

**Barnet and Southgate College Corporation  
Board of Governors Meeting  
10 May 2018**

**Paper 2 (i)  
Board Meeting  
14 June 2018**

**Minutes**

<b>Time</b>	18.30 – 10.25	
<b>Venue</b>	Southgate Campus – Rm 008A/B	
<b>Present (governors)</b>	Ann Zinkin David Byrne Mervin Archer Sue Baldwin Fiona Bulmer Sheila Dawson Graham Duncan Bernard Manson Christalla Tsattala Pooja Patel	Chair Principal    Vice Chair  Staff Governor (Part A only) Student Governor
<b>In attendance</b>	(Part A only) Toni Beck Peter Harrison Lizzie Jones Tracy McIntosh Ian Rule  Melissa Drayson	Dir Quality and Learner Experience Dir of Curriculum Dir of Organisational Development Dir of Employer Partnerships Dir Finance and Corporate Ops  Clerk to the Corporation
<b>Apologies</b>	Sebahatin Karaasanov	Student Governor
<b>Vacancies</b>	External Governor x 2	
<b>Quorum (6)</b>	The meeting was quorate	

**PART A – OPEN MEETING**

*The Minutes of some discussions have been redacted on the grounds of personal or commercial sensitivity.*

Item	Action lead
<b>Pre-Board Presentation: Update on Southgate Campus Masterplan</b> <i>Matthew Watts, Reed LeCoutre</i>	

Governors were provided with a high-level update on the visuals and schematics for the redevelopment Southgate Campus. The work would be undertaken in three phases. A central feature was the development of an Atrium, which would connect the blocks and provide a flexible, more usable space. The design would also improve flow and connectivity between the sports and education buildings.

Governors' questions and discussion focussed on:

- Affordability, the expenditure profile and the need for a contingency for unforeseen costs;
- Feedback from students which had highlighted the need for quiet space, study areas and creative space. It was confirmed that the detailed design would accommodate this and would include an acoustic strategy;
- The need for complete accessibility to all areas of the campus. It was confirmed that, currently, only an upper floor of L Block was inaccessible, but this formed a small part of the overall estate;
- The specific curricular use of the campus would be driven by external factors (e.g. GLA forecasts) and our own strategic rationale;
- The importance of environmental and aesthetic considerations;
- Community use was important, but must be balanced with appropriate levels of security;
- Car-parking levels should remain roughly the same, but would not be increased, in accordance with Council planning policy.

The Principal reported that the Masterplan would be shared with the Council Planning team for feedback.

The need for a Capital Task and Finish Group was also raised, and agreement for a terms of reference and membership would be agreed by the Board at an appropriate time.

The main meeting started at 19.12

## **1. Preliminary Items**

### **1.i Chair's welcome**

The Chair welcomed all governors and staff in attendance to the meeting.

### **1.ii Apologies for absence**

Apologies received from Seb Karaasanov

### **1.iii Confirmation of eligibility, quorum and declarations of interests**

It was confirmed that all present were eligible to take part in the meeting and that the meeting was quorate

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

There were no notifications

**2. Minutes**

2.i **Minutes of the Part A meeting held on 27 March 2018**

**The open Minutes of the meeting were confirmed as an accurate record and were signed by the Chair.**

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

*Supporting paper by the Clerk*

It was noted that:

Item 3: Strategic and operational review follow-up reports would be taken at a later date.

Item 6: The Financial Regulations were nearing completion and would be circulated by email

Item 8: The Health and Safety annual report had been deferred due to the staff absence.

Item 11: The Internal Audit tendering process was in progress

**3. Principal's report**

*Supporting paper by the Principal*

The Board extended its congratulations to students and staff for a range of achievements:

- College students had got through to the final stages of a range of sports tournaments
- Borehamwood FC, a key partner of the college, would be playing at Wembley that weekend, which would bring the College positive exposure;
- In addition, two final year Computing students had won the London Borough of Barnet/PA Consulting technology solutions Dragons Den Challenge.
- BTEC Business Level 3 students had been runners-up in the 'Big Idea' competition.

