



**MINUTES OF THE GOVERNING BODY MEETING
ON 28 MARCH 2017
AT CAPEL MANOR COLLEGE (ENFIELD CAMPUS)**

- MEMBERS:** Sir William Stubbs (Chair)
Heather Barrett-Mold OBE
John Bennett
Paul Campbell
Lady Milnes Coates
Beryl De Souza
David Domoney
Doug Fussell
Donald Gratton
Robert Howard CC
Joy Hillyer
Tony Leach
Roger McClure (Chair Designate)
Lady Salisbury
Doug Taylor
James Wisdom
- Staff Governor:** Andrew Smith
- Student Governors:** Mechelle Hemley-Francis
Polly Robson-Halil
- Principal:** Stephen Dowbiggin OBE
- In attendance:** Malcolm Goodwin, Deputy Principal
Joanne Coffey, Clerk to the Governing Body
Damien Fallon, Director of Finance
Simon O'Hear, Director of Human Resources
Richard Prowse, Assistant Principal Facilities, Health and Safety

ADMINISTRATIVE AND GENERAL ITEMS

1. APOLOGIES FOR ABSENCE

There were apologies from Lady Salisbury, Lady Milnes-Coates and Paul Campbell has been given leave of absence (due to work pressures).

2. DECLARATION OF INTERESTS

- i. Malcolm Goodwin declared an interest in relation to his appointment of Principal in Item 6
- ii. Roger McClure declared an interest in relation to his appointment of:
 - a. Vice Chair of the Search and Governance Committee in Item 7
 - b. Vice Chair of the F&GP Committee in Item 12
- iii. Don Gratton declared an interest in relation to his appointment of Vice Chair of the Health and Safety Committee in Item 9

- iv. Health Barrett-Mold declared in interest in relation to her appointment of Vice Chair of the Academic Committee in Item 13.

3. DR HEATHER BARRETT-MOLD OBE

- i. Dr Heather Barrett-Mold was congratulated on her appointment by Her Majesty The Queen as an Officer of the British Empire (OBE) for her services to horticulture, sustainable development and environmental conservation.

4. MINUTES OF THE GOVERNING BODY MEETING HELD ON 6 DECEMBER 2016

RECEIVED: Paper 4 - Minutes of the Governing Body Meeting held on 7 December 2016, for decision.

NOTED:

- i. The note in Minute 8 was amended to read:
"For clarity, recommendations to the Governing Body from the F&GP minutes refer to papers that were included for information with the Governing Body as Items 9 to 13."

RESOLVED to:

- i. approve the minutes of the meeting of the Committee held on 7 December 2016 as a correct record and authorise the Chair to sign them.**

5. MATTERS ARISING FROM THE MINUTES OF THE GOVERNING BODY MEETING HELD ON 7 DECEMBER 2016

RECEIVED: Paper 5 - Report of the Clerk, for information.

NOTED:

- i. All items referenced as Matters Arising had been completed.

6. REPORT OF THE CLERK TO THE GOVERNING BODY

RECEIVED: Paper 6 - Report of the Clerk to Governors, for decision.

6.1 TIMETABLE OF GOVERNORS' MEETING 2017/18

NOTED:

- i. The updated timetable of meeting was approved.

RESOLVED to:

- i. approve and adopt the timetable of meetings for 2017/18.**

6.3 CHAIR'S ACTION – NEW PRINCIPAL

NOTED:

- i. Chair's Action was taken on 20 February 2017 to appoint Malcolm Goodwin as the new Principal of the College from 1st August 2017
- ii. The minutes of the panel meetings were attached for transparency but to protect the identity of candidates their names are recorded in Part II, Paper 5, Minutes of Search and Governance

iii. The shortlisted candidates' names were removed from Appendix III.

6.4 NEW VICE PRINCIPAL APPOINTMENT UPDATE

The Clerk handed over to the Deputy Principal to advise on the Vice Principal appointment update.

NOTED:

- i. Five candidates, from 26, had been longlisted and this includes one internal candidate
- ii. The calibre and experience of the long listed candidates
- iii. Interview dates were in the process of being finalised.

6.5 GOVERNOR HANDBOOK

NOTED:

- i. The Governor Handbook has now been updated with all the latest documents and was presented to all members of the Governing Body and SMT in a newly bound pack
- ii. Updated inserts will be distributed by the Clerk at Governing Body meetings or Governors were invited to request electronic copies for self printing from the Clerk.

