

Lewisham College

Governing Body

21 May 2008

Agenda

Presentation by Mark Cook, Director of Business Development on Refreshing Services to Employers – Rebranding the Business Development Unit (BDU)

Formal Business

Welcome and ratify Robert Massey's appointment

- 1 Apologies for Absence**
- 2 Declaration of Interest**
Members of the Governing Body and members of staff with significant financial responsibility are invited to declare the nature and extent of their financial or other interest in any business to be discussed at this meeting
- 3 Unconfirmed Minutes of a meeting of the Governing Body held 19 March 2008**
- 4 Matters Arising**
- 5 Principal's Update**
Oral report
FOR INFORMATION
- 6 *Areas of Stewardship**
Report attached
FOR INFORMATION

Strategy, Students and Curriculum

- 7 Deptford Redevelopment**
Report attached
FOR INFORMATION
- 8 Gender Equality Scheme**
Report attached
FOR INFORMATION
- 9 Community Cohesion and Police Liaison**
Report attached
FOR INFORMATION

10 Institutional Review – Management Response

Report attached
FOR INFORMATION

Finance and Audit

11 Management Accounts

Report attached
FOR INFORMATION

12 Funding Update

Report attached
FOR INFORMATION

13 Capital Expenditure Proposals 2008/09

Report attached
FOR DECISION

14 Letter of Engagement for the Audit of Financial Statements and Report on Regularity

Report attached
FOR DECISION

15 Insurance Proposals for 3 years from 1 August 2008

Report attached
FOR DECISION

Governance

16 Annual Calendar of Business

Report attached
FOR DECISION

17 Formal Appointment of Panel to Recruit the new Clerk to Governors

Report Attached
FOR DECISION

18 Unconfirmed Minutes of Committee Meetings

A. Unconfirmed Minutes of the Audit Committee held 11 March 2008

B. Unconfirmed Notes of the Student Forum held 30 April 2008

Other

19 Any Other Business

20 Future Agenda Items

21 Date of Next Meeting – 9 July 2008

Lewisham College

Minutes of a Governing Body meeting held 21 May 2008

Before formal business there was a presentation by Mark Cook, Director of Business Development on “*Refreshing Services to Employers – Rebranding the Business Development Unit BDU*”.

Present:

Sean Ash
John Curry
Monica Duncan
Asquith Gibbes (Emeritus)
Mike Fahey (Emeritus)
Douglas Hands (Chair)
Steve Hoquee
Marlene Oates-Hinds
Clinton Ritchie
Robert Massey
Ruth Silver
Judith Williams
Juliet Williams-Siley

Managers

Dith Banbury
Mark Cook
Nick Edwards
Lyn Gadd
Peter Mayhew-Smith
Cheryl Newsome
Tim Potter
Stephen Lawes

Also in attendance:

Richard Morrison (Clerk)
Dave Sullivan (item 7)
Simone Davies

In Attendance:

Richard Morrison, Clerk to Governors

The Chair welcomed Robert Massey and Simone Davies, Director of Marketing and Communications.

Robert Massey was then ratified as a full member of the Governing Body.

1. Apologies for Absence

Apologies were received from Christine Rose, Mel Saunders, John Sunderland, and Fola Thomas.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of a meeting of the Governing Body held 19 March 2008

The minutes of the meeting were **AGREED** and **SIGNED**.

4. Matters arising

Item 10 Marketing Strategy Report

The Vice Principal Learner and Community Development reported the filling of the vacancy for the Marketing Manager (16 – 18) post.

Item 7 Development Updates

The Deputy Principal reported that VTES would be putting a formal proposal to the College shortly on the creation of an automotive engineering facility.

5. Principal's Update

Students

- The first ever Cultural Industries Summer Arts Festival is to be held from May to July 08.
- The South East London heats UK Skills Contemporary Dance Competition was held on Friday 25 April 08.
- Student behaviour has been significantly better than this time last year with incidents down 44% at Lewisham Way and 60% at Deptford.
- Dr Najmudin complaint was dismissed by the LSC.
- OTIS Lifts recruited 40 students as trainee engineers.

Staff

- UCU Strike Action took place on 24 April 08.
- Interviews for the Clerk to Governors, Vice Principal Learning and Skills and 60 other staff vacancies were underway.
- The Director of HR had resigned.

Sites

- There will be a presentation on the Deptford Redevelopment at the next meeting.

Strategy

- 08/09 Funding Provisional Allocation has been received from the LSC.

