

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

COMMITTEE	CORPORATION
Time and Date of meeting	11 April 2011
MINUTES	Tottenham

MEMBERS

Mr. K. Brown (Chairman), Mr. S. Wright (Vice-Chairman),
 Ms J. Bax, Mr M. Cooke, Mr F. Ellis, Cllr D. Goddard, Ms M Hayward, Mr P. Head,
 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)

- C1/0411 1.1 Apologies and Announcements**
 a. Apologies for absence were received from Governors: Cllr
 D. Goddard, Ms M Hayward, Ms E. Mould, Ms C. Sullivan,
 Ms A. Ajazi, Mr A. Ogunleye
 b. The Chairman and Principal advised the meeting of the
 sad news that Tony Corder, who was the first Chairman of
 the (CONEL) corporation, had passed away.
- C2/0411 2.1 Declaration of Interest**
 Declarations were made by Mr K. Brown; Mr S Wright; Mr M.
 Cooke and Mr P. Head in respect of item 10 (F2) external
 providers
- C3/0411 3.1 Urgent Business**
 There was no urgent business
- C4/0411 4.1 Corporation Minutes**
C088
 a. Minutes of the Corporation meeting held 13 December
 2010
 b. Minutes of the special Corporation meeting held 26
 January 2011

<p>RESOLUTION The Corporation APPROVED the minutes as a true and accurate record.</p>

C5/0411 **5.1** **Matters Arising**
There were no matters arising

C6/0411 **6.1** **Chair's Action**
The Secretary reported on Chair's actions taken since the last meeting.

RESOLUTION
The Corporation NOTED that:

- i) The Chairman had APPROVED a 3 year contract directly with the Borehamwood Football Club in the sum of £390k per annum;,**
- ii) The Chairman had APPROVED an amendment to the Fee Policy for 2011-12 in respect of Fee remissions**
- iii) The Chairman had APPROVED a resolution and gave authority to the Principal to vote on behalf of the College, as the member body, for the Open Learning Partnership (OLP) to go into voluntary liquidation.**

C7/0411 **7.1** **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.

C8/0411 **8.1** **Strategic Budget 2011-12 Implication and Issues.**
C089 The Principal introduced the paper.
The following points were raised in the discussion:

8.2 Concern was expressed as to the impact of these changes on the future of this community and the Principal responded that these policies have been set for us – and we have to try to work out a budget for the College around this.

8.3 As the College is only just over £200k down on funding income, the need to reduce staff overall at the proposed level was questioned; the Principal explained that there are several contributing factors which include the need to find savings to deliver next year's programme; the increase in class size which will require less teachers and also the fact that different pots are being funded so there are employability shifts in what we are doing and we need to do it more effectively.

8.4 The Chair of the Audit Committee observed that there is a lot of lot of risk attached to the plans and asked if there will be a contingency plan along with a set of 'what if' scenarios. The Principal responded that where possible the risks will be mitigated but the College has to accept more risk than it would normally.

8.5 The Principal was asked whether the College should still do everything if we can't do it at the quality. He responded that that if we can achieve this in 2011-12 the efficiency savings in

the future would be less and it will put us in a stronger position to secure these contracts for the future; our position overall is better than some local institutions and no one else is planning to hand any of the contracts back. Ultimately we are looking to achieve the 25% savings in the first 2 years.

- 8.6** A member asked what part of the management structure will be reduced and the Principal advised that management across the College will be looked at but any changes proposed need to be mindful of the criticisms levelled by Ofsted over the lack of management capacity; the Vice Principal Curriculum and Learner Experience added that we are looking at a 2 year programme for this.
- 8.7** A member enquired whether subcontracting provision is more expensive and the Vice Principal Finance and Resources said that it is as delivery within the College only costs 50% in teaching costs whereas with outsourced provision the College has to contribute to their overheads
- 8.8** The Chair thanked the Principal for the very clear and comprehensive report and responses.

RESOLUTION

The Corporation AGREED to endorse this approach detailed in the report

**C09/0411
C090**

- 9.1 Principal's Report**
The Corporation received the Principal's report.

RESOLUTION

The Corporation NOTED the Report.

**C10/0411
C091**

Finance, Policy & Resources Committee

- 10.1 Minutes**
The Corporation received the draft minutes from Finance, Policy & Resources Committee meetings of 2 February and 30 March 2011.
- 10.2** The Chair of the Audit Committee suggested HR use some comparators on recruitment as a KPI for future reports.
- 10.3** The Chair of the Audit Committee asked if there had been any progress made on the pension costs and Vice Principal Finance and Resources provided an update and advised the Corporation that the College was due to meet with Haringey council in early May to progress this matter.
- 10.4 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.

10.5 Property Strategy Options appraisals the Enfield and Tottenham Centres

The Principal took the Corporation through the property strategy options appraisals for the short medium and long term for the Enfield and Tottenham Centres and explained the detail of each of the projects

10.6 The Principal reported that the Risks around the construction centre were discussed at length by the Finance Policy and Resources Committee.

10.7 A member asked how secure is College management that the College will be granted planning permission the Principal responded that subject to amendments there is a 60-80% chance planning permission will be granted for the front of the Enfield building however it was recognised that the residential plans would be the most contentious issue with planners.

