



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

**Extract from the summary of main decisions taken at the meeting of
28 February 2008**

6. Governance Matters

6.2 Instrument and Articles of Government

Governors received the report of the Principal on implementation of the new Instrument and Articles of Government and agreed the following:

- **That all non-staff, non-student Governors be re-classified as External Members of the Corporation.**
- **To appoint a second Student Governor (Nadine Clarke).**
- **To publicise on the College's website, non-confidential minutes of Governors' meetings and information relating to access to meetings, and the Search Committee.**

Governors also agreed the detailed action plan set out in Appendix 1 of the report.

6.5 Appointment of an external Clerk to the Corporation

Governors agreed that a panel selected from Andrew Nicholas, Michael Blagden, Ann Zinkin, Nigel Levey and Claude Pehrson, would meet with the applicant to consider their appointment.

11. Governors passed a resolution in accordance with Instrument 17 regarding a specific item to be treated as confidential and to exclude all staff and Staff and Student Governors from Part 2 of the agenda.



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Minutes of meeting of the 28 February 2008

ATTENDANCE

External Members

Paul Camp
James Edsberg
Chris Gill
Nigel Levey

Ron Lis
Mohamed Manjra
Andrew Nicholas
Claude Pehrson

Martin Prescott
David Williamson
Ann Zinkin

Ex-officio Member

Michael Blagden

Student Member

Ola Fadoju

Staff Members

Bright Amponsah
Nadine Clarke

In Attendance

Shah Alam
Angélique Gainza
Maureen Medien
John Spindler

Director of Finance
Vice Principal Curriculum
Acting Clerk to the Corporation
Vice Principal Resources

Chairman, Andrew Nicholas, welcomed Student Governor, Nadine Clarke to her first meeting of the Governing Corporation.

1. Minutes of the meeting of 13 December 2007

Received: minutes of the meeting of 13 December 2007.

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 Reshma Bell.

4. Declaration of Governor interest.

None received.

5. Notification of Items of Any Other Business

None received.

6. Governance Matters

6.1 Security Issues

Received: a presentation from the Police Community Liaison Officer, PC Andy Chowns, on security issues affecting the College.

Governors concerns over security had been highlighted by the recent murder of a student in Edmonton Green. The stabbing appeared to be linked to gang culture in both Edmonton and Tottenham and some gang members were almost certainly attending Southgate College and other colleges.

In his presentation, PC Andy Chowns stressed the importance of controlling access to the College to ensure non-students were kept out and also that a number of initiatives needed to be put in place to make staff more aware of potential student flashpoints. PC Chowns considered the recent closing of the rear gate to pedestrian traffic would have a significant positive affect.

In response to questions from Governors, PC Chowns believed that the student ID card had a vital role to play, that it needed to be valued more by students and staff alike and that students entering without an ID or temporary card should not be allowed entry. Vice Principal, John Spindler, agreed with these points and assured Governors that the design of the new building would include smart-card control, linked to ID cards.

Governor, Claude Pehrson, stated that an equally important issue was to make students feel proud to be students of the College and hence want to wear their ID cards.

The Committee thanked PC Chowns for his presentation and noted that there were to be regular meetings between the police and College Management.

6.2 Instrument and Articles of Government

Received: a report on the new Instrument and Articles of Government which came into force on 1 January 2008.

Governors received the report of the Principal on implementation of the new Instrument and Articles of Government and agreed the following:

- **That all non-staff, non-student Governors be re-classified as External Members of the Corporation.**
- **To appoint a second Student Governor (Nadine Clarke).**
- **To publicise on the College's website, non-confidential minutes of Governors' meetings and information relating to access to meetings, and the Search Committee.**

Governors also agreed the detailed action plan set out in Appendix 1 of the report.

6.3 Terms of Reference for Governing Body and sub-Committees

Received: the current structure and Terms of Reference for the Governing Body and sub-Committees.

Governors received the report of the Principal on the structure and Terms of Reference of the Governing Body and its sub-Committees and agreed to adopt the proposed Membership, Terms of Reference and Rules of Quoracy for the Governing Corporation. Governors also agreed to refer to each sub-Committee for consideration, the proposed sub-Committee Membership, Terms of Reference and Rules of Quoracy and to receive their recommendations at a future meeting of the Corporation.

6.4 Proposed dates for Governing Body and sub-Committee meetings for academic year 2008/09

Received: proposed dates for meeting of the Governing Body and sub-Committees for academic year 2008/09.

Governors received and noted the proposed dates of meetings for academic year 2008/09.

6.5 Appointment of an external Clerk to the Corporation

Received: a verbal update on the appointment of an external Clerk to the Corporation.

The Principal reported:

- That the Chairman of Governors had approved a Job Description and Person Specification related to the appointment of an external Clerk to the Corporation.
- That four external Clerks had requested details and two had confirmed they wished to be considered for appointment, albeit one only on a temporary basis.

Governors agreed that a panel selected from Andrew Nicholas, Michael Blagden, Ann Zinkin, Nigel Levey and Claude Pehrson, would meet with the applicant to consider their appointment.

6.6 Health and Safety Committee

Received: minutes of the Health and Safety Committee meeting of 6 December 2007.

