



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Extract from the summary of main decisions taken at the meeting of 8 May 2008

7. Governance matters

7.2 Appointment of an external Clerk to the Corporation

Governors approved the appointment and authorised the Chairman of the meeting to sign the agreement.

8. Financial matters

8.1.2 Indicative funding allocation 2008/09

Governors determined that College Management bring forward proposals for savings, prior to setting of the budget for 2008/09.

8.1.4 Instrument and Articles of Government

Governors noted and agreed the recommendations of the Finance and Staffing Committee.

8.1.5 Terms of Reference for the Finance and Staffing Committee

Governors agreed with the recommendation of the Finance and Staffing Committee that its Terms of Reference were appropriate and should remain unchanged.

8.1.6 Tuition Fees 2008/09

Governors accepted the recommendations of the Finance and Staffing Committee and agreed the Tuition Fee Policy for 2008/09.



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Minutes of meeting of the 8 May 2008

ATTENDANCE

External Members

Paul Camp
James Edsberg
Chris Gill

Mohamed Manjra
Claude Pehrson

Martin Prescott
Ann Zinkin

Ex-officio Member

Michael Blagden

Staff Members

Reshma Bell
Ola Fadoju

Student 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

- 1. Noted: that the scheduled presentation from Val Naylor, Deputy Director, Young College, had been deferred to a future meeting.**

- 2. Minutes of the meeting of 28 February 2008**

Received: minutes of the meeting of 28 February 2008.

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

- 3. Matters arising**

6.1 – Security issues

John Spindler reported that the College was to change the procedure for dealing with students who attend without their ID card in that one occasion per term would be allowed, following which students would be charged £2.00 for a temporary ID card.

Governing Body Agenda – Part 2

Michael Blagden reported that the Part Two minutes of the previous meeting were no longer confidential.

4. Apologies for absence

Apologies were received from Nigel Levey, Ron Lis, Andrew Nicholas and David Williamson.

5. Declaration of Governor interest.

None received.

6. Notification of items of any other business

The Principal reported an additional paper for Item 8.1.2 which was the LSC's Indicative Allocation for Adult Responsive Funding for 2008/09.

7. Governance matters

7.1 Corporate Manslaughter and Corporate Homicide Act 2007

Received: from John Spindler, a paper outlining the impact for the College of the Corporate Manslaughter and Corporate Homicide Act (CMCHA)

Noted: that under the Act, the relevant considerations are:

- (a) the organisation owed a **duty of care** to the victim;
- (b) there has been a **gross breach** of that duty of care;
- (c) the breach was wholly or substantially caused by the way that the organisation's activities are managed or organised by **Senior Management**.

Also noted; that under the Act, Senior Management as defined, may be deemed liable for any breach or gross breach which can cause injury or death and that the definition of a Senior Manager goes beyond membership of SMT.

Noted: that SMT has considered key areas where there may be risk and these include:

- (a) Trips/residentials;
- (b) Traffic;
- (c) College buildings;
- (d) Equipment.

The Senior Management Team will be discussing each of these over the coming weeks to review existing practices and, where necessary, taking steps to mitigate against these risks.

7.2 Appointment of an external Clerk to the Corporation

Received: from the Principal, a proposed agreement between the College and Chaplin Frobisher Welling Ltd for the provision of external clerking services.

Following consideration by a Governors' sub-Committee, the recommendation is that Messrs Chaplin Frobisher Welling Ltd be appointed as external Clerks to the Corporation with effect from 1 June 2008 on the terms and conditions in the attached

agreement.

Noted: that the overarching costs would be an annual fee of £11,800 for an estimated 200 hours of professional time. Any additional time to be charged at £60 per hour and charges to be uplifted in April each year by the inflation rate used by the LSC.

Governors approved the appointment and authorised the Chairman of the meeting to sign the agreement.

7.3 Health and Safety Committee

Received: from John Spindler, minutes of the Health and Safety Committee meeting of 19 March 2008.

Governors noted the following significant issues:

- There were concerns over the quality of service of the security firm ManGuard and they have been given one month's notice to improve under the terms of their contract. However, it is noted that ManGuard has merged with another security company and the service provision was to be kept under review.

