



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Summary of main decisions taken at the meeting of 29th April 2010

- 1. Sheila Dawson was appointed to the Board in place of Paul Camp who had retired at the end of his term of office.**
- 2. The revised Committee Structure was confirmed, and Members appointed to these Committees**
- 3. The Calendar of Board and Committee meetings for 2010/11 was agreed**
- 4. The progress of the feasibility study to consider the establishment of an Automotive Paint Academy was welcomed**



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Minutes of meeting of the 29th April 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 (From item 2)
Chris Gill
Ron Lis
Mohamed Manjra
Ingrid Mustoe (Staff Member)
Claude Pehrson (from item 8)
Martin Prescott
David Williamson

In Attendance

Lizzie Jones (Head of Service Transformation)
Richard Teare (Interim Director of Finance)
David Chaplin (Chaplin Frobisher Welling, Clerks to the Corporation)

1. Membership

The retirement of Paul Camp as a Member was noted, and the Clerk was asked to write on behalf of the Board to thank him for his long and invaluable service to the Board

Sheila Dawson was appointed to the Board, to serve until March 31st 2014

Sheila joined the meeting and was welcomed by the Chairman

2. Modifications to the Instrument and Articles of Government

Received: the revised Instrument and Articles of Government

These were received, noting that the only changes were the substitution of “the Chief Executive of the Skills Funding Agency” for “the LSC”.

3. Minutes of previous meetings

Received: minutes of the Part 1 meeting of 25th February 2010

These minutes were approved as true and accurate and were signed by the Chairman.

4. Matters arising

Powers of the Corporation (Para 9)

Received: a report by the Clerk giving extracts from relevant legislation, and comments from Eversheds LLP, on the Powers of the Corporation to set up subsidiary companies or to collaborate or merge with other institutions

The Clerk was thanked for this report, which would inform the decisions of the Collaboration Task Group (See item 9.1 below).

5. Apologies for absence

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

6. Declaration of Governor Interest.

There were no interests to declare.

7. Notification of other urgent Business

There was one item of other urgent business.

8. Principal's Report

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

David Byrne reported that trying to adjust to the 2010/11 funding reductions, and consulting on the curriculum changes and staffing reductions that would be necessary was a major element of his day-to-day activities. He was encouraged by the very professional attitude of the staff and the efforts of so many to develop new opportunities for enrichment of the student experience. In particular he reported:

- The College response to the National Sport Relief appeal.
- The Motor Vehicle departments hosting of a regional heat of the World Skills UK competition, and the success of Luke Jones in qualifying for that regional heat.
- The mini launch of the College/Tottenham Hotspur Foundation Development Centre.
- The invitation to the College to join a small group of learning providers delivering Sports Science and Language courses in India.

9. Governance matters

See also items 2 and 4 above

9.1 Revised Committee Structure and Membership

Received: proposals from the Chairman on a revised Committee Structure, draft Terms of Reference for a College Development Committee and a Collaboration Task & Finish Group and proposals for Committee Membership

The Terms of Reference would be referred to the respective groups for consideration and comment at their first meetings.

Committee membership was confirmed as:

Audit: Sheila Dawson (Chairman), Reshma Bell, Mohammed Manjra, Martin Prescott, one new external member

Collaboration: Andrew Nicholas (Chairman), Ann Zinkin, David Byrne, David Williamson, Nigel Levey

College Development: Claude Pehrson (Chairman), David Byrne, James Edsberg, Chris Gill, Mohamed Manjra

Finance & Staffing: Ron Lis (Chairman), David Byrne, Andrew Nicholas, Ann Zinkin, David Williamson

Search: Ann Zinkin (Chairman), Sheila Dawson, Chris Gill, Ron Lis, Andrew Nicholas, Claude Pehrson

Standards & Performance: Chris Gill (Chairman), Reshma Bell, David Byrne, Mira Gottardi, Ingrid Mustoe, Claude Pehrson.

Remuneration: Ann Zinkin (Chairman), David Williamson, Ron Lis

The need to recruit new members to the Board was again emphasized.

The Chairman said that Christine Edmondson, a local Head Teacher, had expressed interest in joining the Board and it was agreed to invite her to attend the June meeting as an observer.

9.2 Calendar of Governance meetings for Academic Year 2010/11

Received: a draft calendar of Board and Committee meetings for the Academic Year 2010/11

It was noted that dates had not been given for meetings of the Collaboration Task & Finish Group as other parties would require to be consulted.

Corrections to two typos were made, and the following calendar agreed.

