



Board Meeting

Monday 21st March 2016

Minutes

Present:

Independent Members:

Cindy Berman
Lynn Blades
Ben Charles
Fernando Garcia
Delia Goldring
Peter Green
Peter Hammond
Clive Hazlehurst
Fenton Higgins
Milton McIntosh
Helen Pettifor
Ian Phillips (Chair)
Hem Savla

Associate Members:

Shaz Saraf
Gloria Wells

Parent Member:

Sian Harris

Staff Members:

Peter Murphy

Student Members:

Akash Varia

Principal:

John Rubinstein

Clerk to the Governors:

Beth Yap

In Attendance:

Amanda Forshaw
Carol Kirkland
Ian Hooper
Rebecca Sharp
Peter Thompson

1.	Governance
2.	Minutes
3.	Matters Arising
4.	Principal's Report
5.	Strategic Item: Academisation and Area Reviews
6.	Financial Report
7.	Reports from Committees
8.	CIF 2016
9.	Risk Management
10.	AOB
11.	Dates of Next Meetings

Minute	Decision
1.4	<i>To reappoint Ben Charles as an Independent Member for a further term of four years.</i>
1.5	<i>To reappoint Fenton Higgins as an Independent Member for a further term of four years.</i>
1.6	<i>To reappoint Milton McIntosh as an Independent Member for a further term of four years.</i>
1.7	<i>To reappoint Helen Pettifor as an Independent Member for a further term of four years</i>
1.8	<i>To reappoint Hem Savla as an Independent Member for a further term of four years</i>
1.9	<i>To appoint Sian Harris as a member of the Quality & Standards Committee for a term of two years.</i>
1.10	To remove Article 21(3) from the Instrument & Articles, which prohibits one company from conducting both the internal and external audits. Also to replace all references of 'CE of Skills Funding' with 'Education Funding Authority'.
6.1	To approve the Management Accounts for the first six months of the financial year

The Board welcomed Akash Varia, Student Governor, and Amanda Forshaw, who will replace Jacqui Grice as Staff Governor, to their first Board Meeting. The Board were informed that Yumna Mobeen has resigned as Student Governor but plans for her replacement are underway.

1. Governance

1.1 Apologies for Absence

Kit Grandison and Jacqui Grice.

1.2 Declaration of Interest

Ben Charles declared an interest in item 1.4.

Fenton Higgins declared an interest in item 1.5.

Milton McIntosh declared an interest in item 1.6.

Helen Pettifor declared an interest in item 1.7.

Hem Savla declared an interest in item 1.8.

Sian Harris declared an interest in item 1.9

1.3 Election of Vice Chair

The Clerk informed the Governing Body that Peter Hammond's term of office as Vice Chair of the Board is due to come to an end in July 2016.

The Clerk explained that, in accordance with 4.10 of the Governance Protocol, she would be writing to all governors and inviting those who are eligible to be elected as Chair or Vice Chair to notify her within four weeks should they wish to stand as a candidate.

1.4 Ben Charles

The Clerk informed the Board that a number of governors' term of office were due to come to an end this academic year and the Search & Governance Committee had advised that these ones be reappointed, as this is an uncertain time within the sixth form sector. The Clerk explained that the Chair of Governors had contacted the governors in question, all of whom had confirmed their wish to serve for a further term.

The Board agreed to reappoint Ben Charles for a further term of four years, given his valuable contribution and areas of expertise.

1.5 Fenton Higgins

The Board agreed to reappoint Fenton Higgins for a further term of four years, given his valuable contribution and areas of expertise.

1.6 Milton McIntosh

The Board agreed to reappoint Milton McIntosh for a further term of four years, given his valuable contribution and areas of expertise.

1.7 Helen Pettifor

The Board agreed to reappoint Helen Pettifor for a further term of four years, given her valuable contribution and areas of expertise.

1.8 Hem Savla

The Board agreed to reappoint Hem Savla for a further term of four years, given his valuable contribution and areas of expertise.

1.9 Sian Harris

Following the recommendation of the Search & Governance Committee, the Board agreed to appoint Sian Harris as a member of the Quality & Standards Committee for a term of two years.

