



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

**Extract from the summary of main decisions taken at the meeting of
1 March 2007**

6. Governance Matters

6.2 Terms of Reference for sub-Committees

Governors reviewed the Terms of Reference for the sub-Committees of the Governing Corporation and, in noting that the quoracy of the Finance and Staffing Committee was three (including two Governors) approved the Terms of Reference.

6.3 Links between Governors and College Management/Staff

Governors agreed to pilot a scheme whereby, prior to each Governing Body meeting, an academic division would be invited to meet with Governors and give a presentation on issues related to their areas.

9. HR Matters

Management of Change Policy

Governors concurred with the decisions of the Finance and Staffing Committee and agreed to adopt the Management of Change Policy with immediate effect.

10. Any Other Urgent Business

Governors agreed to bring forward the start of Governing Body meeting by half an hour to 1830 hours.



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Minutes of meeting of the 1 March 2007

ATTENDANCE

Business Members

James Edsberg
Nigel Levey
Andrew Nicholas
Claude Pehrson

Co-opted Member

David Williamson

Ex-officio Member

Michael Blagden

Community Members

Chris Gill
Ron Lis

Staff Governor

Marion Ford

In Attendance

Shah Alam
Angélique Gainza
John Spindler

Management Accountant
Vice Principal Curriculum
Vice Principal Resources and Clerk to the Corporation

1. Minutes of the Meeting of 14 December 2006

Received: minutes of the meeting of 14 December 2006.

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

2. Matters Arising

Student Exist Questionnaire

Following the results of the student exit questionnaire showing high levels of dissatisfaction with the 'value for money' aspect of the College Refectory, the Student Council had made representation to Baxter Storey and would take up the matter again at the next Student Council meeting.

Remuneration Committee

In the absence of the Chairman (delayed), the Principal reported on the Remuneration Committee review of the pay and conditions for senior postholders for 2007/08.

3. Apologies for Absence

Apologies were received from Paul Camp, Ola Fadoju, Mohamed Manjra, Martin Prescott and Ann Zinkin.

4. Declaration of Governor Interest.

None received.

5. Notification of Items of Any Other Business

To consider a change of time for the start of Governing Body meetings.

6. Governance Matters

6.1 Health and Safety Committee

Received: minutes of the Health and Safety Committee meeting held on 30 November 2006.

By John Spindler, that:

Portable Appliance Testing (PAT)

An outside company had been engaged to undertake PAT testing throughout the College. A 'full sweep' would take place over the Easter period and a central register would be compiled. Electrical equipment in staff rooms etc, which had not been PAT tested would not be allowed.

Fire Evacuations/False Alarms

The College had experienced a rise in the incidence of false alarms leading to fire evacuations. The majority of false alarms were caused by alarms being set off in areas not covered by CCTV cameras. Alarm covers with localised alarms (90+ decibels) had been fitted in vulnerable areas and was proving to be very successful in preventing false alarms.

DDA Works

The majority of DDA works had been completed over the summer period but a small, further project had been carried out in L block during the Christmas period consisting of new doors and floors and installation of an automatic door and ramp.

6.2 Terms of Reference for sub-Committees

Received: Terms of Reference for sub-Committees

Governors reviewed the Terms of Reference for the sub-Committees of the Governing Corporation and, in noting that the quoracy of the Finance and Staffing Committee was three (including two Governors) approved the Terms of Reference.

6.3 Links between Governors and College Management/Staff

During December's Governors' Review Day, groups of Governors had met with Directors and Heads of Division, to discuss future developments in their areas. Feedback from both Governors and College staff had been very positive.

A range of suggestions were made to further develop links between Governors and the teaching areas. One suggestion was a return to the 'Lead Governor System' whereby a Governor would have a specific link to a Division or Service Area where the Governor believed they had experience or expertise. The Clerk would write to individual Governors to seek their preferences.

