

## Barnet and Southgate College Corporation

### Board of Governors Meeting 7 December 2017

#### Minutes

<b>Time</b>	16.05 – 17.55	
<b>Venue</b>	West Lodge Hotel	
<b>Present (governors)</b>	Ann Zinkin David Byrne Mervin Archer Sue Baldwin Fiona Bulmer Sheila Dawson Bernard Manson Christalla Tsattala Pooja Patel Seb Karaasanov	Chair Principal      Staff Governor Student Governor Student Governor
<b>In attendance</b>	Toni Beck Stephen Forster Peter Harrison Lizzie Jones Tracy McIntosh Ian Rule  Melissa Drayson	Dir Quality and Learner Experience Dir Finance and Corporate Ops Dir of Curriculum Dir of Organisational Development Dir of Employer Ptnerships Interim Finance Director designate  Clerk to the Corporation
<b>Apologies</b>	Graham Duncan	Vice Chair
<b>Vacancies Quorum (6)</b>	External Governor	The meeting was quorate

Item	Action lead
1. <b>Preliminary Items</b>	
1.i <b>Chair's welcome</b>	
The Chair welcomed the new student governors, Pooja Patel and Seb Karaasanov, to the meeting and invited each to say a few words about themselves.	
1.ii <b>Apologies for absence</b>	
Apologies were received from Graham Duncan.	
1.iii <b>Confirmation of eligibility, quorum and declarations of interests</b>	

It was confirmed that all present were eligible to take part in the meeting, there were no new declarations of interests and the meeting was quorate

1.iv **Notification of urgent items of other business**

None received.

**2. Minutes**

2.i **Minutes of the meeting held on 9 November 2017**

The Part A Open Minutes and the Part B confidential minutes were approved as an accurate record and were signed by the Chair

2. **Matters arising and any outstanding actions**

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*Supporting paper by the Clerk*

There was further discussion of the following

3 October: Item 4ii: Governors would be notified in January of arrangements for shadow lesson observations

DCQTL

The safeguarding link governor proposed that, instead of monthly reports, a half termly item should be brought to the Board following her meeting with the safeguarding team. Any significant events between these reports would be reported on an exception basis.

9 November. Item 3i. The Principal confirmed that the Property Strategy would be brought back to the Board as part of the strategic review discussed earlier that day during the Strategy Day.

**AGREED: that a revised schedule for safeguarding reporting would be added to the Board business cycle**

Clerk

**3. Strategic Items – merger update**

*Confidential item discussed as part of the Strategy Day*

**4. Principal's Report**

*Supporting paper presented by the Principal*

The report was taken as read. In response to governors' questions it was confirmed that around 250 people had attended the Awards ceremony. All key stakeholders and people of influence had been invited.

The letter from the Saudi delegation was noted. The International market would be evaluated more fully as part of the proposed strategic review.

Governors commended the amount of good news and confirmation was given that this was well publicised through social media and the trade press.

5. **KPI Report – 3 year trends and 2017-18 report**  
*Supporting papers by the Principal*

The Board noted three-year trend data on each Corporate KPI.

It was reported that key reporting points for 16-18 learner numbers would be December and July, rather than monthly. There had been a dip in numbers but this was partly a consequence of the active withdrawal of learners with poor attendance.

Although still rated 'red'; there had been a slight increase in attendance in English and Maths due to improvement initiatives that had been put in place, particularly student-to-student partnerships and mentoring and the use of reminder texts. The student governors confirmed that these were helpful and motivating tools.

It was noted that learner punctuality was above target. Governors asked whether the five-minute cut-off for lateness should be shortened. Student governors considered that two minutes would not provide sufficient leeway when heavy traffic caused problems. However, when teachers enforced the five-minute lateness policy consistently, it was very effective.

6. **Management accounts – period 3 to 31 October 2017**  
*Supporting paper by the DFCO*

Within the overall commentary on expenditure, it was reported that total spend was within budget, but with both positive and negative variances particularly in pay costs due to reliance on agency staff in some areas. Areas which had exceeded their budgets for agenda staff would be investigated.

The main non-pay overspend was on teaching resources due to the bulk of the expenditure being made at the start of the year.

In response to governors' questions, it was confirmed that the receipt from the sale of Graseby House had not yet been included in the cashflow.

Following the approval of a temporary increase to counterparty limits at the November meeting, it was reported that funds had been moved accordingly.

The debtor analysis requested by the Board in November would now be provided to the January Board meeting. A segmental analysis would also be included in the next iteration of the accounts.

