



"To promote lifelong learning for individuals and industry through the understanding and enjoyment of flowers, trees, plants and animals for career, business, education and leisure purposes"

**MINUTES OF THE CORPORATION MEETING
HELD AT 6.15PM ON THE 15 DECEMBER 2010**

MEMBERS:

Independent Governors: Mr Roger Abraham, Mr John Bennett, Miss Irene Byard, Mr Graham Eustance OBE, DL, Mr Doug Fussell, Mr Donald Gratton, Mr David Gwyther, CBE, Mr Robert Howard, Mr Paul Jolly, Mr Huw Jones Owen, Mr Tony Leach, Mr Ron Melville, MBE, Mr Malcolm Parkinson (Chair), Lady Salisbury, Lady Stuttard, Mr James Wisdom

Staff Governor: Mr Bob Mallick

Student Governors: Vacancy
Vacancy

Chief Executive: Ms Madeline Hall

Also present: Dr Steven Dowbiggin OBE, Principal Designate
Mr Nicholas Evans, Director of Estates and Buildings
Mr Damien Fallon, Director of Finance
Mr Simon O'Hear, Director of Human Resources
Ms Mary Prince, Vice Principal

The Chair welcomed all Governors to the meeting and in particular Robert Howard and Paul Jolly who were attending their first full meeting since being appointed in the summer.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Bennett, David Gwyther and Ron Melville.

2. DECLARATION OF INTERESTS

NOTED: The following declarations of interest were made by those present at the meeting:

- Lady Salisbury declared an interest as Patron of the Institute of Horticulture;
- Lady Stuttard declared an interest as a member of the Livery of the Worshipful Company of Gardeners;
- Mr M Parkinson declared an interest as a member of the Livery of the Worshipful Company of Gardeners;
- Dr S R Dowbiggin declared an interest as Managing Director of Capel Manor Limited and in his capacity as a Fellow and Trustee of the Institute of Horticulture. He also declared an interest as Master of the Worshipful Company of Gardeners and as a member of the Council of City and Guilds;
- Mr T Leach declared an interest as a Fellow of the Institute of Horticulture;
- Ms M Hall declared an interest as Director of Capel Manor Limited, as a Fellow of the Institute of Horticulture and as a member of the Livery of the Worshipful Company of Gardeners;
- Mr N Evans declared an interest as a Director of Capel Manor Limited, as a Fellow of the Institute of Horticulture, as a member of the Court of the Worshipful Company of Gardeners and of their Livery;

- Mr D Fallon declared an interest as Company Secretary of Capel Manor Limited and Director of Forty Hall Community Vineyard Limited;
- Mr Simon O'Hear declared an interest as a Director of Capel Manor Ltd.

3. MEMBERSHIP – STUDENT GOVERNORS

NOTED:

- Jonathan Lamb and Calie Potts, the newly elected Student Governors, were unable to attend this meeting;
- the Chair of Governors proposed, and it was agreed, that this item be dealt with at the end of the meeting.

4. MINUTES OF THE CORPORATION MEETING HELD ON 14 JULY 2010

RECEIVED paper 4, the minutes of the Corporation Meeting held on 14 July 2010.

RESOLVED: that the minutes of the meeting held on 14 July 2010 be approved as a correct record and signed by the Chair.

5. MATTERS ARISING FROM THE MINUTES OF THE CORPORATION MEETING HELD ON 14 JULY 2010

RECEIVED paper 5, report of the Clerk to Governors for information.

6. REPORT OF THE CLERK

RECEIVED paper 6, report of the Clerk for decision.

6.1 Review of Committees Terms of Reference. Membership and Governor Terms of Office

Finance and General Purposes Committee Terms of Reference

NOTED:

- the changes to the Committee's terms of reference recommended at its meeting on 24 November 2010;
- inclusion of the proposed new fundraising committee within the terms of reference;
- that the terms of reference of the new fundraising committee (to be considered at its first meeting) should include the following:
 - membership of at least three governors plus SMT with a quorum of two governors;
 - meetings to be held regularly (normally once a term);
 - reporting arrangements to be through the Finance and General Purposes Committee.

