



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

**Extract from the summary of main decisions taken at the meeting of
28 June 2007**

9. Academic Matters

9.1 Academic Board

Revised Protocol for Lesson Observations

Governors agreed that the revised protocol should be put in place with effect from the start of academic year 2007/08.

9.3 Standards and Performance Committee

Terms of Reference

Governors agreed with the decision of the Standards and Performance Committee that no changes to the Terms of Reference were necessary.



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Minutes of meeting of the 28 June 2007

ATTENDANCE

Business Members

Nigel Levey
Mohamed Manjra
Andrew Nicholas
Claude Pehrson

Co-opted Members

Paul Camp
David Williamson

Ex-officio Member

Michael Blagden

Community Members

Chris Gill
Ron Lis

Local Authority Member

Ann Zinkin

In Attendance

Shah Alam
Angélique Gainza
John Spindler

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

1. Marketing Issues

Received: from the Marketing Manager a presentation on Marketing Issues.

Governors received a presentation covering marketing issues from the new Marketing Manager, Kate Bishop. The presentation covered the College's unique selling points:

- The College's range of courses and excellent location;
- The College's spread of provision over: 14–16 year olds, 16–18 year olds and adults;
- The introduction of on-line enquiries and application facilities using major search engines such as Google;
- Changes to the advertising image.

The final part of the presentation looked at some of the changes in the College's academic profile that would be necessary to comply with current Government initiatives including:

- Further growth in 14-16 provision;
- Continued growth in full-time provision in both 16-18 and adults;
- Switching some part-time courses to full cost recovery;
- Increased programmes under the Train to Gain banner.

Governors thanked Kate Bishop for her presentation.

2. Minutes of the Meeting of 26 April 2007

Received: minutes of the meeting of 26 April 2007.

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

3. Matters Arising

Purchase of the Library site from LBE

Governor Ann Zinkin reported that she had followed up the proposal to acquire the Library site and the College could expect a letter from the LBE in the near future offering the site.

4. Apologies for Absence

Apologies were received from James Edsberg, Ola Fadoju, Marion Ford and Martin Prescott.

5. Declaration of Governor Interest.

None received.

6. Notification of Items of Any Other Business

None received.

7. Governance Matters

7.1 Health and Safety Committee

Received: minutes of the Health and Safety Committee meeting of 13 June 2007.

By John Spindler, that:

Portable Appliance Testing (PAT)

Testing of all electrical equipment was currently being carried out – over 8,000 items had been tested over the Easter break and half term and there would be a further three days of testing in July. To note that the number items failing the testing was negligible.

Security

The College had re-tendered for the security contract; five companies had been short listed and eventually Manguard was chosen to provide security duties with effect from 1 August 2007.

7.2 Good Governance Forum

Received: a verbal report from Governor Chris Gill on his recent attendance at the Good Governance Forum.

The Conference concentrated on three points for discussion:

- Recruitment and diversity of Governors
- The Leitch Report and review of Governors' skills
- Self-Regulation of Colleges

Governing Bodies were urged to carry out a skills review of existing Governors and compare them to a profile of skills appropriate for a particular Governing Body.

When Search Committees were considering Governor appointments, they should look at both this skills review and gaps in the skills profile. Other important points for consideration were the representation on the Governing Body of minority groups.

The Forum also considered a proposal for payment of Governors but came to the conclusion this was not appropriate.

Self assessment and self regulation of the performance of the Governing Body was important and Governors should ensure that it was included as part of the College's SAR. Governors might also consider arrangements with other Governing Bodies and the implementation of peer group assessment.

8. Finance Matters

8.1 Finance and Staffing Committee

Received: minutes of the Finance and Staffing Committee meeting of 24 May 2007 together with a verbal report on the meeting held earlier this evening.

Meeting of 24 May 2007

The Committee had:

- Received and noted the management accounts for the period ending 30 April 2007.
- Received and noted the proposal for restructuring the HR Team.
- Received and noted a report on the restructuring of the IT Team.

Verbal update on the meeting held earlier this evening

This evening's meeting had covered:

- Management accounts for the period ending 30 June 2007.
- Details of the LSC's funding allocation for 2007/08.
- An update on the development of the 2007/08 College budget.
- An update on the College's funding performance 2006/07.

8.2 LSC Funding Allocation 2007/08

Received: a summary of the funding position for 2007/08.

Governors noted:

- The final funding allocation from the LSC was unchanged from the initial allocation and was a £32K cash increase on 2006/07.

Noted: that College Governors had previously approved savings of the order of £700K as an aid to setting a balanced budget.

- Transitional ESOL funding was £293K to support either continued non target bearing ESOL provision and/or structural changes in the ESOL team.
- The College had also been successful in passing the quality threshold in bidding for Train to Gain funding. The LSC would therefore contract with us for Train to Gain programmes and our current bid was for £680K of income.

The College also expected to achieve a further £200K of Train to Gain income through its consortium activities.

The total potential Train to Gain income was £880K but this is subject to contract negotiations.

8.3 2007/08 College Budget

Received: a verbal update from the Vice principal Resources on the preparation of the 2007/08 budget.

