

Minutes Part I

Governing Body		
Part I minutes		
Meeting Time and Date	1730 on 3 April 2019	
Meeting Location	Regent's Park	
Present	Roger McClure (Chair) Dr Heather Barrett-Mold John Bennett Paul Campbell Dr Beryl De Souza Peter Doble Douglas Fussell	Donald Gratton Marilyn Hawkins Guy Jones-Owen Tony Leach Lady Milnes Coates James Wisdom
Student Governors	Keerat Grewal Deniz Yazgan	
Senior Leadership Team	Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Steven Girling (Estates) Malcolm Goodwin (Principal)	
Minute Taker	Joanne Coffey (Clerk)	
Apologies	David Domoney Robert Howard Doug Taylor Sarah Fray (Student Governor) Andrew Smith (Staff Governor)	
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	Action
<p>1. Apologies</p> <p>1.1. Apologies were given for David Domoney, Robert Howard and Doug Taylor, Sarah Fray and Andrew Smith.</p>	
<p>2. Declaration of Interests</p> <p>2.1. Heather Barrett-Mold, Beryl de Souza and Doug Fussell declared their interests in Paper 5, Report of the Clerk, in relation to their Governing Body membership.</p> <p>2.2. As Marilyn Hawkins was being recommended as a new member of the Governing Body, she did not join the meeting until minutes 5.3 and 5.4 of Paper 5, Report of the Clerk were resolved.</p>	
<p>3. Minutes (Decision)</p>	

<p>Resolved to</p> <p>3.1. Approve the minutes of the Governing Body meeting held on 12 December 2018 as a correct record and authorise the Chair to sign them.</p>	
<p>4. Matters Arising</p> <p>4.1. No matters arising from the minutes were discussed.</p>	
<p>5. Report of the Clerk (Decision)</p> <p><u>Prospective new Governor: Marilyn Hawkins</u></p> <p>5.1. The Search, Governance and Remuneration Committee recommended the appointment of Marilyn Hawkins as a new Governor at Capel Manor College (Part II, Paper 5, minute 6.12) and nominations were sought from the Governing Body.</p> <p>5.2. Marilyn's contact with the College during Area-based Review and at the Governor's Strategy Away Day in 2017 was remembered.</p> <p>5.3. Lady Coates proposed the appointment on behalf of the Governing Body and Heather Barrett-Mold seconded the proposal.</p> <p>Resolved to</p> <p>5.4. Appoint Marilyn Hawkins as a new Governor for a full term of office from 3 April 2019</p> <p>5.5. Agree that Marilyn Hawkins becomes a member of the: Academic Committee; Finance and General Purposes Committee; and Search, Governance and Remuneration Committee from 3 April 2019.</p> <p>Marilyn Hawkins joined the meeting.</p> <p><u>Dr Heather Barrett-Mold OBE</u></p> <p>5.6. The Search, Governance and Remuneration Committee recommended the re-appointment of Heather Barrett-Mold for her second term of office (Part I, Paper 6, minute 6.3).</p> <p>5.7. Heather was also being recommended to:</p> <ul style="list-style-type: none"> a) Relinquish her membership of the Health and Safety Committee b) Become a member of the Finance and General Purposes Committee 	

- c) Become a member of the Search, Governance and Remuneration Committee.

Resolved to

- 5.8. **Re-appoint Heather Barrett-Mold for a further 4 year term of office from 3 April 2019**
- 5.9. **Agree that Heather Barrett-Mold relinquishes her membership of the Health and Safety Committee from 3 April 2019, once Beryl de Souza's has joined the Committee**
- 5.10. **Agree that Heather Barrett-Mold becomes a member of the: Finance and General Purposes Committee; and Search, Governance and Remuneration Committee from 3 April 2019.**

Dr Beryl de Souza

- 5.11. The Search, Governance and Remuneration Committee recommended the re-appointment of Beryl de Souza for her third term of office (**Part I, Paper 6, minute 6.3**).
- 5.12. Beryl is also being recommended to:
 - a) Relinquish her membership of the Audit Committee
 - b) Become a member of the Health and Safety Committee.

