



## Corporation

**Draft minutes of the meeting of the Corporation held on Thursday 21 July 2011 at 6.00 pm in the Board Room.**

<b>Members:</b>			
Elliot Butler (EB) (Student Union President 2010-11)	✓	Stan Rose (SR) - Chair	✓
Gerry Byrne (GB)	✓	Councillor Geoff Starns (GS)	✓
John Dryborough (JD)	✓	Colin Vaughan (CV)	✓
Ruth Eisenberg (RE)	✓	Johan Zweistra (JZ)	Apologies
Keith Haywood (KH)	✓		
Garrett Hill (GH)	Apologies	<b>In Attendance:</b>	
Eric Hindson (EH)	✓	Pat Brennan-Barrett (PBB)	Apologies
Naveraj Jassar (NJ)	Apologies	David Holmes (DH)	✓
Paula Moss (PM)	✓	Margo Lindsay (ML)	✓
Noel Otley (NO) - Principal	✓	Wendy Philpot (WP) -Clerk	✓
Liz Pearson (LP)	Apologies	Maria Thompson (MT)	✓
Councillor Paul Rochford (PR)	✓		
Jamie Roper (JR) (Student Union President elect)	✓		

### Item 1 - Apologies for Absence/Declaration of Interest

Apologies were received from Garrett Hill, Naveraj Jassar Liz Pearson and Johan Zweistra.

There were no declarations of interest.

The Chair welcomed Jamie Roper, the new Student Union President and Paula Moss, Teaching Staff Governor, to the Corporation.

### Item 2 - Minutes of the previous meeting

The minutes were agreed and signed as a correct record of the meeting held on the 07 April 2011.

### Item 3 - Matters arising from the minutes of the previous meeting

- Page 5, Item 6.1 – DH confirmed the Barclays loan for the purchase of the Rainham Campus freehold was forward fixed at 4.32% for 20 years with effect from 29 July 2011 with an all in rate of 5.7%.

### Item 4 – Student Services

#### 4.1 Update on Child Protection

ML referred to the Safeguarding report at Schedule 2 and advised this was for information. The following points were highlighted:

Care and Care Leavers as detailed on page 2 of the report. Care and Care Leaver Learners will be eligible for a £1,200 bursary, which the College will allocate. ML advised that she has been in contact with both the London Borough of Havering and Barking and Dagenham Council and at this time it is not known how many of these learners there are. ML clarified these are 16-18 year old learners. Definitions have changed and the approximate figure being worked on is 40. EMA payments have now ceased unless students have previously received this, in which case this will be paid out of the Student Services budget.

Governors raised questions around the comparison in child protection numbers; ML advised there has been no significant change.

Governors felt this was a valuable report which contained a lot of vital and helpful information.

**GOVERNORS' ACTION:**

The Corporation noted the report for information.

**4.2 Student Services Report**

ML referred to Schedule 3 and went through this in detail. The following points were highlighted:

Students have been trained to be peer mentors and this training will continue with other students.

One of the most keenly sought after tutorial topics by the learners is drug and alcohol awareness and it is hoped this will continue.

There was a 100% retention rate for learners who were in receipt of counselling this year.

Awareness Students have been encouraged to become more involved in the organising and delivery of awareness weeks and events. This enables students to use this experience as evidence for the completion of units in the curriculum.

Following the loss of the careers services it was clarified that learners can obtain advice and guidance, in-house, and will receive help with employability skills. The College will maintain a link with the Careers Network in Havering.

Governors thanked ML for the report and acknowledged the amount of work which had been undertaken during 2010-11.

Case Study 4 was highlighted in Appendix 4 and Governors questioned whether this type of mistaken registration is common at the College. ML advised there were some issues initially with the introduction of electronic registers but there are now a number of checks and controls in place. The College recently underwent an external register audit and the results were very positive.

**GOVERNORS' ACTION:**

The Corporation noted the report for information.

Margo Lindsay left the meeting.

