












# Minutes

## Remote Access Symbols

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 Online

## Full Governing Body: Extraordinary Meeting Minutes

Meeting Time and Date	1200 on Wednesday 17 May, 2023	
Meeting Location	Zoom online	
Members	Roger McClure (Chair)  Heather Barrett-Mold OBE (Vice Chair) Sheila Cunningham Peter Doble Lorna Fitzjohn  Mei Lim 	Guy Jones-Owen Joanne Laban  Alex Lane  Ralph Luck OBE  Sarah Moreland MBE Stephen Way 
Principal	Peter Brammall 	
Staff Governor	Sarah Seery	
Student Governors	Rosie Evans Bradley Hannigan Casandra Fox	
Senior Leadership Team	James Bryan (HR) Paul Smith / (Finance)  Denise Lloyd (Academic)	
Minute Taker	Joanne Coffey (Clerk)	
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	Action
<b>1. Welcome and Apologies</b> <p>1.1. Peter Brammall, the new Principal, was welcomed to the Governing Body by the Chair of Governors.</p> <p>1.2. Apologies were received for Heather Barrett-Mold, Sheila Cunningham, Peter Doble, Guy Jones-Owen, Sarah Moreland, Sarah Seery, Rosie Evans, Bradley Hannigan, Casandra Fox, James Bryan and Denise Lloyd.</p> <p>1.3. Governors were updated on the approval of initial expenditure for the Mottingham build.</p>	
<b>2. Declaration of Interests</b> <p>2.1. No declaration of interests were received.</p>	
<b>3. AOB: Chair Designate and new Governor proposals (Decision)</b> <p><b><u>Chair Designate of Corporation</u></b></p> <p>3.1. The post of Chair of Governors will be relinquished in July 2024 when the current Chair of Governors retires from the Governing Body.</p> <p>3.2. Governor, Stephen Way, Chaired a panel to recruit for a new Chair of Corporation, which included Guy Jones-Owen (Chair of Audit), Sarah Seery (Staff Governor) and the Clerk.</p>	

<p>3.3. FE Associates were appointed to facilitate our search for a Chair Designate and provided us with two strong candidates who Stephen Way and I met online in March.</p> <p>3.4. The candidates were interviewed at Enfield on 19 April 2023 with the following panel: Stephen Way, Guy Jones-Owen, Peter Brammall and the Clerk (Sarah Seery was not available). They were also brought over to the House and given a short tour by Paul Smith, the Deputy Principal.</p> <p>3.5. The interviews were approximately an hour long with formal questions but with an informal approach. Both candidates confirmed that they would also be interested in being a Governor if not appointed Chair Designate.</p> <p>3.6. The interviews were successful and the decision required further thought, as both candidates were impressive in different ways. A further online meeting was held the following day where the panel unanimously agreed that Joanne Roxburgh should be recommended as Chair Designate and that Darrell DeSouza should be recommended as a Governor.</p> <p>3.7. The candidates' CVs are attached and Governors are invited to agree to appoint both Joanne Roxburgh (Appendix III) and Darrell DeSouza (Appendix IV) for a full term of office.</p> <p>3.8. Stephen Way reconfirmed the recommendations as Chair of the Recruitment Panel.</p> <p>3.9. It was agreed that the Chair Designate would shadow the current Chair of Governors, as appropriate.</p> <p><b><u>Nominations for the Chair Designate of Corporation</u></b></p> <p>3.10. Nominations were sought by a proposer and seconder to elect Joanne Roxburgh as Chair Designate of Corporation.</p> <p style="padding-left: 40px;">a) Proposer: Stephen Way</p> <p style="padding-left: 40px;">b) Seconder: Lorna Fitzjohn</p> <p><b>Resolved to</b></p> <p>3.11. <b>Appoint Joanne Roxburgh as a full member of the Governing Body from 17 May 2023 for a 4 year Term of Office (to be considered for reappointment in spring 2027).</b></p> <p>3.12. <b>Elect Joanne Roxbury as Chair Designate of Corporation until the departure of the current Chair of Governors (expected July 2024), when Joanne Roxburgh will be appointed as Chair of Corporation until the end of her Term of Office.</b></p> <p>3.13. <b>Appoint Dr Darrell DeSouza as a full member of the Governing Body from 17 May 2023 for a 4 year Term of Office (to be considered for reappointment in spring 2027).</b></p>	
<p><b>4. Accountability Statement (Decision)</b></p> <p><b><u>Background</u></b></p> <p>4.1. The production of an Accountability Statement arises from two recent policy developments:</p>	

