



Growing your potential in the Natural Environment

**PART I MINUTES OF THE CORPORATION MEETING
ON WEDNESDAY 25 MARCH 2015
AT CAPEL MANOR COLLEGE (ENFIELD CAMPUS)**

MEMBERS:

Independent Governors: Sir William Stubbs (Chair), Mr John Bennett, Miss Irene Byard, 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

Also present: 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
Mrs Lesley Skinner, Acting Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Doug Fussell, Paul Campbell, Doug Talyer, Joy Hillyer and Lady Coates.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE CORPORATION MEETING HELD ON 17 DECEMBER 2014

RECEIVED paper 3, Minutes of the Corporation meeting held on 17 December 2014.

Decision noted:

- i. Minor amendments to text.

RESOLVED that:

The minutes of the meeting of the Corporation held on 17 December 2014 be approved as a correct record and signed by the Chair.

4. MATTERS ARISING FROM PREVIOUS MEETINGS

RECEIVED PAPER 4, from the Principal for information.

5. REPORT OF THE CLERK TO GOVERNORS

RECEIVED paper 5, the report of the Clerk for decision.

NOTED that:

- i. Some minor amendments were made to the main paper to ensure consistency of terminology and a new appendix II was tabled for the same reason.
- ii. Audit Committee requested in their minutes that they would like another Committee Member and this will be dealt with by the June Search and Governance meeting.

RESOLVED:

- i. **To approve the application of the College Seal**

6. MINUTES OF SEARCH AND GOVERNANCE COMMITTEE MEETING OF 5 MARCH 2015

RECEIVED paper 6, minutes of the Search and Governance Committee held on 5 March 2015, presented by Lady Salisbury, Madam Chairman for decision.

NOTED that:

- i. At present the Governing Body can recommend that the Patron appoints someone who has made a major contribution to the College as an Honorary Vice President.
- ii. As there is no 'President' this title could cause confusion.
- iii. The need to review the current system and the potential opportunities to differentiate between those who wish to remain active and those who merely wish to continue their association with the College.

RESOLVED that:

- i. **Search and Governance consider this matter further and produce a report for the next Governing Body meeting.**

- ii. **Irene Byard is proposed as the First Honorary Fellow (or whatever structure is agreed by the Governors).**
- iii. **The need to ensure current Key Vice Presidents are accommodated in any change.**
- iv. **The excellent service offered by Irene Byard as a Governor.**
- v. **That Honorary Fellows may be an appropriate term to recognise active supporters.**

7. REPORT OF THE PRINCIPAL

RECEIVED paper 7, the report of the Principal for information.

NOTED that:

- i. Page 1. 2015-16 funding, should read '15% increase'.
- ii. Fundraising is going well and there are a number of leads being followed up.
- iii. Both ex-learners and current learners are also being engaged in the matter.
- iv. The Governing Body is requested to suggest who could be suitable to be written or spoken to involve in the developments and communicate this to Lady Salisbury.
- v. There has been an offer by Sy Sohmer to work on fundraising matters, he should arrive in mid-april. His focus will be commercial sponsorship and developing the existing personal contacts that he has.
- vi. It was suggested that local businesses be approached for sponsorship/support.
- vii. The College won a well-deserved Silver Gilt at the Ideal Home Show.
- viii. The College is exhibiting at Hampton Court show and the Chelsea Flower Show.

8. REPORT OF THE DIRECTOR OF ESTATES AND BUILDINGS

RECEIVED paper 8, the report of the Director of Estates and Buildings for information.

NOTED that:

- i. The Animal Care Building project second stage tender cost is in line with predicted budgets and ready to move forwards.
- ii. The hard work at Forty Hall Farm, undertaken by Kate Macgever has proved successful especially in the market garden and the orchard.

- iii. The events and marketing team has worked well and should be commended as to the success of their work and the foundation laid for further development going forward.

9. MINUTES OF THE AUDIT COMMITTEE MEETING OF 9 MARCH 2015

RECEIVED paper 9 presented by Robert Howard, minutes of the Audit Committee meeting of 9 March 2015, for decision.

NOTED that:

- i. 3.ii & iii The update on a fraud which occurred in 2013/14 and the need to retender the internal audit service in the next two years should be noted and did not need to be resolved by the committee.
- ii. 4.2 The need to clearly define the role in the review of the QIP by Internal Auditors.