Date 2010	Meeting	Time
Thursday 16 September	Finance and Staffing Committee	5.00pm
Thursday 30 September	College Development Committee Audit Committee	10.00am. 5.00pm.
Thursday 14 October	Search Committee	10.00am
Thursday 21 October	Finance and Staffing Committee Governing Body	5.00pm 6.30pm
Thursday 4 November	Standards and Performance Committee	4.00pm
Thursday 11 November	College Development Committee Remuneration Committee	10.00am. 11.30am.
Thursday 2 December	Audit Committee	5.00pm

Thursday 9 December 2011	Governors' Review Day including Finance and Staffing Committee and Governing Body	9.30am – 5.00pm
Thursday 27 January	Finance and Staffing Committee (if required)	5.00pm
Thursday 17 February	College Development Committee	10.00am.
Thursday 24 February	Finance and Staffing Committee Governing Body	5.00pm 6.30pm
Thursday 3 March	Standards and Performance Committee	4.00pm
Thursday 10 March	Audit Committee	5.00pm
Thursday 14 April	College Development Committee Search Committee	10.00am 11.30am
Thursday 19 May	Finance and Staffing Committee Governing Body	5.00pm 6.30pm
Thursday 9 June	College Development Committee	10.00am
Thursday 17 June	Finance and Staffing Committee Governing Body	4.00pm 6.30pm
Thursday 7 July	Standards & Performance Committee	4.00pm
Thursday 14 July	Audit Committee	5.00pm
Thursday 21 July	Finance and Staffing Committee Governing Body	5.00pm 6.30pm

9.3 Health and Safety Committee

Received: minutes of the meeting of the College Health and Safety Committee held on 24th March 2010

Members received these minutes, noting that although grateful to H&S representatives, it was essential that they actually performed the H&S checks for which they had volunteered.

10. Standards and Performance Committee

Received: the minutes of the Standards and Performance Committee held on 22nd March 2010

Claude Pehrson highlighted the very unsatisfactory situation for assessment of Teacher Training, where OFSTED had rules that were very different from Higher Education criteria.

Board Members asked if the problem of students not wearing ID badges was reducing, and Reshma Bell confirmed that it was.

11. Finance matters

11.1 Finance & Staffing Committee

Received: the minutes of the Finance and Staffing Committee meeting held on 25th February 2010

Ann Zinkin reported briefly on the meeting held earlier that evening. (The management accounts to 31st March 2010, and the update on enrolment would be reported as separate agenda items.

The Committee had received final details from the SFA of the 2010/11 funding contract; although the final allocation had improved by £300k, this was in part “Maximum Contract Value” and not guaranteed, and the need for substantial restructuring was not changed.

Kevin Moir, who had been engaged as a consultant to prepare a feasibility study for the establishment of an Automotive Paint Academy in association with Morelli, 3M and Du Pont had given a very encouraging report, and had identified an industrial unit in Baird Road Enfield that could house the Academy provided change of use consent could be obtained. Heads of Terms indicated a rent of £90k per annum circa. 10, 000sq.ft space.

The Committee had authorised that Kevin proceed to produce a business plan and risk analysis for the June meeting of the Board.

At a Part 2 meeting the Committee had received an update on the re-organisation and amalgamation of the formerly separate Business Development and Adult Vocational Units; although intended to increase efficiency and responsiveness rather than cut costs there would be a reduction of 3.6 FTE posts; every effort was being made to avoid compulsory redundancies.

11.2 Management accounts for the period ending 31st March 2010

Received: the management accounts for the period ending 31st March 2010

Richard Teare presented these accounts. Overall the year-to-date deficit was £441k, £140k better than budget. The year –end out-turn forecast was for a surplus of £174k (budget £429k).

The F&S Committee had agreed that in future LSC (SFA) income should be allocated in equal monthly instalments rather than in uneven lumps dependant on the vagaries of the payment system.

Members raised a number of concerns:

- Mature students leaving courses for financial reasons – was better advice needed?
- Why did there seem to be discrepancies between current staff costs and out-turn estimates – explained as due to way T2G staff costs were recorded.
- Need to watch carefully to ensure Enfield Council paid sums due for funding or for direct purchases was prompt.
- Shortfall in cash generated by Job Centre Plus contract – Members assured that although such a scheme of great complexity and ludicrous funding methodology was slow to start it was now generating cash as forecast.

It was agreed that Ann Zinkin would replace Andrew Nicholas on all bank mandates.

11.3 Update on Enrolment 2009/10

Received: report of enrolments as at 22nd March 2010

David Byrne reported that 16-18 learner target was expected to be achieved, but achievement of the Adult learner number targets would not be achieved because of disappointing recruitment to the spring and summer term programmes.

12. Audit Matters

The Internal auditors had not finalised Audit Reports for a Spring Term Meeting.

13. Other Business

13.1 AoC Annual Governance Conference

David Williamson and Chris Gill reported on the recent two-day conference. Although there had been 320 delegates attending, not a single representative of any political party had attended.

The overall message was that funding was going to get tighter, - “the recession starts now for F.E” - but the need to deliver the Skills Agenda would continue to be the priority. It was essential that colleges had good PR and communication with staff and learners – everyone needed to understand the direction of change.

The workshop and break-out sessions were interesting; there were colleges’ worst affected than Southgate, and more mergers were likely.

A presentation from LloydsTSB indicated that despite the problems most colleges were still rated AAA and funding was available. Schemes that involved significant local regeneration were most favoured.

Chris Gill pointed out that there was a very helpful analysis of the Conference in the most recent CFW newsletter.

13.2 Green Belt Motor Club

David Byrne asked if any Governor with an interest in motor sport could contact him; he was keen to promote stronger links with the Green Belt Motor Club.

14. Date and time of future meetings

Scheduled for Thursday 22nd July 2010 at 18.30 hours

The meeting ended at 7.55 p.m. and was followed by a Part 2 Agenda meeting