

COMMITTEE	CORPORATION
Time and Date of meeting	20 October 2011
MINUTES	Tottenham

Members:

Mr. K. Brown (Chair), Ms E. Mould (Vice-Chair),
 Ms J. Bax, Mr M. Cooke, Ms Lisette D’Cruz, Mr F. Ellis, Cllr D. Goddard, Mr P. Head,
 Cllr G. Meehan, Mr S Mehmet, , Rev. N. Obunge, Mr H. Patel, Ms A. Rudkin, Ms E.
 Santry, Ms C. Sullivan, Ms H. Wilson, Dr. M. Wing

In attendance:

Mr. C. McCutcheon Vice Principal (Finance and Resources) VPFR
 Ms. J. O’Neill Vice Principal (Curriculum and Learner Experience) VPCLE
 Ms. J. Grant (Director of Finance) DoF
 Ms T Carter (Director of Human Resources) DoHR
 Ms. N. Shoffman (Secretary to the Corporation)

CO1/1011 1.1 Apologies and Announcements
 Apologies for absence were received from the following
 Governors:
 Ms E. Mould; Cllr G. Meehan; Ms C. Sullivan; Dr. M. Wing for
 absence

CO2/1011 Search & Governance & Corporation Matters
CO13

2.1 The Corporation received the Search & Governance
 Committee’s recommendations regarding the Staff
 Governors’ appointments and the External Governor re-
 appointment.

2.2 The Chair provided a verbal report on the Search &
 Governance Committee meeting of 20 October 2011. It had
 been agreed to include an Equality Monitoring Form to be
 circulated for completion with this year’s annual returns of
 eligibility and register of interests. The Committee had also
 agreed to extend a formal leave of absence to Ms Mould from
 the beginning of this academic year until she is well enough
 to resume her duties.

RESOLUTION:

The Corporation AGREED to
i. APPOINT Ms L D’Cruz as Academic Staff Governor
for a term of two years until 30 September 2013
ii. APPOINT Mr H Patel as Support Staff Governor for a
term of two years until 30 September 2013
iii. APPOINT Ms C Sullivan as an External Governor to
serve a two four term of office from 23 November 2011
to 22 November 2015
iv. GRANT a formal leave of absence to Ms E Mould
v. NOTE the report

Ms L D'Cruz and Mr H Patel were invited to join the meeting.

CO3/1011 3.1 Urgent Business
There was no urgent business

CO4/1011 4.1 Declaration of Interest
There were no declarations

CO5/1011 5.1 Minutes of the Corporation meeting held 22 September 2011
CO14

RESOLUTION
The Corporation AGREED to APPROVE the minutes as a true and accurate record

CO6/1011 6.1 Matters Arising
There were no matters arising.

CO7/1011 7.1 Chair's Action
The Secretary reported on Chair's actions taken since the last meeting.

RESOLUTION
The Corporation AGREED to NOTE the Chair's action

CO8/1011 8.1 Use of Corporation Seal
CO15
The Governors received the report on the use of the Corporation Seal since the last meeting.

RESOLUTION
The Corporation AGREED to NOTE the use of the Corporation Seal

CO9/0911 Whole College

CO16 9.1 Principal's Report
The Governors received the Principal's report. It was agreed to take part of this report under confidential cover as some of the content was considered to be 'Commercial in Confidence'.
The Principal went on to expand on the following points in his report.

9.2 Job Centre Plus - Negotiations are ongoing and the temporary building to house Job Centre Plus should be in place soon.

9.3 Ambitious about Autism - The Principal updated the Governors on this project. The College will lease the land to Ambitious about Autism who will raise the capital for the building; there is no legal impediment to this arrangement. It is now subject to agreement from the YPLA to fund the learners. The joint statement of intent which has been issued by the College and Ambitious about Autism is reproduced in the report.

9.4 National Developments – Skills Funding Agency: Renewal Grant for Property Development - The Principal reported that the Skills Funding Agency (SFA) have launched a new 2 year £100m Capital Programme for the sector. The funds are split into two parts; the first comes under renewal grants and the College will receive an initial allocation of £100,000 which is subject to the College contributing twice that amount to the project. The Principal provided the background to the proposed application for and use of the matching grant in order to bring forward and complete the refurbishment of the hair and beauty salons on both sites.