RESOLVED that:

- i. Buzzacott be re-appointed as auditor of the Teachers' Pension Scheme for the 2014/15 tax year.**
- ii. The audit fee for the year 1 April 2014 to 31 March 2015 be agreed at up to £1,050 exclusive of VAT.**
- iii. Anti-fraud policy and an anti-bribery policy are developed and appended to the financial regulations. Officers to consult F&GP in June for approval. The Audit Committee would review these in November 2015 and report on their scope and effectiveness to the Governing Body meeting in December 2015.**
- iv. The evaluation of the performance of External Audit Service for the year ended 31 July 2014 in their audits of the College and the Vineyard subsidiary are accepted.**
- v. Buzzacott be re-appointed as the financial statement and regularity auditor to the College for the 2014/15 financial year;**
- vi. Buzzacott be re-appointed as financial statement auditor to Forty Hall Community Vineyard Limited for the 2014/15 financial year;**
- vii. The audit fees for the above be agreed at the next meeting of the Committee when the scope of these audits will be known.**

10. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 5 MARCH 2015

RECEIVED paper 10, minutes of the Finance and General Purposes Committee of 5 March 2015, presented by Paul Jolly, Vice Chair for decision.

NOTED that:

- i. The leaflet (Growing your potential in the natural environment) will be reviewed, focusing specifically on ensuring the right audience is addressed and the 'message' is clear and consistent.
- ii. It was a good time for the College's branding and advertising strategy be reviewed to develop a clear message and the possibility of potential re-branding across all centres.
- iii. The Principal was nominated as a Director for the proposed National Agri-Technology College but was not elected at this time.
- iv. The exciting developments with the Royal Agricultural University continue in line with the September cohort of students.

RESOLVED that:

- i. A formal resolution be recorded confirming;**
 - **A loan for up to £1 million can be drawn down.**
 - **The Principal and the Director of Finance be authorised to manage the process.**
- ii. Subsequent to final review and any amendments the following two policies are adopted and circulated to staff for consultation:**
 - **IT Data and Computer Environment Protection Policy**
 - **Records Management and Retention Policy and Procedure**
- iii. The Acceptable Use Policy is reviewed and amended and circulated for comment**
- iv. The Internal Auditors are instructed to review the above three policies and comment to the next Audit Committee on whether they consider the new documents serve to manage the risk.**
- v. The College develops a Staff Training/Induction programme on Data Security to ensure all staff are aware of, and adhere to, the policies and procedures.**
- vi. A clear strategy is adopted to ensure the use of the new animal care building in the next 10 years complies with VAT exemption regulations.**

- vii. **The External Auditor be instructed to comment on whether it would be appropriate to include a contingent liability note to this effect in the financial accounts until this potential liability expires.**
- viii. **The College participates as a founding member in the exploratory discussions concerning the possible creation of a National Specialist College for the land based industries.**
- ix. **The revised income and expenditure budget for 2014/2015 be approved.**
- x. **The revised cash flow forecast for the remainder of 2014/2015 be approved;**
- xi. **The amended Mission Statement and Guiding Principles leaflet be approved in principle and further development under taken for recommendation by F&GP for full Governing Body approval thereafter.**
- xii. **Any material changes arising following the consultation with staff and verification of equality analysis is reported to the next F&GP Committee.**
- xiii. **The six month management accounts are received.**
- xiv. **Any material changes arising following the consultation around policies with staff and verification of equality analysis is reported to the next F&GP Committee in June.**
- xv. **The minutes of the meeting of the Curriculum and Quality Committee held on 5 March 2015 be approved as a correct record.**

11. a & b. Management accounts for six months to 31 Jan 2015 & Revised budget and cash flow

NOTED that:

- i. These reports should have been appended to 10. F&GP Minutes 5 March 2015 (not listed as separate papers).

12. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 5 MARCH 2015

RECEIVED paper 12, minutes of the Curriculum and Quality Committee meeting held on 5 March 2015 for decision.

NOTED that:

- i. The Quality Improvement Plan (QIP) is used to improve quality investment in development.
- ii. The internal auditors will be specifically reviewing whether the reporting of delivery of the outcomes reflect what is being delivered.

- iii. The Internal Auditors should produce two reports:
 - a. For the Summer term meetings a report on how the 2014-15 QIP as how the process is working.
 - b. For the December 2015 meeting a review of the accuracy and reliability of the 2014-15 final QIP report.

**12.a MINUTES OF THE ACADEMIC BOARD MEETING HELD ON
4 FEBRUARY 2015**

RECEIVED paper 12.a, minutes of the Academic Board meeting held on 4 February 2015 for information.

In conclusion, a presentation was made to retiring Governor Irene Byard and she responded thanking the Governors for their support over the years and reflecting on her time in the College.

DATE OF NEXT MEETING: Wednesday 10 June 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 7pm.

Sir William Stubbs

Chair of Governors