Governors also received an update on strategic developments, the most significant of which was the emergence of policy statements from the Mayor's office around skills devolution. It was now understood that there may be no automatic protection of Adult

Education Budget funds. The London Principals were currently seeking clarification as this presented a potential risk for colleges.

It was also understood that the GLA would only fund London learners. It was not clear whether London money would follow London learners studying outside the city. Likewise, the college would need to establish arrangements for funding non-London adult learners. It was suggested that a conversation with the DfE about the potential additional bureaucratic burden on colleges might be helpful.

#### **4. KPI Report**

*Supporting papers by the Director of Employer Partnerships*

It was reported that the KPIs were now static. English and Maths attendance remained 'red' in spite of measures taken to improve it, and some students were now being informed that they might not be allowed to return next year if they did not attend. However, recent communications with parents appeared to be having a positive impact on attendance.

The Chair asked that any further governor questions should be directed to the DEP after the meeting.

#### **5. Finance and Resources**

*Supporting papers by the DFCO*

##### **5.i Management Accounts – Period 8, March 2018**

The Board noted that savings in both pay and non-pay budgets were being sought. A surplus was still anticipated at the year-end, but this would be likely to be reduced.

Further work was being undertaken to review the premises budget overspend. It was not believed that there had been any unnecessary expenditure and it might be possible to capitalise certain elements.

It was anticipated that fee income would appear to be reduced in period 9 as some had been overstated.

There were discussion and questions on the following:

- It was confirmed that funds from the sale of Graseby House would be ring-fenced for capital expenditure, but they had been included within the cashflow forecast;
- The importance of preventing students from dropping out at the start of the year would be vital to preserving income levels;
- Governors agreed that a sensitivity analysis to accompany income targets would be helpful in terms of planning any

action needed in advance. It was reported that, due to detailed work undertaken, the college was now on firmer ground in terms of setting future income targets.

- Governors asked that, as part of forthcoming budget setting discussion at Board level, there should be a more detailed focus on the risks and sensitivities around student numbers.
- The Board noted and accepted that the college was currently operating temporarily outside the Treasury Policy in terms of deposit levels with different counterparties.
- Some improvements were seen in the MBC Ltd accounts although catering income had gone down slightly. The budget had been reforecast and, although a small surplus was still predicted, this was less than before.

## **5ii Budget setting limitations**

The Board was asked to review and confirm that the broad parameters and KPIs for the 2018/19 budget and 2019/20 projections were appropriate. These supported the aim to achieve a ESFA financial health rating of 'Good'.

Governors asked whether efficiency ratios, such as staff utilisation, were built into budget setting, and how these were benchmarked. It was confirmed that various efficiency measures were considered. Governors were reminded that the Audit Committee would be considering a programme of Value For Money reviews to identify efficiencies at team level. It was agreed that any efficiency targets should not just be aspirational but would need to be owned by teams. It was reported that curriculum area contributions would be a feature of the budget in the future.

### **AGREED:**

- (i) that the budget setting limitations be adopted;**
- (ii) that further Board discussions take place to understand income risk as part of the budget setting process**

## **5iii Capital Projects Update**

The Board was asked to provide delegated authority for the award of the tender for the E,W and R block refurbishment. Bids had been sought from 3 firms and proposals were expected by half term. It was explained that the budget for E block had risen significantly because the need for rewiring had been identified during the pre-design phase. Governors were reassured that that all unforeseen issues had now been picked up and that there was a contingency available to cover these costs and that value engineering opportunities would be identified to offset some of it.

It was agreed that this was essential additional work that needed to be addressed and that the revised budget should be accepted. However, governors were keen to know that 'lessons learned would be factored into future schemes. Governors pressed for assurance that all works would ensure wheelchair accessibility and disabled toilets.

