



# ***SOUTHGATE COLLEGE GOVERNING CORPORATION***

## **Governing Corporation**

### **Summary of main decisions taken at the meeting of 22<sup>nd</sup> October 2009**

- 1. The annual safeguarding report was endorsed**
- 2. The satisfactory outcome of the OFSTED Inspection was noted**
- 3. The funding bids for a Leading Innovation Grant and three ESF Projects were welcomed**
- 4. The need to meet enrolment targets was stressed**
- 5. The three-year Strategic Plan 2009/12, with its overwhelming commitment to Culture change throughout the College was adopted**
- 6. The decision on whether or not to withdraw the College's planning application was delegated to the Chairman, to be taken once the planning officer's recommendation was known**



# **SOUTHGATE COLLEGE GOVERNING CORPORATION**

## **Governing Corporation**

**Minutes of meeting of the 22<sup>nd</sup> October 2009  
held in the Committee Room of Southgate House, commencing at 6.30 p.m.**

### **PRESENT**

Andrew Nicholas (Chairman)  
David Byrne (Principal)  
Reshma Bell (Staff Member)  
Paul Camp  
Mira Gottardi (Student Member)  
Ron Lis  
Mohamed Manjra  
Ingrid Mustoe (Staff Member)  
Claude Pehrson  
Martin Prescott  
David Williamson  
Ann Zinkin

### **In Attendance**

Lizzie Jones (Head of Service Transformation)  
Hilary Robinson (Director of Business Development)  
Val Naylor (Director of Young College and Safeguarding)  
Richard Teare (Interim Director of Finance)  
David Chaplin (Chaplin Frobisher Welling, Clerks to the Corporation)

#### **1. Minutes of previous meetings**

*Received: minutes of the meeting of 23rd July 2009 and of the combined (with Finance & Staffing Committee) special meeting of 24<sup>th</sup> September 2009*

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

#### **2. Matters arising**

##### Governor's indemnity insurance

*Received: Policy schedule issued by Brit Insurance*  
Members were satisfied with the cover provided

#### **3. Apologies for absence**

Apologies were received from James Edsberg, Chris Gill and Nigel Levey

#### **4. Declaration of Governor Interest.**

Martin Prescott reminded members that his company was a supplier to the College. Nothing on the current agenda was affected by this interest.

#### **5. Notification of other urgent Business**

There was no other urgent business.

#### **6. Governance matters**

##### **6.1 Annual Safeguarding Report**

*Received: the annual safeguarding report 2008/09*

Val Naylor (Director of Young College and Safeguarding) spoke to this report which reminded Governors of their statutory responsibilities for safeguarding and promoting the welfare of learners, and detailed the processes and procedures in place at the College, including the “Triple S” Southgate Safeguarding Scheme, and the Sharp web-site for confidential reporting of concerns.

At a previous meeting the Board had asked if there was a need to renew their CRB certification, but Val explained that this was now being phased out, and replaced by an ISA check which gave web-based lifelong registration and ID number.

Ann Zinkin, the Board’s nominated Lead Governor for safeguarding, asked about Governor training, and Val promised to provide details of available on-line training.

The Board agreed that these were appropriate, and endorsed the action plan for continuing to ensure that an understanding of the importance of Child Protection was thoroughly embedded in the College at all levels.

##### **6.2 Principal’s report**

*Received: Principal’s report of 22<sup>nd</sup> October 2009*

David Byrne presented his report, including:

- The agreement of Alan Bird, ex-student and now Executive Chef at the Ivy restaurant to become the College’s Catering and Hospitality ambassador.
- The College’s catering students’ participation in “The Big Roast” in Leadenhall.
- The selection of Jo Jo Moyinwin, a Football Academy student, by the Tottenham Hotspur Foundation Development Centre to join them on a trip to South Africa.
- The establishment of a number of new clubs as part of the College enrichment programme.
- The commitment of the College to support the work of the Enfield Macular Disease Society.

He also reported on the success of Frances Evans and Chantelle Dawson on being accorded Chartered Scientist status by the Association for Science Education, and of Linda Julian and the Edmonton Green College Centre on being nominated for STAR awards.

The Principal was pleased to report that the new term was settling down well with all students exhibiting exemplary behaviour.

Members welcomed so much positive news.

### **6.3 Report of outcomes of the OFSTED Inspection**

David Byrne asked Hilary Robinson, (who had been the College's facilitator with the OFSTED team) to give a verbal report, and praised the huge contribution that Hilary had made to achieving a satisfactory outcome.

Hilary reported that the provisional grades awarded were grade 3 (satisfactory) for Overall Effectiveness of Provision, and grade 3 for Capacity to Improve, outcomes for Learners. Leadership and Management and for each of the five subject areas.