By John Spindler, that:

Accidents for the period ending 31 October 2007

The number of accidents for the period showed a slight decrease compared to the same period last year.

Health and Safety inspections

John Spindler reported that from January 2008, he, together with Trevor Watson, intended to carry out monthly health and safety inspections to identify risks/developing risks throughout the College. It would be useful if Unison/UCU could also attend. Bob Kane, for Unison agreed to attend if possible.

7. Financial matters

7.1 Minutes of the Finance and Staffing Committee meeting of 31 January 2008 and a verbal update on the meeting held earlier this evening

Chairman of the Finance and Staffing Committee, Ann Zinkin, reported that there were no matters discussed at the Finance and Staffing Committee meetings that were not also under consideration on the Governing Body agenda.

7.1.1 College Property Strategy/Feasibility Study

Received: the College's Property Strategy/Feasibility Study.

Vice Principal, John Spindler, reported that the Property Strategy/Feasibility Study was now complete and had been submitted to the LSC.

Governors noted that the budget cost of the new building had now increased to £82M and that the strategy envisaged that the College would retain the Mews Building and car park on the Minchenden Site. The strategy would now move into the Approval in Principle stage and there would shortly be the need for approval of consultants in the areas of Design (Architects), Quantity Surveying and external Project Management.

7.2 Management accounts for the period ending 31 January 2008

Received: for information, summarised management accounts for the period ending 31 January 2008

Governors received, for information, summarised management accounts for the period ending 31 January 2008, and noted that the accounts had been discussed in detail at the Finance and Staffing Committee meeting held earlier in the evening.

7.3 LSC's new Funding Methodology

Received: a presentation on the LSC's new funding methodology for 2008/09.

Governors noted:

- That there would be four streams of funding:
 - Young people aged 16 - 18
 - Adult learner-responsive
 - Employer responsive
 - Additional learning support
- That the funding formula would be
SLNs x Provider Factor x Funding Rate per SLN + Additional Learning Support

- That the Provider Factor included
 - Average programme weighing
 - Disadvantage factors
 - Short programme modifier
 - Area costs
 - Success factor

- That the Standard Learner Rates for 2008/09 were:

Schools Sixth Forms	£2945
16-18 FE	£2860
16-18 Apprenticeships	£2860
Adult Learner Responsive	£2775
Employer Responsive (except 16-18 apprenticeships)	£2775

7.4 Funding performance 2007/08

Received: a report on funding performance 2007/08.

Governors received a report on funding performance 2007/08, and noted:

- 16 - 18 year olds – 3% above target for full-time recruitment and at target for part-time recruitment.
- Adult provision – 76 (6%) below target for full-time learners and 647 (23%) below target for part-time learners but with a full term’s recruitment yet to go.
- In terms of funding, the College has already generated 101% of full-year targets, with at least £400K of additional support yet to be entered.
- The College has some concerns that full-time adult recruitment will not reach target and has contracted for an additional 75 learners from its franchise partner, Orion Pax.

Note: in terms of recruitment for 2008/09, as at 28 February 2008, there were 770 applications in comparison to 440 at the same date last year.

8. HR matters

8.1 UCU ‘s position on pay claims 2007/08 and 2008/09

Received: details of UCU’s position on pay claims 2007/08 and 2008/09.

Governors received from the Principal, correspondence from UCU setting out their position in relation to 2007/08 and 2008/09 pay claims and noted:

- That the union did not intend to take strike action over the 2007/08 pay claim.
- That the union would ballot for strike action in March 2008 if they did not receive a satisfactory response to the 2008/09 pay claim which was demanding a significant uplift in pay.

Note: since the meeting, UCU have formally notified the Principal of their intention to

ballot for strike action.

8.2 Employment Tribunal casework

Received: a verbal update on the proceedings of the current Employment Tribunal.

The Principal reported that the College had currently completed day four of a scheduled eight-day employment tribunal, where a probationer who had been dismissed within the probationary period was alleging that his dismissal was linked to racism.

The tribunal was not going well at this stage with a number of procedural deficiencies being identified in the Probationary Procedure, and the Tribunal appeared to be taking a serious view of this.

The claimant was not represented, and members of the Tribunal appeared to be going out of their way to assist the claimant and suggested a negative interpretation of issues relating to incompetence and poor performance.

Angélique Gainza reported that she was even more pessimistic than the Principal with the way the Tribunal was going.

By Chairman, Andrew Nicholas, that the College needed to prepare in advance, a response to the adverse publicity that would inevitably arise if the College were to lose at the Tribunal.

The response should stress how seriously the College was addressing the issue and their intention to modify procedures in the future. The College also needed to decide whether it was going to appeal (almost certainly).

It was agreed that the Chairman would meet the Principalship on Tuesday 4 March, to draft an appropriate response.

Note: in the event, the College was successful at the Tribunal and all 12 allegations of racial abuse were thrown out. A cost hearing was set up to consider what proportion of the College costs the claimant would be required to pay.

9. Any other business

There was no other business.

10. Future Meetings

To note the dates of future meetings as: 8 May, 3 June, 24 July 2008

11. Governors passed a resolution in accordance with Instrument 17 regarding a specific item to be treated as confidential and to exclude all staff and Staff and Student Governors from Part 2 of the agenda.