



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

**MINUTES OF THE CORPORATION MEETING
HELD AT 5.30PM ON 8TH APRIL 2009
AT CRYSTAL PALACE**

MEMBERS:

Independent Governors: Mr. Roger Abraham, Mr. Sam Bell, Mr. John Bennett
Miss Irene Byard, Mrs Christine Cohen OBE
Mr. Ken Crowther, Mr. Graham Eustance OBE, DL
Mr. Doug Fussell, Mr. Donald Gratton
Mr. Huw Jones Owen, Mr. Tony Leach, Mr. Ron Melville
Mr. Malcolm Parkinson (Chairman), Lady Salisbury
Lady Stuttard, Mr. James Wisdom

Staff Governor: Ms Susan Gorman

Student Governors: Ms Kayleigh Hart
Ms Cecilia Henze

Chief Executive: Dr. Steven Dowbiggin OBE

Also present: Mrs Susan Adams, Clerk to the Governing Body
Ms Madeline Hall, Head of College
Mr Nicholas Evans, Director of Estates and Buildings
Ms Janet Hughes-Hallett, Finance Manager
Mr Simon O’Hear, Personnel Manager
Mr Damien Fallon, appointed Finance Director from 20.4.2009

1. APOLOGIES FOR ABSENCE

Apologies were received from Mrs Christine Cohen OBE, Mr Ken Crowther, Ms Cecilia Henze and Mr Huw Jones Owen. Ms Kayleigh Hart was not in attendance.

2. DECLARATION OF INTERESTS

Dr S R Dowbiggin declared an interest as Managing Director of Capel Manor Limited and as a member of the Court of the Worshipful Company of Gardeners (currently Renter Warden) and a member of their Livery company.

Ms M Hall declared an interest as a Director of Capel Manor Limited and as a member of the Livery of the Worshipful Company of Gardeners.

Mr N Evans declared an interest as Director of Capel Manor Limited and as a member of the Court of the Worshipful Company of Gardeners, a court member of the Court and Liveryman of the Worshipful Company of Gardeners.

Ms J Hughes Hallett declared an interest as the company secretary of Capel Manor Limited.

Mr M Parkinson declared an interest as a member of the Livery of the Worshipful Company of Gardeners.

Lady Stuttard declared an interest as a member of the Livery of the Worshipful Company of Gardeners.

John Bennett declared an interest as a member of the Livery of the Worshipful Company of Gardeners and a Fellow of the Institute of Horticulture.

3. MEMBERSHIP

NOTED:

- i. the term of office of the Staff Governor would conclude at the end of the meeting;
- ii. Chairman thanked the Staff Governor for her exceptional contribution to the Governing Body over the past two years;
- iii. the Staff Governor thanked governors for making her feel so welcome.

4. MINUTES OF THE CORPORATION MEETING HELD ON 10TH DECEMBER 2008

RECEIVED paper 4, minutes of the Corporation meeting held on the 10th December 2008

NOTED:

- i. the resolution on page 5 should read “to support the action taken by the Vice Chairman and Chairman Designate of the Corporation in respect of the proposal for the college to offer a base and core administrative support for the Institute of Horticulture in return for payment and benefits”
- ii. the resolution on page 9 should read “agree to the financial profile of the project and total expenditure on the project of £17,968,000 with a college contribution of £4,800,000 and an LSC contribution of £13,168,000”

The minutes were approved with the above corrections and signed by the Chairman as a true record of the meeting.

5. MATTERS ARISING FROM THE CORPORATION MEETING HELD ON 10TH DECEMBER 2008

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

5.1 Item 10 – the resolution passed at the Governing Body meeting of the 9th April 2008 – potential links with City of London Livery Companies

NOTED that a meeting of the working group to explore the concept, operation and development of potential links with City of London Livery Companies would be convened over the summer.

5.2 Item 7 from the Governing Body meeting of the 24th July 2008 – appointment of a college Chaplain

NOTED that the Chief Executive Officer was still exploring options and the possibility of discussing the appointment of an appropriate college Chaplain with the Bishop of Edmonton.