College Management have decided to bring in-house the role of Security Supervisor and, possibly, that of Deputy Supervisor.

- A number of complaints had been received concerning drivers speeding on campus, and as a consequence, three additional speed humps were to be installed and gate control of both the gate to Blagdens Lane and the rear gate were to be kept under review.
- The College had been inspected by the London Fire and Emergency Planning Authority (LFEPA) who had looked in particular at:
 - Evacuation of the disabled;
 - Wheelchair access in corridors;
 - The College's fire alarm system.

The overall feedback was positive but recommendations were made with regard to signage and zone drawings.

- Monthly Health and Safety inspections were taking place and to date the Farbey Building, Southgate House and the LRC had been covered, with risks/potential risks being identified and rectified.
- Following a recent inspection of the College's SLDD facilities, the inspection found the provision to be good (grade 2). Issues arising were
 - Lack of electric door openings;
 - The apparent unavailability of the disabled lift to the Refectory, although when checked it was found to be working.

8. Financial matters

8.1. Finance and Staffing Committee

Received: minutes of the Finance and Staffing Committee meeting of 28 February 2008.

Noted: that most of the matters raised at the Finance and Staffing Committee are identified items on the Governing Body agenda.

8.1.1. Management accounts for the period ending 31 March 2008

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

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

8.1.2 Indicative funding allocation 2008/09

Received: from the Principal, details of the LSC's indicative funding allocation for 2008/09 for both 16-18 provision and for Adult Responsive Provision.

The 16-18 provision, as anticipated, was a no-growth situation with the College being funded at £7.26M for 2114 Standard Learner Number (SLNs).

For adults, the provision as anticipated was very different, with initial allocation indicating a cut of £1.3M from the 2007/08 allocation of £6.96M. This would produce a likely deficit of £626K which may increase because of inflation or reductions in Employer Responsive Funding.

College Management is to bring forward proposals for identifying corresponding savings prior to the setting of the budget for 2008/09 in July/August 2008.

The Employer Responsive Funding draft allocation is not expected until the end of May 2008.

Governors determined that College Management bring forward proposals for savings, prior to setting of the budget for 2008/09.

8.1.3 Funding report 2007/08

Received: an update on funding 2007/08.

The report indicated that performance for 16-18 year olds is on target but that there are concerns over learner numbers and funding associated with adults. The College is to seek to run additional part-time courses before the end of the year.

8.1.4 Instrument and Articles of Government

Received: from the Principal, a follow-up paper showing progress against identified action points.

Governors noted and agreed the recommendations of the Finance and Staffing Committee.

8.1.5 Terms of Reference for the Finance and Staffing Committee

Governors agreed with the recommendation of the Finance and Staffing Committee that its Terms of Reference were appropriate and should remain unchanged.

8.1.6 Tuition Fees 2008/09

Governors accepted the recommendations of the Finance and Staffing Committee and agreed the Tuition Fee Policy for 2008/09.

8.2 Update on Property Strategy

Received from John Spindler, a verbal update on the College's Property Strategy.

John Spindler reported that the College was continuing to discuss with the LSC the inclusion of appropriate external provision for sports within the overarching Accommodation Strategy. He stressed the importance of keeping the LSC 'on-board' with these proposals.

The College is now about to go out to tender with consultants in the areas of:

- Design;
- Quantity Surveying
- Project Management.

The College will also need to appoint appropriate legal services before any other consultants are considered and a number of legal firms have been short-listed for consideration.

9. Academic matters

9.1 Standards and Performance Committee

Received; minutes of the Standards and Performance Committee meeting of 6 March 2008.

Chairman, Claude Pehrson, reported that issues arising at the meeting of 6 March 2008 included:

Minimum Levels of Performance

The Government had set Minimum Levels of Performance (MLPs) for success rates at 75% for A levels and AS subjects and at a lower standard, generally 55% for other provision.

Colleges with more than 15% of provision below the MLP would receive a Notice to Improve from the LSC and would have one year to effect the improvement or funding could be withdrawn.