**Item 5 – HR**

**5.1 Grievance Policy for Staff who are not Senior Postholders**

The Principal advised that this Policy was presented to the Employment Policy and Finance Committee (EP&F) on the 05 July 2011. The Policy was approved by the Corporation in 2007

and it has since become clear that there were a number of areas which required clarification. The policy has passed through the usual consultation process.

#### **GOVERNORS' ACTION**

The Corporation approved the Grievance Policy for Staff who are not Senior Postholders.

#### **Item 6 – Governance**

##### **6.1 Membership**

The Clerk referred to the recent resignation of Simon Harper and advised work is underway to recruit new governors. She is currently identifying groups within the local community for the Chair to visit.

The Clerk reminded the Corporation that a six month sabbatical from January 2011 was approved for Naveraj Jassar and he was due to attend this meeting. However, work commitments prevented his attendance. The Corporation agreed to extend the sabbatical until the Accommodation Committee? Audit in November 2011.

#### **GOVERNORS' ACTION:**

The Corporation agreed that in order to continue in his role as Governor Naveraj Jassar will be expected to attend the Audit Committee meeting in November.

##### **6.2 Appointment of Chair and Vice Chair**

The Clerk asked the Corporation for nominations for Chairman for 2011-12.

The Principal nominated Stan Rose and this was seconded by Paul Rochford.

Stan Rose accepted the role as Chairman for 2011-12 and nominated Keith Haywood as Vice Chairman, this was seconded by Eric Hindson.

Keith Haywood accepted the role as Vice Chairman for 2011-12.

#### **GOVERNORS' ACTION:**

The Corporation approved the appointment of Stan Rose as Chairman and Keith Haywood as Vice Chairman for 2011-12.

##### **6.3 Annual Review of Standing Orders**

The Clerk referred to Schedule 5 and advised that there had been no significant changes since the Standing Orders were last approved in July 2010. It was clarified that two members from the Student Union will be on the Governing Body, the Student Union President plus one other member.

A discussion took place around the use of the College Seal. DH confirmed it was used for the sale of Harrow Lodge and advice from the College lawyers was that it is only required to be used on land transaction documents.

It was suggested that the subject of 'College Incorporation' should be addressed at a future training day.

#### **GOVERNORS' ACTION**

The Corporation approved the Standing orders for 2011-12.

#### 6.4 Schedule of Corporation and Committee meetings and Calendar of Business for 2011-12

The Chair referred to the draft timetable of meetings for 2011-12 and highlighted the 20 October 'State of the Nation' meeting. The Clerk agreed to liaise with JD on the date for the Accommodation Committee meeting in October.

#### **GOVERNORS' ACTION:**

The Corporation approved the Schedule of Corporation and Committee meetings and Calendar of Business for 2011-12.

#### **Item 7 – Finance**

##### 7.1 Budget for 2011-12

DH referred to Schedule 7 and advised this was presented to, and endorsed by, the EP&F Committee on 05 July 2011.

DH advised that the income for 2011-12 is £1.6m lower than forecast for the current year. Reductions in entitlement funding for 16-18 year olds and lower rates for adult skills have influenced the fall in income.

To compensate for the reduction in income, pay costs are £500k lower compared to the current year; this reflects restructuring and the proposal that there will be no pay award to staff. Net non-pay savings are £1.1m compared to the current year.

The underlying operating surplus for 2011-12 is at £350k, which is £50k better than the budget and forecast for the current year.

The projected cash flow includes provisions for the package of planned building works this summer, which have been kept to a minimum, these include; planning commitments at the Rainham campus and the switching and telephony system upgrade and cyclical replacement of IT equipment.

The projected bank balance at 31/07/12 is £3.9 million.

Full details of the budget for 2011-12 can be found in Appendices 1-3b of the report.

A discussion took place on the robustness of the income figures. DH referred to Appendix 1 and went through these in detail.