5.3 Item 10 from the Governing Body meeting of the 10th December 2008 – Application in Principle

NOTED that the application (approved by the Bromley Council Planning Committee held on the 9th December 2008 on Crystal Palace Park) had been called in by the Secretary of State and not the GLA as stated in the paper.

5.4 Item 13 from the Governing Body meeting of the 10th December 2008 – College Self Assessment Report

NOTED that the SAR had been posted on the 21st December 2008 (not 2009 as stated in the paper).

5.5 Item 16.5 from the Governing Body meeting of the 10th December 2008 – Financial Management & Control Evaluation for the period 1st August 2007 – 31st July 2008

NOTED that the letter to Steve Passmore, LSC London Region was dated 11th December 2008 (not 2009 as stated in the paper).

5.6 Item 18.1 from the Governing Body meeting of the 10th December 2008 – Olympic Developments in East London

NOTED that the formation of a college Olympic Park discussion group had not been progressed as this had been superseded (as reported to Finance and General Purposes Committee on the 19th March 2009) and it would be more productive to network with existing groups.

6. REPORT OF THE CLERK TO GOVERNORS

RECEIVED paper 6, report of the Clerk to Governors for decision

NOTED:

6.1 Register of Interests and Eligibility to Serve (circulated for update during November 2008)

NOTED that this process had been completed.

6.2 Application of the Seal

NOTED that the seal had been applied on the 29th January 2009 in the presence of the Clerk as detailed in the report.

6.3 Meeting dates

NOTED:

- i. the proposed meeting dates for the autumn term 2009 and spring and summer terms 2010;
- ii. Irene Byard advised that she may need to send apologies for the Curriculum and Quality meeting on the 25th November 2009 due to a previous commitment;
- iii. the spring term meeting of the full governing body (Wednesday 7th April 2010) would be held at the Gunnersbury Park Centre;
- iv. the Autumn 2010 meeting dates would be provided by the Clerk to Governors at the next governing body meeting.

6.4 Attendance at meetings

NOTED:

- i. the following contributory factors to the low percentage attendance for the audit committee:
 - the number of changes in the membership of the Audit Committee during 2008;
 - the difficulties expressed by governors joining a new committee part way through a year because meeting dates had already been set and new members had prior commitments;
 - the Independent Member of the Audit committee had not attended two of the three meetings during 2008. Assurances had been received from the Independent Member that he would be attending all future meetings;
- ii. the Chairman of Audit advised that there had been good attendance by members of the Senior Management Team, the Internal Audit Service and Financial Statement Auditors;

- iii. the Chairman of Governors expressed disappointment that neither of the student governors were in attendance at the meeting. The Head of College advised that Kayleigh Hart had not attended college for the last few weeks (this was being addressed internally) and Cecilia Henze was on holiday (Easter). Members discussed the timing of meetings and asked that meetings be arranged where possible to support student governor attendance;
- iv. a discussion on the level of support provided for student governors of a multi-site college. The CEO advised that student governors are made aware of the commitment required as part of the election process. Student governor also meet with the Clerk and CEO to talk through the challenges facing the college and their role;
- v. James Wisdom advised that he had attended 6 of the 7 meetings of the Governing Body. This did not affect the overall percentage attendance for governors at Governing Body meetings as this related to personal attendance. James Wisdom's attendance at governing body meetings was 86% and not 71% as recorded;
- vi. the Chairman asked governors to check that their attendance at meetings had been recorded correctly and asked that the Clerk be advised of any amendments;
- vii. governors discussed their performance targets for attendance at meetings and felt that these were appropriate. The Clerk advised that these were consistent with performance targets in the Sector.