RESOLVED:

- that the formation of a fundraising committee be approved;**
- that the first meeting of the new committee be instructed to consider proposed terms of reference for recommendation to and approval by the Finance and General Purposes Committee;**
- that the Finance and General Purposes Committee's terms of reference be amended as indicated above.**

6.2 Membership of Committees

NOTED:

- i The Clerk had undertaken a review of committee membership, taking into account the views of the Chair of Governors, the Committee Chairs and the appointment of new governors;
- ii the following changes were proposed and discussed:
 - the new fundraising committee be chaired by Lady Salisbury, and include all members of the Senior Management Team and the Chair of Governors;
 - that Lady Stuttard vacate the Finance and General Purposes Committee, focusing on her role as special contact for the Regent's Park Centre and contributing when available to the new fundraising committee and that her place on the committee be taken by Paul Jolly;
 - membership of the Audit Committee be reduced from 5 to 4 (three Governors plus one Independent Member);
 - that Tony Leach vacates his place on the Audit Committee and that this vacancy be filled by Robert Howard;
 - the Curriculum and Quality Committee membership be increased from 7 to 8 and that Tony Leach be appointed to the new vacancy.

RESOLVED: That the changes to the membership of the Committees, as indicated above, be approved.

6.3 Governor Terms of Office

NOTED:

- i Following the recent Student Governor elections Calie Potts and Jonathan Lamb had been elected as Student Governors;
- ii Huw Jones Owen reminded Governors that his four year term of office would expire at the end of the Spring Term. Having been a governor for many years he preferred to step down as a governor. The Chair paid tribute to the contribution of Huw Jones Owen over his many years on the Governing Body;
- iii Graham Eustance had extended his term of office to Summer 2013 but at the time noted that he would give way to a candidate with current engagement with a local authority should a suitable candidate be identified;
- iii there was potential for further changes to composition of the Corporation and it was agreed that the Search Committee be invited to recruit governors with suitable skills. Such skills could include:
 - a member with a local authority background;
 - a member with a strong media profile.
- iv during discussion it was noted that a potential candidate could be Chris Beardshaw.

RESOLVED:

- (1) that Calie Potts and Jonathan Lamb be confirmed as Student Governors for the 2010/11 academic year, to take effect from the end of this meeting;**
- (2) that the Search Committee be invited to meet to consider and make plans to fill the vacancies as they arise within the next twelve months;**
- (3) that the Search Committee have regard to the desirable skills and experience as identified by the Governing Body.**

6.4 Meeting Dates For 2011/2012

NOTED:

- i the Governing Body meeting scheduled for Wednesday 11 April 2012 would be held at the college centre at Regent's Park;
- ii the Audit Committee meeting scheduled for 23 March 2011 would probably move to Tuesday 22 March 2011.

RESOLVED: that the meeting dates for 2011/2012, set out in Appendix 3 to the report of the Clerk, be approved.

6.5 Committee Terms of Reference

NOTED:

- i the Governing Body reviewed each of the committees' terms of reference;
- ii the Finance and General Purposes Committee's terms of reference had been considered as part of minute 6.1 above;
- iii minor changes were proposed, and subsequently agreed, to the Curriculum and Quality Committee, the Health and Safety Committee and the Audit Committee terms of reference;
- iv when considering the Audit Committee terms of reference the Chair of that Committee informed the Governing Body that following an interview he was in a position to recommend the appointment of Mr Guy Jones Owen as an independent member of the Audit Committee – filling the current vacancy on this committee;
- v governors agreed to remove the word "strategic" in the name of the Health and Safety Committee;
- vi no changes were made to the terms of reference of the Search Committee and the Remuneration Committee.

RESOLVED: that the changes to committees' terms of reference, as set out above, be approved.

6.6 Chair's decisions

NOTED:

- i the following two decisions had been taken by the Chair outside of meetings:
 - recommendation of David Everett for an Honorary Vice Presidency-11 June 2010;
 - increase in Capital Allocation from £614k to £644k in 2010/2011 to access maximum enhanced funding from Government - 5 August 2010.

RESOLVED: that the Chair's decisions, as outlined above, be confirmed.

6.7 Code of Conduct and Standing Orders for the Governing Body

NOTED:

- i since agreement at its meeting on 17 July 2003 the Governing Body had reviewed the Code of Conduct and Standing Orders on an annual basis;
- ii no changes were proposed at the present time;
- iii a government consultation paper had just been issued concerning a review of the Code of Conduct. The Clerk would review this in the Spring of 2011. Governors were invited to contact the Clerk if they wished to participate in consideration of the consultation document.

