



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

**Minutes of Part 2 agenda meeting of the 29th April 2010
held in the Committee Room of Southgate House, commencing at 7.55 p.m.**

PRESENT

Ann Zinkin (Chairman)
David Byrne (Principal)
Sheila Dawson
Chris Gill
Ron Lis
Mohamed Manjra
Claude Pehrson
Martin Prescott
David Williamson

In Attendance

Lizzie Jones (Head of Service Transformation)
David Chaplin (Chaplin Frobisher Welling, Clerks to the Corporation)

1. Minutes of previous meeting

The minutes of the Part 2 meeting held on 25th February were agreed as a correct record and signed by the Chairman.

2. Update on 2010 / 11 Financial planning and restructuring

(Received: a report from the Head of Service Transformation)

2.1 The Leadership Team had met to discuss the funding allocation reduction to identify a strategy for achieving the required savings and to consider the impact of reduced learner number allocation.

Each area of the College had been reviewed against performance criteria to identify “at risk” areas of provision proposed for removal or reduction within the College. Consideration had also been given to the College’s strategy for greater specialisation to ensure that the College remains in a position to protect and grow those areas of expertise that are in demand and meet with the local and national priority areas.

The savings to be achieved from the proposed post reductions had been calculated in addition to an estimated cost of redundancies. The net savings identified based on the proposals were approximately £1.3m. The staff within the academic and business support posts that are potentially affected were currently being consulted on the proposals. The three recognised trade unions had also been informed and were also being consulted on the proposals.

An initial equality impact assessment had been completed for the restructuring process and provided to union representatives. Further equality impact assessments would be undertaken throughout the process.

In addition to the savings identified from these proposals, it was anticipated that the remaining cost reduction required could be achieved from the non-pay budgets.

To mitigate the number of redundancies, voluntary redundancy has been offered to all staff within the College. Natural wastage, non-filling of existing vacancies, redeployment and reduction of hours would also be used. The current level of agency staff was also being reviewed with a view to reducing agency pay costs; this could also reduce the need for compulsory redundancies, but it was important to maintain flexibility of provision.

The consultation and restructuring process was planned to be completed by the end of May.

In addition to the reduction of provision there had also been a consultation process undertaken with regard to changes proposed within the Business Development and Vocational and Adult Education Centres. (The Finance and Staffing Committee had received a report detailing the rationale and proposals in relation to this restructure at their February 2010 meeting).

2.2 The areas for reduction of provision had been identified as follows:

Visual & Performing Arts and ICT

Removal of under performing provision and associated qualifications. Adapt provision and grow into current and emerging technology, specifically creative and digital media. Requirement for relevant skills sets and innovation to be achieved through greater collaboration between remaining staff within these two areas.

GCSE's & A Levels

Removal of:

- Business, Law, Sociology, Psychology, French, Spanish and Media at **GCSE**
- Some reduction in the number of GCSE English and Maths groups as a result of reducing the GCSE packages offered.
- Business, Economics, Law, Graphics, Psychology, Drama, French, Spanish, Turkish and Film at **AS Level**
- AS English to be reviewed due to poor performance over the last three years, taking account of the domino effect that withdrawal of this subject may have on other qualifications that are part of the AS package.
- Reduction of Guided Lesson Hours (GLH) for AS and A2 from 5 to 4.5 hours.

It was also proposed that there will be retention of some expertise in subjects “at risk” to cater for expected progression to A2.

- Modern Foreign languages to move to full cost recovery.

Adult Basic Skills

Removal of all part time day discrete basic skills courses and concentration of College resources on part time evening and Saturday provision.

LDD

Reduction to the current GLH of each full time LDD course in line with the credit values and funding associated with Foundation Learning qualification framework.

ESOL

Review the resource and delivery model used for all ESOL provision to achieve greater utilisation of staff whilst protecting the learner numbers and associated income where possible. All full time ESOL groups to be reduced by 3 GLH per week.

Construction

Removal of all existing qualifications from within the Construction department with retention of 2FTE Lecturer posts to deliver cross-College multi skills provision to meet the needs of Young College learners and the CBE Diploma partnership.

Travel & Tourism

Removal of all existing qualifications.

Business & ICT

Removal of all remaining Business qualifications except accountancy programmes delivered as full cost recovery.

Support staff

Centre Office Staff/Administration - merger of existing centre office, curriculum administration and Estates administration posts into one Administration Team.

EGCC Admin Assistants

Remove 2 x 0.75 FTE Administrative Assistant posts and replace with 1 FTE Registrar post.

Student Services

Existing structure to be reviewed and an alternative structure identified to provide a resource model aligned to the priorities and requirements within the IAG strategy. Existing posts to be removed and new posts to be identified within the revised structure

Leadership Team

Proposed to adopt a matrix structure within the Leadership, with reduction of 1 FTE.

Assistant Directors

Curriculum management structure to be considered during consultation period in accordance with proposed curriculum changes. Proposal to reduce Assistant Director posts by 1 FTE.

Curriculum Managers

Curriculum management structure to be considered during consultation period in accordance with proposed structure changes. Proposal to reduce Curriculum Manager posts by 4 FTE.

In total some 60 FTE posts would be affected, but overall reduction would be less because of re-structured posts being created

2.3 Discussion

Martin Prescott welcomed the overall strategy of cutting back to core provision of good quality and strong numbers. However, in respect of economic fee provision he warned that it was a very competitive market place, and significant change would be required if the College was to match the flexibility and responsiveness of private providers.

Claude Pehrson echoed this; the competition in provision of Modern Languages was fierce, and only strong multi-language centres with significant learner numbers could be economically and educationally productive.

Sheila Dawson asked if suitable risk assessments had been carried out on the proposals. The Principal replied that risk assessments and equality impact assessments had been carried out as part of the process – covering success rates/income/learner targets etc.

As part of a wider discussion, the Chairman asked if Governors needed some training from an external speaker on risk assessments. Governors were unsure whether this was needed and David Byrne agreed to explore the possibility.

The Chairman also enquired about redundancy entitlements and it was confirmed that College policy was to only pay the statutory minimum; David Byrne warned that overall pay costs were likely to be substantially higher than the current year budget provision of £278k. He had alerted the Skills Funding Agency to this.

3. Emerging Property issues

David Byrne alerted Members to “off-the-record” approaches from the local authority in respect of a number of issues.

4. Renewal of Clerkship contract.

Chaplin Frobisher Welling had submitted proposals for the renewal of their contract for a further two years from June 1st 2010.

Governors discussed appropriate options and costings and authorised the Chairman to renew the contractual arrangements in accordance with their wishes.

Chairman and Principal to action as appropriate.