Resolved to

- 5.13. **Re-appoint Beryl de Souza for a further 4 year term of office from 3 April 2019**
- 5.14. **Agree that Beryl de Souza relinquishes her membership of the Audit Committee, once an Independent Member has been appointed**
- 5.15. **Agree that Beryl de Souza becomes a member of the Health and Safety Committee, once she is no longer a member of the Audit Committee.**

Doug Fussell

- 5.16. The Search, Governance and Remuneration Committee recommended the extension of Doug Fussell's exceptional term of office, due to end in the summer 2019, for a further year (**Part II, Paper 5, minutes 6.6 and 6.7**).
- 5.17. Doug was also recommended to be appointed Vice Chair of Governors until the end of his term as a Governor and nominations were sought from the Governing Body.

<p>5.18. Roger McClure proposed the appointment on behalf of the Governing Body and Tony Leach seconded the proposal.</p> <p>Resolved to</p> <p>5.19. Extend Doug Fussell’s term of office until 15 July 2020</p> <p>5.20. Appoint Doug Fussell as Vice Chair of Governors from 3 April 2019 until 15 July 2020</p> <p>5.21. Agree that Doug Fussell extends his term of office as Chair of the Finance and General Purposes Committee from 3 April 2019 until 15 July 2020.</p> <p><u>Timetable of Governors’ meetings 2019-20</u></p> <p>Resolved to</p> <p>5.22. Approve and adopt the updated timetable of meetings for 2019-20.</p>	
<p>6. Search and Governance Committee minutes (Decision)</p> <p><u>Skills Audit</u></p> <p>6.1. Governors completed the annual skills audit of their self-assessed skills and knowledge in February 2019 which revealed an ongoing requirement for Legal and Animal Management expertise.</p> <p>6.2. The Skills Audit will be presented at the autumn Governing Body as part of a comprehensive annual review of the effectiveness of the Governing Body.</p> <p>6.3. The autumn meeting will also include an opportunity for the Governing Body to reflect on the conduct and effectiveness of meetings over 12 months.</p> <p><u>Equality and Diversity</u></p> <p>6.4. Governors took part in an Equality and Diversity exercise in February 2019 via an anonymous survey. This is in line with the College’s Equality and Diversity Policy and the Code of Good Governance for English Colleges to comply with ‘a regular review of the existing board to ensure that it has the appropriate diversity of skills, experience and backgrounds to provide strong governance...’</p> <p>6.5. Gender mix and age of the board do not compare well against the AoC, Staff and Student benchmarks. Positive action is being considered to achieve a stronger, more representative balance.</p>	

<p><u>Review of compliance with the AoC Code of Good English Governance</u></p> <p>6.6. The comprehensive review of governance compliance was welcomed. The outcome of the review of the AoC's Code of Good English Governance was that the College is compliant in all areas.</p> <p><u>Standing Orders</u></p> <p>6.7. To comply with the Nolan Principles of Government and retain diversity and new talent within the Governing Body, the College's internal auditors suggested an amendment to its Standing Orders to reduce Governors' length of service, before it becomes exceptional, from three terms to two.</p> <p>Resolved to</p> <p>6.8. Adopt the revised Standing Orders.</p>	
<p>7. Finance and General Purposes Committee minutes (Decision)</p> <p>7.1. New Governor, Peter Doble, was not able to attend the meeting but shared constructive financial advice and suggestions with the F&GP Committee in advance. The committee will consider this advice further at the summer 2019 meeting.</p> <p><u>Six Months Management Accounts 31 January 2019</u></p> <p>7.2. The College has operated within the key accounting ratios set by Governors and presently records an 'Outstanding' financial health score.</p> <p>Resolved to</p> <p>7.3. Approve the group management accounts for the second calendar quarter to 31 January 2019.</p> <p><u>Revenue and Capital Budgets</u></p> <p>7.4. The revised budgets were received by the Governing Body.</p> <p>Resolved to</p> <p>7.5. Approve the revised revenue budget for the year ended 31 July 2019</p> <p>7.6. Approve a total capital budget of £466k, for the year ended 31 July 2019.</p>	

