

# Minutes Part I

<b>Full Governing Body</b>
<b>Part I minutes</b>

Meeting Time and Date	1730 on 17 July 2019	
Meeting Location	Forty Hall Farm, Enfield	
Governors	Roger McClure (Chair) Heather Barrett-Mold OBE Paul Campbell Dr Beryl de Souza Peter Doble David Domoney Douglas Fussell Donald Gratton	Marilyn Hawkins Robert Howard Guy Jones-Owen Tony Leach Lady Milnes Coates Doug Taylor James Wisdom
Principal	Malcolm Goodwin	
Staff Governor	Andrew Smith	
Observer	Sarah Seery (Staff Governor following meeting)	
Student Governors	Sarah Fray Keerat Grewal Deniz Yazgan	
Senior Leadership Team	Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Steven Girling (Estates)	
Minute Taker	Joanne Coffey (Clerk)	
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	Action
<p><b>1. Apologies</b></p> <p>1.1. Apologies were given for Susanne Datta, Marilyn Hawkins, Guy Jones-Owen and the Student Governors: Sarah Fray, Keerat Grewal and Deniz Yazgan.</p> <p>1.2. Sarah Seery was welcomed as an Observer.</p>	
<p><b>2. Declaration of Interests</b></p> <p>2.1. Robert Howard declared an interest in <b>Paper 11, Report of the Principal</b>, as Robert's employers, Charles Stanley, are sponsoring The Game Fair at Hatfield House.</p>	
<p><b>3. Minutes (Decision)</b></p> <p><b>Resolved to</b></p> <p>3.1. <b>Approve the minutes of the Full Governing Body meeting held</b></p>	

<p><b>on 3 April 2019 as a correct record and authorise the Chair to sign them.</b></p>	
<p><b>4. Matters Arising</b></p> <p>4.1. No matters arising from the minutes were discussed.</p>	
<p><b>5. Clerk (Decision)</b></p> <p><b><u>Timetable of Meetings 2019-20</u></b></p> <p><b>Resolved to</b></p> <p>5.1. <b>Approve and adopt the updated timetable of meetings for 2019-20.</b></p> <p><b><u>Retirement of Tony Leach and Doug Taylor</u></b></p> <p>5.2. Tony Leach retired from the Governing Body, having first been appointed to the Governing Body on 9 April 2008, serving 3 terms of office as Governor of the College.</p> <p>5.3. Doug Taylor retired from the Governing Body, having first been appointed to the Governing Body on 13 July 2011, serving 2 terms of office as Governor of the College.</p> <p>5.4. The Governing Body thanked Tony and Doug at the end of the meeting.</p> <p><b><u>Staff Governor</u></b></p> <p>5.5. As Andrew Smith had served 3 terms of office, a nominations process for a new Staff Governor was conducted, resulting in Sarah Seery, Quality Manager, being elected for 2019-21.</p> <p>5.6. The Governing Body thanked Andrew Smith for his time as Staff Governor and welcomed Sarah Seery to the role at the end of the meeting.</p> <p><b><u>Student Governors</u></b></p> <p>5.7. The current Student Governors' term of office ended and they were thanked for their helpful input at meetings.</p> <p>5.8. An online nominations and appointment process will commence in September 2019 for 2019-20 and results will be reported back to Governors at the autumn 2019 Governing Body.</p>	
<p><b>6. Search, Governance and Remuneration Committee minutes (Decision)</b></p> <p><b><u>Remuneration code – Senior Post Holder (SPH) Retention of Income</u></b></p>	

<p><b><u>policy</u></b></p> <p>6.1. The following statement was agreed to be added to the Senior Post Holder Remuneration Guidance, as the AoC's College's Senior Post Holder Remuneration Code recommends colleges to have a policy on external sources of income for senior post holders:</p> <p><i><u>INCOME DERIVED FROM REPRESENTATIVE EXTERNAL ACTIVITIES</u></i></p> <ul style="list-style-type: none"> <li>• <i>The College recognises that it is important that staff represent the College on various bodies and boards and carry out academic and civic responsibilities at other organisations e.g. non-executive director roles.</i></li> <li>• <i>Senior Post Holders must disclose and explain any income derived from any such activity that generates additional income for the individual from any external body.</i></li> <li>• <i>Senior Post Holders will not be permitted to retain significant sums derived from any such activity. The significance will be determined by the Search, Governance and Remuneration Committee, according to each declared case.</i></li> </ul> <p><b>Resolved to</b></p> <p>6.2. <b>Agree that the Senior Post Holder Retention of Income statement is added to the Senior Post Holder Remuneration Guidance.</b></p> <p><b><u>Review of Standing Orders</u></b></p> <p>6.3. No changes were proposed to the Standing Orders.</p> <p><b>Resolved to</b></p> <p>6.4. <b>Adopt the current Standing Orders.</b></p> <p><b><u>Review of Instrument and Articles</u></b></p> <p>6.5. No changes were proposed to the Instrument and Articles.</p> <p><b>Resolved to</b></p> <p>6.6. <b>Adopt the current Instrument and Articles.</b></p> <p><b><u>Review of Statement of Governance</u></b></p> <p>6.7. No changes were proposed to the Statement of Governance.</p> <p><b>Resolved to</b></p> <p>6.8. <b>Adopt the current Statement of Governance.</b></p>	
<p><b>7. Finance and General Purposes Committee minutes (Decision)</b></p>	