Governors queried the difference between the end of year figure in the management accounts and the surplus shown in the audited accounts. It was confirmed that the final end of year figure included the pensions adjustment.

7. **Quality and the Learner Experience**  
**Self-assessment report 2016-17**  
*Supporting paper presented by the DQ&LE*

Governors who contributed to the validation panels were thanked.

The format of the report was based on the Ofsted Common Inspection Framework, had been used for several years, and had been commended in the last inspection. The version for the Board was an executive summary. The full version had a number of appendices with detailed data.

Governors commented that motor vehicle and English and Maths had been flagged as areas of improvement for several years running. It was reported that some improvements had been made but that English and Maths was a challenge for the majority of 'Good' colleges. The issues were similar: student motivation, the relevance of the curriculum to students and attendance. The Board was assured that the College remained strongly committed to tackling the issue and that visits would be made to colleges with better results.

As previously reported, Motor Vehicle was being phased out.

Other comments and questions were:

- the SAR could be stronger in articulating the college's commitment to excellence. It was noted that this should come through with the QIP which would come to the Board for approval in January.
- Governors had enjoyed reading the section about positive behaviour management in a diverse college
- What measures were in place to improve progress measures? Improvements had been made in student tracking. In the previous year, the focus had been on consistency of use of tracking systems to provide individualised reports. Work was being undertaken with staff to increase understanding of value added measures
- The narrative on technology enhanced learning could be expanded with more examples of different usage and impact;

**RESOLVED: that the College Self-Assessment Report 2016-17 and the proposed grades be approved.**

8. **Employer Engagement Annual Report**  
*Supporting paper by the Director of Employer Partnerships*

The past year had been a volatile one for apprenticeships, due to changes in national policy resulting in the introduction of the levy system in May. Reduced allocations for non-levy apprenticeship funding across the board had resulted in a significant funding reduction for the college

The funding out-turn for adult apprenticeships had shown steady growth. The high subcontractor non-apprenticeship achievement rates were noted. Governors were also pleased that the College was second in London for employer satisfaction.

Governors thanked the DEP for a clear report.

## **Annual Report and Financial Statements**

### **9. Report and recommendations of the Audit Committee on 24 November 2017**

*Summary of the meeting by the Clerk*

Due to timing issues, some documents had not been included in the pack. It was agreed that approval for these would be sought, following the meeting, by written resolution as detailed below.

The Audit Committee had been alerted to the impact of changes in staffing in the finance team on the process for finalising the accounts. The position would be monitored closely.

#### **i. Annual Report of the Audit Committee**

*Supporting paper presented by the Chair of Audit Committee*

**RESOLVED:** that, subject to minor amendment, the Annual Report of the Audit Committee be approved and signed by the Chair of the Audit Committee.

**AGREED:** that the Internal Audit Annual Report would be circulated to Governors for approval by written resolution.

#### **ii. External Audit Management Letter**

**AGREED:** that the final document would be circulated to Governors for approval by written resolution.

#### **iii. Regularity Audit Self-Assessment Report**

**RESOLVED:** that, subject to final minor amendment, the Regularity Audit Self-Assessment be approved and signed by the Principal and Chair.

#### **iv Risk Management Annual Report**

**RESOLVED:** that the Risk Management Annual Report be approved

**AGREED:** that the Risk Management Policy be circulated to Governors for approval by written resolution.

#### **v Annual Report and Financial Statements**

*Updated paper tabled.*

The final accounts showed a small operational surplus following pension charges. Other variances to the end of the year management accounts related to restructuring costs and additional staff costs.

The auditors had confirmed that they were providing a clean audit opinion.

The subsidiary accounts were noted, which showed a small deficit for the year.

**AGREED:**

- (i) **that governors should return comments on the annual report and financial statements by email and that the final document should be approved by written resolution.**
- (ii) **That the subsidiary accounts should be approved by written resolution.**

- vi **RESOLVED: that, subject to minor amendment, the revised Audit Committee Terms of reference should be approved.**

**10. Report of the Search Committee on 1 December 2017**  
*Supporting paper by the Clerk*

The Chair reported that interviews had been held with two candidates. No appointment would be recommended until further candidates had been interviewed. Governors were encouraged to assist with the search for people with the skills and experience to serve on the Board.

The skills audit had identified skills shortages in some areas, including capital development.

**11. Board business schedule**

The Board business schedule would be amended in the light of discussions at the strategic away day and circulated by email.

**12. Urgent Other Business**

There was no other business, but the Chair took the opportunity to thank Governors for their support and contributions to the College throughout the year, and the staff team for their hard work.

Signed: .....(Chair)