10.8 Concern was expressed that given the risk factors we may be jumping ahead with seeking Enfield refurbishment detailed planning permission. The Principal responded that the College needs to sustain and invest in Enfield to attract learners and so if we can get the planning permission it will last for 3 years and then is ready to go when the time is right

10.9 The Chair of the Finance, Policy and Resources Committee advised the Corporation that this issue was also discussed extensively by the Committee who recognised there is a degree of risk; the College would hope to attract more learners with attractive building and facilities and by the same rationale spending on the construction centre would hopefully send the right message. The Chair confirmed that the Finance, Policy and Resources Committee had recommended approval of the proposal and revised capital expenditure.

10.10 Treasury Management Policy

The Corporation considered the revisions to the Treasury Management Policy in respect of reporting procedures, of which the Finance, Policy and Resources Committee had recommended approval.

RESOLUTION

The Corporation:

NOTED the Committee's confirmed and draft minutes

- i) NOTED the report on external providers**
- ii) APPROVED a revised capital budget of £3,779,451 for the projects stated and commitments of the funds and NOTED the grants contribution of £425,000 and commitments made to date**
- iii) APPROVED the Treasury Management Policy**

**C11/0411
C092**

Standards Committee

- 11.1 Minutes**
The Corporation received the draft minutes from Standards Committee meeting of 16 February 2011.
- 11.2 Report on Learner Voice feedback**
The Corporation received the report on learner voice feedback.
- 11.3 Safeguarding termly report**
The Corporation received the Safeguarding termly report

RESOLUTION

The Corporation:

- i) NOTED the draft minutes**
- ii) NOTED the learner voice feedback report**
- iii) NOTED the Safeguarding termly report.**

**C12/0411
C093**

Audit Committee

- 12.1 Minutes**
The Corporation received the draft minutes from the Audit Committee meeting of 29 March 2011.

RESOLUTION

The Corporation NOTED the draft minutes

C13/0411

Search Committee

- 13.1** Verbal Report from Search Committee 11 April 2011
The Chair reported on the search Committee meeting that had take place immediately before this one. He advised the Corporation formally of Keith Bevis' resignation due to work commitments, which he had tendered in January.
- 13.2** The Chair reported that the Search Committee had considered the issue of Mr John Johnstone's continued absence from Corporation and Committee meetings since July 2010 and agreed to recommend to the Corporation that his appointment be terminated in accordance with INSTRUMENT 10 (2) (b).
- 13.3** The Chair advised the Corporation that with the above reported resignation and recommended termination of appointments the membership of the Corporation would now stand at 20. This means that the Corporation will have complied with the requirement of the I&A modification order dated 12 August 2009, to reduce its membership from 25 to 20 by 31 July 2012, 15 months ahead of time
- 13.4** The Search Committee had also agreed not to make any recommendations regarding the vacancies on the standards and Audit Committee, pending the proposed changes to

governance (see minute 14-0411 a))

RESOLUTION

The Corporation:

- i. NOTED the resignation of Keith Bevis**
- ii. APPROVED the resignation of John Johnstone's appointment with immediate effect**
- iii. APPROVED the determination of membership of the Corporation be 20 members in compliance of the Instrument & Articles and to notify the Department of Business Innovation and Skills accordingly**

**C14/0411
C095**

Governance Issues

- 14.1** The Corporation considered the Chair and Secretary's Proposal for a revised Governance structure.
- 14.2** The Chair went through some of the detail of the proposal and recommendations within the paper and reported that the Search Committee had endorsed this approach and had asked for a progress report to be brought to the next meeting which should include more detail on the actual courses of action needed to implement the new structure and the information that would be required for each meeting.
- 14.3** The Chair reiterated that with the new structure he envisaged the Corporation taking a more strategic role and provided some examples of the type of RAG reports that he would expect to see at meetings which are the same that currently go to the SMG and draw attention to the high level issues for the College. A member suggested, and it was agreed, that the KPI's used in these reports should also show the direction of travel.
- 14.4** Members of the Corporation agreed they were in favour of implementing the new structure as per the recommendations in the proposal and asked for a progress report to be brought to the next meeting.
- 14.5** **Review of Corporation Policies**
The Corporation considered the revised Corporation Policies. The Chair of the Audit Committee suggested and it was agreed that we also need a Policy covering College activities with the subsidiary companies. The Secretary advised that all the policies had been reviewed and recommended for approval by PLG and the finance, policy and resources Committee.
- 14.6** **Corporation Work Plan 2010-11**
The Corporation received the update on the Corporation Work Plan 2010-11

RESOLUTION

The Corporation:

- i) APPROVED the Proposed new governance structure for implementation 1 September 2011**
- ii) APPROVED the revised Corporation Policies subject to a review as part of the changes to the governance structure**
- iii) NOTED the Corporation Work Plan 2010-11**

C15/0411

15.1

Date of Next Meeting

Future Meetings:

Monday 23 May 2011 Enfield

Monday 11 July 2011 Tottenham

Signed..... Date:
(Chairman)