6.5 Governor Training for 2008

NOTED

- i. an additional training event being held by the Learning and Skills Improvement Service on the 28th April 2009 entitled "College Involvement in Academies";
- ii. Governors were asked to contact the Clerk if they wished to be registered for any training events;
- iii. Sam Bell had attended the 2009 Annual Governance Conference on the 24th-25th March 2009. Sam Bell provided governors with a brief overview of the conference:
 - Self Regulation had featured highly. The CEO advised governors that the FE sector was encouraging colleges to take advantage of the options available for self regulation. Capel Manor was not independently pursuing this option at the present time but was supporting this as an active member of LANDEX (which was being encouraged to take on a regulatory role);
 - Governor recruitment had also been discussed in detail with the emphasis on developing diversity strategies for the recruitment of governors;
- iv. Sam Bell was registered to attend the course being organised by the Learning and Skills Improvement Service on the 27th April 2009 entitled "Disability focus – achieving disability equality in the FE system";

- vi. governors asked that training information be circulated as soon as it is received by the Clerk.

7. REPORT OF THE CHIEF EXECUTIVE

RECEIVED paper 7, report of the Chief Executive for information

TABLED supplementary report of the Chief Executive for decision

7.1 Update on issues relating to the Machinery of Government changes and the Apprenticeships, Skills, Children and Learning Bill

NOTED that the college awaited a response to the CEO's second letter to the Minister dated 31st March 2009.

7.2 London Regional Themes – Food Security

NOTED that:

- i. London is increasingly alert to its dependence on food supply networks. A House of Commons special committee had met to discuss this issue;
- ii. the Head of College advised that the college had links with a small initiative with Enfield schools (supported by the London Borough of Enfield) to increase local food production;

7.3 Mayor's day – 13th June 2009

NOTED that the Chairman drew governors' attention to Mayor's day and asked for their support at this high profile event.

7.4 Other items covered in the report of the Chief Executive

NOTED the report of the Chief Executive also provided an update for the Governing Body on the following:

- LSC London – Confirmation of Strategy, April 2009 to March 2010
- Capital Programme developments
- London Regional Themes – GreenSpace and Animal Welfare
- Olympia "One Life Event" and other promotional activities
- Investors in People award
- LSC announcements

7.5 Tabled supplementary paper to the Report of the Chief Executive – Final funding allocations from the LSC for 2009/2010

NOTED that:

- i. colleges in the FE sector had been more successful in achieving objectives than the Government anticipated and funds to support the over-achievement were limited;

- ii. the reduction of £242,000 (£300,000 including the inflation factor) in the contract for 16-18 Learner Responsive Funding for 2009/10. The target of 435 learners in 2008/09 had not been achieved by the college. As a result the target had been reduced by the LSC to 392 learners for 2009/10;
- iii. the LSC had not clawed back funding from colleges for the under-achievement of its 16-18 target during the 2008/09;
- iv. the increase of £76,000 year-on-year for 16-18 Apprenticeships;
- v. a reduction year-on-year of £79,000 (equivalent to £160,000 after inflation) in the Adult Responsive contract;
- vi. the need to refocus adult provision on areas where funding was guaranteed longer term;
- vii. the college was doing well with its Adult Apprenticeships and Train to Gain 2008/09 contract. The contract for 2009/10 was still to be negotiated for this area of the college's provision;
- viii. the need to ensure the percentage success rates for students funded by the Adult Apprenticeships and Train to Gain contract during 2008/09 was high. It was anticipated that funding would be allocated to providers with high achievement rates. The Head of College advised that success rates were currently high;
- ix. the cost of paying annual increments to salaries for those who qualify (approximately £150,000) would also need to be included in the budget for 2009/10;
- x. governors discussed the possibility of a shortfall in the region of £600,000 and the need for a strategy to address this whilst ensuring resources are focused on productive areas and they are also encouraged to grow;
- xii. the CEO felt the college should focus on issues where officers were reasonably confident about what could be achieved with the LSC;
- xiii. the trend in recruitment of 16-18 year old students had been increasing over the last few years although for 2008/09 the college had not achieved its target (which was a 25% growth over the previous year). The CEO felt the college should continue with its long term strategy to achieve its 16-18 numbers. The risks of this strategy were discussed by governors;
- xiii. governors felt the recruitment of 16-18 year old students was being encouraged by Government particularly in light of the responsibility for funding such students being transferred to local authorities;
- xv. governors were of the opinion that resources should follow student numbers but recognised the issues associated with managing the difficult times ahead to achieve growth. Governors felt expenditure to achieve growth should be minimised and the college should not be over-anxious if ambitious budgets were set;