RESOLVED:

- (1) **that, following the review, the College Code of Conduct be approved without further changes;**
- (2) **that, following the review, the College Standing Orders be approved without further changes.**

7. REPORT OF THE CHIEF EXECUTIVE

RECEIVED paper 7, report of the Chief Executive.

NOTED:

- i Capel Manor College, along with all Further Education and Higher Education providers, face a challenging four years as Comprehensive Spending Review economies impact;
- ii the Skills Funding Agency (SFA) intends to issue provisional 2011-12 funding allocations and further guidance this week (16 December 2010);

- iii the YPLA (Young People's Learning Agency), soon to become the new Education Funding Agency) intends to issue more information on its funding process following its board meeting on 9 December 2010;
- iv the afternoon briefing session for Governors led by SFA officers had focused on the impacts of the impending challenges;
- v funding for 16-19 headcount is protected but the unit cost per student was likely to reduce;
- vi funding for adult training will reduce at 7.1% a year for four years as learners and employers are expected to contribute more and student loans were anticipated to be introduced (in 2013) for adults over 23 taking level 3 courses;
- vii funding for apprenticeships would increase, some of which was funding from Train to Gain being transferred to apprenticeships;
- viii the Chief Executive of the Skills Funding Agency was encouraging colleges to consider making efficiencies through partnership, shared services and merger. (Although a number of senior officials agree that there is a special case to be made for Capel's niche provision.);
- ix the introduction of an integrated careers service for all ages;
- x Capel Manor College's operational priorities for 2010-2011 agreed in June 2010 at the Strategic Away Day
 - 100% priority funded qualifications for Adult Responsive funding;
 - exceed target allocations and success for 16-18 year olds;
 - grow the Employer Responsive service;
 - sustain Beacon recognition;
 - secure Training and Quality Standard (TQS) recognition;
 - foster mutually beneficial partnerships;
 - stay independent;
 - increase income through individual and industrial entrepreneurship.
- xi highlights of activities at the College Centres:
 - the receipt of over £200,000 in gifts in kind for sponsorship of the Old Manor House Garden at Enfield;
 - discussions had taken place with representatives of the London Borough of Enfield, Transport for London, Enfield PCT, Natural England, The Environment Agency, Lea Valley Regional Park, Education providers and Housing Associations to discuss "place shaping" in Enfield;
 - congratulations were recorded for the Director of Estates and Buildings in leading the timely completion of refurbishment works at Crystal Palace Park securing excellent results in improved accommodation;
 - partnership work with Barking and Dagenham College to support a continued presence for Capel Manor College in east London;
 - arrangements for the presentation of an honorary Vice Presidency to Christine Cohen early in 2011.

7.7 Safeguarding (Child Protection) Protocols for College Governors

NOTED:

- i a review of practice in safety and safeguarding for children and vulnerable adults at all college centres was undertaken by SMT;
- ii a customised activity analysis indicating potential risk and necessary control measures for all occasional visitors would be finalised for the New Year;
- iii although the position of members of an FE college governing body is not categorised as regulated activity requiring Criminal Record Bureau checks, (Governors do not have regular contact with individuals or groups of under-19s' and vulnerable adults in the College) good practice suggested that special arrangements should be put in place for identification and registering attendance of college governors. The Chief Executive proposed the following:
 - all members of the Governing Body are provided with photo ID badges for display on a red lanyard (as worn by college staff) whilst on college premises;
 - members of the Governing Body wishing to visit any centre or manager other than as part of scheduled meetings inform the Clerk or Chief Executive/Principal (by phone or email) giving details of their proposed visit;

- Governors to record their visit in a signing in book. This would include their time of departure;
- iv to reinforce the role of governors in undertaking visits to the College and to provide evidence of such visits for inspectors, it was agreed that an appropriate protocol be established;
- v a listing of governors with photos, and possibly brief pen portraits (as held by the Clerk) be placed on Capella (the College's intranet site) and the College web site.

RESOLVED: that arrangements detailed in 7.7 points iii, iv and v above be approved.

8. STAFF DEVELOPMENT 2009/2010

RECEIVED paper 8, the report of the Director of Human Resources for information.

