

Minutes Part I

Full Governing Body Committee		
Meeting Time and Date	1730 on 18 July 2018	
Meeting Location	Gunnersbury Park	
Present	Roger McClure (Chair) Dr Heather Barrett-Mold John Bennett Paul Campbell Dr Beryl De Souza David Domoney Douglas Fussell	Donald Gratton Robert Howard Guy Jones-Owen Tony Leach Lady Milnes Coates Doug Taylor James Wisdom
Staff Governor	Andrew Smith	
Senior Leadership Team	Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Malcolm Goodwin (Principal) Richard Prowse (Facilities)	
Minute Taker	Joanne Coffey (Clerk)	
Apologies	Michelle Bavage (Student Governor) Niall O'Dea (Student Governor) Hazel Thomas (Student Governor)	
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	Action
<p>1. Introduction and apologies</p> <p>1.1. Centre Manager, Matthew Watson, and Governor, James Wisdom, conducted an educational tour of the Gunnersbury Park site prior to the Governing Body.</p> <p>1.2. The Chair welcomed new Governor, Guy Jones-Owen, and the new Acting Vice Principal (Academic), Christine Bianchin.</p> <p>1.3. Apologies were given for Michelle Bavage, Niall O'Dea and Hazel Thomas.</p>	
<p>2. Declaration of Interests</p> <p>2.1. None.</p>	
<p>3. Minutes (Decision)</p> <p>3.1. The Gender Pay Gap results corrected to being published on the College's website and submitted online prior to 30 March 2018.</p> <p>Resolved to</p>	

<p>3.2. Approve the minutes of the Governing Body meeting held on 28 March 2018 as a correct record and authorise the Chair to sign them.</p>	
<p>4. Matters Arising</p> <p>4.1. The Head of Marketing to present to the Governing Body in December 2018.</p>	<p>Clerk</p>
<p>5. Search and Governance Committee minutes (Decision)</p> <p><u>Membership</u></p> <p>5.1. The Governing Body thanked Robert Howard for agreeing to serve a third term of office.</p> <p>5.2. The need to improve gender balance within the Governing Body was agreed as an important priority within the process of addressing skills gaps.</p> <p>Resolved to</p> <p>5.3. Re-appoint Robert Howard for a further 4 year term of office.</p> <p><u>Strategy Committee</u></p> <p>5.4. Heather Barrett-Mold was thanked for agreeing to Chair the Strategy Committee for a 3 year term of office.</p> <p>5.5. As the Search and Governance Committee agreed that David Domoney would be an asset to the Strategy Committee, David kindly agreed to join as a co-opted member.</p> <p>Resolved to</p> <p>5.6. Appoint Heather Barrett-Mold as Chair of the Strategy Committee for a 3 year term of office from 15 October 2018.</p> <p>5.7. Appoint David Domoney to the Strategy Committee as a co-opted member.</p> <p><u>Data and Barring Service (DBS) checks</u></p> <p>5.8. In the interests of safeguarding, the Governing Body were in favour of DBS checks for all Governors.</p> <p>5.9. The Clerk to email Governors with full details of the DBS process.</p> <p>Resolved to</p> <p>5.10. Accept that Governors take part in the Disclosure and Barring Service (DBS) checks.</p>	<p>Clerk</p>

<p>6. Report of the Clerk (Decision)</p> <p><u>Timetable of Governors' meetings 2018-19</u></p> <p>Resolved to</p> <p>6.1. Approve and adopt the updated timetable of meetings for 2018-19.</p> <p><u>Student Governors</u></p> <p>6.2. The Governing Body gave enormous thanks to the Student Governors, Michelle Bavage and Niall O'Dea, for their commitment and engagement at meetings and events.</p> <p><u>Governance Cycle</u></p> <p>6.3. Agendas to be agreed in advance with Chairs of committees going forwards.</p>	
<p>7. Audit Committee minutes (Decision)</p> <p>7.1. Guy Jones-Owen was elected as Vice Chair of the Audit Committee for a 3 year term of office at the June 2018 Audit meeting.</p> <p>7.2. As Paul Campbell is Chair of the Health and Safety Committee, he has relinquished his membership of the Audit Committee as it was seen as best practice for Audit members to remain independent of other sub-committees, to ensure no conflicts of interest.</p> <p>7.3. Paul was thanked by the Chair of Audit and the Governing Body for his hard work during his time with the Audit Committee.</p> <p>7.4. The College's internal auditors, Scrutton Bland, are conducting a review of how the College is progressing with the new General Data Protection Regulations (GDPR) which will be reported at the December 2018 Governing Body.</p> <p><u>Review of Overall Risk</u></p> <p>7.5. All sub-committees have assessed and approved their own committee's risks which has been integrated back into the Risk Register.</p> <p>Resolved to</p> <p>7.6. Accept the amended Risk Register.</p>	<p>Finance</p>
<p>8. Finance and General Purposes Committee minutes (Decision)</p> <p><u>Nine Month Management Accounts 30 April 2018</u></p>	

<p>8.1. The College is consulting with a catering expert to assess current and future needs for Enfield and other sites.</p> <p>8.2. Pension uptake by staff is on an opt-out basis, at every three years of service at the College.</p> <p>Resolved to</p> <p>8.3. Approve the group management accounts for the third calendar quarter to 30 April 2018.</p> <p><u>Forecast Budget Outturn 2017-18</u></p> <p>Resolved to</p> <p>8.4. Approve the revised projected comprehensive spending review, cash flow and balance sheet for the year ended 31 July 2018.</p> <p><u>Proposed Budget 2018-19</u></p> <p>Resolved to</p> <p>8.5. Adopt the proposed comprehensive spending budget for the financial year 2018-19 to become the baseline for the College Financial Plan 2018-20 to be considered by the F&GP Committee at a special meeting on 18 July 2018.</p>	
<p>9. Report of the Special Finance and General Purposes Committee – 18 July 2018 (Decision)</p> <p>9.1. The College's Financial Plan was approved at the Special F&GP Committee meeting on 18 July 2018, prior to the Governing Body.</p> <p>9.2. The Assumptions spreadsheet (Schedule 1) to be recirculated to the Committee to include full population of the staff costs.</p> <p>Resolved to</p> <p>9.3. Approve the College financial plan for the period 2018-20, as supported by the commentary and checklist.</p> <p>9.4. Confirm the assessment of the College's financial health as Good for the years 2017-18 to 2019-20.</p> <p>9.5. The College financial plan be signed by the Principal and sent to the ESFA ahead of the 31 July 2018 filing deadline.</p>	<p>Completed</p>
<p>10. Academic Committee minutes</p>	

13.1. None.	
14. Date of next meeting 14.1. The next Full Governing Body Committee meeting will take place on Wednesday 12 December, 2018 from 1600 at Enfield.	