- xvi. the Head of College felt the recruitment of 16-18 year old students was likely to be in the region of 440 in 2009/10. Demand was significantly higher than at this time last year. The college had already received 300 applications and many potential students had been interviewed;
- xv. governors were unanimous in their support for the proposal to continue with the existing strategy of increasing 16-18 enrolments;
- xvi. the need to devise an outline budget for 2009/10 in the next four weeks to enable work to start on refocusing resources to ensure the new targets can be delivered in budget;
- xvii. as approval of the budget cannot be delegated by governors, an emergency meeting of the Governing Body would be convened towards the end of May/early June.

RESOLVED:

- i. that a sub-group of Governors be created comprising the Chairman of Governors, Chairman of F&GP and Chairman of Health and Safety to consider the overarching strategy to inform:**
 - a. consideration of an outline budget prepared by SMT as a working document for submission to the Governing Body;**
 - b. consider and approve for recommendation to the Governing Body any change in focus and priorities necessary to enable the budget to be delivered from the 1st August 2009.**

8. RESPONSE TO THE CURRENT CHALLENGES – A STRATEGIC OVERVIEW

RECEIVED paper 8, report of the Chief Executive for information

NOTED the report of the Chief Executive provided an update for the Governing Body on the following:

- 2008/09 changes “in year” to the college’s income profile
- 2009/10 year – negotiations with the LSC
- Changes in the 2008/09 “other income” targets
- Property issues: LSC Capital funding, centres development and sponsorship
- The college’s risk review and the need to update this.
- The need to review of the college’s Communication Strategy

9. REPORT OF THE HEAD OF COLLEGE

RECEIVED paper 9, report of the Head of College for information

9.1 Student Success – Achievement and Targets

NOTED:

- i. the success rates for longer short courses had dropped by three percentage points although they were still one percentage point above general FE benchmarks but two points below land-based specialist benchmarks;
- ii. most colleges have a mixture of length of course in their short course provision;
- iii. Capel Manor has a high proportion of “longer” short courses and therefore comparisons were not always on a “like for like” basis.

9.2 Student Retention 2008-09

NOTED:

- i. the excellent levels of retention reported on the college’s Goldmine Management Information software. The Head of College advised that the majority of students who stay for two terms stay on for the third term of the year;
- ii. the benchmark figures were for general FE colleges.

9.3 National Developments

NOTED:

- i. the Head of College had attended a new DCSF (Department for Children, Schools and Families) road show presentation hosted at the Enfield campus on 24th March 2009;
- ii. answers to some significant questions raised in the discussion session were less clear than others. The Head of College reported these questions to James Wisdom in his capacity as Chairman of Curriculum and Quality Committee. As a result James Wisdom posed these questions in a letter to Jim Knight, Minister of State for Schools and Learners;
- iii. the letter attached as Appendix C was a draft of the final letter to the Minister of State for Schools and Learners but essentially covered the same points;
- iv. a response to the letter to the Minister of State for Schools and Learners was awaited;
- v. Governors thanked James Wisdom for raising the college’s concerns and queries around the unfolding changes to education and training for 14-19 year olds;
- v. the report of the Head of College also provided an update for the Governing Body on the following:
 - Student Recruitment 2009
 - Project Activity – current and potential future projects
 - Curriculum Development: NPTC, CGLI, NOCM and Foundation Degrees – Garden Design and Horticulture
 - Contract update
 - Regional developments

10. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 19TH MARCH 2009

RECEIVED the minutes of the Finance and General Purposes Committee meeting held on the 19th March 2009

NOTED the following papers had been provided for governors' information:

- Management accounts for the period up to 31st January 2009 Paper 10a
- Revised budget and cash flow for 2008/2009 Paper 10b
- Update on negotiations with the LSC re. 2008/09 and Subsequent funding Paper 10c

10.1 The National Gardening Centre

RESOLVED that:

- i. in principle agreement be given to the concept of the negotiating shared profit arrangements with partners who help the college increase the revenue generated from visitor activities;**
- ii. legal advice is sought to ensure the college can enter into such arrangements and that the management of such projects is administered through a separate trading entity possibly Capel Manor Ltd (if it is deemed that this is necessary/most appropriate).**

10.2 Outdoor Classroom Project

RESOLVED to approve the funding of an outdoor garden utilising funds raised from sponsorship and from within existing budgets (as already allocated by Governors for garden developments in 2008/09).

10.3 Additional signatory on the bank mandate

NOTED that Finance and General Purposes Committee authorised the Chairman (of F&GP or Governors as appropriate) and the Chief Executive to sign the notification of change of bank signatory to ensure the Finance Director was authorised to sign cheques on his appointment from the 20th April 2009.

10.4 Approval of the application to allow the Corporation to use the telephone banking facility offered by the Bank of Scotland (Additional to the minutes of Finance and General Purposes)

NOTED that:

- i. the Chief Executive advised that as part of the tender process for banking services with the Bank of Scotland the college had made an application for telephone banking. In order to approve the application the Bank of Scotland required a minute from the Governing Body. The Bank of Scotland had provided a form of words for the Corporation which are used below.**

- ii. Governors had seen the application form previously completed when the college had gone through the process of changing banks and the terms were carefully considered;
- iii. the execution and delivery of the Application did not result in any breach of any restriction imposed by the Instrument and Articles of Government or any legislation or code of conduct of the Corporation.
- iv. governors were of the unanimous opinion that Janet Hughes-Hallett, Karen De Roche, Sue Burnham and Luisa Wilson, on behalf of the Corporation, should be authorised to act as nominated users in terms of the telephone banking facility, notwithstanding the terms of any existing mandate held with the Bank of Scotland;
- v. governors were of the unanimous opinion that execution of the Application by Janet Hughes-Hallett and Stephen Dowbiggin should be approved and ratified in order to make the said telephone banking facilities available and that it was in the interests of the Corporation and incidental to the attainment of its objects for it to do so.

RESOLVED that:

- i. **the Application be approved in the form produced subject to any amendments, deletions or additions agreed in accordance with paragraph ii.**
- ii. **Janet Hughes-Hallett and Stephen Dowbiggin be and are authorised to agree any amendments, deletions or additions to the Application and the terms of the signed Application are hereby ratified;**
- iii. **Janet Hughes-Hallett, Karen De Roche, Sue Burnham and Luisa Wilson be and are hereby authorised to act as nominated users in terms of the telephone banking facilities;**
- iv. **Janet Hughes-Hallett and Stephen Dowbiggin be and are authorised to approve, complete, execute and deliver any other document(s) as (duly witnessed if so required) may be validly executed on behalf of the Corporation in that manner in accordance with the requirements of the applicable law and do all such other acts and things as may be necessary pursuant to or in connection with the Application on behalf of the Corporation.**

10.5 Management accounts for the six months to 31st January 2009

NOTED that Governors received and accepted the management accounts.

10.6 Revised budget and cash flow for 2008/09

NOTED that:

- i. a proportion of the funding for Train to Gain activity is not paid to the college until candidates have successfully completed their programme. It was therefore a concern that if students did not complete by 31st July 2009 the college would not be able to “draw down” all the funding it had budgeted for. The Head of College advised that the position was being monitored and every effort was being made to support students in completing their programme;

- ii. the college was slightly ahead of profile in the case of projected income from shows and events. Even if the current level of visitor numbers was drastically reduced due to weather etc. SMT felt the maximum variation here would be £50,000 to £60,000 adverse;
- ii. an overall sensitivity analysis had identified a “worse scenario” situation of a reduction of £100,000 in income. If this occurred the college could be as much as £70,000 in the red at the end of the year. Finance and General Purposes Committee spent a long time discussing the SMT’s view that this was a risk worth taking.