<p><u>Capital Development Grants</u></p> <p>7.7. The College has been awarded capital grants by the Greater London Authority (GLA) in respect of:</p> <ul style="list-style-type: none"> a) Greenhouses at Enfield b) Construction of the Crystal Palace Park campus. <p>7.8. The Crystal Palace Park campus project will require bank loan facilities of £3m, cash of £2.3m and a revolving credit facility of £0.7m; the Greenhouse project will require £99k.</p> <p>Resolved to</p> <p>7.9. Approve the £291k committed to date in respect of the Crystal Palace project</p> <p>7.10. Approve a further £109k in respect of this project (total spend of £400k) to obtain planning permission.</p> <p><u>History of recent pay awards</u></p> <p>7.11. In making a decision on the pay award for 2018-19, Governors considered whether a pay award of more than 1% was possible.</p> <p>7.12. During the intervening period, there was a public sector pay freeze in which no increments were awarded.</p> <p>7.13. The six-month accounts show income below expectations and the current year salary bill to be ahead of budget. The forecast for the 2018-19 year shows the scale of resourcing required to fund salaries for the year. Given this position and the impact of the Teachers' Pension Scheme, it was agreed that a further pay increase for all staff is not possible at this time.</p> <p>Resolved to</p> <p>7.14. Agree that no further revision is required to the pay award already made for the 2018-19 year.</p>	
<p>8. Academic Committee minutes (Decision)</p> <p><u>Quality Improvement Plan (QIP) 2018-19 Update</u></p> <p>8.1. The QIP for 2018-19 has progressed well, with over 50% of tasks completed and the remaining in progress, and no red areas of concern.</p> <p>Resolved to</p> <p>8.2. Approve the QIP 2018-19 Update.</p>	

<p><u>Academic Policies</u></p> <p>8.3. The Teaching and Learning Observations Policy and the Employer Involvement and Work Experience Policy were well received.</p> <p>8.4. The Academic Committee had requested teaching staff to receive clearer guidance on 'What does Outstanding teaching looks like'. The College is developing a Framework for Excellence and a document outlining professional practice will be shared with staff to further develop this important process.</p> <p>Resolved to</p> <p>8.5. Adopt the 'Teaching and Learning Observations Policy' and the 'Employer Involvement and Work Experience Policy'.</p> <p>8.6. Governors are monitoring news and updates on the new T Levels, which will affect some of the College's teaching practices.</p> <p>8.7. The College's new ProMonitor learning monitor software is being implemented to provide more accurate and professional reporting.</p> <p>8.8. Governors discussed the value of separate marketing of courses for leisure purposes to encourage older adult learners and this was deemed to be a future aspiration.</p> <p>8.9. College retention rates continue to be outstanding at approximately 99% and retention rates remain on an upwards 4-5 year positive trend.</p>	
<p>9. Audit Committee minutes</p> <p>9.1. All Internal audit reports received from Scrutton Bland, the College's internal auditors, were given either Strong or Significant opinions.</p> <p><u>External Auditors 2018-21</u></p> <p>9.2. The College tendered for the Financial Statement and Regularity Audit Service for 2018-21.</p> <p>9.3. Two accountancy firms out of five met the criteria to tender and were interviewed by a tender panel of Governors and SLT on 8 February 2019.</p> <p>9.4. Both auditors performed well and impressed the panel, however, Buzzacott were unanimously selected following a rigorous scoring process.</p> <p><u>General Data Protection Regulations (GDPR)</u></p>	