- The Brixton Prison Inspection has resulted in the grade being raised from a 4 (Unsatisfactory) to a 2 (Good), an outstanding achievement.
- The Framework for Excellence Inspection Pilot resulted in a grade 1 outstanding being awarded.
- The Employer Advisory Council's first meeting is on 3 July 08.
- The Annual General Meeting will take place in the Phoenix Restaurant on Thursday 3 July 08, 5.00 – 6.00 pm.
- The Visiting Artist Private Viewing follows the AGM at 6.00pm in the Brockley Restaurant and there is a performance of Romeo and Juliet by the School of Supported Learning in the drama hall at 6.45 pm.
- Ofqual the new independent regulator for qualifications was launched on 16 May 08.
- The UK Commission for Education and Skills was launched 1 April 08.
- The College was working with City and Guilds – Centre for Skills Development and Employability research.
- Peer review with other London Colleges is taking place as part of gearing up for self regulation.
- Stephen Lawrence Trust has a whole range of activities to benefit students.
- The Principal has had discussions with Frankie Sulke Executive Director of Children and Young People to raise the profile of 14 – 19 Diploma in CIT.
- There will be a Skills Bill coming to Parliament transferring 14 – 19 responsibility to LEA's giving employees a legal entitlement to train and a statutory entitlement to apprenticeships.

6. Areas of Stewardship

A report was **RECEIVED** from the Clerk to Governors and **NOTED**.

7. Development Updates

A report was **RECEIVED** from the Director of Finance and Corporate Services updating Governors on the progress that was taking place on the College's Funding Application to the LSC regarding the re-development of the Deptford Campus and progress towards the appointment of a developer partner.

The following points were made in **DISCUSSION**:

1. The cost per square metre for the abnormals has gone up and these costs will be investigated further.
2. The Development Partner will be asked to quote for the minimum price for site disposals and this will be compared with the £27m for capital receipts quoted in the report.
3. The college has no borrowing restrictions.
4. The Governors have expressed concerns at the potential levels of borrowing and this is under further discussion with the LSC.

8. Gender Equality Scheme

A report was **RECEIVED** from the Director of Human Resources. The College had published a Gender Equality Scheme as part of its duties under the requirements of Equalities legislation and regulation.

The following points were made in **DISCUSSION**:

1. Asquith Gibbes will continue to steward Gender Equalities and other Equalities issues.
2. Asquith Gibbes was impressed with the progress made.
3. Gender Champions would be at Co-ordinating Group level to enable other managers to concentrate on their day to day work.
4. Gender Equality was at the heart of the College.
5. There was an excellent representation of women at every level of Management.
6. There was a need to work towards a Single Equalities Scheme.
7. Managers will look at how the College was doing on equalities compared to the local community although statistics may be difficult to obtain.
8. There was still a lot of work to do around disability.
9. Disability and ethnicity would be included in future reports to Governors.
10. Managers would review the data presented and to include percentages where appropriate.

9. Community Cohesion and Liaison with the Police

A report was **RECEIVED** from the Vice Principal, Learner and Community Development updating Governors on the work being undertaken by the College to support community cohesion and maintain positive relationships with the police.

The following points were made in **DISCUSSION**:

1. A meeting has been set up with the Police Superintendent, Lisa Crook and the Head of Crime Reduction, Geeta Subramanian to discuss closer links.
2. An approach has been made to Alan Pughsley, the new Borough Commander about having a dedicated Police Officer at the College.

10. Institutional Review – Management Response 2008

A report was **RECEIVED** from the Director of Human Resources outlining the outcomes from the consultation process that was undertaken in respect of the College's Case for Change document: Leading Liminality 2008 – 2012.

The following points were made in **DISCUSSIONS**:

1. The new PAL in Carpentry should read 'a new PAL in Construction'.
2. Of the eight redundancies, some staff took voluntary redundancy.
3. Staff who were made compulsory redundant said they were well treated.
4. Other London Colleges had to make 60 – 80 staff redundant.
5. Staff and Trade Union Representation were proposing very constructive alternative proposals on restructuring of which some were being acted upon and thereby showing that consultation was meaningful.

11. Management Accounts

A report was **RECEIVED** from the Director of Finance and Corporate Services on Management Accounts for the eight months to 31 March 2008.

