

## Barnet and Southgate College Corporation

### Board of Governors Meeting 14 June 2018

#### Minutes

<b>Time</b>	11.15 – 12.45	
<b>Venue</b>	Hospitality House	
<b>Present (governors)</b>	Ann Zinkin David Byrne Mervin Archer Sue Baldwin Sheila Dawson Fiona Bulmer Graham Duncan Bernard Manson Christalla Tsattala Pooja Patel	Chair Principal     Vice Chair  Staff Governor (Part A only) Student Governor (Part A only)
<b>In attendance</b>	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 Interim Dir Finance and Corporate Ops (All Part A only)  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

*Some Minutes have been redacted on the grounds of personal or commercial sensitivity*

Item	Action lead
1. Preliminary Items	
1.i Chair's welcome	

The Chair welcomed all governors and staff in attendance to the meeting. It was noted that this was Peter Harrison's last day as Interim Director of Curriculum. Peter was thanked sincerely for his contribution to the College and his input into Board meetings. Peter commented that he had very much enjoyed working with such a challenging, supportive and effective Board of Governors.

1.ii **Apologies for absence**

Apologies were 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**

Bernard Manson raised the request that the Board should agree an overarching strategic aim for the College, which would be used as part of the CEO recruitment. This was accepted as under Other Business.

The Principal raised an issue for report as a confidential urgent item of other business during Part B.

**2. Minutes**

2.i **Minutes of the Part A meeting held on 10 May 2018**

Attendance: It was noted that Fiona Bulmer had been present for the whole meeting.

Pre-Board presentation: It was agreed that the title should be 'Update on Southgate Campus Masterplan Proposal'.

5iii Capital Projects Update. It was queried whether the new Capital Project group was intended to be a Working Group or Standing Committee of the Board. The Clerk responded that this had not yet been agreed, but that the terms of reference would be discussed more fully with the Principal. Clerk

6iv. Higher Education: addition of sentence: the final five-year strategy, including student number projections, would be contingent on the wider strategic planning exercise to be completed in forthcoming months.

**Subject to the above amendments and actions, the Part A minutes of the meeting on 10 May 2018 were confirmed as an accurate record and were signed by the Chair.**

2.ii **Written Resolutions – non-confidential**

The Board noted the written resolutions had been approved since the previous meeting and requested that these should be incorporated within these minutes. The Clerk confirmed that correspondence from governors relating to each of the resolutions was held on file.

**i. 23 May: Refurbishment of E, R and Blocks**

At the 10 May meeting, governors approved that the Principal and FDCO should be given delegated authority to tender for Southgate Campus refurbishment works. The upper limit should have been stated as [redacted]. This figure was contained in the background paperwork and broke down into figures for internal works for each block of [redacted] plus the addition of glazing/rooflight works to the scope of [redacted]

**Governors approved, via written resolution, the following amendment to the Board resolution on 10 May:**

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

**ii. 4 June: Approval of final draft of the Financial Regulations**

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

*Supporting paper by the Clerk*

It was noted that:

Item 2ii: The governor presentation on the Prevent Duty would now take place in 2018-19

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

Item 11: The Internal Audit tendering process was due to take place before the Audit Committee on 26 June.

**3. Principal's report**

*Supporting paper by the Principal*

The Board extended its thanks to staff for their involvement in overseeing the first round of GCSE and Functional Skills exams at which attendance was higher than 2017/18.

The Board discussed the recent knife arch checks undertaken across all campuses, in the light of the recent spate of knife attacks in the City. It was confirmed that the checks were currently termly but would be undertaken more frequently if the risk increased. Staff

were attending an information sharing event that day. The college was represented on cross-borough bodies where intelligence was shared and had experienced an improvement in this in recent months.

The following strategic opportunities were noted:

- The Mayor's Skills Strategy was now launched. The full document would be circulated by email. The Board was pleased to note that the College had been accredited as an accredited construction skills provider.
- An invitation to explore collaboration opportunities with a neighbouring College group
- A possible link with the Brent Cross South Regeneration Scheme
- A partnership opportunity with the City of London Dental School.