<p>9.5. It was announced to the College that the Director of Management Information Services (MIS), Richard Davies, is the official Data Protection Officer (DPO) for the College and strategic lead for GDPR.</p> <p>9.6. Extensive work on GDPR policies and guidance has been completed by the DPO and Ashfords, the College's legal advisors.</p> <p>9.7. A full GDPR audit is being conducted by Scrutton Bland and the outcome will be reported back to the Governing Body at the summer 2019 meeting.</p>	
<p>10. Health and Safety Committee minutes</p> <p>10.1. Near-miss reporting of incidents is becoming an important cultural change at Capel, in order to ensure strong risk assessments are in place to avoid potential future incidents.</p> <p>10.2. A more formal College-wide tree inspection programme is being developed to record inspections and assessments primarily by arboriculture staff and students. This is to further demonstrate robust systems and procedures.</p>	
<p>11. Update on Regent's Park</p> <p>11.1. Governors took part in a tour of the Regent's Park centre including the Storeyard, St Mary's Gardens and the old nursery production greenhouses prior to the Governing Body meeting.</p> <p>11.2. The College was informed on 13 March 2019 that the Royal Parks Expressions of Interest in the Storeyard at The Regent's Park opportunity has been subject to a delay.</p>	
<p>12. Report of the Principal</p> <p><u>The Patron</u></p> <p>12.1. On 21 March 2019, the Patron hosted an event at Enfield for 15 guests including Vice Presidents of the College, the Chair of Governors and potential new supporters. There was a tour of the campus, interaction with students, a visit to the site of the proposed visitor centre and a lunch. The whole day was very well received.</p> <p><u>Landex Peer Review</u></p> <p>12.2. Annually, the College undergoes a 2-day peer review led by the Director of Quality from Landex and supported by a senior manager from another Landex member college. The review has two primary aims: firstly, it acts as a "critical friend" to support quality improvement by highlighting areas from improvement</p>	

<p>and secondly, it reconfirms the curriculum and quality standards needed to meet the membership requirements for Landex.</p> <p>12.3. Overall, the review is very positive highlighting several strengths. It recommends some actions for further improvement as agreed by the curriculum teams. This is an excellent outcome for the College led by the Vice Principal (Academic).</p> <p><u>The 'matrix' Standard</u></p> <p>12.4. The matrix Standard is a national, independent framework used to assess the quality of information, advice and guidance provided by the College to students when selecting courses, choosing careers or seeking work.</p> <p>12.5. On 20-22 March 2019, the College underwent assessment under the matrix Standard and achieved the required standards for information, advice and guidance under the framework.</p> <p>12.6. The College can now use the matrix logo on its letterhead. The team led by the Director of Business and Apprenticeships supported by Student Support and Admissions were congratulated for their achievement.</p> <p><u>Key Performance Indicators (KPIs)</u></p> <p>12.7. The College has developed a set of high-level KPIs and a position statement to provide a current overview of the College and its progress.</p> <p>12.8. Governors felt that these were helpful overall in demonstrating that the College is moving in the right strategic direction.</p> <p>12.9. The position statement provides a full overview of where the College currently stands, where it needs to be and how this will be achieved. Governors found this particularly informative to keep them updated on the strategic rationale of the College.</p> <p>12.10. Governors requested that a "key current issues" section is added to the position statement.</p> <p><u>Other</u></p> <p>12.11. The School of Animal Management and Saddlery has been working with the Zoological Society of London (ZSL) London Zoo to develop a new Apprenticeship for zoo keeping. The College has successfully bid against all other land-based colleges to deliver the new Apprenticeship standards, which Governors felt to be an excellent achievement and congratulated the VP and the Animal Management team.</p>	<p>Principal</p>
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<p>12.12. The Executive Director of HR and Central Services has achieved Disability Confident Level 2 (Committed) for the College and is thanked.</p> <p>12.13. The Education and Skills Funding Agency assess our current financial health as Outstanding.</p>	
<p>13. AOB</p> <p>13.1. None.</p>	
<p>14. Date of next meeting</p> <p>14.1. The next Full Governing Body Committee meeting will take place on Wednesday 17 July, 2019 from 1600 at Crystal Palace.</p>	