



Growing your potential in the Natural Environment

**PART I MINUTES OF THE CORPORATION MEETING
ON WEDNESDAY 15 JULY 2015
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: Miss Simone Heaney

Student Governor: Miss Lilly Wassell

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 Nadia Khan, Assistant Principal Student Services
Mrs Lisa Westray, Head of MIS
Ms Clare Kendle, Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Heather Barrett-Mold, Robert Howard, David Domoney, Simone Heaney & Lily Wassell.

2. DECLARATIONS OF INTEREST

No new declarations of interest raised in relation to this meeting.

3. MEMBERSHIP

Noted:

- i. Following the re-organisation of SMT there are two new attendees to the Full Governing Body:
 - Lisa Westray, Head of MIS;
 - Nadia Khan, Assistant Principal Student Services.

4. MINUTES OF THE CORPORATION MEETING HELD ON 25 MARCH 2015

RECEIVED paper 3, Minutes of the Corporation meeting held on 25 March 2015.

Noted:

- i. Correction of two typing errors relating to the date of the last meeting and the time taken for the last meeting.

RESOLVED:

The Minutes of the meeting of the Corporation held on 25 March 2015 be approved (once amendments have been made) as a correct record and signed by the Chair.

5. MATTERS ARISING FROM PREVIOUS MEETINGS

RECEIVED PAPER 4, from the Principal for information.

Noted:

- i. Ref 13 should read 'unduly' involved in operational matters (rather than 'mutually').

6. MINUTES OF SEARCH AND GOVERNANCE COMMITTEE MEETING HELD ON 25 JUNE 2015

RECEIVED paper 6, Minutes of the Search and Governance Committee held on 25 June 2015, presented by Lady Salisbury, Madam Chairman for decision.

NOTED:

- i. The AoC Code of Governance had been adopted by Search and Governance but the Corporation reserved the right to appoint Governors for more than two terms when it was clearly in the interest of the Corporation to do so.
- ii. The next meeting would be at 4pm (not 1.30pm) on Wednesday 18 November 2015.
- iii. The Patron to remain involved in the appointment of Honorary Fellows by presenting them with their certificate.

RESOLVED:

- i. **The July 2016 Governing Body meeting to be held at the Crystal Palace Centre.**
- ii. **the responsibility for proposing Honorary Fellows to the Full Governing Body be delegated to Search and Governance Committee and the following be added to their Terms of Reference:**

2.3 To advise the Corporation on the appointment of Honorary Fellows.
- iii. **That Irene Byard be recommended to the Patron for appointment as the first Honorary Fellow;**
- iv. **That all existing Honorary Vice Presidents continue to be recognised as such unless they elect to become Honorary Fellows.**

7. REPORT OF THE CLERK TO GOVERNORS

RECEIVED paper 7, the report of the Clerk for decision.

NOTED:

- i. The Full Governing Body meeting originally scheduled for the 13th July 2016 will be held on 20th July 2016.
- ii. The Clerk to add dates for the Autumn term 2016 and circulate these to Governors.
- iii. In future when dates are proposed to the Governing Body they should include the next 4 cycles and should not include the dates for the current term.

RESOLVED:

- i. **The timetable of meetings for the period ending July 2016 be adopted.**

8. REPORT OF THE PRINCIPAL

RECEIVED paper 8, the report of the Principal for information.

NOTED:

- i. The need to clearly state that the Princess Royal College of Animal Management London is part of Capel Manor College in all relevant documentation.
- ii. The staff survey will now take place in December 2015/January 2016 so that action can be taken in year as required.

- iii. The College Star awards staff presentation took place on the 3rd July and over 120 staff attended to recognise the achievements of their colleagues.
- iv. The new OFSTED Common Inspection Framework will be implemented nationally from September 2015. The College will review the findings and evaluations taken from the first term's inspections and incorporate them into training sessions for Governors and teaching staff during the autumn term in readiness for future inspection.
- v. Concerns expressed by Governors that they might not be fully briefed to be able to support the College if an inspection was called in the Autumn term 2016.
- vi. That SMT would provide a briefing pack for Governors in September 2015. Given the current criteria for deciding which colleges would be inspected the College was not anticipating a full inspection in the short term (although a part-inspection could not be ruled out).
- vii. In the matter of '24+ loan uptake' Governors felt the College may need to focus on ensuring all those who qualified for the scheme were fully aware of its potential.
- viii. That the College had doubled its take up of loans in 2015/16 and was focusing on ensuring it maximised the use of this facility going forward.
- ix. Concern that as adult education becomes more expensive (as Government funds reduce) this will make it more difficult to engage the local community.
- x. In relation to potential changes in maintenance allowance, the College did not rely on residential bursaries and its partnership with the RAU will help (so the College feels that this matter will be manageable).

9. UPDATE ON RISK MANAGEMENT PLANNING INCLUDING RISK MANAGEMENT ACTION PLAN

RECEIVED paper 9, the report of the Principal on Risk Management Planning including Risk Management Action Plan for decision.

NOTED:

- i. The Sub Committees have monitored and reviewed the relevant sections. It is a document which is updated regularly.
- ii. Concern that the Governors risk appetite (medium) in relation to the potential impact of changes to Government funding regulations (which adversely affect the College) was exceeded by the net risk (high) calculated by the College's system.

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- iii. An explanation of this item in some detail provided the following clarification;
- a. This particular area, when considered in isolation was of concern.
 - b. That the College and Governors did feel exposed to sudden changes in Government policy in this area.
 - c. That, whilst the College could not mitigate this risk directly it is taking action to reduce the negative impact of such changes for example;
 - Increasing income from other sources
 - Lobbying for moderation in applying change
 - Investing in (and recruiting to) academic areas which were high priority for the Government
 - d. These mitigations were fully identified in the associated areas of the Risk Management Action Plan.