6.6 GOVERNORS' ONLINE SUPPORT SYSTEM

NOTED:

- i. An online system is being explored to enable the secure sharing of electronic Governing Body papers and relevant materials with the main aims to:
 - a. maintain an online point of reference and communication tool for Governors
 - b. reduce paper usage and the high printing costs involved and subsequent disposal wastage
 - c. negate transportation of papers to meetings
 - d. make this system accessible via desktop and laptop computers and, for portability and use in meetings, on tablet computers and smart phones
- ii. A "training and exchange of ideas" session will proceed at the next Governing Body meeting and Governors were encouraged to bring their own devices along so that they can try what is being proposed
- iii. It was requested that Handbook documents (which include Standing Orders and policy documents) should be tracked-changed to help ensure recent changes were clear
- iv. All such documents do have a date on so that Governors can check they have the latest edition.

7. MINUTES OF THE SEARCH AND GOVERNANCE COMMITTEE MEETING HELD ON 20 FEBRUARY 2017

RECEIVED: Paper 7 - Minutes of the Search and Governance Committee meeting held on 20 February 2017, for decision.

NOTED:

7.3 ELECTION OF VICE CHAIR OF SEARCH AND GOVERNANCE COMMITTEE

NOTED:

- i. The recommendation by the College that Roger McClure was elected as Vice Chair of the Search and Governance Committee.

RESOLVED to:

- i. **confirm the election of Roger McClure as Vice Chair of the Search and Governance Committee for a 3 year term.**

7.6 REPORT OF THE CLERK

NOTED:

- i. As Governors acknowledged that Paul Campbell's term of office would be renewed at the July 2017 meeting, they agreed to his appointment as Chair of Health and Safety
- ii. This will be Paul's first re-election as a Governor.

RESOLVED to:

- i. **appoint Paul Campbell as Chair of the Health and Safety Committee for a 3 year term of office with effect from the 28th March 2017 meeting**
- ii. **appoint Paul Campbell as a Governor for a further 4 year term (until July 2021) to enable him to fulfil this role as he would be due for consideration for re-election at the July 2017.**

7.7 REVIEW OF THE AoC CODE OF GOOD GOVERNANCE FOR ENGLISH COLLEGES

NOTED:

- i. The addition of 7.5 to the Standing Orders (regarding the flexibility for Governors to serve beyond three full terms of office) was amended to put it in the context that three full terms of office was the normal maximum served
- ii. Governors discussed the importance of members leaving the room when their re-election was being voted on (and a unanimous vote was necessary for re-election).

RESOLVED to:

- i. **formally minute the following and add to their Standing Orders (new 7.5):**
"Normally, the maximum terms of office would extend to three full terms, however, the Governing Body reserves the right to approve any Governor to serve more than three full terms of office where to do so meet all of the following criteria:
 - i. **is in the best interests of the Corporation**
 - ii. **affords preservation of an expressed talent or skill not otherwise available**
 - iii. **has the unanimous support of those of the Governing Body present (when the proposal is part of the meeting).**

STRATEGIC ISSUES & ESTATES AND BUILDINGS

8. REPORT OF THE PRINCIPAL

RECEIVED: Paper 8 - Report of the Principal, for information.

8.4 AREA REVIEW

NOTED:

- i. The area review in London has been concluded and the reports published. There may be opportunities over the next two years for the College (as the major and most successful provide of land-based education and training in London) to expand its provision to meet demand

- ii. As new "Super Colleges" are being formed this will offer the opportunity for the College to work with fewer, but larger, organisations
- iii. As there is potential impact from the Hertfordshire area reviews, the College is in communication with the FE Commissioner (leading the Oaklands College review) to clarify the collaborative history and current position
- iv. The College will make representation to the Hertfordshire area review and Hertfordshire LEP to ensure its contribution to deliver land-based provision in Hertfordshire is recognised in future planning
- v. A discussion took place regarding the College's clear strategic ambitions to keep expanding and to develop further innovative solutions and to ensure this is communicated to the London Enterprise and Action Partnership (LEAP)
- vi. The Strategy Committee will focus on this (via the Finance Strategy)
- vii. As e-learning is ubiquitous in how teaching is now administered, it was recognised that it would be necessary to support adult learners who may not have naturally evolved into this form of studying
- viii. Feedback was welcomed from Governors on the draft wording in the 'Land-Based Skills Provision in Greater London' document, to ensure it reflects the broadness of land-based activity in London.

8.5 FINANCIAL ASSESSMENT OF THE COLLEGE

NOTED:

- i. The SFA have formally recorded the financial health assessment grade for the College in 2015/16 as Outstanding.