RESOLVED that:

- i. **the revised budget for 2008-09 as detailed in Appendix 1, column A, of paper 10b be approved;**
- ii. **the revised rolling cash flow forecast as detailed in Appendix 3 of paper 10b be approved;**
- iii. **that Governors note that the revised revenue budget shows a small reduction in the planned surplus (of £2,385) but that F&GP felt this requires Governing Body approval, because the movement in several of the budget figures is in excess of £50,000.**

10.7 Update on negotiations with the LSC re. 2008/09 and subsequent funding

NOTED that the planned numbers negotiated with the LSC by officers of the college for the planned numbers for 2009/10 would be discussed further in the light of the LSC grant and will become the subject of discussion with the sub-group (*refer to supplementary paper to agenda item 7 – report of the Chief Executive*)

RESOLVED to adopt the planned numbers negotiated with the LSC by officers of the college for the planned numbers for 2009-10 as negotiated with the LSC by officers of the college and as attached as an Appendix to paper 10c.

10.8 Update on college Property Strategy and the Application in Principle for LSC capital funding

NOTED that:

- i. the cost of building a new Animal Care facility and animal area would be in the region of £3 million;
- ii. the cost of replacing the Arboricultural teaching buildings in the frame yard would be £800,000 maximum;
- iii. possible sponsorship of £200,000 towards the cost of the Arboricultural teaching buildings in the frame yard.

RESOLVED that:

- i. the revised Property Strategy be adopted;**
- ii. the college progresses with gaining planning permission for the Enfield site developments, this to include seeking outline planning permission for the whole project and detailed planning permission for the Animal Care building and the replacement of the wooden shed Arboriculture/Countryside skills workshops (maximum funding £80,000);**
- iii. officers prepare a costed feasibility plan for Governors' consideration to:**
 - a. build a new Animal Care facility and animal area;**
 - b. replace the Arboriculture teaching buildings in the frame yard;**
- iv. officers seek permission from the LSC as appropriate before commencing with the project;**
- v. officers be empowered to continue to make proposals to Governors on progressing other aspects of the property strategy as and when opportunities arise, including:**
 - a. the tree station project;**
 - b. development of Forty Hall Farm (funded from ring fenced funds);**
 - c. the development of one of the college's centres (as included in the AiP);**
 - d. other improvements at centres (as part of minor capital works) as appropriate.**
- vi. Officers seek legal advice on the tree station or other projects as appropriate before seeking Governors approval to progress with such projects.**

10.9 Gardens Master Plan

RESOLVED that the main theme of the Governor training session before the governing body meeting on the 22nd July 2009 should focus on the gardens and estates and familiarising governors with all the plans/developments.

11. MINUTES OF THE MEETING OF CAPEL MANOR LIMITED HELD ON THE 2ND DECEMBER 2008

RECEIVED the minutes of the meeting of Capel Manor Limited held on the 2nd December 2008.

At this point of the meeting the Chairman of the Audit Committee advised governors that the scheduled meeting of the Audit Committee had not been convened due to insufficient business. All outstanding business would be considered at the summer term meeting.

12. MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING HELD ON THE 19TH MARCH 2009

RECEIVED the minutes of the Curriculum and Quality Committee meeting held on the 19th March 2009

NOTED:

- i. members discussed the process for managing quality improvement within the college. Quality improvement is driven by the Quality Improvement Plan (QIP) which is an important document.
- ii. the QIP is written by Heads of School and their teams and therefore staff have ownership of the document which is important;
- iii. the Head of College advised that John Bennett and James Wisdom had provided some helpful advice to sharpen the document. The LSC had also provided advice on SMART targets.
- iv. the Head of College felt it would be helpful if detailed and structured internal moderation was undertaken earlier in the process and this would be introduced;
- v. minor amendments to the Quality Policy.