<p>a) the requirement for FE College Governing Bodies to review how well the education or training provided meets local needs (Statutory Guidance for FE Colleges July 2022) and;</p> <p>b) Accountability Agreements Guidance (Dec 2022), emanating from the Skills for Jobs White Paper (Jan 2021) and Skills and Post-16 Education Bill 2022.</p> <p>4.2. Governing bodies must now undertake annual reviews of how well the education or training provided by the College meets local needs, in particular needs relating to local employment.</p> <p>4.3. The Accountability Statement has a set format and is intended to set out how colleges and providers have engaged with employers and responded to LSIPs (Local Skills Improvement Plans), including LEPs and Mayoral Combined Authorities.</p> <p>4.4. The Statement will set out the College's key aims and priorities for the year ahead, including curriculum changes and adaptations to provision and how these contribute to meeting skills needs, including those set out in the relevant LSIP. The period covered is the funding year, 1 August to 31 July.</p> <p>4.5. The College is required to submit the Annual Accountability Statement to the ESFA by 31 May and then publish it on the College website within 3 months of the start of the 2023-24 academic year (so by 1 December 2023).</p> <p><b><u>Draft Accountability Statement</u></b></p> <p>4.6. The draft Accountability Statement for 2023-24 was presented to the Board. A verbal update was provided, outlining the process behind its creation and intentions around its future evolution.</p> <p>4.7. It should be noted that the Statement referenced the College's existing Strategic Plan 2022-27, since this was the prevailing document in place, until the development of a refreshed Strategic Plan following the Strategy Away Day in September 2023.</p> <p>4.8. The Interim Principal was thanked for the initial ground work in creating the document, which was completed by the new Principal and the wider Senior Leadership Team.</p> <p>4.9. It will be published by the end of December 2023 and will be evaluated on an annual basis, to ensure that it remains up to date.</p> <p><b><u>Revisions</u></b></p> <p>4.10. The Governing Body requested that the following points were incorporated or expanded on:</p> <p>a) How the large animal management offer for young people is meeting local and regional skills needs.</p> <p>b) How the College are ensuring that its High Needs Learners are securing employment.</p> <p>c) How Garden Design courses meet local needs.</p>	<p><b>Principal</b></p>
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<p>d) How the College addresses the wider needs across London, including social mobility and access for all, whilst improving equality and diversity.</p> <p>e) To give equal amount of focus on Arboriculture as Garden design, given there is clear demand across London.</p> <p>f) HE to be included in the paragraphs where apprenticeships are mentioned.</p> <p>g) The expansion of Apprenticeships to be included.</p> <p>h) To state that a local Enfield councillor has sat on the Board of Governors for the last 10 years.</p> <p>i) Although the majority of our 16 to 18 year old students require more development when they arrive (Page 3), it should be added that they leave with sufficient qualifications to pursue full employment.</p> <p>j) Foundation Learning to mention other courses beyond floristry.</p> <p>k) Change the title of 'Working to meet London's Skills Demand' title (Page 5) to 'Contribution that the College makes to working with employers' (or similar) and make reference to the College's mission and strategic objective to work with employers.</p> <p>l) New section 5 to be added which demonstrates the College's priorities.</p> <p>m) Enabling forest school experiences could be added as a growing area which Capel should be involved in.</p> <p>4.11. Governors requested that the following data be confirmed:</p> <p>a) To check that the College has worked with the 200 partners stated.</p> <p>b) To check the figures in the last paragraph on Page 3 '<i>Only 49% of our students joined the College with both maths and English qualifications at grade 4 and above or equivalent, with 29% joining without prior qualifications in either maths or English (11% less than other landbased colleges outside London).</i>'</p> <p>It was also noted that percentages may be difficult for the reader to rationalise.</p> <p>c) To check that the GLA's percentage of London green space, remains 50%.</p> <p>4.12. Language was amended and typos were corrected for clarity.</p> <p>4.13. It was noted by the Principal that the overall College approach to destination was too detailed to expand on in this document.</p> <p>4.14. It was acknowledged that more work was needed to bridge the gap between Capel and the Green Skills Academy, whose focus leaned towards buildings and green roofing.</p>	
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<p>4.15. It was clarified that Section 4, Contribution to National, Regional &amp; Local Priorities, was the heart of the document.</p> <p><b>Resolved to</b></p> <p>4.16. <b>After taking account of the points raised, the Governing Body approved the College's Accountability Statement.</b></p>	
<p><b>5. Date of Next Meeting</b></p> <p>5.1. The next Full Governing Body and Training is on Wednesday 12 July, 2023 at the Regent's Park campus.</p>	

APPROVED MINUTES			
<b>CHAIR:</b>	<b>Roger McClure</b>	<b>DATE:</b>	12 July 2023
<b>APPROVAL:</b>	<b>Remote confirmation: Approved</b>  <b>Or signed:</b>		