At the time of the meeting, MLP data compiled by the College did not agree with that compiled by the LSC. The LSC data indicated that the College was marginally above the 15% rate. The College has since brought in consultants to verify the data and confirm MLP figures with the LSC. Data now indicates that the College has 13.2% of provision below MLP and therefore will not receive a Notice to Improve. However, this rate is still too high.

The Committee has determined that it wishes to receive regular reports on the College's MLP position.

Lesson Observations

Noted; that lesson observation statistics show an increase in the number of lessons graded outstanding/good/satisfactory and a decrease in the number of lessons found to be inadequate.

Noted also: that the lecturers' trade union, UCU, are continuing their dispute with the College about the new policy, but to date, 95% of observations are continuing without difficulties.

Complaints monitoring

With regards to complaints monitoring, the Committee decided that in future they wish to see an explanation of any complaints that were considered valid and an indication of the College's action in response.

Student attendance

The Committee was concerned that student attendance data was considered unreliable because of missing registers. It is acknowledged that a computer-based would be built in to the new buildings, but a better system should be considered in the intervening period.

9.2 Academic Board

Received; from Angélique Gainza, minutes of the Academic Board meeting of 26 March 2008.

Many of the issues previously covered at the Standards and Performance Committee meeting were also covered at the Academic Board meeting. In addition to those, the Academic Board looked at:

January module results

Exam results in the January modules were of a similar standard to last year but there were concerns at the number of retakes that students were being allowed to take. For next year, no student would be allowed to retake an exam more than twice.

Diploma update

Noted; that the Consortium of which the College is a member had made three new submissions for approval to run Diplomas with the following results:

- Category 2 approval for delivery from September 2009 for Construction and Built Environment provided conditions are met within 3 months.
- Category 2 approval for IT for delivery from September 2009 provided conditions are met within 3 months.
- Category 4 for Engineering – will need to reapply in the next Gateway.

Aim Higher funding

Noted: that HEFCE had announced new guidelines for funding and that these new guidelines will be used to identify schools and colleges with high proportions of students who fit widening participation criteria. The allocations for FE colleges is not yet known and will be reported at a later date.

10. Audit matters

Audit Committee

Received: minutes of the Audit Committee meeting of 13 March 2008

Chairman of the Audit Committee, Mohamed Manjra, reported on the meeting of 13 March 2008.

Internal Audit Assignment report 2007/08

The Committee received the final report for visit one for 2007/08 and noted:

That the areas audited during the visit were:

- Departmental review – IT Department including procurement
- Marketing
- Pastoral Care
- Student Enrolment
- Payroll

That only three recommendations had been made, all relating to Payroll. Two were low priority and one was medium priority. All three recommendations had been accepted by the College and appropriate, prudent changes made.

Auditors identified two areas of good practice:

Marketing: Publication of the College prospectus was very cost-effective for a superior product.

Information Services: An ‘in depth’ review had produced excellent feedback and effective recommendations for change which were already being implemented.

College Risk Register

The Committee formally considered and accepted the College Risk Register and recommended that in future, internal audits map SMT agendas against issues in the Risk Register

Retendering of Internal and External Audit services

Governors noted that the College was about to go out to tender for the provision of audit services.

11. HR matters

11.1 Appointment of a new Principal and Chief Executive

The Principal reported that the advert for the post of Principal and Chief Executive had received a good response from high quality applicants. Thirteen applications had been considered by the Selection Panel and five candidates had been short-listed for a selection procedure which will take place over the 2 and 3 June. All Governors are invited to a dinner with final short-listed candidates on the evening of 2 June and they will have an opportunity to feedback any views on the candidates.

It is anticipated that the Selection Panel will make a recommendation for appointment, to the full Governing Body meeting on the evening of 3 June.

11.2 UCU strike

The Principal reported that 40+ lecturers had taken part in the UCU strike on 24 April which was in support of their 2008/09 pay claim. The College had run as normal so far as possible, with vocational divisions being virtually unaffected. However, there was significant support for the strike in the divisions of ESOL and Business Studies and Humanities. Three middle managers had also taken part in the strike.

12. Any other urgent business

Copies of the revised Instrument and Articles were tabled for Governors to take away.

13. Future meetings

To note the dates of future meetings as 3 June, 24 July and 23 October 2008.