RESOLVED:

- i. to commend the Quality Policy as amended following review;**
- ii. that review would continue to be undertaken by the Committee annually from July 2010 prior to final consideration by the full governing body**

13. MINUTES OF THE ACADEMIC BOARD MEETING HELD ON THE 25TH FEBRUARY 2009

RECEIVED minutes of the Academic Board meeting held on the 25th February 2009.

14. REPORT OF THE DIRECTOR OF ESTATES AND BUILDINGS

RECEIVED paper 14, report of the Director of Estates and Buildings for decision

14.1 Horsenden Farm, Ealing

NOTED

- i. that if the availability of facilities at Horsenden Farm, Ealing could be secured, the accommodation could be adapted to provide animal care resources to complement those already available at Gunnersbury Park and Brent Lodge Farm and facilitate further expansion in recruitment;
- ii. that consideration was also being given to offering environmental studies at Horsenden Farm, Ealing if facilities were made available.

RESOLVED:

- i. to approve expenditure up to £35,000 inclusive of VAT to enable animal care courses to be offered at Horsenden Farm from September 2009 (to enable expansion of student numbers);**
- ii. that once the lease terms are agreed between the London Borough of Ealing and the college this is reported to the next meeting of the Governing Body;**
- iii. that the outturn figures for the completed project be reported to the November meeting of the Finance and General Purposes Committee.**

14.2 Update on vehicle purchasing

NOTED that:

- i. one minibus would be a replacement vehicle and one an additional vehicle to the college's fleet of minibuses which would result in some additional running costs;
- ii. the purchase of two small light commercial vans would be cost effective as staff often use their own vehicles and claim mileage expenses.

RESOLVED:

- i. to approve an increase in capital funding from £14,000 to £17,600 inclusive of VAT;**
- ii. to approve the purchase of two pre-owned low line LDV minibuses (with one to be fitted with an additional tachograph to enable it to be used on European trips);**
- iii. to approve the purchase of two small light commercial vans to act as general pool vehicles for servicing student visits and general deliveries / collections from the Centres.**

14.3 Links with the Worshipful Company of Gardeners

NOTED that:

- i. over the last twelve months, the college has hosted (with SMT's approval) a small number of specialist gardening and flower arranging courses for the Freemen and Livery members of the Company;
- ii. members of the Court had requested whether the Company can extend the service to include other members of Liveries closely associated with the Gardeners' Company.

RESOLVED:

- i. to endorse SMT's support to host further Worshipful Company gardening and flower arranging days at the college;
- ii. that these are offered on the basis that there will be no cost to the college (or if there is any cost incurred, it will be met from fees charged).

15. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 12TH MARCH 2009

RECEIVED the minutes of the Personnel Committee meeting held on the 12th March 2009

NOTED:

- i. the post of Health and Safety Coordinator remained vacant. At the appraisal of the Director of Estates and Buildings the deployment of limited resources within the Estates Section was discussed along with the need for a cross-college integrated approach to Health and Safety;
- ii. the college has dedicated Health and Safety Champions at centres and the newly convened Health and Safety Working Group is working extremely well to support Health and Safety cross-college;
- iii. Health and Safety training is well embedded cross-college;
- iv. based on the Ofsted inspection and internal audit review, the quality of Health and Safety regulation in the college was judged as "good";
- iv. consideration was being given to delivering the Health and Safety function of the college without necessitating the employment of another dedicated Health and Safety Officer;
- v. members had discussed in some detail management training and the introduction of a new performance management scheme with competences proposed by the Personnel Manager;
- vi. members had been impressed with the generic competences and performance management scheme and the management training programme the Personnel Manager had introduced;
- vii. governors congratulated the Personnel Manager on the major contribution he had made to the personnel function since his appointment.

16. TO RECEIVE THE FORMAL RESIGNATION OF THE CLERK WITH EFFECT FROM 1ST AUGUST 2009

RECEIVED the formal resignation of the Clerk with effect from 1st August 2009

17. DATE OF NEXT MEETING: Governor training at 4.00pm followed by a full Governing Body meeting at 6.15pm on the 22nd July 2009.