The £14.2m FE YPLA funding is relatively secure and there is confidence that the numbers can be met. There is no in-year reconciliation.

ALS is £3.7m, this is secure provided it can be demonstrated that this level of support is generated. There is no in-year reconciliation for ALS.

ALR is £4.6m this includes projected funding generated through the portfolios' which provide a course by course analysis. There is the capacity to bring in more work in the adult skills contract potentially in the form of additional partner delivery.

The Principal advised that if some of the portfolio does not materialise then the related costs will not be incurred. Course teams are predicting higher enrolments for apprenticeships than is showing in the budget. The true position will not be known until the autumn. DH advised income figures across these lines are considered to be prudent by the SMT.

HEFCE figures include an assumed in-year efficiency reduction and a built in 10% provision for non-completions.

Tuition fee figures should be achievable but this will be clearer in the autumn. DH advised that ,in his opinion, the overall budget was prudent.

It was agreed there is always a level of uncertainty and the expectation is that there will be more funding changes for 2011-12, the true impact will not be known until 'customers come through the door'.

**GOVERNORS' ACTION:**

The Corporation approved the budget for 2011-12.

**7.2 Three Year Financial Plan July 2011**

DH referred to Schedule 8 and advised the first year of Three Year Financial Plan reflects the budget, the current year reflects the period nine forecast and included in plan are proposed HE tuition fees for 2012-13. The Plan has been based on current YPLA and SFA funding policy and includes low level of capital investment.

Included is the cost of the access road at the Rainham Campus which was a condition of the acquisition.

By July 2014 the expectation is that the College will have a £5.3m bank balance. The plan is to have a period of consolidation to rebuild bank balances to ensure the College is in a strong position to bid for any capital opportunities in 2/3 years time.

DH advised that the Plan fully complies with financial loan covenants.

Governors referred to point 4.27 of the Plan and asked why the bank balance has increased from £3m to £5m.

DH advised that the expectation is that the SFA will expect college's to match any future capital grant funding with bank balances. DH felt it would be a risk to further increase the College's long-term debt in the current economic environment and a better strategy is to build reserves to help fund future capital investment.

It was agreed that the money would be invested in money market accounts with various banks. DH gave a brief update on the current percentages paid for investments. Governors agreed it was a comfort knowing the money was available if required.

**GOVERNORS ACTION**

The Corporation approved the Three-Year Financial Plan to be submitted to the SFA by the 31 July 2011.

**7.3 Amendment to Tuition Fee and Other Charges Policy for 2011-12**

DH advised this was a minor change to the previous policy following the change in funding arrangements for Foundation Level learners by the SFA. DH confirmed that this was an advantage for both colleges and learners.

**GOVERNORS' ACTION:**

The Corporation approved the amendment to the Tuition Fee and Other Charges Policy for 2011-12.

#### 7.4 HE Tuition Fee Policy 2012-13

DH referred to Schedule 10 and updated the Governors on its background. This was presented to and endorsed by EP&F Committee on 05 July 2011.

HCFHE has a large directly funded HE contract and has a broad range of courses. The Policy is based upon three price bands; £5,500, £5,750 and £6,000 and includes a 5% cash back incentive, when learners complete each planned module of study, to help with achievement.

DH stressed that marketing will be important and it is likely that the Government will introduce a student number control figure with a core allocation to each institution and the opportunity to bid for additional places. As the basis for allocating teaching grant in future years becomes clearer a revision of the Policy may need to take place.

The changes must be implemented by the end of this week for UCAS documentation to be issued to students.

Governors asked what makes HCFHE different from other colleges.

DH advised college's that are tied in with an HEI will have to charge a higher tuition fee. HCFHE has a direct funding contract with HEFCE and therefore has the discretion to set fees at a relatively low level compared to other colleges in this area. The cash back offer is slightly different and this will be included in the marketing.

DH confirmed the student number control applies to full time new starts. The detail of future part-time student control is not yet known. DH advised that at present there is no HEFCE regulation to prevent colleges from offering a cash back incentive.

