



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Summary of main decisions taken at the meeting of 11th December 2008

1. Recommendations of the Search Committee

The Governing Body accepted the recommendations of the Search Committee in respect of the re-appointment as governors of Ron Lis and Claude Pehrson, and of the appointment of members to serve on Corporation Committees during 2009.

2. Audit Matters

2.1 The Governing Body confirmed the re-appointment (following open tender and interviews) of the College's Financial Statement and Regularity Auditors and Internal Auditors.

2.2 The Governing Body noted the Audit Committee's agreement with the College's self-assessment of its Financial Management and Control processes, and with the overall grading of these as "Good".

2.3 The Governing Body received the Annual Report of the Audit Committee, including the Internal Auditor's annual report and the Annual Risk Management Report.

3. Report and Financial Statements

The Governing Body resolved to adopt the Report and Financial Statements for the year ended July 31st 2008, which had received an Audit opinion without qualification.

4. Other Finance matters

4.1 The Governing Body received the management accounts for the period ended 31st October 2008 and noted that the College's finances continued to be in very good order.

4.2 The Governing Body noted the LSC's determination of the College's financial health category as "Outstanding".

4.3 The Governing Body received an update on enrolments which showed the College to be meeting or exceeding all targets except those for apprenticeships.

5 Self-assessment

The Governing Body confirmed the grades assessed for the Colleges processes and performance at the Governors' Review Day meeting held earlier that day.



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

(Incorporating Finance and Staffing Committee matters)

Minutes of meeting of the 11th December 2008
held in the King Charles Room of West Lodge Park Hotel, Cockfosters Road, Hadley Wood, commencing at 4.30 p.m.

PRESENT

Andrew Nicholas (Chairman)
Michael Blagden (Principal)
Reshma Bell
Paul Camp
James Edsburg
Ron Lis
Mohamed Manjra
Claude Pehrson (until item 8.3)
David Williamson
Ann Zinkin

In Attendance

Shah Alam	Director of Finance
Angélique Gainza	Vice Principal Curriculum
David Chaplin	(Chaplin Frobisher Welling) Clerks to the Corporation

1. Minutes of the meeting of 23rd October 2008

Received: Part 1 and Part 2 minutes of the meeting of 23rd October 2008.

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

2. Matters arising

There were no matters arising.

3. Apologies for absence

Apologies were received from Nigel Levey, Ola Fadoju, and from Chris Gill and Martin Prescott who had attended the Review Day held earlier.

4. Declaration of Governor interest

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No declarations had been notified.

5. Notification of items of any other business

One item of other business had been notified; formal confirmation of the Self Assessment grades assessed at the Review Day.

6. Governance matters

6.1 Search Committee

Received: minutes of the Search committee held on 25th November 2008.

Members of the Committee had reviewed their Terms of Reference (ToR) in the light of changes to the Instrument and Articles and best practice in the sector. They had agreed that minimal amendments for compliance be made at present, but that a more wide ranging review should be undertaken in the spring.

The new ToR envisaged a larger Committee comprising the Chairman, Vice-Chairman and the Chairman of each of the Governing Body Committees.

It was resolved to adopt new ToR for the Search Committee (attached as Appendix 1 to the official copy of these minutes).

6.2 Governor re-appointments

The Governing body accepted the recommendations of the Search Committee and **resolved:**

That Ron Lis be re-appointed to serve as a member of the Corporation for a term of four years from January 1st 2009; and

That Claude Pehrson be re-appointed to serve as a member of the Corporation for a term of four years from 1st April 2009;

That David Byrne be appointed to serve as a member of the Corporation from 1st January 2009 for so long as he held the post of Principal.

6.3 Officers and Committee appointments

The Governing Body resolved to make the officer and committee appointments for 2009 shown on the schedule attached to the official copy of these minutes as Appendix 2

7 Audit matters

Received : (i) Minutes of the Audit Committee meeting held on 4th December 2008;

(ii) Annual Report of the Audit Committee to the Governing Body and Principal (including the Internal Auditor's annual report and the College Risk Management Report);

(iii) The College's Financial Management and Control Evaluation.