8.6 PRIZE GIVING (ENFIELD SITE)

NOTED:

- i. The College has invited the Mayor of London (or, if unavailable, the Deputy Mayor for Planning, Regeneration and Skills) to be the guest of honour at the forthcoming prize giving day on 4 July 2017.

8.7.4 FORTY HALL FARM

NOTED:

- ii. The planned Tottenham Hotspur Nature Reserve has been well received by the people of Enfield who view it, in particular, as a benefit for local schools
- iii. The College held a successful lambing weekend which raised £18k.

8.9.2b FUNDING ALLOCATION FOR 2017-2018

NOTED:

- i. The College's 19+ funding allocation is still outstanding by the SFA
- ii. An announcement has now been made that the SFA and EFA will be merging on 1st April 2017, which may affect how the allocations are split going forwards.

8.9.4 LOCAL GOVERNMENT PENSION COSTS UPDATE

NOTED:

- i. The College is in good standing following a detailed analysis which revealed that the College had previously been paying a higher rate, resulting in an expected beneficial reduction from 18% to 15.8%.

9. MINUTES OF THE HEALTH & SAFETY COMMITTEE MEETING ON 28 FEBRUARY 2017

RECEIVED: Paper 9 - Minutes of the meeting of the Health & Safety Committee of 28 February 2017, for decision.

NOTED:

- i. The minutes reflect the many improved systems and processes put in place by the Assistant Principal Facilities, Health and Safety
- ii. Ofsted had been complimentary of the Health and Safety aspects of the College, during their visit in November 2016, and staff should be commended on this achievement
- iii. Governors elected Don Gratton as Vice Chair of the Health and Safety Committee.

RESOLVED to:

- i. confirm the election of Don Gratton as Vice Chair of the Health and Safety Committee until December 2017.**

AUDIT

10. MINUTES OF THE AUDIT COMMITTEE MEETING ON 6 MARCH 2017

RECEIVED: Paper 10 - Minutes of the meeting of the Audit Committee of 6 March 2017, for decision.

10.3 ELECTION OF VICE CHAIR OF AUDIT COMMITTEE

NOTED:

- i. Due to expected re-organisation of the Audit Committee, the Vice chair's appointment was postponed.

RESOLVED to:

- i. postpone the election of a Vice Chair until the Chair designate (of Governors) and Madam Chairman of Search and Governance have had the opportunity to explore with Governors future membership of the sub-committees.**

10.6 REPORT OF THE DIRECTOR OF FINANCE

NOTED:

- i. Governors acknowledged the historical success of Buzzacott's auditing of the Teachers' Pension Scheme and were confident to re-appoint them in this regard
- ii. The recommendation relating to the appointment of the internal auditors was removed from Item 10.6 as it is re-addressed in Item 11.

RESOLVED to:

- i. Buzzacott be re-appointed as auditor of the Teachers' Pension Scheme for the 2016/17 tax year**
- ii. the audit fee for this audit be agreed at up to £1,075 exclusive of VAT.**

10.7 VISITS ONE AND TWO 2016/17 INTERNAL AUDIT REPORTS

NOTED:

- i. Reports on learner records, key financial controls, payroll and lecturer deployment were graded either significant or strong
- ii. Buzzacott had performed well during the last term and it was acknowledged that they appear to improve each year.

10.10 EVALUATION OF PERFORMANCE OF FINANCIAL STATEMENTS AUDITOR FOR 2015/2016

NOTED:

- i. Governors accepted the evaluations for the College, Forty Hall and Capel Manor Limited.

RESOLVED to:

- i. accept the evaluation of the performance of External Audit Service for the year ended 31 July 2016 in their audits of the College, FHCVL and Capel Manor Limited.**

10.11 ANNUAL APPOINTMENT OF THE FINANCIAL STATEMENTS AUDITOR (AND REGULARITY AUDIT SERVICE) FOR 2016/17

NOTED:

- i. The word 'exponentially' was removed from Item 10.11.ii.

RESOLVED to:

- i. re-appoint Buzzacott as the financial statement and regularity auditor to the College for the 2016/17 financial year**
- ii. re-appoint Buzzacott as financial statement auditor to Forty Hall Community Vineyard Limited for the 2016/17 financial year**
- iii. re-appoint Buzzacott as auditors to Capel Manor Limited for the 2016/17 financial year**
- iv. agree the audit fees for the above at the next meeting of the Committee when the scope of these audits is known.**

11. INTERNAL AUDIT TENDER

RECEIVED: Paper 11 - Report of the Clerk, for decision.

