



Growing your potential in the Natural Environment

**PART I MINUTES OF THE CORPORATION MEETING
ON TUESDAY 22ND MARCH 2016
AT CAPEL MANOR COLLEGE (ENFIELD CAMPUS)**

- Governors: Sir William Stubbs (Chair), Mr John Bennett, Mrs Heather Barrett-Mold, Mr Paul Campbell, Mr David Domoney, Mr Doug Fussell, Mr Donald Gratton, Mr Robert Howard, Mrs Joy Hillyer, Mr Paul Jolly, Mr Tony Leach, Lady Milnes Coates, Dr Beryl De Souza, Lady Salisbury, Mr Doug Taylor, Mr James Wisdom
- Staff Governor: Mr Andrew Smith
- Student Governor: Mrs Mechelle Hemley-Francis
Student Governor: Miss Polly Robson-Halil
- Principal Governor: Dr Stephen Dowbiggin OBE
- In Attendance: Mr Nicholas Evans, Director of Estates and Buildings
Mr Damien Fallon, Director of Finance
Mr Malcolm Goodwin, Vice Principal, Curriculum and Quality
Mr Simon O'Hear, Director of Human Resources
Ms Clare Kendle, Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from David Domoney and Robert Howard.

2. DECLARATIONS OF INTEREST

No new declarations of interest raised in the meeting.

3. MINUTES OF THE CORPORATION MEETING HELD ON 9 December 2015

RECEIVED paper 3, Minutes of the Corporation meeting held on 9 December 2015.

RESOLVED:

- i. The Minutes of the Meeting of the Corporation held on 9 December 2015 be approved and signed by the Chair as a true record.**

4. MATTERS ARISING FROM PREVIOUS MEETINGS

RECEIVED PAPER 4, from the Principal for Information.

NOTED:

- i. The research that was commissioned from FEA (FE Associates) had put the College in a strong position when the FE Commissioners insisted as part of the area review.
- ii. The information would prove useful going forward and would underpin reports to sub regional groups.

5. REPORT OF THE CLERK TO GOVERNORS

RECEIVED: paper 5, Report of the Clerk for Decision.

NOTED:

- iii. Strategy meeting dates to be added to the timetable of meetings (to be held in the morning of main Committee days).
- iv. That the possibility of moving the Audit Committee meetings to 8.30am was being explored.

RESOLVED that:

- i. the timetable of meetings for the period ending July 2016 be approved (with the addition of the Strategy Committee dates and accommodating any change in the Audit Committee times).**
- ii. the application of the College Seal be recorded.**

6. MINUTES OF THE SEARCH AND GOVERNANCE COMMITTEE MEETING OF 8 MARCH 2016

RECEIVED paper 6, Minutes of the Search and Governance Committee from Madam Chairman for Decision.

NOTED:

- i. A discussion about whether the Instruments (items 6 points 4 and 5) concerning the appointment and resignation of the Chair and Vice Chair could be amended to require the Chair and Vice Chair to give a minimum set period of notice.
- ii. The need to clarify matters relating to conflict of interest when this relates to an association with another College or training provider.
- iii. The need to seek guidance when considering altering the Instrument of Government as these were based on legal instructions derived from legislation.

- iv. That any potential conflict of interest issues could be dealt with by Governors or referred to the Search and Governance Committee as long as all Governors could be given if Governors sought advice prior to accepting any role at another College or potential competitor of Capel Manor College.
- v. That the Clerk had resigned to take up an appointment which was more convenient and a promotion.

RESOLVED:

- i. To add a period and six months' notice to the Instruments of Governance as the period of notice received for the resignation of a Chair of Vice Chair of Governors.**
- ii. To request the Search and Governance Committee reflects on whether the current Instruments, Standing Orders and Code of Governance adequately addresses a situation where a Governor may wish to work for or be a Governor of a competing institution.**
- iii. To adopt the Instruments and Articles of Government with the minor changes made at the meeting (as attached to the minutes).**
- iv. To accept the resignation of the Clerk and re-advertise the post based upon the same conditions.**

7. REPORT OF THE PRINCIPAL

RECEIVED paper 6, Report of the Principal for information.

- i. That the College is performing satisfactorily and has publicised itself well going forward into 2016/17.
- ii. An update was given on progress negotiation leases for the centres.
- iii. An update was given by Lady Salisbury on the success of the whole College careers day (which she had attended).
- iv. An update on:
 - Team Capel
 - Enrichment events and activities
 - E-learning developments at the College and increased take up/engagement
- v. The evolving position on skills being adopted by the two main candidates for Mayor of London and the potential for Capel Manor College to help either (if elected) to fulfil aspects of their manifesto.

8. AREA REVIEW UPDATE

RECEIVED paper 8, Report of the Principal for Information.

NOTED:

- i. That an hour was spent discussing the issue of the Area Reviews at the Governor training session held before the Governing Body meeting.
- ii. That Governors felt the need to be proactive in the next phase of the Area Reviews.
- iii. That the data seems to clearly confirm the College's current priority to expand provision in East London and that this ambition should be promoted to the eastern sub-regional group.
- iv. That the reports to the other sub-regional groups should seek to help identify areas where Capel Manor College could contribute positively to the outcomes of the review.
- v. That the interaction between the area review process and the evolving College strategy be an item for discussion by the Strategy group at their next meeting (April 27th).
- vi. The College should take the opportunity of the Mayors day to promote the College and Land based careers across London by sending any information to Mayor's in advance (including the number of students which attend the College from their borough).
- vii. Governors were passionate about promoting the College to the wider community and the public.

