Audit Committee had approved the change.

RESOLUTION

The Corporation APPROVED

- i) the Internal Audit Plan for 2009-2010;**
 - ii) the addition of a an audit of Health and Safety;**
- and;**
- iii) NOTED that the Audit committee will be going out to tender for the provision of Internal audit services for 2010-11.**

(A3) Financial Monitoring and Control Evaluation (FMCE)

13.11 The Secretary advised of changes to the FMCE including the need for the document to be signed off by the Corporation after consideration by the Audit Committee. Previously the FMCE would be signed off by the Principal. The revised FMCE was published after the Corporation meeting dates for the year had been agreed. The final date for posting the document on the LSC portal is 29 November. As the next Corporation meeting takes place after that date the Board were asked to agree that the FMCE is signed off by the Chair of the Corporation under delegate authority of the Board.

RESOLUTION

The Corporation APPROVED the delegation of the signing off of the FMCE document by the Chair of the Corporation following consideration by the Audit Committee.

C14/1009 C008 Corporation Workplan 2009-10

14.1

RESOLUTION

The Corporation APPROVED the Workplan 2009-10.

C15/1009 C009 Draft Development Plan 2009-12

- 15.1 The Principal advised that a summary report to accompany the Strategic Plan had not been circulated with the papers and would be sent out separately. He explained the background to preparation of new Development Plan in the context of the merged college, and described key points and assumptions involved.
- 15.2 The document is an edited rewrite of the final merger proposal (FMP) and takes account of self-assessment issues from Enfield College and CONEL, and the College Quality Improvement Plan. Following consultation the final plan will be put to the Corporation at its meeting of 15th December 2009 for approval.
- 15.3 Referring to the Instrument and Articles of Government, he clarified the respective roles of the Principal and the Corporation in respect of the Development Plan and quality strategy, and highlighted the scope and range of the plan.
- 15.4 The Staff and Learner Consultation day held on 16th October had proved to be a positive experience with outcomes that demonstrated strong support for the strategic priorities, high aspirations, and core values. More work is required to sharpen up the mission statement and strapline, and the logo and corporate image. In response to a question, the Principal advised that learners would be consulted about logo options but there would be no 'competition' to determine the outcome. He advised that Messrs. KSS Design Ltd had been commissioned to undertake the design work.
- 15.5 The need to consider the role of both the college and HE sector in serving the Upper Lea Valley was raised by Cllr. Goddard particularly in respect of different stakeholders.

- groups. He suggested that straplines should reflect the needs and interests of different learner groups.
- 15.6 Governors were requested to send comments and suggestions to Paul Head to inform the next stage of preparing the Development Plan.
- 15.7 Other points raised included:
- Support for emerging 'Green' industries;
 - The conflict in provision of core funded business against wider stakeholder needs;
 - Importance of stakeholder views;
- 15.8 In summing up the Chairman spoke of the importance of receiving comments from governors and other stakeholders to ensure that the widest rang of views were obtained to inform the final plan.

RESOLUTION

The Corporation NOTED the report and request for comments on the Development Plan.

C16/1009 Date of Next Meeting

Corporation Residential 27-28 November 2009 at Theobald's Park, Cheshunt.

Scheduled Meeting Tuesday 15 December 2009 at the Enfield Centre.

C171009 Urgent Business

There was no urgent business.

Signed:.....
(Chairman)

Date: 15th December 2009