Governors referred to lower rates and the cap on the number of HE full time students and asked if applications were to exceed the 309 how the extra students will be dealt with. DH advised limits would have to be set on programmes and courses and student numbers would have to be limited for each programme. MT advised that the admissions process is very stringent. The Principal stressed that more students will be beneficial as this will strengthen the College's case for increased allocation for next year's bidding round.

Governors suggested the possibility of sharing the delivery with other providers in the future. It was agreed that this may be a possibility for the future and approval of the Policy is only being sought for the first year.

The Chair felt the Policy had been well thought through.

#### **GOVERNORS ACTION**

The Corporation approved the Higher Education Tuition Fee Policy for 2012-13.

#### 7.5 Treasury Management Policy

DH referred to Schedule 11 and advised that the modifications to the Treasury Management Policy were minor and it had been updated to include the latest 'Standard and Poor's' Credit Rating Definitions as detailed in Appendix 1 of the Policy. The other change was around the minimum credit rating threshold which has reduced from AA to A. DH advised that careful consideration is given as to where the deposits are placed.

The question was raised as to whether advice was sought from fund management advisers. DH clarified this to be the case and the company used (Royal London Cash Management) is one recommended by the college sector purchasing consortium. DH advised HSBC are rated AA but

was not able to give up to date information on credit ratings and agreed to advise Paul Rochord on this.

**ACTION: David Holmes**

The question was raised as to whether there were minimum standards for credit rating. DH advised the A rating was the recommendation of the fund management advisers based on their experience of the market. The only guidance is general statements from the SFA. It was confirmed that money is not invested in overseas banks.

Governors asked what the plan was if the College entered into a lesser rated investment which was then downgraded. DH advised the longest time that any money is placed is for 3 months but in general is for 7 days or overnight.

A discussion took place around whether the College should use brokers, but it was felt that this would tie the college down and it would be preferable to continue to use Royal London Cash Management service when required. It was agreed to leave the Policy wording as it stands, for flexibility.

**GOVERNORS' ACTION:**

The Corporation approved the Treasury Management Policy.

**7.6 Treasury Management Strategy 2011-12**

DH referred to Schedule 12 and advised that this had been presented to and endorsed by the EP&F Committee on 07 July 2011. The proposed Treasury Management Strategy for 2011-12 proposes to set a target bank balance of £3m which is similar to the target for 2009-10. It is expected that the bank balance will be above this target for most of the year with the exception of March 2012 when, due to the grant portfolio, the projected balance is £2.5m.

**GOVERNORS' ACTION**

The Corporation approved the Treasury Management Strategy for 2011-12.

**7.7 Internal Audit Services Re-Tender**

CV, Chair of the Audit Committee, referred to Schedule 13 and advised this report was presented to the Audit Committee on the 23 June 2011. Four tenders were received and all firms were invited to present to a panel which comprised, The Principal, David Holmes, John Hunt, Colin Vaughan and Eric Hindson. It was unanimously agreed by the panel that Scrutton Bland were enthusiastic, aware of the College needs and presented exceptionally well. The Audit Committee recommended the reappointment of Scrutton Bland as the College's internal auditors.

DH gave a brief explanation of what the internal audit entails and advised that it is a requirement of the SFA to appoint internal auditors.

**GOVERNORS' ACTION:**

The Corporation approved the reappointment of Scrutton Bland as the College's internal auditors.

**7.8 Risk Management Policy and Strategy 2011-12**

DH referred to Schedule 14 and advised the Risk Management Policy and proposed activity for 2011-12 was presented to and endorsed by the Audit Committee on the 23 June 2011.

Details of the College's top 20 risks can be found at Appendix 3. The proposed Risk Management Policy is unchanged from the previous year.

The Chair reminded the Corporation of the responsibility of Committees to monitor business critical and high risks relevant to their areas.