NOTED:

- i. The internal audit tender culminated with Scrutton Bland being unanimously recommended for re-appointment on 6 March 2017
- ii. Governors were satisfied with the depth and thoroughness of the appointment process.

RESOLVED to:

- i. **appoint Scrutton Bland as internal auditors for a period of three years (2017–2018 to 2019-2020) subject to Scrutton Bland agreeing the conditions detailed above.**

FINANCE AND GENERAL PURPOSE

12. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 20 FEBRUARY 2017

RECEIVED: Paper 12 - Minutes of the meeting the Finance & General Purposes Committee held on 20 February 2017, for decision.

12.3 ELECTION OF VICE CHAIR OF FINANCE & GENERAL PURPOSES COMMITTEE

NOTED:

- i. Roger McClure was elected as Vice Chair of the F&GP Committee.

RESOLVED to:

- i. **confirm the election of Roger McClure as Vice Chair of the Finance & General Purposes Committee for a 3 year term.**

12.10 MANAGEMENT ACCOUNTS FOR THE SIX MONTHS TO 31 JANUARY 2017 (Paper 12a)

NOTED:

- i. The management accounts are supported by subsequent papers 12a and 12b
- ii. The resolved attachment should read 12a and not 13a.

12.11 REVISED OUTTURN AND FORECAST FOR 2016/2017 (Paper 12b)

NOTED:

- i. The recommendation attachment should read 12b and not 13b.

RESOLVED to:

- i. **approve the revised Comprehensive Spending Review Forecast for 2016/17**
- ii. **approve the revised cash flow forecast for the remainder of 2016/17.**

NB: Governors to note that the revised Comprehensive Spending Review results in a £107k increase in the current planned surplus to £185k.

The proposed change in budget requires approval as the movement in several of the absolute figures are in excess of £80,000.

ACADEMIC

13. MINUTES OF THE ACADEMIC COMMITTEE MEETING HELD ON 20 FEBRUARY 2017

RECEIVED: Paper 13 - Minutes of the Academic Committee Meeting held on 20 February 2017, for decision.

13.3 ELECTION OF VICE CHAIR OF ACADEMIC COMMITTEE

NOTED:

- i. Governors elected Heather Barrett-Mold as Vice Chair of the Academic Committee.

RESOLVED to:

- i. confirm the election of Heather Barrett-Mold as Vice Chair of the Academic Committee for a 3 year term.**

13.10 OFSTED INSPECTION NOVEMBER 2016

NOTED:

- i. The College's QIP contained over 95% of the improvements highlighted in the Ofsted inspection report, proving that quality procedures, to take the College from Good to Outstanding, are firmly in place.

14. MINUTES OF THE ACADEMIC BOARD MEETING HELD ON 15 MARCH 2017

RECEIVED: Paper 14 - Minutes of the Academic Board meeting held on 15 March 2017 (not yet received by the Academic Committee), for information.

NOTED:

- i. Due to timetable changes, the Academic Board minutes had not yet been received by the Academic Committee.

14.7 "SPECIAL MEASURES" COURSES

NOTED:

- i. Special measures are applied to underperforming courses, in order to apply targeted focus via special action plans, which is proving beneficial with significantly better outcomes
- ii. The efficiency of the system recently led to Heads of Schools quickly identifying two new courses requiring special measures where immediate action could be taken
- iii. Special measures operate until the end of the academic year when they are reviewed to ensure issues have been resolved.

14.13 CURRICULUM PLANNING 2017-18

NOTED:

- i. The Curriculum Planning was progressing well with bullish expectations of 850+ headcount for the 16-18 recruitment targets in 2017/18
- ii. Resources remain from 2016/17 to fulfil this need which can be relocated between Schools as necessary.

14.14 ANY OTHER BUSINESS

NOTED:

- i. The 2017/18 student applications are 10%+ higher than at the same time in 2016/17, demonstrating a healthy future success rate
- ii. The Careers Fair, held on 22 March 2017, was an “enormously successful event” despite adverse weather conditions and formed a supportive atmosphere to all who attended
- iii. Employer feedback found Students to be:
 - a. well prepared
 - b. engaging and communicative
 - c. confident learners
- iv. A final discussion took place around:
 - a. positivity within college culture
 - b. consistency in how Staff deal with Students
 - c. a future Code of Professional Conduct.

DATE OF NEXT MEETING: Wednesday 12 July, 2017 at 6.15pm