RESOLVED:

- i. **Governors accept and adopt the revised Risk Review Schedule as recommended by individual Committees and the resulting Risk Management Action Plan for 2015/16;**
- ii. **Governors endorse the levels of risk appetite identified in the Risk Review Schedule;**
- iii. **Governors request that the Audit Committee reports on the effectiveness of its risk management process during 2014/15 for consideration by Governors at their December 2015 meeting and that this is reported in the Members' Report which forms part of the annual report and accounts.**

**10. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
25
JUNE 2015**

RECEIVED paper 10, Minutes of the Finance and General Purposes Committee held on 25 June 2015, presented by Doug Fussell, Chair for decision.

Noted:

- i. The following revised policies were adopted;
 - Leave provisions
 - Sickness and Attendance
 - Anti-Fraud (* see below)
 - Anti-Bribery (* see below)

* these are appended to the College's financial regulations.

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- ii. The College had received approval for its joint RAU foundation degree in Garden Design.
- iii. The College was establishing a new floristry centre at New Covent Garden Market.
- iv. The College has further improved curriculum planning processes to allow better control and more effective management of resources.
- v. The Committee receive the management accounts for the third quarter of 2014/15

RESOLVED:

- i. **Tuition Fees are confirmed for 2015-2016;**
- ii. **the same framework be used to set fees for 2016-17 (after a review of recruitment in September 2015 to identify if the fee structure is distorting demand).**
- iii. **The revised budget for 2014/15 as detailed be approved;**
- iv. **the revised cash flow forecast for the remainder of 2014/15 be approved.**
- v. **The Committee endorses the parameters agreed by F&GP in the two year development plan for the period 2015/16 to 2016/17.**
- vi. **The Revenue (Income and Expenditure) budget for 2015/16 detailed be adopted;**
- vii. **that the financial performance indicator for cash days in hand is maintained at 25 days for the 2015/16 year.**
- viii. **That the allocation of £276k for new capital expenditure in 2015/16 be approved (taking the total in year planned expenditure to £1.97m).**
- ix. **That the attached schedules and annexes are adopted in the Risk Review schedule and Risk Management action plan.**

11. VERBAL REPORT OF THE F&GP MEETING OF 15 July 2015

Noted the verbal report of the Chair of F&GP on the special meeting of F&GP held prior to the Governing Body to review the two year financial plan 2015/16 to 2016/17.

Noted:

- i. The budget for 2015/16 agreed above was used as the baseline.

- ii. The parameters agreed for 2016-17 were used in estimating income and expenditure and that these had not required moderation.
- iii. The College would move to a 'good' financial health category for 2015-16 and 2016-17.

RESOLVED:

- i. **That the commentary and the two year Financial Plan for 2015/16 to 2016/17 be adopted, signed by the Principal and confirmed by the Chair of Governors and forwarded to the Skills Funding Agency before 31 July 2015.**
- ii. **To confirm the assessment of the College's financial health as 'Good' for the three year period 2014/15 to 2016/17.**

12. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 JUNE 2015

RECEIVED paper 12 presented by Paul Campbell, Minutes of the Audit Committee meeting held on 15 June 2015, for decision.

NOTED:

- i. The Annual Plan for internal auditors had been reviewed and agreed SMT had been even more involved in the process by the internal auditors than in previous years, it is now better prepared for the year after undertaking this process.
- ii. That risk assessment had influenced the priorities identified for review (e.g. English and Maths provision).

RESOLVED:

- i. **The Committee agrees the Assurance Strategy and Annual Plan 2015/16 at 34 days at an estimated cost of £17,921.40 excluding VAT.**

13. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 25 JUNE 2015

RECEIVED paper 13, Minutes of the Curriculum and Quality Committee meeting held on 25 June 2015 for decision.

NOTED:

- i. The development of the Floristry courses at the New Covent Garden Market is progressing well, the potential is exciting.

- ii. Capel are endeavouring to be a key stakeholder in the community gardens of the Nine Elms Project, which would involve creating gardens for education, with a focus for the local communities (and creates opportunities, engagement and resources for students in future years).
- iii. The internal audit report of the QIP (Quality Improvement Plan) provided strong assurance which is the highest assurance level the College could receive.
- iv. The minutes of the academic board meeting held on 3rd June 2015.

RESOLVED:

- i. **The Risks identified and considered be incorporated into the Risk Review Schedule (with amendments to PA1, PA2 and TA7 as suggested and agreed in the meeting) and that Annex C is incorporated into the Risk Management Action Plan.**

14. MINUTES OF THE HEALTH AND SAFETY MEETING HELD ON 8 JUNE 2015

RECEIVED Paper 14, from the Director of Estates and Buildings for decision

NOTED:

- i. There is the need to clarify the Committee's terms of reference to ensure Committee had delegated authority to adopt policies (health and safety, Major incident plan and lone working).
- ii. That the Major Incident Plan and the Lone Worker Policy would be sent to Governors for information.

RESOLVED:

- i. **The Risk Review Schedule be adopted and incorporated into the College's Risk Review Schedule for 2015/16.**
- ii. **That the Health and Safety Policy is adopted by the Governing Body subject to amendments;**
- iii. **That the Major Incident Plan and the Lone Worker Policy are adopted.**

DATE OF NEXT MEETING: Wednesday 9 December 2015 at Enfield (Governor Training at 4.00pm and Full Governing Body at 6.15pm).

Part I of the meeting commenced at 6.15pm and finished at 7.15pm.

Sir William Stubbs
Chair of Governors