NOTED:

- i details of continuous professional development and staff training undertaken on 2009/2010 and plans for 2010/2011;
- ii staff development is focused on meeting the strategic aims of the College;
- iii the continued commitment to teacher training in line with targets with particular emphasis on meeting curriculum needs and supporting formal teaching qualifications undertaken by staff;
- iv that SMT be requested to consider means for promoting the qualifications of college staff to students and parents of students;
- v details of key generic and corporate training including Equality and Diversity awareness delivery with further delivery scheduled during College staff development days in 2011, Health and Safety, Skills for Life, Disability training and Child/Vulnerable Adult training;
- vi the majority of staff are trained in the Safeguarding of Children and Vulnerable Adults. The College is exploring greater use of online safeguarding training in 2011 in particular for part-time staff who find it difficult to attend internal courses;
- vii the level of IT training has increased with this being a key feature of the staff development days during 2009/10;
- viii a significant addition introduced during 2008/09 was the in house management training programme. This would be scheduled to run again in 2011.

9. YEAR END REPORT ON QUALITY IMPROVEMENT PLAN 2010

RECEIVED paper 9, the report of the Vice Principal for information

NOTED:

- i the Quality Improvement Plan (QIP) is a unified college action plan which draws together all actions from a range of sources into one document;
- ii the report submitted to governors included details of 170 action points with 132 already achieved, 33 either carried forward, partially achieved or no longer applicable. 5 planned actions not achieved;
- iii the work undertaken identified in the QIP was in addition to other achievements including:
 - further growth in SFA funding;
 - increased level of employer-based training;
 - sustained improvement in student success;
 - increased level of employer-based training in many areas;
 - success in addressing some dips in student performance;
 - success in securing and sustaining a wide range of curriculum projects funded by other agencies;
 - maintained Beacon status.

10. COLLEGE SELF ASSESSMENT REPORT 2009/2010

RECEIVED paper 10, the report of the Vice Principal.

NOTED:

- i the final Self-Assessment Report (SAR) for 2009/2010 for Capel Manor College had been circulated to governors under separate cover;
- ii pages 4 and 5 of the SAR with summaries of student retention, achievement and success along with targets for 2010/2011;
- iii the data summaries and curriculum SARs had been reviewed by the Curriculum and Quality Committee at its meeting on 24 November 2010;
- iv the Landex validation (an exchange by 'critical friends') would contribute to the SAR and the associated QIP moderation;
- v that overall student achievement is good. Within this success rates for 16-18s had risen dramatically but needed to improve further;
- vi teaching and learning was good overall with particularly high standards achieved in floristry, garden design and learning support;
- vii the College had achieved overall success targets set in December 2009.

RESOLVED:

(1) that the Vice Principal be instructed to inform the SFA that the College has confirmed the following success targets 2010/2011:

- **76% success for 16-18 long courses;**
- **five percentage point improvement for 16-18 year olds completing level 3 courses;**
- **80% success for 19+ long courses;**
- **85% success for short courses (5 weeks and less);**
- **84% success for longer courses (5-24 weeks);**

(2) that the following SAR grades for the individual College schools be approved:

- | | |
|--|----------------|
| • Animal Care and Saddlery | Grade 2 |
| • Arboriculture and Countryside | Grade 2 |
| • Floristry | Grade 1 |
| • Garden Design | Grade 1 |
| • Horticulture | Grade 2 |
| • Learning Support | Grade 2 |
| • Business Development Unit | Grade 2 |

(3) that the overall College effectiveness, equality of opportunity and capacity to improve be graded as 2;

(4) that each of the five key questions: achievement and standards; quality of provision; needs and interests of learners; guidance and support; leadership and management (including governance); be graded as 2;

(5) the format and content of the document be approved;

(6) that the Vice Principal be authorised to make any necessary drafting amendments prior to posting the document on the Provider Quality Gateway by 24 December 2010.

11. QUALITY IMPROVEMENT PLAN 2011

RECEIVED paper 11, the report of the Vice Principal.

NOTED:

- i the cross-college Quality Improvement Plan for 2011, circulated with the governing body papers, provided details of the cross-College Leadership and Management Actions;
- ii the 2011 plan is linked to actions arising from self assessment against the Common Inspection Framework and complies with guidance issued by the LSC/SFA and Ofsted;
- iii sections from the Schools and Business Development Unit were being completed;
- iv the College was required to post the document on the Provider Quality Gateway web portal by the end of January 2011.

RESOLVED:

- (1) that the outline framework for the Quality Improvement Plan for 2011 be approved;**
- (2) that the Chief Executive and the Vice Principal be authorised to agree the final Quality Improvement Plan, including any further points, with managers prior to posting on the SFA Provider Quality Gateway web portal by 31 January 2011.**

12. DISABILITY EQUALITY SCHEME AND ACTION PLAN (ANNUAL UPDATE)

RECEIVED paper 12, the report of the Director of Human Resources for decision.