Currently the draft budget showed an unacceptable deficit. Governors confirmed that they expected College Management to bring forward a budget that was 'at least' break even and preferably had an operational surplus.

8.4 Management accounts

Received: for information management accounts for the period ending 31 May 2007.

Governors received, for information, summarised management accounts for the period ending 31 May 2007: the full accounts having been discussed in detail at the Finance and Staffing meeting held earlier.

8.5 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 meeting of the Finance and Staffing Committee.

9. Academic Matters

9.1 Academic Board

Received: minutes of the Academic Board meeting of 20 June 2007.

Revised Protocol for Lesson Observations

The Board had considered a revised protocol for lesson observations. The new protocol matched, as far as practicable, the observation procedure carried out by Ofsted during an inspection.

Noted: that since the new protocol had been agreed with UCU officials, UCU now claimed that they had not been agreed by their members.

Governors agreed that the revised protocol should be put in place with effect from the start of academic year 2007/08.

Attendance Report 2006/07

Attendance was currently showing a 1% improvement on the previous year and the Director of Quality was confident of achieving the target of 85% by year end.

Managing Student Performance

See separate agenda item.

Teacher Improvement Unit

Working in partnership with the student improvement team, will be a Teacher Improvement Unit tasked with improving teacher performance and driving up the proportion of teaching graded good or better during teaching observations.

Specialised Diplomas

Governors noted that Enfield Council had been unsuccessful in its bid to offer Specialised Diplomas with effect from 1 September 2007. The consortium is currently intending to rebid to offer a Specialised Diploma in ICT in 2009.

9.2 Managing Student Performance

Received: a report from the Vice Principal Curriculum on Managing Student Performance.

The College was seeking to improve the process for managing student performance with the creation of a unit headed by the new Head of Studies and reporting directly to the Vice Principal Curriculum. A three tier Academic Warning system would be applied to students who were in danger of falling behind in their studies.

The **1st Stage Academic Warning** would require students to attend on a non-teaching day and complete work agreed with their tutor and documented in an Action Plan.

The **2nd Stage Academic Warning** would require students to be referred for supervised study where they would be required to sign in and complete the work set for them before signing out. Their attendance and work completed would be logged.

The **3rd Stage Academic Warning** would include a formal referral to the Vice Principal Curriculum and close monitoring of the student over a specific period whilst they

completed a required work programme.

9.3 Standards and Performance Committee

Received: a verbal update on the Standards and Performance Committee meeting of 27 June 2007.

By Chair, Claude Pehrson, that in addition to items Managing Teacher Performance, Managing Student Performance, and Retention and Achievement, already considered by the Governing Body, the Standards and Performance Committee looked at:

March GCSE Results for Science

The Committee noted a significant improvement in achievement rates for Biology and Chemistry but a severe decline in the results for Physics (-26%).

Angélique Gainza reported on the difficulties in appointing good Physics teachers and that remedial action had been taken and she anticipated that the results in the summer examinations would be improved.

At the request of the Principal, Governors agreed to include Physics as a subject which entitled staff appointed to receive a £4K Golden Hello. By Governor Ann Zinkin, that the College should consider approaching overseas organisations for appropriate staff.

Complaints Monitoring

Governors noted a total of 94 complaints of which 18 referred to one incident of staff unavailability in the Motor Vehicle section. The other significant area of complaint (13 complaints) referred to the unavailability of appropriate IT systems at the start of the academic year.

The analysis of complaints by ethnicity showed no areas where the percentage of complaints by any ethnic group was significantly different from the percentage of that ethnic group in the whole College population.

Terms of Reference

The Committee had received the Terms of Reference and was recommending no changes.

Governors agreed with the decision of the Standards and Performance Committee that no changes to the Terms of Reference were necessary.

10. Audit Matters – Minutes of the Meeting of 4 June 2007

Received: minutes of the meeting of the Audit Committee held on 4 June 2007.

By Chairman Mohamed Manjra, that

Internal Audit Visits 2006/07

During 2006/07 internal audit had reviewed the audit systems for:

- Corporate Governance;
- Risk Management;
- Train to Gain;
- Human Resources Management;
- Computers;
- Follow ups.

They identified 37 Control Objectives of which they considered 29 to have been fully met and eight to have been partly met.

Governors noted that there were ongoing discussions between the Auditors and College Management and that it was likely that the final report would be modified to:

- recommendation A7 relating to the position of the Vice Principal as Clerk should be regarded down from medium priority to low priority.
- recommendation E3 in relation to computers should not refer to a service called 'Ranger' which the College considered unsuitable.
- recommendation C2 on cost benefits related to Train to Gain – Auditors would re-examine the priority currently classified as high.
- recommendation D3 inappropriately stated that staff members were unaware of holidays taken by staff members in other departments.

Risk Management Policy

The Committee agreed to identify a Risk Management Champion and it was agreed that this would be the Vice Principal Resources.

11. Any Other Urgent Business

There was no other urgent business.

12. Future Meetings

To note the date of future meetings as 26 July, 1 November and 13 December 2007.