



***SOUTHGATE COLLEGE
GOVERNING CORPORATION***

Governing Corporation

**Summary of main decisions taken at the meeting of
17th June 2010**

- 1. The Board asked that letters of congratulation be sent to Mohammed Saad and Luke Jones on their achievements in winning through to the UK finals, of the Escoffier Chefs Challenge and the Skill Auto Bodyshop Competition respectively.**
- 2. The Board, though regretting the need for the downsizing required by the savage funding cuts, were relieved that the number of compulsory redundancies had been kept to 8.6 FTE posts.**
- 3. The Board endorsed the “New Horizons” International Strategy for Southgate College**
- 4. The Board agreed to progress the establishment of a “State of the Art” Automotive Academy.**



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Minutes of meeting of the 17th June 2010

held in the Committee Room of Southgate House, commencing at 6.30 p.m.

PRESENT

Ann Zinkin (Chairman)
Reshma Bell, (Staff Member)
David Byrne (Principal)
Sheila Dawson
Chris Gill
Ron Lis
Mohamed Manjra
Ingrid Mustoe (Staff Member)
Andrew Nicholas
Claude Pehrson
Martin Prescott
David Williamson

In Attendance

Kit Davies (for item 9.3)
David Chaplin (Chaplin Frobisher Welling, Clerks to the Corporation)

1. Minutes of previous meetings

Received: minutes of the Part 1 and Part 2 meetings of 29th April 2010

These minutes were approved as true and accurate and were signed by the Chairman. It was agreed that the Part 2 minutes were no longer confidential and could be published on the College web-site.

2. Matters arising

Update on restructuring

Received: a report from the Head of Service Transformation

Members were pleased to learn that of the staff number reduction of 36.87 FTE posts previously agreed by the Board as necessary to accommodate the savage reduction in 2010/11 funding of the College, natural wastage, voluntary redundancy and reduction

of agency usage had reduced the number of posts involving compulsory redundancy had been reduced to 8.62 posts.

College management and staff were thanked by the Board for their very professional approach to the crisis facing the College.

3. Apologies for absence

Apologies were received from James Edsberg, Mira Gottardi (Student Member) and Nigel Levey.

4. Declaration of Governor Interest.

There were no interests to declare

5. Notification of other urgent Business

There was one item of other urgent business, amending the dates of July meetings of the Governing Body, Finance & Staffing and Audit Committees and setting a date for the first meeting of the College Development Committee, and the Chairman asked that this be done before proceeding to business.

It was resolved to amend the Calendar as follows:

First Meeting of the College Development Committee: Thursday 15th July, 5p.m.

July meeting of the Finance and Staffing Committee (was 22nd July 5p.m.) rescheduled for date to be decided (dependant on availability of Financial Forecasts).

July meeting of the Board (was Thursday 22nd July 6.30p.m.) rescheduled for Thursday 15th July 6.30p.m.

July meeting of Audit Committee (was Thursday 15th July 5p.m.) rescheduled for Thursday 22nd July 5 pm.

6. Governance matters

6.1 Principal's Report

Received: the Principal's report of general developments in the College since the last Corporation meeting

David Byrne reported on the success of two students in winning through to the UK national finals of skills competitions. Mohammed Saad a NVQ level 3 Food Preparation and Cooking student had won the London Final of the Escoffier Challenge; Luke Jones, a Motor Vehicle IMI level 3 student had won through to the final of the Skill Auto Bodyshop competition. Governors asked that letters of congratulation be sent to each of these students.

For the third year running the College's Learndirect Centre had been shortlisted for the "Best Performing Centre" in the London Region.

A successful event organised by Stella McManus and the ESOL team to engage with community groups across the Borough had been held and had been supported by two Governors. Other important initiatives to engage with the local community were the involvement with the Borough Council's "Food Strategy", and a meeting of the Principal with the Chairman of North London Business to discuss strategic developments and links with apprentice training.

The College had been offered affiliate membership of the influential Motor Industry Skills Consortium, an important breakthrough in view of the College initiative to develop an Automotive Academy.

The College was supporting an exciting private project to find suitably able female students to undertake aircraft pilot training.

6.2 To note the outcome of a hearing held on 10th June

The Clerk reported on an hearing held by a panel of three Governors on 10th June to consider an appeal of a member of staff against dismissal by reason of misconduct. The appeal was not upheld.

7. Finance matters

7.1 Minutes of the meeting of 27th May together with a verbal feedback of the meeting held earlier in the evening

Received: the minutes of Finance and Staffing Committee held on 27th May 2010 together with verbal feedback on the meeting held earlier in the evening

Ron Lis drew Governors attention to the progress made in the preparation of the 2010/11 budget.