The College had been the first College to be inspected in the new cycle, and the new approach had involved much less Inspector time being spent in formal lesson observations, and far more in meeting a wide number of staff and students in both formal and informal sessions. Meetings with Governors, particularly on safeguarding issues had been very positive, and the interaction with students, well marshalled by Mira Gottardi, had been excellent.

However, the reality was that for some years the College had been coasting, with unreliable MIS and success rate improvements that were barely keeping up with national improvement trends.

The published report was due by the beginning of November, and a draft action plan for improvement would be a major element of the Review Day.

On behalf of the Board, the Chairman thanked the Leadership Team, staff and students for achieving a satisfactory outcome, and endorsed the Principal's appreciation of Hilary's contribution.

### **6.4 Remuneration Committee**

*Received: a draft of revised Terms of Reference for the Remuneration Committee prepared by the Clerk*

The Chairman explained that these encapsulated in a formal manner the existing practice.

**The Terms of Reference of the Remuneration committee were confirmed.**

### **6.5 December Governance Review Day**

The Chairman explained that the original date of Thursday December 10<sup>th</sup> was not convenient for a number of reasons; it was agreed that it should be brought forward to Wednesday December 9<sup>th</sup>, at 9.30 a.m., venue to be notified.

## **7. Finance matters**

### **7.1 Finance and Staffing Committee**

Ann Zinkin reported briefly on the meeting held earlier that evening. (The management accounts to 31<sup>st</sup> August 2009, and the update on enrolment would be reported as separate items.)

The Committee had received very encouraging news of collaborative bids for a Leading Innovation Grant towards funding for the “Technology Factory”, and to the ESF for short course programmes in retail and catering.

The Committee had received an early draft of the accounts for the year to 31<sup>st</sup> July 2009, and had raised a number of queries. There were still fundamental issues to be settled in respect of accounting for pension liabilities, but the Committee had stressed that it was essential that they received the final draft well before the review day at which they were due to be approved.

The Committee had received from the Association of Colleges (AoC) a very gloomy assessment of the future funding outlook. The Committee had agreed that the key to weathering the financial storm was for the College to continue to demonstrate its new found ability to respond quickly to fleeting opportunities, and to be pro-active in seeking opportunities for collaboration with other parties.

The Committee had received final confirmation from the LSC of the 2009/10 funding contract, with an overall value of £15.029m, which was subject to clawback in the event of non-delivery.

The Committee had agreed proposals for tendering for a new accounting system.

## **7.2 Management accounts for the first month of the Financial Year 2009/10**

*Received: the management accounts for the period ending 31<sup>st</sup> August 2009*

Richard Teare presented these accounts, which were in the new format agreed by the Finance and Staffing Committee earlier in the year.

## **7.3 Update on Enrolment 2009/10**

*Received: report of Enrolments as at 8<sup>th</sup> October 2009*

David Byrne reported that although these were moving ahead, and there were numbers of learners whose learning agreements had not been finalised to allow entry onto the MIS, the enrolment, particularly of 16-18 learners had been disappointing, with only about 50% of initial applications being converted to enrolments.

The Leadership Team had no illusions about the absolute necessity of achieving funding targets for mainstream work, and proposals were being formulated for January start courses.

## **8. Strategic Matters**

### **8.1 College three-year Strategic Plan 2009/2012**

*Received: the College's Three Year Strategic Plan 2009/2012*

David Byrne explained that this was the final outcome of the discussions held earlier in the year; the over-arching element was the need for a very profound culture change across the College.

### **The Board endorsed the Strategic Plan 2009/12**

## **8.2 Update on Skills Funding Agency Transition**

*Received: report of the Department for Business Innovation and Skills (BIS) on progress towards establishment of the Skills Funding Agency, including the proposed organisational structure*

Members were appalled at the complexity of the new arrangements and organisational chart.

## **8.3 AoC work with Political Parties**

*Received: a report from the AoC on its work with political parties*

Members noted this report.

## **8.4 Withdrawal of planning application**

The Chairman explained that there was no possibility of Southgate College receiving funding for the new build, except in the context of partnership with other public utilities such as the Primary Care Trust (PCT) as part of a wider re-generation. He was therefore proposing that the planning application currently before Enfield Council be withdrawn before it came to the Planning Committee in the near future.

Members had considerable scepticism about the ability of the PCT to deliver on any joint project, although the concept of a joint project with a public sector or commercial partner was endorsed.

A number of Members advised that no decision to withdraw the application should be made until the recommendation of the Planning Officers was known.

**The Board delegated to the Chairman authority to make the decision to withdraw the planning application once the recommendation of the Planning officers was known.**

## **9. Other urgent Business**

There was no other urgent business

## **10. Date and time of future meetings**

Governors Review Day: Wednesday 9<sup>th</sup> December, 9.30 a.m. venue to be arranged.

The meeting ended at 8.25 p.m.