Governors agreed to pilot a scheme whereby, prior to each Governing Body meeting, an academic division would be invited to meet with Governors and give a presentation on issues related to their areas.

7. Academic Matters

7.1 Academic Board

Received: minutes of the Academic Board meeting of 12 December 2006.

By Angélique Gainza, that:

CoVE

A survey visit by an ALI/HMI inspector had looked at the extent to which the CoVE supported 14-19 curriculum development. The findings were positive and included suggestions to further develop links with employers.

The College's CoVE in ICT had now been officially confirmed by the LSC and would be in place for at least three years.

Disability Equality Scheme

As part of the College's compliance with the DDA, a Disability Equality Scheme and an Action Plan had been produced and approved by the Senior Management Team. The Scheme and Plan were now available on the College Website.

Careers Education & Guidance Policy

Academic Board had approved the Careers Education & Guidance Policy and it would be presented to the next Finance and Staffing Committee meeting for ratification.

7.2 Identifying and Managing Underperforming Colleges

Received: a report on the LSC's Strategy for Identifying and Managing Underperforming Colleges.

By Angélique Gainza, that:

The scheme set out the criteria for identifying underperforming colleges and proposed a set of consequences linked to:

- Whole provider performance: a longer period allowed to improve; if no improvement was found, funding would be likely to be withdrawn.
- Significant underperformance: the LSC would issue a detailed notice if improvement was needed.
- Underperformance in a specific area: the LSC would issue improvement targets for the area concerned.

In all cases, the period allowed for improvement was just one year whereas under previous regimes, two years had been allowed.

The strategy also sets out the threshold for success ratios that colleges must achieve unless they are considered to be underperforming. Effectively, colleges must have not more that 25% of its student achievement success rates less that 50%.

Currently, Southgate has between 7%-9% of students below this threshold.

8. Finance Matters

8.1 Finance and Staffing Committee

Received: minutes of the Finance and Staffing Committee meeting of 25 January 2007, together with a verbal update on the meeting held earlier this evening.

Minutes of the meeting of 25 January 2007

The meeting had received and discussed:

- Management accounts for the period ending 31 December 2006.
- The College's revised Property Strategy and in doing so had approved the expenditure of £62.5K towards the feasibility study.
- The Management of Change Policy noting the three areas where College Management and UCU did not agree.

Verbal update on the meeting held earlier this evening

Items covered included:

Management Accounts for the period ending 31 January 2007

Governors received the Management accounts for the period ending 31 January 2007 and noted:

- Income was £51K above budget for the month but £76K below budget for the year to date. This represented a significant improvement on the previous month (£127K below budget) and was mainly a profiling issue linked to income from Train to Gain, Work Based Learning and LearnDirect.
- Income from full cost recovery was likely to be £50K below the full year budget figure of £402K.
- Pay costs were within budget for both the month and the year to date.
- Non pay costs had improved significantly and were now within budget for both the month and the year to date.
- On the financial ratios the cash days in hand were at 4.8 against a target range of 5-30

and this current ratio was at 0.3 which was at the low end of the target range.

- The Nursery accounts for the period showed a deficit of £2,183, which was due to higher agency costs to cover bereavement-related staff absence and a vacancy in child places.

Update on the progress of the Colleges Revised Property Strategy

See agenda item 8.3

Report on Sickness Monitoring to 31 January 2007

Governors received the policy and procedures for recording and managing sickness absence and noted:

- That a new HR computer system had been in operation since September 2006.
- That November 2006 and January 2007 showed the highest levels of sickness absence across the College at 8.7 days and 9.7 days respectively.
- That the projected average days per person lost in sickness for the year was 7.1 which was lower than that published by the CBI, CIPD and local government and lower than the FE colleges survey which was 9.66 days per person per year.

Finance and Staffing Committee Terms of Reference

Governors agreed that the Terms of Reference gave a clear indication of the work of the Committee and agreed to recommend them to the Governing Body without change.