At their meeting earlier in the evening the Committee had received a comprehensive report from Kevin Moir of KME Consultancy which had set out a detailed Business Strategy for the development of a "State of the Art" Automotive Paint Academy in leased premises in Baird Road, Enfield. Governors noted that Finance and Staffing were scrutinising the detailed figures.

A considerable investment, funded by borrowing in excess of £1m would be required, but the Committee had asked that the matter be progressed with detailed costings being produced, and an application for change of use of the building being submitted. The Committee was planning a visit to Stevenage to see other examples of Automotive facilities, to which all Governors would be invited.

The Committee felt this was an exciting opportunity for the College, and Governors endorsed this approach.

The Principal would be meeting with the College's bank in the near future.

It was hoped that final proposals could be brought to the July meeting, although much work had to be done.

7.2 Management accounts

Received: the Management accounts to 31st May 2010

Ron Lis explained that Richard Teare was recuperating after an operation on his back. However, the management accounts showed a satisfactory position, with the forecast out-turn at year-end being for a small operating surplus. The cash position and balance sheet remained healthy, and all financial indicators were now within the LSC range.

Sheila Dawson asked if the accounts did not show some worsening of the position since the previous Board meeting, but David Byrne reassured her that this only appeared so because of the vagaries in LSC (now Skills Funding Agency, SFA) funding and changes in the way the College was now accounting for this. However he warned that “nasty surprises” from the SFA before the financial year end could not be ruled out.

7.3 Update on enrolments against Targets 2009/10

Received: a report on enrolments to 16th June 2010

David Byrne reported that the College now expected to hit targets for both 16-19 and Adult Learner responsive numbers; the employer responsive outturn was expected to show a small deficit, but overall the College’s response to the early year enrolment profile had been impressive.

8. Strategic matters

8.1 Infrastructural Change

Received: the executive summary of a LSC commissioned KPMG report “Delivering Money through Infrastructural Change”

David Byrne asked members to note that this report endorsed many of the conclusions drawn by the Board at the December Conference. The whole report was available upon request, and would be considered in more detail by the Collaboration Committee.

Members noted that the inference that for colleges’ with incomes below £35m, infrastructural changes involving greater collaboration to reduce overhead costs would be necessary.

Martin Prescott suggested that there was a clear message – expand, collaborate or experience an ever decreasing reduction in funding. This was something that Governors would be discussing at the Collaboration Committee.

Claude Pehrson queried the reference to “learning from the example of schools” and challenged the evidence base for such comment.

Ingrid Mustoe asked if statistics could be obtained from the LEA of the current staying on rate post-16, and the implications of the raising of the participation age.

8.2 International Strategy

Kit Davies made a presentation on “New Horizons”, the badge for the development of an International Strategy for Southgate College.

The Strategic Objectives were:

- to increase the number of international students
- to improve the satisfaction levels and experience of these students at the College
- to internationalise the curriculum to be delivered in College and overseas using innovative blended learning models
- to enhance the reputation, influence and visibility of the College’s international work
- to embed internationalisation firmly into the core activities of the College.

He outlined the approaches to be followed and suggested ambitious three-year objectives:

- a 50% increase in international student number
- to increase income revenue from direct international students and EFL provision to £625k
- to double the income from EU and Globalisation project funding
- to increase to 5% the proportion of College full-time students and staff experiencing overseas study or work

He finished by suggesting some of the College infrastructure staffing and investment required.

Kit was thanked for his presentation and Governors’ expressed general support for the strategy.

Chris Gill asked if the involvement of the twin towns could be sought. Ann Zinkin asked if there were “collectives” that the College could join.

Sheila Dawson pointed to the need for a more detailed Business Plan and Risk Assessment.

Claude Pehrson pointed out that inducting non-English speaking students required specialist staff; he also wondered if Summer Schools could generate significant income.

Chris Gill suggested that an analysis of the language knowledge of existing staff and students be undertaken.

Martin Prescott asked that realistic salaries be set for marketing staff as he felt that the figures contained in the presentation might prove to be too low for the type of person this project would need to recruit. Management noted these suggestions.

9. Any other business

Letter from the Minister of State

Received: a letter from the Minister of State for Further Education, Skills and Lifelong Learning, Department for Business Innovation and Skills, dated 17th June 2010

Members were encouraged by the intentions set out in John Hayes' letter to free Colleges to maximize their capacity for high quality, innovation and creativity, and to remove unnecessary regulation and bureaucracy.

10. Date and time of future meetings

Thursday 15th July 2010 at 18.30 hours

Thursday 21st October 2010 at 18.30 hours

The meeting ended at 8.05 p.m. and was followed by a Part 2 Agenda meeting