9.5 The second part of the fund gives the College the opportunity to bid through a challenge process for further funds, of up to £1.9 million for an individual project. The College would be required to provide our own funding equivalent to at least two thirds of the cost of the investment

The Principal explained that the indicative costs of the refurbishment of the Park building and Link building at the Enfield centre to which the Board has committed to planning stage and for which a planning application has been submitted are £5.6m. Thus the College could apply for a grant of £1.87m, which would cover a third of the costs. The Principal acknowledged that in order to meet the SFA criteria and deadline the timing of this project will need to be brought forward sooner than had been planned but the College does not want to pass up opportunity of accessing this grant. The Principal and VPFR reassured the Board that all the financials have been scrutinised and thoroughly checked and this is achievable without having to borrow or sell land. If we do sell the land this will go back into the cash reserves.

RESOLUTION

The Corporation AGREED to

i. APPROVE the recommendation to make the application for Enhanced Renewal Funding for the refurbishment of the Park building at Enfield Centre together with the construction of a link building in the gross sum of £5.6m subject to SFA agreement of capital grant totalling £1.87m, giving a net commitment by the College of £3.74m expenditure. Final commitment to proceed with works will be subject to further Board approval of compliant and competitively sourced tenders. It is noted that no borrowings would be required.

ii. APPROVE the commitment of £300,000 capital funding (giving a net commitment by the College of £200,000 expenditure) for improvements in Hairdressing and Beauty Therapy facilities

iii. NOTE the report

CO17

9.6 Key Performance Indicators (KPI's) Report

The Governors received the report on Key performance indicators for Finance, Learner Numbers, Risks and Human Resources, Curriculum and Learner Experience and Staff Development for the period.

- 9.7 The following points were highlighted by the VPFR:
- All indicators are looking positive and the projections are that all targets will be achieved.
 - Work on construction centre starting after half term.
 - Learner numbers always a bit tight at this time of year and so there is a Red risk around learner targets.
 - There are some issues around EMA as the withdrawal of this support is beginning to impact on drop out rate, although it is lower than last year. PLG plans to do some work on this and the College has increased the threshold for parents' income for bursaries in order to support more learners.

At a Member's request the Principal's report to the next meeting will provide more information on the bursary scheme and will include a demographic breakdown of recipients and learners dropping out where the data is available.

In response to a Member's question there was a discussion around closing courses at short notice. Members were re-assured that this only done if the College is not able to achieve the minimum class size of 20 (as agreed in the budget); however every effort is made to find alternative provision for learners either at this or other institutions. Very exceptionally a course will still run, if less than optimum size, in order for learners to complete their qualification.

- 9.8 The VPCLE went through the data set and highlighted the following points:
- There are still 152 results to go on the system.
 - Long course results are more or less finalised.
 - Overall we are very close to targets.
 - The strategy for next year is to set targets that can be achieved or exceeded.
 - Targets for 2011-12 will be set at national benchmark at a minimum.
 - Indicators are that national targets are in decline.

At a Member's request future reports will include the highest and lowest performing courses along with comparative data from last year

RESOLUTION

The Corporation AGREED to NOTE the report

CO18

9.9 **HR Report re managing absence**

The Principal reported that the DoHR and VPFR had looked at comparators used in past KPI reports and found they had been using different calculations to other benchmarks; this has been amended and the report reflects more accurate data. The following points were highlighted:

- The position and cost of sickness absence is declining.
- The College's sickness policy is in line with other institutions.
- The activities being carried out by HR and management to reduce absence.
- The College is looking to outsource absence management; this may have a more positive impact on reducing absence as these organisations have

more expertise in managing the issues.

There followed a discussion around Occupational Health referrals; one Member suggested, and it was agreed, that it would be helpful to have a self-referral system as this may help reduce and prevent absence; it was further agreed that it would not be advisable to outsource management of sickness absence and the occupational health scheme to the same organisation.

RESOLUTION

The Corporation AGREED to NOTE the report

CO10/1011 Audit

10.1 Financial Management and Control Evaluation (FMCE) Return:

RESOLUTION

The Corporation AGREED to DELEGATE APPROVAL of the 2010-11 Financial Management and Control Evaluation (FMCE) to the Audit Committee and the Chair of the Corporation

CO11/1011 Date of Next Meeting

Tuesday 7pm 13 December 2011 at the Tottenham Centre

CO12/1011 Other Business

This was the last meeting for Mark Cooke and Mike Wing (who was not in attendance) whose current terms expire in November. The Chair thanked them both for their support, hard work and invaluable contribution over the years, and presented Mr Cooke with a card and gift on behalf of the College and Members of the Corporation.

The Chair advised Governors that Mr Cooke has agreed to stay on as director of the subsidiary companies until Ms Mould is able to resume her duties and he has also agreed to take part in the recruitment and appointment process for the new Vice Principal Finance & Resources.

Mr Cooke responded and thanked everyone for their kind wishes.

Signed...K Brown Date: 13 December 2011
(Chairman)