**RESOLVED: that delegated authority be provided to the Principal and DFCO to award the tender for the refurbishment of E, W and R blocks [redacted]**

**5iv Treasury Management Policy (consent item)**

BM was thanked for his input into producing the final document. One edit was requested by the Board: the removal of the list of pre-approved financial instruments. Subject to this, it was:

**RESOLVED: That the Treasury Management Policy be approved**

**6. Quality and the Learner Experience**

**6i Student governor monthly feedback**

*Oral update by the Student Governors*

Pooja Patel talked about a recent interview she had given to Radio 4 about the positive texting initiative and its impact on students. Governors asked to be informed when the programme was broadcast.

It was reported that, in response to student feedback, the Wood Street canteen hours had been extended in the afternoon.

**6ii Spring Term Complaints Report**

*Supporting paper by the DQLE*

The low number of complaints was noted and there were no questions.

**6iii Teaching and Learning Report**

*Supporting paper by the DQLE*

Thanks were conveyed to governors who had recently shadowed Lesson Observations. Key points from the report were that:

- Top level data showed higher proportions of strengths than areas of development in Teaching, Learning and Classroom Culture.

- Lesson observations were better or the same than the previous year in the majority of areas, but marginally lower in English and Maths
- More work was needed to address areas for development in the Assessment aspect of TLA.
- The focus of Learning Walks had been innovation, and a lot of inspiring practice had been observed.
- There was now a far more open and positive culture around observation and learning walks across the College

Governors commented that the report painted a generally positive picture.

#### **6iv Higher Education – Office for Students**

*Supporting paper by the Director of Curriculum*

The Board was informed that the Higher Education reforms had been put in place to encourage a greater marketplace in HE. The Office for Students had been established and all HE providers were required to register by 23 May to allow them to deliver HE from September 18.

A number of proformas had been issued for to completion. At present, the criteria for approval were not known. A draft 5 year plan was being submitted, based on the approved Curriculum Strategy. It was noted that, as a provider of HE within FE, the College would focus on specific areas where there were known to be local and regional skills shortages. Courses would include some HNDs.

Governors discussed the scope for developing progression routes within niche areas and for adopting different delivery models and qualification timeframes. Discussions were happening with other institutions with degree awarding powers.

The Director of Curriculum would be meeting BM, as HE Link Governor, at the end of May. SB also indicated that she would be happy to volunteer as 'named' governor if needed.

#### **7. Employer Partnerships**

*Supporting paper by the Director of Employer Partnerships*

The report was taken as read and noted with no questions.

#### **8. Safeguarding and Prevent**

*Supporting paper by the DQLE, presented by Fiona Bulmer, Safeguarding Link Governor. (Deferred from 27 March meeting)*

The Safeguarding Governor had met the team last term. There were ongoing pressures on staff, but she was assured they were dealing

well with them. There was evidence that, where issues had arisen, they were being dealt with appropriately and swiftly.

Governors were reminded that Safeguarding was a key element of an Ofsted inspection and noted that the team was prepared for such an eventuality.

**9. Health and Safety – fire safety external validation**

*Supporting paper presented by the DFCO*

The report was considered useful, although the original request had been for an external view on whether precautions were adequate, rather than confirmation that they were in place. It was noted, however, that this would form the scope of a forthcoming internal audit to be reported to Audit Committee in June and the Board in July.

**10. Whistleblowing Policy**

*Supporting paper by the Clerk*

The Clerk reported that the Board was asked to provide retrospective approval of the policy and the recommendation that it should be added to the list of Board approved policies under the Policy Governance model. Comments received by email from governors would be added to the next policy review. Governors were reminded that the Audit Committee was responsible for receiving reports on any whistleblowing disclosures.

**RESOLVED: that the Whistleblowing policy be approved**

**11. Calendar of Meetings 2018-19**

**The Calendar of Meetings was APPROVED.**

**12. Urgent Other Business**

There was no other business.

**13. Next meeting – Thursday 14 June**

The Chairs canvassed views on having a morning only session, including a Board meeting, rather than the full Away Day. This was agreed, with Hospitality House as the venue.

Part A closed at 20.45

Signed: .....(Chair)