

**The Corporation
Ealing, Hammersmith & West London College**

**Minutes of the meeting of the Governing Body held on 23 May 2013
at Hammersmith campus**

Meeting began 6.00 pm
Chair: Sarah Dhanda

Item 1.

COR 13/17

Present and Apologies

1. Present

Valerie Amato	✓	Andrew Jackson	x
Paula Bailey	✓	Iain Mackinnon	✓
Melbourne Barrett	✓	Abdiqani Ahmed Muse	x
Julia Clements-Elliott (through Item 4)	✓	Brian Reeves	x
Hilary Cowell	✓	Christine Whatford (from Item 3)	✓
Sarah Dhanda	✓	Paula Whittle	✓
Lucy D'Orsi	x	Richard Willmer	✓

2. Apologies for absence: Brian Reeves.

The meeting was quorate throughout.

3. In attendance (as noted in the Minutes):

Mark Sellis-Deputy Principal Professional Services and Planning,
John Humphreys- Assistant Principal Human Resources and Change Management,
Emma Jarman-Assistant Principal Curriculum,
Jane Hadsel - Clerk to the Corporation.

4. Declarations of interests:

Valerie Amato said she had recently started employment with Common Purpose, a not-for-profit organisation; she said she was not aware that this potentially caused any conflict of interest with the College but declared this as a change in her register of interests.

5. Chair's introductions and announcements:

The Chair, on behalf of the rest of the Governors, thanked Richard Willmer for his contribution as a staff Governor for the past five years; this was his last Board meeting. The Chair noted that this is this the last meeting attended by Emma Jarman, Assistant Principal Curriculum; Governors thanked her for her work at the College.

Item 2.

COR 13/18

Report COR13.19

1. The Minutes were approved with the following two additions:

COR 13/07The Principal's Report

COR 23.5.2-13: Equality & Diversity: it was agreed to strengthen the action in response by the Board and to affirm that Governors would use as a starting point in considering policies for approval whether a policy might in any aspect adversely affect any group of learners.

Minute COR 13/11 Governors' Reports from Term 2 Department Review Boards

COR 23.5.2013: Iain Mackinnon said he would like to augment the minute with his observation he had made that while the DRB information had been put together with Ofsted in mind at the Business & Retail DRB had attended, he had also commented that the DRB had not offered a business view of the department, noting that there had not been any financial information. This had led him to question the extent to which the DRB was a useful mechanism for monitoring departments as businesses.

2. Matter Arising Not on the Agenda or in the Reports:

2.1 COR 13/06 The Strategic Plan 2012-13

It had been agreed that the Principal would present a monitoring report back to the May Board meeting.

COR23.5.2013: The Chair explained that due to the other urgent items on this agenda she had agreed with the Principal that that an end of year report would come to the July meeting.

ACTION: Strategic Plan Monitoring Report to Board July meeting

2.2 Matter Arising COR 13/07 The Principal's Report

Preparing for Ofsted: The Principal had said that the SMT has briefing sheets, which are basically ready; and that these would be sent to Governors when an Inspection might be notified, normally on a Thursday for an Inspection in the following week.

COR23.5.2013: The Principal was requested to send these briefing sheets to Governors following this meeting.

ACTION: Briefing sheets for Ofsted to be sent to Governors

3. Matters Arising Reports on the Agenda:

3.1 Appointments Committee report back

Report of the Committee Chair
Report COR13.20

The Board noted that progress had been made.

3.2 Matters Arising Strategic Planning Awayday Actions report back

Report of the Clerk
Report COR13.21

The Board noted that progress had been made. As previously agreed, this monitoring report would come to Board meetings for the rest of this year.

ACTION: Monitoring report to July Board meeting

Item 3.
COR 13/19
Finance

Re-Forecast to year end 2012-13, 9 Month Management Accounts to 30 April 2013
Reports of the Principal and Deputy Principal
Report COR.13.22

1. The Chair asked the Principal to explain the current financial position and what the likely scenario for the end of year position might be. The FGP meeting on 2 May had not accepted the 8 Months Management Accounts report presented to it. FGP had asked the Principal and the Deputy Principal to rewrite the management accounts report; this report was sent to all Governors on 10 May.
2. The Principal said that the best estimate at this time was that there was still a high risk of a shortfall in delivering the adult SFA funded allocation. She said that the impact of this could be a deficit of £220k, which was based on the assumption that the majority of the adult skills budget would be delivered. Since the May FGP meeting there had been some progress in improving the accuracy in the financial reporting as well as the rolling out of a number of initiatives to deliver more of the adult allocation in the time still remaining in this financial year. Governors asked if this activity was planned or new or untried: the Deputy Principal said that some of the programmes were planned and that there was sufficient staffing resource. Governors asked to what extent are costs stripped out for this year deferred to the next financial year and how much more efficiency savings are possible in the year remaining. The Deputy Principal said that some more efficiency gains are possible.
3. It was noted that the process for FGP to receive regular learner numbers reports with management accounts had not been smooth this year; the FGP Chair commented that there did not appear to any financial reports or management accounts on the staff portal. Governors had expected the routine learner numbers report with the management accounts to this Board meeting. Governors had also asked for assurance that the College is within its financial covenants. The DP said these reports would be sent following this meeting.