NOTED:

- i the Governing Body agreed a Disability Equality Scheme in 2006 which is reviewed annually. The updated scheme was circulated to governors for approval;
- ii in 2011 the Disability Equality Scheme will be replaced with a Single Equality Scheme covering race, gender, disability, age, gender reassignment, pregnancy/maternity, religion/belief and sexual orientation and incorporating the College's requirements under the Equality Act 2010 - the related public sector duties of which would come into force on 1 April 2011;
- iii Governors have overall responsibility for the Single Equality Scheme and monitoring its implementation;
- iv Governors reviewed progress against the ambitious targets as set out in the action plan attached to the paper;
- v development and delivery of an internal course to ensure and support staff to welcome equality and diversity;
- vi evolution of a disability focus group into an equality and diversity group and the initial development of actions to be included in a Single Equality Scheme. The College had retained the 'Two Ticks' award by Jobcentre Plus in February 2010;
- vii continuation of an Equality Impact Assessment Team;
- viii details of other disability and diversity training.

RESOLVED:

- (1) that the updated version of the Disability Equality Scheme be adopted;**
- (2) that receipt of the Disability Equality Scheme live action plan be noted;**
- (3) that the annual report outlining satisfactory progress with the action plan be received and noted.**

13. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 30 NOVEMBER 2010

RECEIVED paper 13, the minutes of the meeting of the Audit Committee held on 30 November 2010.

NOTED:

- i recommendations were presented by Roger Abraham Chair of the Audit Committee;
- ii Malcolm Parkinson, Chair of the Governing Body recorded his thanks to Roger Abraham, as the long standing Chair of the Audit Committee, for the excellent work he had undertaken in leading the committee over many years.

13a Review of Areas Susceptible to Fraud (minute 5)

RESOLVED: that the Fraud Review Schedule for 2009/10 be adopted.

13b Internal Annual Audit Report 2009/2010 (Minute 9)

RESOLVED: that the Internal Audit Service Risk and Assurance Service Annual Report for 2009/10 be approved, subject to amending the report to clarify that the review of Human Resources was that of recruitment, selection and vetting not the whole area of HR.

13c Regularity Audit Self Assessment Questionnaire 2009/2010 (Minute 10)

RESOLVED: that the Regularity Audit Self Assessment Questionnaire for 2009/10 be approved.

13d ILR Assurance Audit 2009/2010 (Minute 11)

RESOLVED: that the Final ILR Review Management Report for the year ended 31 July 2010 be approved.

13e SFA Funding Assurance Audit 2009/2010 (Minute 12)

RESOLVED: that the SFA Funding Assurance Audit Report for the year ended 31 July 2010 be approved.

13f Financial Management and Control Evaluation for 2009/2010 (Minute 13)

RESOLVED: that the FMCE document, as submitted to the SFA by 30 November 2010, be adopted.

13g Letter of Representation 2009/2010 (Minute 14)

RESOLVED: that the Chair of Governors and the Chief Executive be empowered to sign the Letter of Representation for the regularity audit for the year ended 31 July 2010 on behalf of the Corporation.

13h Final Audit Findings Report from the Financial Statement Auditor 2009/2010 (Minute 15)

RESOLVED: that the Capel Manor College Audit Findings Report for the year ended 31 July 2010 issued by Baker Tilly UK Audit LLP be approved.

13i Report and Financial Statements for 2009/2010 (Minute 16)

RESOLVED: that the Statement of Corporate Governance and Internal Control included in the Report and Financial Statements for the year ended 31 July 2010 be adopted.

13j Evaluation of Performance of Auditors for 2009/2010 (Minute 18)

RESOLVED: that the evaluation of the performance of IAS and FSA for the year ended 31 July 2010, as laid out in Appendices 1 and 2 to report of the Director of Finance, and as amended in paragraph iv of minute 18, be accepted.

13k Annual Report of the Audit Committee 2009/2010 (Minute 19)

Noted: minute 17 set out a proposed wording in respect of the Annual Risk Management Report for 2009/2010 which then became subsumed within the Annual Report.

RESOLVED: that the Annual Report of the Audit Committee to the Corporation and Accounting Officer for the year ended 31 July 2010 be adopted.