<p><b><u>Nine Month Management Accounts 30 April 2019</u></b></p> <p><b>Resolved to</b></p> <p>7.1. <b>Approve the group management accounts for the third calendar quarter to 30 April 2019.</b></p> <p><b><u>Forecast Budget Outturn 2018-19</u></b></p> <p><b>Resolved to</b></p> <p>7.2. <b>Approve the revised proposed revenue budget and capital budget for 2018-19 and the forecast cash flows for the next fifteen months.</b></p> <p><b><u>Proposed budget 2019-20</u></b></p> <p>7.3. Governors advised that the College assesses future staff pay awards against post-Brexit expectations, to ensure both affordability and acceptability.</p> <p>7.4. The Committee discussed the continuing challenges of adult recruitment. An unstable political landscape was deemed to be a key issue which should settle once facts are known.</p> <p>7.5. As the College's Regent's Park centre has strong adult recruitment, Governors suggested that this could provide valuable strategies that could be used at other centres.</p> <p><b>Resolved to</b></p> <p>7.6. <b>Approve the comprehensive spending budget for the financial year 2019-20.</b></p> <p><b><u>Financial Plan 2019-21</u></b></p> <p><b>Resolved to</b></p> <p>7.7. <b>Approve the College financial plan for the period 2019-21, as supported by the commentary with checklist, and the two year cash flow.</b></p> <p>7.8. <b>Confirm the assessment of the College's financial health as Good, Outstanding and Good, for the years 2018-19, 2019-20 and 2020-21 respectively.</b></p> <p>7.9. <b>Confirm that the College financial plan be signed by the Principal and be submitted to the ESFA ahead of the 31 July 2019 filing deadline.</b></p>	<p><b>Principal/ Finance</b></p>
<p><b>8. Academic Committee minutes (Decision)</b></p> <p><b><u>Quality Improvement Policy (previously Curriculum Quality Policy)</u></b></p>	

<p>8.1. The Vice Principal was commended on the strength of the Quality Improvement Policy.</p> <p>8.2. The projected outturn for academic performance in 2018-19 is 88.6% overall achievement rate for all ages, around 3% higher than the previous year.</p> <p><b>Resolved to</b></p> <p>8.3. <b>Adopt the Quality Improvement Policy.</b></p>	
<p><b>9. Audit Committee minutes</b></p> <p>9.1. The Governing Body received the Audit Committee meeting minutes which were for information only.</p>	
<p><b>10. Health and Safety Committee minutes</b></p> <p>10.1. The Governing Body received the Health and Safety Committee meeting minutes, which were for information only.</p>	
<p><b>11. Report of the Principal</b></p> <p>11.1. The College has installed several new systems in the 2018-19 academic year to improve safeguarding incident monitoring, recruitment and learner progress. These systems represent a significant investment and are starting to have a positive impact on the College. Data management is improving and greater efficiencies provide additional opportunities for further supporting students.</p> <p><b><u>Staff Survey</u></b></p> <p>11.2. The Staff Survey highlighted that pay and conditions are a continuing issue for staff. This will be taken into consideration during the analysis of affordability for the 2019-20 pay award.</p> <p>11.3. The response rate for the survey was 194 (of approximately 276). Governors requested the returns percentage to be included in future reports, along with a comparison with previous years, to clarify perspective.</p> <p>11.4. Governors noted that a higher response rate would demonstrate faith amongst staff that feedback is taken seriously. A higher return is expected as the paper-based survey moves back to an online platform.</p> <p><b><u>Events</u></b></p> <p>11.5. The College hosted Mayor's Day at the Enfield campus on 15 June 2019 that, deliberately, coincided with an Open Day at all campuses. This day was a great success with excellent feedback from guests on the improved aesthetics of the Enfield</p>	<p><b>Principal / Finance</b></p>

<p>estate and the enthusiasm of staff and students.</p> <p>11.6. Governors recognised the need to encourage more attendance by local authority chief executives to increase awareness of the College and strengthen effective links across London, and especially with the London Borough of Enfield (LBE).</p> <p>11.7. As the College does not have a dedicated day to welcome potential sponsors, it was suggested that they could be invited to Mayor's Day to experience the student demonstrations and hospitality. The 1993 agreement with the London Borough of Enfield, that covers Mayor's Day, will be checked to ensure that sponsors can be in attendance.</p> <p>11.8. The College's Star Awards for staff was very well attended and the new Principal's Award was presented to Sharon Curtis, a member of the Gardens Team who has been with the College for 29 years.</p>	<p><b>Principal</b></p>
<p><b>12. AOB</b></p> <p>12.1. None.</p>	
<p><b>13. Date of next meeting</b></p> <p>13.1. The next Full Governing Body Committee meeting will take place on Wednesday 11 December from 1600 at Enfield.</p>	