**GOVERNORS' ACTION:**

The Corporation approved the Risk Management Policy and Strategy for 2011-12.

**Item 8 – Apprenticeship Training Agency**

DH referred to Schedule 15 and advised that the proposed project was presented to EP&F Committee on 05 July 2011. Paragraph 2.2 of the report summarises progress made, so far, on the proposed project.

There is a strong view with all the partners that this is potentially a valuable project. Barking and Dagenham College (BDC) have progressed further by undertaking a soft marketing launch which has identified a strong appetite from apprentices and employers. HCFHE has not yet looked at demand within Havering but is talking with the London Borough of Havering (LBH). Employer Engagement Managers and will be working on testing demand over the summer. The report picks up some of the issues which were raised at EP&F, in particular the legal structure, the exposure of the Corporation and financial viability.

The legal structure would be a company limited by shares and would limit the Corporation's exposure. There are reputational risks that would need to be monitored by those appointed to represent the College on the Board of the joint venture company.

Financial viability – ATA would be the employer of the apprentices and would only employ them once a contract to take an apprentice on was in place. There will still be a degree of risk with the host employer which would be the responsibility of the ATA to manage. The co-running costs would be minimised in the first year by using existing College staff and systems.

DH referred to the national minimum wage legislation, particularly for adults, this will determine how much needs to be charged to host employers. Other components of the charge will cover 'void periods' and company running costs.

Exit strategy – the college could relinquish its involvement and pass on shares to another organisation.

DH asked the Corporation for its approval in principle for the College to participate in the ATA and the capital contribution of £50,000, with a more detailed report presented for approval at the next Corporation meeting.

The Chair referred to the discussions which took place at EP&F Committee and the fact that some governors were uncomfortable with the project.

The Chair advised there are risks by not participating in the project and reiterated that this was only an agreement in principle at this stage.

A lengthy discussion took place and Governors thanked DH for expanding on the report and addressing the issues raised at EP&F Committee.

It was agreed this was a mechanism for small companies to use apprentices and the question was raised as to whether there was any way an apprentice employment contract could be terminated if the host employer can no longer retain the apprentice to reduce the risk. DH advised that this is possible and provision will be built into contracts, but this could impact on success rates.

Concerns were also raised on the capitalisation of £50k and it was suggested that this might be insufficient and be reconsidered. Reference was made to the use of existing College staff and systems and it was asked if it could be monitored and accounted for to see what the true cost was.

Risk 22 of the Risk Register was referred to, learner record systems for apprenticeships not meeting funding body requirements following a work-based learning inspection; Governors questioned whether this had now been addressed. DH confirmed this to be the case and advised that various reports were presented to Audit Committee in June.

Reference was made to the employment issues and legislation and the fact that the apprentice will be working for a third party; the question was raised around third party responsibility. It was confirmed this would rest with the ATA and employers would be vetted and monitored carefully. DH advised the contract between ATA and host employer will cover this.

**GOVERNORS' ACTION:**

The Corporation gave its approval in principle for the College to participate in the ATA and the capital contribution of £50,000.

It was agreed for EP&F Committee to meet on the 04 October 2011 to receive a paper which will address the issues discussed to include: limited liability; continued responsibility for apprentices if they cease to work for an employer; the sufficiency of the investment of £50k; transparency of structural fixed costs for monitoring purposes. and the identification of clear lines of responsibility. All Governors were invited to attend this meeting.

**Item 9 – International**

**9.1 Delegation of Overseas Visit Authorisation**

MT referred to schedule 16 and advised that in the past Governors have authorised all overseas visits. It is anticipated that overseas visits will increase in the light of the 'Erasmus' funding the College has secured. The 'Erasmus' money is to promote exchanges for staff and students with European universities. HCFHE is one of only a few colleges that have an 'Erasmus' charter.