The following points were made in **DISCUSSION**:

1. An end of year surplus of £0.5 M was forecast (£0.4 M after pension adjustments).
2. It was unlikely that there would be any claw-back from the LSC for not achieving targets.
3. There was a higher than anticipated expenditure on Offender Learning in order to deal with the inspection and to improve the quality of the education being offered.
4. The next Management Accounts balance sheet will include Framework for Excellence scoring.
5. The Finance and Estates Committee was requesting a report setting out what steps would be required to reduce the risk of the Finance Dimension Ratings (FDR) within the Framework for Excellence falling from good to satisfactory as this would affect the College's Framework for Excellence outstanding score.

6. The Financial Policy target that was the biggest concern was the gross contribution forecast being 48% against the target of 51%. This was because the schools' contributions were less than anticipated due to recruitment and retention target numbers being down.

12. Funding Update

A report was **RECEIVED** from the Director of Finance and Corporate Services updating Governors on the funding performance against plans for the current year 2007/08. The appendix set out the reasons for the forecast of £17m FE funding shortfall.

The following points were made in **DISCUSSION**:

1. Skills for Jobs learners need to gain employment within six weeks of starting the course and be employed for a minimum of 13 weeks.
2. Targets were stretched as it was anticipated that the College could tap into 16 – 18 year old students in Greenwich as they had more NEETS (students not in education, employment or training) but when the merger was called off this made recruiting more difficult.
3. In regard to the £1m tender for Skills for Jobs Programme the College would be paid for successful employer based outcomes but had little control over this as access to employers' workplaces to see how students were progressing was restricted.
4. The Secretary of State had announced a new pool of money for Pupil Referral Units (PRU) but it was felt that the College would not want to pursue this as there was already a successful PRU operating in the borough.
5. Secondary schools were doing more vocational courses but it was acknowledged that this presented potential pathways to higher-level college courses.

13. Capital Expenditure Proposal 2008/09

A report was **RECEIVED** from the Director of Finance and Corporate Services.

The following points were made in **DISCUSSION**:

1. The reason for there not being no favourable variance unlike previous years was a) there was an unallocated amount of funds that needed to be reallocated and b) budget holders had not yet indicated what their final spends would be.
2. There will be a small number of projects that will overspend.

It was **AGREED** that Finance and Estates Committee will review targets and forecasts.

It was **NOTED** that Mel Saunders who was not present at the meeting had raised a number of questions in relation to Items 11, 12 and 13. It was **AGREED** that the Director of Finance and Corporate Services would meet with him and answer the points raised.

14. Letter of Engagement For the Audit of Financial Statements and report on Regularity

A report was **RECEIVED** from the Director of Finance and Corporate Services who presented the letter of engagement from Buzzacott for agreement by the Governing Body.

The Governing Body **AGREED** to authorise the Clerk to the Governors to sign the engagement letter to confirm the Corporation's agreement to the terms of engagement of Buzzacott LLP.

15. Insurance Proposals for 3 Years from 1 August 2008

A report was **RECEIVED** from the Director of Finance and Corporate Services presenting the results of market testing the provision of insurances and seeking approval of the recommended option.

It was **AGREED** that the Director of Finance and Corporate Services could finalise contractual arrangements with Zurich Insurance Company for a three year contract with the option to extend by two further years for insurance of all major risks as set out in the in the Appendix of the report.

16. Annual Calendar of Business

A report was **RECEIVED** from the Clerk to Governors providing a calendar of dates for Governing Body meetings in 2008/2009 and an outline of core business for indicative purposes. Subject to a review of Finance and Estates Committee meetings the report was **APPROVED**.

17. Appointment of Clerk to the Governors

A report was **RECEIVED** from the Clerk to the Governors setting out the process for the appointment of a Clerk and sought approval to the setting up of an appointments panel.

Governor **APPROVED** the setting up of the appointments panel comprising the Chair of Governors, the two Vice Chairs and the Principal.

18. Unconfirmed Minutes of Committee Meetings

- 18a.** Unconfirmed minutes of a meeting of the Audit Committee held on 11 March 2008.

The minutes were **RECEIVED** from Monica Duncan.

- 18b.** Unconfirmed notes of a meeting of the Student Forum held on 30 April 2008.

The minutes were **RECEIVED** from Marlene Oates-Hinds.

- 18c.** Unconfirmed minutes of the Finance and Estates Committee held on 7 May 2008 were **TABLED** at the meeting.

The minutes were **RECEIVED** from the Chair of Finance and Estates Committee.

19. Any Other Business

The College Box at O2:

Members were invited to attend an event at the O2. The time and date would need to be agreed and views should be sought on what would be the most appropriate event.

20. Future Agenda Items

There were none.

21. Date of Next Meeting

9 July 2008