13l Re-Appointment of the Internal Audit Service for 2010/2011 (Minute 20)

RESOLVED:

- (1) That Scrutton Bland be reappointed as the internal audit service provider for 2010/11;**
- (2) That the audit fee for the year 1 August 2010 to 31 July 2011 identified in the annual internal audit plan considered at the previous meeting, amended for the reduction of one day on the Cash, Banking and Treasury audit, be agreed at £16,837.65 per annum excluding VAT. This fee is based on 35.5 days of service at £474.30 per day.**

14 There was no item relating to this agenda item number.

15. THE REPORT AND FINANCIAL STATEMENTS FOR CAPEL MANOR LIMITED FOR THE YEAR ENDED 31 JULY 2010

RECEIVED a verbal report on the Financial Statements for Capel Manor Limited for the year ended 31 July 2010.

NOTED:

- i the Chief Executive reported that the Board of Capel Manor Limited had only just met during the last week and therefore the minutes of the meeting were not yet available;
- ii there was no profit and loss account for the past year as there had been no trading activity although there were plans to commence trading in 2011;
- iii there was a planned change in membership with Mary Prince, Vice Principal, becoming a director replacing Madeline Hall, Chief Executive, after her retirement in August 2011.

16. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 24 NOVEMBER 2010

RECEIVED paper 16, the Minutes of the Finance and General Purposes Committee meeting of 24 November 2010 and a verbal report from the Chair of the Committee on the short additional meeting held at 6pm prior to the meeting of the Governing Body to consider changes to the Report and Financial Statements for the year ended 31st July 2010 (detailed in paper 16c).

16a Management Accounts for the year to 31 July 2010 (including analysis of outturn for 2009/10)

RESOLVED: That the Management Accounts and commentary for the year ended 31 July 2010 be received and noted.

16b Letter of Representation on the Report and Financial Statements for the year ended 31 July 2010 (Minute 9)

NOTED:

- i the Finance and General Purposes Committee had recommended approval of the Letter of Representation for the financial statements auditors;
- ii the letter was in the standard format, there was nothing contentious or out of the ordinary and

the Chair asked for and received an assurance from the Director of Finance that the College had divulged all relevant information to the auditors.

RESOLVED: That the Chair of Governors and the Chief Executive sign the Letter of Representation for the financial statements audit for the year ended 31 July 2010 on behalf of the Corporation as part of the process for approving the financial statements for 2009/10.

16c Report and Financial Statements for the year ended 31 July 2010 (Minute 10)

NOTED:

- i The report and recommendations of the Finance and General Purposes Committee meeting held on 24 November including the adjustments to the draft report as follows:
 - treating £545k RPI/CPI indexation adjustment as an extraordinary adjustment on the face of the Income and Expenditure Account;
 - amending the narrative disclosure to report Forty Hall Community Vineyard Limited as a subsidiary of the College;
 - treating the £76k pension finance charge as a cost rather than a reduction in income;
 - using the preferred going concern accounting policy wording provided by Baker Tilly;
 - record restructuring costs within the staff cost note (2009/2010 £Nil; 2008/2009 £75k); and
 - record in the fixed asset note that Forty Hall Farm was transferred to the College at nil value.
- ii the verbal report from the Chair of the Finance and General Purposes Committee following the meeting held at 6pm on 15 December. The meeting had considered the report of the Director of Finance and the changes referred to above prior to confirming its recommendations from the meeting held on 24 November 2010.

RESOLVED:

- (1) that the accounting policies in the Report and Financial Statements for the year ended 31 July 2010 be adopted;**
- (2) that the Report and Financial Statements for the year ended 31 July 2010 be approved.**

16d Key Accounting Ratios and Performance Criteria for 2009/2010 and 2010/2011 (Minute 11)

NOTED:

- i the minute and recommendations from the Finance and General Purposes Committee concerning Key Accounting Ratios and Performance Criteria;
- ii the forecast was for the percentage of staff costs to rise marginally above the current target to about 63.5% by July 2011. The reasons for this included:
 - savings in non-pay expenditure;
 - the need to maintain investment in staffing as the college continues to expand;
 - the advertised increase in employers' national insurance contributions;
- iii the College remained in "good" financial health and would require a significant increase in its operating surplus if it was to return to an "excellent" score as determined by the Framework for Excellence.