MT was unsure of the average cost but advised that it was likely to be the cost of two nights accommodation and air fare and will be funded from the 'Erasmus' monies. It was agreed to revisit this should the cost exceed £1k. MT confirmed that international work is reported on at Curriculum, Business and Community Committee and at Corporation.

**GOVERNORS' ACTION:**

The Corporation approved the proposal to give delegated authority to the Principal to approve any overseas visit up to the value of £1k.

MT referred to a recent international development and asked for approval for a trip to India. This is an AoC delegation for 8 days visiting Delhi and Kolkata in September 2011. It has been organised jointly by the AoC and UK India Business Council. It is designed to meet the Government of West Bengal and significant employer organisations then travel to Delhi to meet the National Skills Development Corporation, to take part in the UK India Skills Forum and then onto the India Chamber of Commerce Skills summit. This is an opportunity to develop further international income streams. The College has recently had two successful projects with Nigeria and Iraq.

MT apologised for the lack of paperwork and advised that costs are not yet known as the itinerary has not yet been confirmed by the AoC but it will be in the region of £1,800. MT clarified that this was not an 'Erasmus' project.

**GOVERNORS' ACTION:**

The Corporation approved the trip to India at a cost of approximately £1,800.

**Item 10 – Key Strategic Priorities**

The Chair referred to Schedule 17 and advised that the planning timeline has changed for this year and it was essential strategic priorities are defined and monitored by Committees and the Corporation. Pat Brennan-Barrett is preparing the 2 Year Development Plan which will be available on the intranet.

Governors raised concerns around the numbers and felt they were not in context. It was agreed targets should show a comparison from the previous years and this will be included in future reports.

MT clarified Skills for Life success rates are 75% against 73% for last year. Overarching BME groups, 75% against 71% for last year. 50% of curriculum to offer progression routes to level 4 and above against 40% for last year.

The Chair advised that he has asked PBB to number the priorities, in due course, to assist with monitoring..

A discussion took place on where to set targets e.g. ,set lower and over achieve, or set higher and possibly fail. The Principal advised Ofsted would look at this if a college continually missed its targets. It was agreed targets should be challenging.

MT confirmed generally the College is <sup>or above</sup> at benchmark in most areas. This is a drive to go from 'Good' to 'Outstanding'.

**GOVERNORS' ACTION:**

Corporation agreed the strategic priorities and the key performance indicators for 2011-13.

**Item 11 – Finance****11.1 Management Accounts for period nine (April 2011)**

DH referred to Schedule 18 and went through the key issues.

At the end of April the forecast outturn Underlying Operating Surplus was £300k, in line with period 6 forecast and the original budget.

For period 9 the actual Underlying Operating Surplus is £685k, £343k better than budget.

Period 11 is showing an underlying operating surplus of £800k. With reference to finalising income, the College is in the process of closing out some co-funded projects and the final funding statements from SFA are expected imminently.

Bank balances are stronger than expected and if the Underlying Operating Surplus of £300k is achieved the College will be continue to have a SFA financial rating of 'Good'.

It was clarified that the cut backs made were for next year when funding will be less. Budgets have been managed carefully and staff have experienced a number of restructures and are aware of the need to carefully manage budgets.

DH clarified the forecast bank balance was set in May last year when the budget was compiled and the SFA have continued paying the College on the original budget profile, hence the difference in forecast and actual bank balances.

### **GOVERNORS ACTION**

The Corporation noted the report for information.

#### 11.2 Collaboration and Shared Services Grant

The Chair referred to Schedule 19 and advised he had requested that this Position Statement was produced to clarify why the College had not applied for the Collaboration and Shared Services Grant.

### **GOVERNORS' ACTION**

The Corporation noted the report for information.

#### 11.3 AoC Benchmarking of College Financial Statements 2009-10

DH referred to Schedule 20 and advised HCFHE sits in the middle of most of the measures. The College is in the upper quartile for operating cash flow. It was agreed the benchmarking exercise with local colleges presented at the last Corporation was more useful.