ACTION: Learner Numbers for 9 months Management Accounts and
Financial covenants report back to be sent to Governors

The next minutes was confidential due to staff confidentiality.

The SMT present withdrew for the next item of business on the basis that this was about recruitment of senior posts; the Assistant Principal HR remained at the request of the Principal.

Confidential to the Board

Item 4.
COR13/20
Structure of the Principalship
Report of the Principal
Report COR13.23

The Deputy Principal and AP Curriculum re-joined the meeting.

Confidential to the Board and the SMT on the basis that the proposal was commercially sensitive and had not yet been publicised.

Item 5.

COR 13 /21

Learner First Commitment for Staff

Report of the Assistant Principal Human Resources and Change Management

Report COR13.24

Item 6.

COR 13 /22

The Principal's Report

Report COR13.25

1. The Board focused discussion on the information item about a proposal to manage the Building and Construction department by appointing a consultant. The Chair had asked the Principal to inform Governors about the proposal as the B&C department's performance has been an issue of major concern. The Board began a discussion as to whether this was an operational issue or if needed Governor level of approval.
2. The Assistant Principal Curriculum offered her view that the department is too damaged to be turned around from within. The Principal confirmed that the College had failed to appoint a replacement head of department.
3. Governors were not adverse to the proposal in principle and agreed that this was an innovative approach; they had wanted to make sure how it would be monitored and that the parameters of a consultancy were clear in relation to the College provision and College staff. The Principal said she thought it could take up to three years for the department to recover and improve; the contract would be set up with a view to returning the management of the department to the College. The Board concluded that it appeared to be an operational decision for the Principal, who confirmed that there would be report to the Quality Committee addressing the questions which Governors had raised.

ACTION: Report on B&C management to Quality Committee June meeting

Item 7.

COR 13 /23

Commercial Business Plan

Report COR13.26

The Board noted that the report had not yet been approved by the SMT; and therefore they agreed it should be deferred to F&GP Committee meeting following SMT approval. Governors were asked to provide any feedback via the Chair of F&GP who would liaise with the SMT Director.

ACTION: FGP meeting June 2013

Item 7.

COR13 /24

Amendments to the Articles of Government

Report of the Clerk

Report COR13.27

The FGP Chair presented the recommendations for changes to the Articles 1 and 11, designed to alleviate pressures in senior staff workloads and to enable senior staff in the Principalship to suspend and dismiss staff with any appeals heard by the Principal: and for any student expulsions and suspensions to be implemented by Heads of Departments with appeals to any member of the Senior Management Team. The amendments were approved.

Item 8.
COR 13 /25
Finance & General Purposes Committee:
Draft Minutes of the meeting 2 May 2013
Report COR13.28

Received.

9.15 pm

The DP, AP HR and AP Curriculum withdrew for the remainder of the meeting.

The Principal and Clerk withdraw for the remainder of the meeting on the basis that the business in Item 9 directly related to them.

The Minute of the following discussion was not confidential.

Item 9.
COR13 /26
The Remuneration Committee
Report back from the Committee meeting 2 May 2013
Oral Reports of the Chair and the Committee Chair

1. The Board asked the Remuneration Committee Chair, Iain Mackinnon, to minute the business in the absence of the Clerk.
2. He orally reported that the Committee had approved proposals by the Chair of the Board, Sarah Dhanda, for better reporting of the results of senior appraisals, namely:
 - i. The Chair would report annually to the Committee the results of her appraisal of the Principal;
 - ii. The Chair would report annually to the Committee the results of her appraisal of the Clerk;
 - iii. The Principal would report annually to the Committee the results of her appraisal of her direct reports.The Board approved these arrangements.
3. The Chair of the Board then reported to the Board the key points of her most recent appraisal of the Principal and the Clerk, which Governors considered.

Item 10.
COR 13 / 27
Publication of Minutes and Reports

Confidentiality noted the minutes for the reasons stated

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Chair

date

Meeting ended 10.00 pm