The Governing Body accepted the recommendation of the Audit committee in respect of re-appointment of auditors and **resolved:**

That RSM Bentley Jennison be engaged as Financial Statements and Regularity auditors for five years from August 1st 2008 (subject to annual re-appointment by the Governing Body); and

That McIntyre Hudson LLP be engaged as Internal Auditors for a period of five years from 1st August 2008 (subject to annual re-appointment by the Governing Body).

The Governing Body noted the Audit Committee's endorsement of the self-assessment made by the College of its Financial Management and Control as "Good". The Governing Body noted the Audit Committee's recommendation that the Governing Body could be confident in agreeing the corporate governance and risk management statements in the annual report and Financial Statements

8. Financial matters

8.1. Finance and Staffing Committee

Received: Minutes of the F&S meeting held on 23rd October 2008.

There were no matters arising from the minutes not covered elsewhere on the agenda, except the issue of dates of meetings.

Ann Zinkin, as Chairman, and the Clerk, had grave reservations about the propriety of considering matters that were to be put to the governing body immediately before the Governing Body meeting, especially when papers were circulated late or tabled.

However, members of the Committee pointed out that meetings required substantial travel, and additional journeys should be kept to a minimum.

The Governing Body made it clear to the College management that late circulation of important papers was not acceptable.

8.2 Enrolment 2008

Received: Enrolment statistics as at 3rd December 2008.

The Governing Body noted that "learner – responsive" funded enrolments were at or above target except for the very small target 16-18 apprenticeships.

In respect of "employer-responsive" funded enrolments, learner recruitment for FE workplace NVQ's was on target, good progress was being made with Train to Gain, but 19+ apprenticeships were below the (again very small) target.

8.3. Management Accounts

Received: Summarised management accounts for the period ended 31st October 2008, including balance sheet at that date and cash flow forecast to September 2009.

The College was reporting a surplus for the current year and all key ratios were in line with LSC requirements.

8.4 LSC Financial Health determination

Received: Details of the LSC's financial health determination for the College.

The Governing Body congratulated the College management on having achieved the grading "outstanding".

8.5 Report and Financial Statements for the year ended 31st July 2008

Received: (i) Draft letter of management representations to the Auditor;

(ii) Auditors management report on the accounts;

(iii) Draft Report and Financial Statements for the year ended 31st July 2008.

The Governing Body authorised the Chairman to sign the letter of representation on its behalf.

The Governing Body noted that the Auditor had not qualified the accounts in any way.

The Audit Committee were satisfied that the corporate governance statements were factually correct (see minute 7 above).

The draft Report and Accounts were amended in small detail, and the Chairman and Principal authorised to sign them on behalf of the Governing body.

(A Copy of the Report and Financial statements is attached to the official copy of these minutes as Appendix 3)

9 Other Business – Review Day outcomes

An important part of the Review Day agenda had been to consider the College's self-assessment of its processes and performance in 2007/08.

The Governors had reviewed the grading of each of the curriculum areas against the five key questions, and similarly reviewed the cross-college elements and overall grade. The outcomes of the recent Ofsted visit were taken into account.

The Governing body confirmed the following overall grades:

KQ1 How well do learners achieve?: Grade 3

KQ2 How effective are teaching and learning?: Grade 3

KQ3 How well do programmes and activities meet the needs and interests of learners?: Grade 2

KQ4 How well are learners guided and supported?: Grade 3

KQ5 How effective are leadership and management?: Grade 2

Overall the College assessed itself as “Good” (Grade 2)

(The full schedule of grading is attached to the official copy of these minutes as Appendix 4)

10. Date and time of Future meetings

The dates of future meetings were noted as:

Finance and Staffing (5.00 p.m.): XXJanuary 2009 (to be arranged)

Thursday 26th February 2009

Thursday 30th April 2009

Corporation (6.30 p.m.): Thursday 26th February 2009

Thursday 30th April 2009

The meeting closed at 5.15 p.m.