



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Summary of main decisions taken at the meeting of 23rd October 2008

1. Adoption of AoC recommended pay award

The Governing Body implemented the AoC recommendation to award an increase of 3.2% or £550 (whichever was the greater) with effect from October 1st 2008

2. Management Accounts

Governors noted that the College's finances appeared to be in very good order, with the end year operational surplus substantially better than budget.

3. Accommodation Strategy

Governors were pleased to note that appointments to the Design team were almost complete, and received the (very tight) timetable for submission to the LSC by April 2009 of an Application in Principle for the rebuilding of the College's Southgate Campus

4. Employment Tribunal

Governors noted that costs of almost £50,000 had been assessed against the unsuccessful applicant in the recent Employment tribunal

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5. John Spindler

Governors had accepted the resignation of John Spindler with effect from September 30th 2008

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SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

**Minutes of meeting of the 23rd October 2008
held in the Committee Room of Southgate House, commencing at 6.30 p.m.**

PRESENT

Andrew Nicholas (Chairman)
Michael Blagden (Principal)
Reshma Bell (Staff member)
Paul Camp
Chris Gill
Ron Lis
Claude Pehrson
Martin Prescott
David Williamson

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 24th July 2008**
Received: Part 1 and Part 2 minutes of the meeting of 24th July 2008.

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

The confidential minutes of the Special meeting held on 25th September had been agreed and subsequently signed and archived as decided at that meeting.

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2. **Matters arising**

There were no matters arising.

3. **Apologies for absence**

Apologies were received from James Edsberg, Nigel Levey, Ola Fadoju, Mohamed Manjra and Ann Zinkin

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4. **Declaration of Governor interest.**

No declarations had been notified

5. Notification of items of any other business

Two item of other business had been notified; changes to the two bank mandates and need for an early meeting of the Search Committee.

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6. Governance matters

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6.1 Health and Safety Committee

Received: minutes of the H&S committee held on 25th June 2008.

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Members were concerned to hear of a serious incident, in which a student had been attacked and robbed by a group of youths at the College entrance, with no intervention by College security staff.

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Angélique Gainza reported that the incident had led to a clarification of the duties of the Security firm; the College benefited from regular police presence.

The total ban on smoking in the College grounds had been mitigated by the re-instatement of a smoking pavilion to avoid the High Street pavement being obstructed by College smokers.

6.2 Additional responsibility of Audit Committee

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Michael Blagden informed the Corporation that under the revised LSC processes for assessing the performance of the College (“The Framework for Excellence”) the former Self Assessment Regularity Questionnaire (SARQ) was being replaced by a new questionnaire, (the Financial Management and Control Evaluation) which was a long and complex document that required to be approved by the Audit Committee.

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It was resolved that the Terms of Reference of the Audit Committee be amended accordingly.

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The Clerk pointed out that the date for the return – 12th December –had caused enormous concern amongst College Finance Directors; it might be necessary to re-schedule the College Audit Committee if this return date was not altered.

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7. Financial matters

7.1 Finance and Staffing Committee

Received: minutes of the F&S meeting held on 25th September 2008.

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Andrew Nicholas gave a verbal report of the meeting held earlier in the evening. The AoC recommended pay settlement for 2008/09 had now been agreed by the unions both nationally and locally, and the F&S committee were recommending its implementation at Southgate College.

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It was resolved that a pay increase of 3.2% or the sum of £550 (whichever is the greater) be awarded to all staff with effect from and backdated to October 1st 2008.

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This would equate to a 2.66% cost in-year.

The Committee had received a detailed presentation from Jonathan Key on the progress of the Building Project. Most of the design team consultants had now been appointed; the College had completed a first draft of the Education case. The Committee had received details of the (very tight) timetable leading to the Application in Principle to the LSC, and a copy of this would be sent to all Governors.

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The Committee had also reviewed the management accounts (draft year end) and current year to September 30th in detail. They continued to indicate that the College's financial affairs were in very good order (see 7.3 below).

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7.2. Accommodation Strategy

Michael Blagden had nothing to add to the Chairman's report.

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7.3. Management Accounts

Received: summarised management accounts for the period ended 31st July 2008, and balance sheet at that date.

Received: summarised management accounts for the period ending 30th September 2008, balance sheet at that date and cash flow forecast to August 31st 2009.

Shah Alam asked members to note that as anticipated the reported surplus at July 31st had increased to £1032K, although there were still adjustments being made.

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The College was also reporting a surplus for the current year (to September 30th) and all key ratios were in line with LSC requirements.

He expressed concern on the impact of the collapse in asset values on the local government pension fund to which all non-teaching staff of the College belonged, and this might require substantial increase in the provisions made under accounting standard FRS 17.

Governors noted the Bank balance at September 30th was a little over £3M and were informed that none of this was considered to be at risk, being on deposit with LloydsTSB Bank.

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7.4 Enrolment 2008/9

Received: enrolment statistics as at the previous day's date.

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Michael Blagden reported that these were most encouraging, with overall enrolment at or above target. The one area of weakness was young persons and adult apprenticeships, where the benefits obtainable under Train to Gain made them unpopular.

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8 HR matters

8.1 It was noted that John Spindler had resigned his post as Vice Principal with effect from 30th September 2008.

8.2 Michael Blagden informed the Board that the costs of the recent Employment Tribunal had now been assessed at nearly £50K. The applicant had not contested these costs; a final court order was awaited, and the negotiations on repayment could begin. Governors asked that wide publicity be given within the College to the outcome of the Tribunal.

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9 Other urgent business

9.1 Search Committee

The Clerk was authorised to arrange a meeting of the Search Committee during week beginning 24th November 2008

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9.2 Changes to Bank Mandates

Shah Alam asked for the names of John Spindler to be removed, and David Byrne added to the College Bank mandates and this was agreed.

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10. Future meetings

The dates of future meetings were noted as Thursday 11th December 2008, 9.30a.m
(Review day, date changed from original calendar);

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The meeting closed at 7 p.m.

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Thursday 29th January 18.30 hrs

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