1.10 Instrument & Articles

Following the recommendation of the Search & Governance Committee, the Board agreed to remove Article 21(3) from the Instrument & Articles, which prohibits one company from conducting both the internal and external audits. The Board also approved that all references to ‘CE of Skills Funding’ are replaced with ‘Education Funding Authority’.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 7th December 2015 were approved and signed as a true and accurate record, with minor amendments.

2.2 As part of the items 7.1 and 8.0 were deemed to be confidential, these would be removed prior to the minutes being published on the College website.

BY to upload to web

3. Matters Arising

3.11.0 Governors were reminded to send a picture to Carol Kirkland so an ID badge can be issued.

All governors

7.2 The Strategy Committee to pursue the creating of a separate charity to allow corporate donations.

BY to add to next Strategy agenda

4. Principal’s Report

In addition to his report John Rubinstein informed the Board that the College has received 16 medicine offers, which is the highest on record. The governors also noted the 12 Oxbridge offers received this year and congratulated the College on this success. In response to a question from governors, John explained that another member of staff would pick up the Oxbridge process after Jacquie Grice has retired.

In a response to a question from governors, John explained that the decision to reduce the Pastoral Managers from 3 to 1 was due to a change of focus within the Pastoral Team; ensuring that students are receiving the support to assist them academically.

Ian Hooper updated the Board on the progress of the College's outstanding vacancies. Governors questioned how changes to staffing during term time have impacted on students. Ian Hooper explained that current staff are covering these lessons, which seems to have had minimal impact on students.

The Board requested that the names are removed from the personnel section of the Principal's Report for both the Finance & Operations Committee and Board Meetings.

Ian Hooper to
remove (Board/F&O)

Under admissions, Carol Kirkland informed the Board that the College has made 1118 offers. Governors noted that there has been a decrease in applications but questioned whether this is also the case for quality. Carol explained that the entry criteria has recently been raised so quality should still be high.

Governors requested earlier notice regarding employability sessions run at the College. Akash Varia explained that many students found the employability week extremely useful and showed students the various pathways available to them.

Governors questioned what steps are being taken to address the issues raised by the Student Council. John Rubinstein explained that a meeting with the catering company has been planned to discuss vegan options, plans are underway to create gender-neutral toilets and redesign the social area.

5. Strategic/Training Item: Confidential Item

Confidential item.

6. Financial Reports

6.1 Management Accounts 2015-16

The Chair reminded members that the Finance & Operations Committee had reviewed the accounts for the first six months of the year in detail.

John informed the Board that the College is predicting an end of year surplus of £174k but this is dependent on a number of variances including staffing.

Therefore, the Board agreed to approve the Management Accounts for the first six months of the financial year.

7. Reports from Committees

7.1 Audit Committee

The minutes of the Audit Committee of 25th January 2016 were noted.

7.2 Search & Governance Committee

The minutes of the Search & Governance Committee of 8th February 2016 were noted.

7.3 Remuneration Committee

The Board were informed that a meeting of the Remuneration Committee took place on 8th February 2016 and noted the unchanged Terms of Reference.

7.4 Quality & Standards Committee.

The minutes of the Quality & Standards Committee of 22nd February 2016 were noted.

7.5 Finance & Operations Committee

The minutes of the Finance & Operations Committee of 7th March 2016 were noted.

8. CIF Bid 2016

The Board was presented with the plans for the new entrance and reception area, which forms the basis of the CIF bid. Carol Kirkland informed the Board that she is expecting to hear the outcome of the bid by April 2016.

Governors questioned whether the College would be disqualified from its bid if it ordered equipment prior to a decision being received from the CIF. Carol confirmed that this would not cause any problem.

Governors questioned what the process would be for governing body meetings in the evening. Carol explained that governors' badges would be programmed to allow access into the College.

The Board thanked Clive Hazlehurst and Carol Kirkland for all their hard work on this project.

9. Risk Management

The Board scrutinised the risks for which it had responsibility and were satisfied with the commentary made for each risk.

10. AOB

Governors were invited to the College's drama performances on Wednesday 23rd and Thursday 24th March 2016 from 5pm.

The Chair noted that Jacqui Grice's Term of Office as Staff Governor was coming to an end and thanked her for her contribution, wishing her all the best in the future.

11. Dates of Next Meetings

4th July 2016

BOARD

The meeting concluded at 8:23pm