RESOLVED:

- (1) That the following key accounting ratios be approved for the 2010/11 financial year:**
 - **Current Ratio 1.5: 1**
 - **Cash days in hand > 40**
 - **Operating surplus > 0**
 - **Staff costs = / < 64%**
- (2) That it be noted that for the 2009/10 financial year the College operated within the key accounting ratios approved by the Governing Body.**

16e Management Accounts for the three month period (the first quarter) to 31 October 2010 (Minute 15)

NOTED: the financial situation for the first quarter of the financial year had been stable.

RESOLVED: that the Management Accounts for the first quarter ending 31 October 2010 be received and noted.

16f Forty Hall New Barn (Minute 17)

NOTED:

- i The NFU has agreed that £14,000 of the insurance claim may contribute to costs of the replacement barn;
- ii the lowest tender received for replacement of the barn (subject to some minor cost variations to materials as requested by the Council's Planning officers), was £31,984.67 inc VAT;
- iii a ring fenced restricted fund of £67,524 existed within the College reserves for works at Forty Hall.

RESOLVED:

- (1) that it be acknowledged that NFU have approved the full cost reimbursement for fire damage repairs to buildings and other damaged college equipment and has identified a £14,000 advanced payment towards replacement of the barn;**
- (2) that funding of £18,000 be allocated from the current Forty Hall restricted fund towards replacement of the new barn, to be supplemented by £14,000 from the NFU fire reimbursement;**
- (3) that the Chair of the Finance and General Purposes Committee be authorised to release additional expenditure of up to £10,000 from the Forty Hall restricted fund to meet costs arising from the imposition of additional planning conditions.**

17 CURRICULUM AND QUALITY COMMITTEE

RECEIVED paper 17, the minutes of the meeting held on 24 November 2010 for Information.

NOTED:

- i the Learner Satisfaction Survey (minute 5) had highlighted concerns in careers guidance. The Vice Principal would be analysing this matter and taking appropriate action;
- ii the Quality Improvement Plan and Self Assessment Reports had been considered under earlier agenda items;
- iii the Chair of the Committee highlighted the excellent presentation from Linda Hope regarding Employer Responsive provision.

18 CHILD PROTECTION AND VULNERABLE ADULTS POLICY

RECEIVED paper 18, the report of the Vice Principal.

NOTED:

- i the procedure for the protection of young people in college was approved by the Governing Body in December 2004 and reviewed annually;
- ii a revised document, reviewed by the Curriculum and Quality Committee at its meeting on 24 November 2010;
- iii amendments including a change of the designated officer to Mary Prince, Vice Principal;
- iv Appendix B – the procedure to follow in the event of a disclosure - had been modified to include recommendations including Do's and Don'ts when dealing with disclosure.

RESOLVED: That the Child Protection and Vulnerable Adults Policy be approved for the 2011 calendar year.

19 MINUTES OF THE ACADEMIC BOARD MEETING HELD ON 3 NOVEMBER 2010

RECEIVED paper 19, the minutes of the meeting of the Academic Board meeting on 3 November 2010, for information.

NOTED:

- i the enormous amount of work undertaken by curriculum managers and staff in identifying, developing and validating QCF accredited and funded courses as summarised in minute 7 of the minutes of the Academic Board meeting;
- ii the many useful outcomes from the October staff conference in focusing on using resources to best effect for the College as a whole.

20 CURRICULUM AND QUALITY UPDATE

RECEIVED paper 20, the Report of the Vice Principal, for information.

NOTED:

- i the work and planning undertaken in Autumn 2010 on student enrolment and induction for the current year, review of performance for the past year and planning of programmes for the year ahead;
- ii the Vice Principal outlined details of these work areas and emphasised that work continued in looking for new viable funding opportunities.

21 MINUTES OF THE STRATEGIC HEALTH AND SAFETY COMMITTEE HELD ON 8 NOVEMBER 2010

RECEIVED paper 21, the minutes of the meeting of the Health and Safety Committee for information.

NOTED:

- i Donald Gratton, Chair of the Committee, explained that governors could be reassured in the work undertaken by the Committee. In particular the Health and Safety Working Group was effective in managing Health and Safety matters across the College;
- ii Governors agreed that the name of the Committee be amended slightly by removing the word "Strategic" from its title.

22 DATE OF NEXT MEETING: Wednesday 13 April 2011 at Crystal Palace Park. (Governor training at 4.00pm and full Governing Body at 6.15pm)