

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

COMMITTEE	CORPORATION
Time and Date of meeting	7:00pm Thursday 20 May 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. K Hintz (Director of 14-19)

- C1/0510** **1.1 Apologies and Announcements**
Apologies were received from Governors: Mr F. Ellis, Mr J. Johnstone , Ms A. Rudkin, Ms E. Santry , Mr S Mehmet and staff Mr W. Pitumpe.
- 1.2** Mr Wright advised the meeting that he would be Chairing the meeting up to item 2 as the re-appointment of Mr K. Brown was to be considered.
- 1.3** A petition received from staff at the Enfield Centre relating the Reprographics Service has been referred to management.

- C2/0510** **2.1 Governor Appointments and Resignations**
CO37
- 2.2** The Corporation RECEIVED the minutes of the Search Committee held 12 May 2010.
- 2.3** Mr Wright took the meeting through the recommendations regarding the re-appointment of Mr K. Brown, Mrs J. Bax and Ms. H. Wilson.
- 2.4** Members were reminded that the Board had agreed re-appointments made during the first year of the merger would be for a maximum of 2 Years. This allows the Corporation to benefit from continuity during the first two years of the merger, and to facilitate the downsizing of the membership by 31 July 2010 as required by the Instrument of Government Modification Order 2009.
- 2.5** It was noted that Mr K. Harmsworth had resigned as a Governor due to a conflict of Interest following his appointment as a member of staff of a neighbouring college. A letter of thanks will be sent to Mr Harmsworth.

RESOLUTION
The Corporation AGREED to;

- a) Note the resignation of Mr K. Harmsworth.**
- b) Appoint Ms H. Wilson to serve a two year term of office as an External Governor from 20th May 2010 to 19th May 2012.**
- c) Appoint Mrs J. Bax to serve a two year term of office as an External Governor from 17 July 2010 to 16 July 2012.**
- d) Appoint Mr K. Brown to serve a two year term of office from 20 May 2010 to 19 May, and that he serves as Chairman until 31 July 2011.**

Mr K. Brown, Ms H. Wilson and Mrs J. Bax rejoined the meeting. Mr Brown took the Chair.

C3/0510 Declaration of Interest

Mr D. Mathieson declared an interest in item 15 where a report on his forthcoming retirement, and recruitment of a successor would be considered.

C4/0510 Urgent Business (to be taken at item 15)

Retirement of Secretary to the Corporation.

**C5/0510 Minutes of the Corporation meeting held 24 March 2010
CO38**

RESOLUTION

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

6.1

C6/0510 Matters Arising

Minute C10/0310 Ms McCulloch requested that, while accepting that staff reductions were unavoidable following the imposition of funding cuts for 2010-11, the concern and dismay felt by the Board at having to impose redundancies be recorded in the minutes.

RESOLUTION

The Corporation AGREED that this be recorded.

C7/0510 Chairs Action

7.1

There were no items of Chairs action to report.

C8/0510 Use of Corporation Seal

8.1

The Corporation Seal has been used twice since the last meeting.

8.2 20 April 2010

Members agreement relating to 'Apprenticeship First' Ltd – Signatories; P. Head and M. Cooke.

8.3 12 May 2010

Deed of Appointment of Davis Langdon as cost consultant relating to the redevelopment of the College Campus.

RESOLUTION

The Corporation AGREED to NOTE the Report.

C9/0510
CO41

Planning for 2010-11

a. Strategic Budget and Planning Implications of Funding for 2010-11.

9.1

The Principal presented the report outlining the College's financial strategy taking account of the savings required resulting from the budget cuts effective in 2010-11. The position is little changed to that reported to the Board in March with the exception of the decrease in Adult Responsive Funding of £1,798K confirmed to the College, which may be affected by a £539K increase in the funding cap. This however will be used to fund delivery of additional priority provision.

9.2

It is anticipated that further changes may have to be made after the July emergency budget announced by the new government. There are implications for Train to Gain which is an area likely to be effected by further cuts.

9.3

In response to a question from Ms Hayward regarding the balance of management and teaching staff in the College, it was clarified that the management category of staff also encompassed Business Support, Estates and Learning Assistants. Mr McCutcheon agreed to prepare a note comparing the management/curriculum staff ratio with other London Colleges.

9.4

The Principal and Ms O'Neill responded to a question about recruitment for 2010-11 advising that despite some staff giving the wrong information about next years provision, applications are up for the coming year. It is clear that schools are competing vigorously to retain 16-18 year olds and it is important for the College to be proactive in its recruitment.

9.5

Ms O'Neill described action being taken to improve the recruitment process and highlighted the need for all staff to take responsibility and be thoroughly professional in their approach.

9.6

In response to a question from Mr Faizi regarding cuts in Level 2 ESOL provision and the expectations of the learners progressing from Level 2, the Principal explained that the provision was not funded and therefore could only

be provided at full cost. The provision is mainly for learners seeking to go onto University whilst the priority for FE is to provide vocational ESOL provision leading to employment.

9.7

Cllr. Goddard spoke of the need for a pan London approach to ESOL involving all the various agencies and taking account of short and longer term needs.

9.8

Cllr Meehan referenced the impact of the outcomes of the general election the difficulties of funding ESOL provision at a time when councils are unable to increase council tax and are blinded in their decision making by ring fencing of specific budgets ie. Schools.

9.9

The Chairman reported that, together with the Vice Chairman and Ms Sullivan, he had attended a meeting with branch officers of UCU. Issues raised by UCU at the meeting included the social need for ESOL, their wish for the College to use its reserves to prevent redundancies for another year in the anticipation that the local authority would pick up ESOL provision. UCU stated that the salaries of senior managers should be cut.