DH agreed to send the benchmarking spreadsheet model to any Governor who is interested in seeing it.

**ACTION: David Holmes**

### **GOVERNORS' ACTION:**

The Corporation noted the report for information.

### **Item 12 – Chairman's Report (verbal)**

Reference was made to the following:

- The dedication and commitment from the staff during the Ofsted inspection, the Chair paid tribute to the inspirational leadership of the Principal and SMT in managing the inspection.
- The long-standing work to acquire the Rainham Campus during a difficult period when the Director of Estates was off on long term sick. The Chair thanked JD for his help during this time and also thanked David Holmes for his commitment in taking on the extra work.
- The amalgamation of two Committees within the College structure chaired by LP. The Chair thanked EB for his excellent contribution as Student Governor and also thanked RE for her assistance in promoting learner involvement via the Student Governor Committee..
- The introduction of a Governors role description and Person Specification for recruitment.
- The introduction of the Chair's Job Description and appraisal process.
- The reduction in the number of meetings and the introduction of the 'State of the Nation' meeting at the beginning of the next academic year.
- The Principal, Chair and Clerk recently met with the Principal, Chair and Clerk of the Sixth Form College and it has been agreed to deliver some joint training. The initial topic will be looking at the Bribery Act. The aim is to build trust between the governing bodies for the future.
- The Chair voiced his disappointment at the resignation of Simon Harper and thanked all Governors for their work and commitment throughout the year.

**GOVERNORS' ACTION:**

The Corporation noted the verbal report from the Chair.

**Item 13 – Principal's Report**

The Principal referred to Schedule 21 and advised that the AoC had recently made its final offer to the trade unions for the pay award for 2011-12, details are as follows:

- a consolidated £200 for those earning below £21,000
- a consolidated £125 for those earning £21,000 or above
- a consolidated £309 for those on Point 4 of the pay scale (i.e. the lowest point on the scale which would then increase to £13,851)

The AoC calculates this at 0.5% of colleges' pay budgets. The Principal's recommendation for 2011-12 is that no member of staff across the College will receive a pay award for 2011-12.

As discussed earlier at the meeting the assumption in the budget is that there will be no pay award for any member of staff for 2011-12. The budget reduction for next year is £1.5m.

It was noted for 2010-11 the AoC recommendation was 0.2% and the Corporation had awarded a 1% pay increase to all staff.

**GOVERNORS' ACTION:**

The Corporation approved the Principal's recommendation of a zero pay award for all staff.

The Principal went through the report and highlighted the following:

The HE white paper presents significant opportunities for the College with the excellent curriculum map this College has.

The Ofsted inspection of Initial Teacher Training, OUVS Institutional Review and the Quality Assurance Agency inspection were huge achievements for the staff. The quality of FE and HE at the College is substantial. The Hair and Beauty successes in the UK Skills National competitions were also highlighted.

The College has been chosen to 'showcase' during the World Skills competition at the Excel on the 05-08 October 2011.

The Principal advised that there has been no information from DfE regarding the recent Sawyers Hall School application to be a designated University Technical College.

The Clerk agreed to ensure all Governors are invited to the World Skills event in October.

**ACTION: Clerk**

**Item 14 – Any Other Business**

1. KH thanked those Governors who contributed to the Chair's appraisal and advised that he will be meeting with the Chair next week.
2. KH thanked the Chairs of Committees who have contributed to the delegated powers debate. This will be brought back with a proposal to the next meeting of the Corporation.
3. PR advised Andrew Ireland, Group Director for Social Care and Learning in the Borough, is leaving to take up post as the new Corporate Director for Families and Social Care for Kent.
4. The Chair wished Elliott Butler all the best for his future career.

**Confidential Business**

**Item 15**

15.1 Review of Pay for Senior Postholders

15.2 Any other confidential business

Meeting ended at 9.30 pm

Signed:   
.....  
Stan Rose (Chair)

Date: ..... 15<sup>th</sup> December 2011