Governors further recommended that membership of the Finance and Staffing Committee should be 5 members including any co-opted members and that the quorum be 3 members including at least 2 Governors.

Funding Performance 2006/07

Governors received the regular update on current year enrolments and funding generated performance for 2006/07 and noted:

- That full-time 16-18 enrolments were 1% on target.
- That full-time adult enrolments were 13% ahead of target.
- That part-time 16-18 enrolments were 21% below target with 1 enrolment period still to go. It was unlikely that the shortfall would be made up.
- That part-time adult enrolment was 15% below target with 1 enrolment period still to go. Adult enrolment was likely to hit target by the end of the academic year.
- Overall funding was currently 1% ahead of whole year targets with 1 additional period of part-time enrolment yet to be added.
- That ALS was currently generating only £163K against a target of £615K but that the likely outturn would be approximately £800K.

The overall performance was likely to be significantly ahead of target by the end of the academic year.

Accident on 18 January 2007

Governors noted that the member of staff who had been injured when a tree fell on him during the storm was now out of hospital but remained in a serious condition and had to wear a brace supporting his fractured spine.

Noted also that the tree roots and the tree inspection report had been reviewed by the Insurance Claims Adjustor who noted the comment in the report that ‘the tree was weak and should be monitored’.

The Claims Adjuster had also noted that this might give rise to a liability and if so the College would be covered by insurance. There were to be further discussions between the College and the College Insurers.

Chairman, Andrew Nicholas, asked Management to write to the member of staff, on behalf of the Governing Body, to wish him a speedy recovery

8.2 Management Accounts

Received: for information, summarised management accounts for the period ending 31 January 2007

Governors received, for information, the summarised management accounts for the period ending 31 January 2007.

8.3 College Property Strategy

Received: a report on the progress of the College’s Revised Property Strategy

Governors received a verbal update from Vice Principal John Spindler on discussions with national LSC staff regarding the draft strategy. Governors noted that feasibility funding has been approved in principle but LSC had suggested an increase in funding from £125K to £133K to allow for additional advice with regard to town planning. This evening’s Finance and Staffing Committee had agreed to the increase in the funding bid.

8.4 Funding Performance 2006/07

Received: a report on funding performance 2006/07

Governors noted the detailed consideration that had taken place at this evening’s Finance and Staffing Committee.

9. HR Matters

Management of Change Policy

Received: for consideration, the Management of Change Policy.

Governors were asked to consider the recommendations of the Finance and Staffing Committee.

The Policy set out the key principles for managing structural change promptly,

effectively and fairly. Governors noted that there were three areas where College Management and UCU did not agree:

1. Under Assimilation – percentage match of essential criteria

UCU believed that the percentage match should be 60% and not 70% as stated in the Policy.

The Finance and Staffing Committee determined that the percentage match should be 70%.

2. Under Redeployment, other re-deployment issues – outcome of a trial period

UCU claimed that a redeployment could only be deemed unsuccessful by an employee once the trial period had expired. Management took the view that the employer could also determine that the trial had been unsuccessful i.e. that the trial period applied to both employer and employee.

The Finance and Staffing Committee determined that the trial period would apply to both employer and employee.

3. Under item 2.2 in the appendix – Statutory redundancy payments

UCU had asked that all staff who were dismissed on redundancy grounds be paid a redundancy payment based on their actual salary and not the statutory minimum. Management recognised that the College might wish to do this; however, the College's financial position might not always permit this and would be determined by the Governing Body at the time of the redundancy.

The Finance and Staffing Committee determined that they would decide the basis of redundancy payments as each occasion arose and in the light of the College's financial position at the time.

Governors concurred with the decisions of the Finance and Staffing Committee and agreed to adopt the Management of Change Policy with immediate effect.

10. Any Other Urgent Business

Governors agreed to bring forward the start of Governing Body meetings by half an hour to 1830 hours.

11. Future Meetings

To note the dates of future meetings as 26 April, 24 May, 28 June, 26 July, 1 November and 13 December 2007.