9.10

The Governors had responded clarifying a number of issues relating to the College reserves and the need to maintain these to protect future provision, the adverse affect of setting a deficit budget, and the need to attract and retain good service managers. Governors had stressed the commitment of the board to the College and its learners but pointed out that along with this the need to take difficult decisions to ensure the future viability of the College was necessary.

9.11

The Chairman felt that the meeting had provided a useful exchange of views. He advised the Board that he had received a petition from UCU in respect of the cuts.

9.12

In response to a question from Mr Faizi the Principal described the ways in which management and Governors take opportunities to raise issues with government ministers both directly or through FE organisations such as the AOC, LSIS and the 157 Group.

9.13

It was noted that the Principal's regular update to Governors on funding and planning were welcomed and that members felt well informed about the issues.

9.14

The Principal responded to a number of questions advising that; the number of learners affected by cuts would be around 300; support for prospective learners unable to get

a place is available; other sources of funding have been explored. He stressed the importance of progression, and the expansion of vocational ESOL for work provision was highlighted.

9.15

The Chairman felt that the briefings and discussions had been very helpful. He stressed the importance of keeping people informed about the issues and stressing how the College is rising to the challenge of doing the best job possible for its learners under difficult circumstances.

RESOLUTION

The Committee AGREED to:

- a) Note the draft budget and approve this as the basis for presenting a detailed budget paper in July.**

9.16 **b. Property Matters**

The Principal presented a model showing the proposed developments at the Enfield Centre. He described the construction of a new Student Centre, Enrichment Zone classrooms and remodelling of the Collingwood Building facade. He advised that the works would not adversely impact on learning and that noise levels would be minimal.

9.17 The meeting considered further options for the Enfield Centre including proposals to develop a new teaching block associated with a PCT Health Facility. Ms Sullivan advised caution in working with PCT's at the moment until the impact of the new Government is fully understood. The Principal advised that funding may be channelled through G.P's. Five local G.P's have indicated their interest in the development.

9.18

Work at the Tottenham Centre will focus on enhancing the very poor facilities in the Lecture Hall/Gym Block. In the longer term it is proposed to undertake a major refurbishment or replacement of the Building Block.

RESOLUTION

The Committee agreed to:

- a) Note the Report on property Issues.**
- b) Approved the Property Strategy.**
- c) Agreed that the College progresses to design stage up to and including submission for planning permission with the Construction Centre on the Enfield site.**

d) Agreed that the College proceed to tender for the construction of the Student Centre at the Enfield Centre and Collingwood Façade.

**C10/0510
CO42**

Principals Report

10.1

Members were invited to raise any questions arising from the Principals report.

10.2

Clarification was given on the process being undertaken by the College to harmonise the lesson and tutorial observation scheme to meet the enhanced requirements of OFSTED. The trade unions have indicated that the proposed changes will lead to a dispute. A meeting has been arranged for staff representatives to meet with an Ofsted inspector to discuss concerns.

10.3

In response to questions Ms O'Neill explained what support is provided to teachers who are poorly graded, and explained that the focus for observations must be on the areas we have identified for improvement in our annual Quality Improvement Plan rather than the lessons tutors wish to have observed.

10.4

Mr Faizi described classroom observations from the learners perspective and how the stress on teachers is very evident. He described lesson observations as an emotional issue for teachers.

RESOLUTION

**C11/0510
CO43**

The Committee NOTED the Report.

11.1

Minutes/Reports from Committees

RESOLUTION

- a) The Committee received the following minutes;**
- b) HR Strategy Group 17 March 2010**
- c) Learner Forums 10/11 May 2010**
- d) Audit Committee 11 May 2010**
- e) Finance Policy and Resources 12 May 2010**

**C12/0510
CO44**

12.1

Issues from Committees

Audit Committee 11 May 2010

RESOLUTION

The Corporation Agreed to;

- a) Appoint Messrs Mazars as the College Internal Auditors with effect from 1 August 2010.**
- b) To note that the LSC/SFA audit service have confirmed the College's Self Assessment for Financial Management and control as 'Outstanding'.**

12.2 Finance, Policy & Resources Committee 12 May 2010

Resolution

The Corporation AGREED to;

- a) Approve the Fraud Policy**
- b) Approve the revised Financial Regulations**
- c) Note that the Corporation Policies item is deferred to a future meeting awaiting management input to changes.**

**C13/0510
CO45**

Corporation Work Plan

- 13.1** It was noted that the work plan proposals for 2010-11 would be considered by the Chairs Group at its meeting on 7th June 2010. Actions and timescales associated with Framework for Excellence would be taken account of.

Resolution

The Corporation AGREED to;

- a) Note the Report.**

C14/0510

14 Date of next meeting

C15/0510

Thursday 12 July 7pm at the Enfield Centre

15 Urgent Business

Retirement of Secretary to the Corporation

- 15.1** Mr Mathieson declared his interest in this item and withdraw from the meeting.

Resolution

The Corporation agreed to;

- a) Note the phased retirement of Derek Mathieson who's employment will end 31 December 2010.
- b) Note that the closing date for applications to the position of Clerk to the Corporation is 4th June.
- c) The interview panel will comprise Messrs, Brown, Wright, Head and Mrs J. Bax.
- d) Shortlisting will take place Monday 7 June at 6pm.
- e) Interviews will be held Tuesday 15 June 2010 at the Tottenham Centre.
- f) A Special Meeting of the Corporation will be held at 7pm Tuesday 15 June 2010 at the Tottenham Centre to formally appoint the successful candidate.

C16/0510 15.2 Mr Mathieson re-joined the meeting.

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: 12 July 2010
Chairman