9. MINUTES OF THE AUDIT COMMITTEE HELD ON 14 MARCH 2016

RECEIVED paper 9, the Minutes of the Audit Committee presented by Paul Campbell (for decision) who had been elected acting Chair of the Committee for the meeting in the absence of the Chair of Audit.

NOTED:

- i. The accounting standards had been reviewed by the Committee.
- ii. That the Internal Auditors had looked at five areas and given the following assurances:
 - Ordering, Receipts and Payments – **Significant**
 - English and Maths delivery – **Significant**
 - Budget setting and Control – **Strong**

- Learner records – **Significant**
 - Learner recruitment - **Strong**
- iii. The Committee had sought independent advice from the Internal Auditors (Scrutton Bland) on how the performance compared to their other 20+ College clients and were re-assured to learn that it was exceptional for any College to achieve both Strong or Significant judgements.
 - iv. The Internal Auditors progress was and schedule for the year and in budget.
 - v. That SMT had reviewed the College’s risk schedule and considered it was still fit for purpose.
 - vi. The performance of the External Audit service had been reviewed.
 - vii. The Internal Auditors commented that Staff and Governors had a very positive attitude towards the audit process and fully engaged in it in a positive manner which helped improve performance.
 - viii. All recommendations made by the auditors were either low risk or value added points.
 - ix. The staff teams and the students were able to articulate clearly the spirit and the ethos of the College to outside organisations when asked.

RESOLVED:

- i. **That Buzzacott be re-appointed as auditor of the Teachers’ Pension Scheme for the 2015/16 tax year;**
- ii. **That the audit fee for the year 1 April 2015 to 31 March 2016 be agreed at up to £1,050 exclusive of VAT.**
- iii. **The evaluation of the performance of the External Audit Service for the year ended 31 July 2015 in their audits of the College and the Vineyard subsidiary are accepted.**
- iv. **Buzzacott is re-appointed as the financial statement and regularity auditor to the College for the 2015/16 financial year;**
- v. **Buzzacott be re-appointed as financial statement auditor to Forty Hall Community Vineyard Limited for the 2015/16 financial year;**
- vi. **Buzzacott be re-appointed as auditors to the Enfield Veg Company for the 2015/16 financial year;**
- vii. **Buzzacott be appointed as auditors to Capel Manor Limited for the 2015/16 financial year;**
- viii. **Buzzacott be appointed to complete the FRS102 review for a fee of £3,000 net of VAT;**

- ix. **the audit fees for the above be agreed at the next meeting of the Committee when the scope of these audits is known.**

10. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON THE 8 MARCH 2016.

RECEIVED paper 10, Minutes of the Finance and General Purposes Committee presented by the Chair of the Finance and General Purposes Committee for Decision.

Noted:

- i. Thanks to Joy Hillyer for chairing the meeting in the Chairs' absence.
- ii. That the College had received £318k of the expected £350k in year uplift funding and the budget for 2015/16 had been adjusted to reflect this.
- iii. The EFA (16-18) funding allocation for 2016-17 had been received and it was better than had been projected in the three year financial plans.
- iv. Some concerns over the decision to reduce bursary funding (hardship funding) for 16-18 year olds.
- v. That SFA funding allocations was still awaited.
- vi. That paper 10a (the six month management accounts) was attached to the minutes and circulated for information (not approval).
- vii. The need to amend the 15-16 budget to reflect in year changes (paper 10b).
- viii. The College was projecting a £10k surplus on the year but that this did not include the £518k expected compensation for the pylons (which would need to be shown in the income/expenditure line but would be reported separately to avoid any confusion.
- ix. The return of the staff satisfaction survey was 61% (due to moving to an online system which is significantly more than previously years).

RESOLVED THAT:

- i. **The revised income and expenditure budget for 2015/16 be approved;**
- ii. **The revised cash flow forecast for the remainder of 2015/16 be approved.**

11. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 8 MARCH 2016

RECEIVED Paper 11, from the Vice Chair of Curriculum and Quality Committee for Decision.

NOTED:

- i. The introduction of course handbooks across all courses was seen as a key strategy to ensure consistency in the treatment of students and give guidance to tutors.
- ii. The learner satisfaction report showed improvement overall but was useful in identifying areas where further efforts will be productive.
- iii. The QIP had been reviewed and it was clear that the quality process was having a positive effect in improving the College going forwards.
- iv. Sight of the minutes of Academic Board by Governors was welcomed as they indicated very good attendance and an appropriate level of challenge and engagement by staff and students in determining the academic developments and performance of the College.
- v. A discussion of the Terms of Reference of the Curriculum and Quality Committee highlighted the additional items (15 & 16).
- vi. That the Standing Orders, the Instrument and Articles of Government require the Full Governing Body to review and approve the Terms of Office of its Sub-Committees at least annually.

RESOLVED:

- i. To adopt the amended Terms of Reference for the Curriculum and Quality Committee.**

DATE OF NEXT MEETING: Wednesday 20 July 2016 at Enfield (Governor Training at 4.00pm and Full Governing Body at 6.15pm).

Part I of the meeting commenced at 6.30pm and finished at 7.35pm.

Sir William Stubbs - Chair of Governors