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

*Supporting papers by the Director of Employer Partnerships*

The Board was pleased to note an improvement in English and Maths attendance following much hard work by staff. Also noted was that, after the introduction of the 18<sup>th</sup> Edition of Electrical courses, demand had now picked up after several months of under-enrolment. Income remained below target for May and was, therefore, RAG rated 'red'. 16-18 Apprenticeship funding was also Red-rated, due to the drop in non-levy allocations.

#### **6. Finance and Resources**

##### **6.1 Management accounts, Period 9 (April 2018)**

*Supporting papers by the DFCO*

The headline position was that there would be a reduced forecast surplus caused by volume reductions which had become apparent since the start of the year. Overall, income reduction had been offset by savings but the overall position had been affected by additional one-off expenditure.

A decision would be sought in July on whether to write off remaining debt, as recovery efforts continued to be successful.

The Board commented that any operating surplus in the current climate was an achievement.

The performance of the subsidiary company, MBC, continued to fluctuate and both Baird Road and Catering were under close review with the intention that each will break even by year-end.

Governors asked for more information about control of agency staff spend. All Purchase Orders were now currently checked and validated by the DoF. A system would be developed to ensure similar levels of in future. This should include staff training to ensure the system was understood.

## **6.2 Capital Projects update**

*Oral report by the Director of Finance*

The Board was given an update on the tender process for the E,W and R blocks. Three good, within-budget tenders were received. The preferred tender was from the current supplier of the windows. Details of the tender process would be sent to the Board by email, along with the NPV calculations requested at the May meeting.

FDCO

The Board was asked for approval to issue a letter of intent, and for draw-down of a sum to enable the design work to be commenced. The initial cost was above the threshold set within the executive limitations policy.

### **RESOLVED:**

- (i) That the award of the tender for E,W and R refurbishment be ratified**
- (ii) that expenditure of [redacted] for initial design work be approved.**

## **7. Quality and the Learner Experience**

### **7.1 Student governor monthly feedback**

*Oral update by the Student Governor, Pooja Patel.*

The student governor reported that no issues of concern had been flagged. The Art Shows had been set up in Wood Street

### **7.2 Quality Improvement Plan monitoring report**

*Supporting paper by the DQLE*

Suggestions made by governors regarding the layout of the report had been noted and would be reviewed by the DQLE to be built into future QIP reports. The object of these would be to allow governors to see easily the progress made over time.

Overall, it was reported that good progress had been made in all areas which would, it was hoped, translate into an improvement in KPI outcomes.

Governors raised a question about whether the college had a statutory obligation toward current Motor Vehicle learners wishing to

continue next year. As all courses were of a year's duration, there was no need for a phased discontinuation to allow students to complete their courses. Meetings and guidance had been offered to all students about alternative provision.

**8. Teaching Excellence Framework Award**

*Supporting paper by the Do C*

There was disappointment about the achievement of a bronze award as the indications had been that the College would be awarded Silver. However, the award recognised that the College provides a positive student learning experience; responsiveness to student feedback; positive engagement with employers to develop new programmes and the professional experience of staff.

**9. Strategic options: Pay award update**

*Supporting paper by the Director of Organisational Development*

The paper followed the presentation and discussion at the March Board meeting.

**AGREED: that a 1% buffer be provided in the budget to cover an annual pay award, implemented this year to address points around low pay and gender-related pay.**

**10. Governance Policies**

*Supporting paper by the Clerk*

**RESOLVED: that the revised governance policies be approved and that a more detailed review be undertaken following appointment of the new CEO.**

**11. Urgent Other Business**

The Board discussed the proposal that it should adopt the following as the overarching strategic aim of the Corporation:

“Barnet and Southgate College aims to achieve above average results and employment opportunities for learners”

Whilst not disagreeing with the statement, other governors expressed the need for more time for discussion. Having said that, it was agreed that the statement would provide a useful focus during the CEO recruitment.

**AGREED: that a discussion item be added to the agenda of the first Board meeting of 2018-19**

**12. Next meeting**

The Board discussed the timing of the meeting given that it would need to be convened again to approve the recommendation of the

CEO Selection Panel. The Clerk would canvas views on changing the date from 10 to 11 July.

Signed: .....(Chair)