

**KENSINGTON & CHELSEA COLLEGE
FURTHER EDUCATION CORPORATION
Governing Body Meeting
26th May 2010**

PRESENT: Sheila Porritt (Chair)
Mike Jutsum (Principal & Chief Executive)
Veronica Corben
Margaret Butler
Don Nichols
Alicia Holiday
Vikki Keilthy
Andrew Lamont
Alan Edwards
Wendy Charles-Martin

IN ATTENDANCE: John Fowl (Clerk to the Governors)
Richard Lane (Director of Resources)
Shanie Jamieson (Director of OLASS & Business Development)
June Martin (Head of HR)
Amanda Hayes (VP Curriculum & Quality)

Prior to the formal business agenda the Governors received a presentation of the College Safeguarding Policy and the responsibilities of Governors within it. All Governors had now been given access to the "Pathways" online training resource and a number had successfully completed the safeguarding module. All Governors were encouraged to complete this training. Alicia Holiday was the Designated Governor for Safeguarding and training for her was being arranged and this will be updated every 3 years. There will also be Level1 update training for all governors.

The Board considered whether it required Governors to undergo a CRB check but as they do not have 'significant unsupervised access' to young people or vulnerable adults it was agreed that CRB checks for governors was not necessary. The training for Safeguarding will prepare governors and make them aware of the requirements under the Safeguarding Policy.

GB09/28 Apologies for absence.

Apologies for absence were received from Elizabeth Arnold, David Adams, Colin Matheson, Reg Kerr-Bell.

GB09/29 Declarations of Interest.

There were no declarations.

GB09/30 To Approve the Minutes of the Meeting Held on 23rd March 2010.

The Minutes were approved.

GB09/31 Matters Arising.

There were no matters arising.

GB09/32 To Receive the Principal's Report.

The Board was informed that the College was still absorbing and dealing with the effects of the funding cuts and reductions. All funding allocations had now been confirmed with the exception of funding for HE provision. The changes to the funding streams applicable to the College had been fully explained and discussed at the F&GP Committee.

Further cuts were expected to be announced in the first budget of the new Government.

The Hortensia project was proceeding well and was on target for both time and budget.

Members were informed that the College was preparing a draft budget for the year ahead and this will be presented to the next meeting of the Board for approval. The draft budget included a small provision of 1% for pay awards subject to clarification of the Government's recent statement regarding a 'freeze' on Public Sector pay increases. Governors noted the recommendation of the F&GP Committee to approve the provision of a 1% pay award in the draft budget subject to affordability and clarification of the Government statement on pay. The Principal stressed the need to remain competitive with other college regarding staff pay and reminded governors that there had been no pay award in the previous year.

A view was promulgated that any pay increase should be linked to performance but given the minimal percentage under consideration it was felt this would prove more costly to administer than the 'across the board' amount being awarded.

It was **Resolved** that the report be received and that the Board approves the provision of a 1% pay award in the budget for 2010-2011.

GB09/33

To Receive a Report on the Funding Allocations and Budget Setting for 2010-2011.

Funding allocations for all streams with the exception of HE provision have now been confirmed and the College has commenced work on producing the budget for 2010-2011.

Members were informed that the cost for the Hortensia project was proving less than initially budgeted due to a very favourable tender price. In view of this it was proposed that the Board approves the retrospective replacement of £1.284million of general reserves (disposal proceeds) for the funding of the Transition Centre refurbishment, and a reduction in the Hortensia budget to £14.132m. It was noted that this would not present any problems within the terms of the loan facility from Barclays Bank. The proceeds of the sale of Edge Street had been 'ring fenced' for use on capital projects generally not just the Hortensia building.

It was **Resolved** that the Board approves;

- (i) Reducing the Budget for the Hortensia Project to £14.132million
- (ii) Reapplying the disposal receipts (designated reserve) of £1.284million from the sale of Edge Street, to fund the Park Royal Transition Centre refurbishment, thus releasing the same amount from general reserves for other purposes.

Members noted the decision of the College management to possibly remove some or all of the programmes offered by Partnerships & Franchises, Food Studies, Computer Repair & Maintenance, ER Management, Beauty Therapy, Drama, ICT, Motorcycle repair and Assessors, but it was stressed that all of these areas were under still discussion.

Richard Lane confirmed that an 'Independent Valuation' of the new Building will be undertaken so that a more accurate "Write Down" of the costs can be included in the Draft Budget 2010-2011.

It was **Resolved** that the report be received.

GB09/34 **Enablement & Safeguarding – Policies and Procedures.**

Within the Safeguarding Policy Amanda Hayes explained the process that would be used in monitoring its effectiveness and of maintaining records.

Alicia Holiday requested that as the Designated Governor she would like to be informed of any issues that occur during the first 6 months so that she had a view of what issues were being raised. The Principal undertook to keep her informed. It was suggested that the list of emergency contacts in the policy should also include a contact for children's services and Amanda Hayes agreed to include this.

There was a discussion as to whether the college should record similar cases that occur with students not identified as 'Children or Vulnerable Adults' in the Policy, so that a comparison could be made between the two groups.

Members were invited to pass any comments on the Policy and the wording used to Amanda Hayes for consideration.

June Martin provided Governors with details of the new 'Vetting and Barring Scheme' and the Independent Safeguarding Authority. But stressed there may be changes arising from the change in Government.

It was **Resolved** that the report be received.

GB09/35 **OLASS Report.**

Delivery of contract hours is on target overall. One contract is exceeding target at 103% with another under achieving at 99%. Work was being done to bring both to 100% as no virement was allowed between prisons.

The Probation contract is due to end but the College will continue to support that group of clients through the Transition Centre.

The ISIS prison was due to open in July 2010 and recruitment of staff is progressing well. Governors will be invited to visit the prison when it is opened.

It was intended to bring all staff on to College terms and conditions of employment.

It was **Resolved** that the Report be Received.

GB09/36 **To Receive the Unconfirmed Minutes of the Audit and Finance & General Purposes Committees.**

(i) Audit Committee held on 11th May 2010.

The Minutes of the Audit Committee were received and the resolutions noted. The Board was advised that the Internal Auditor had been commissioned to undertake an investigation into the issue concerning an overpayment of salary to a staff member.

(ii) Finance & General Purposes Committee held on 5th May 2010.

The minutes of the F & GP Committee were received and the resolutions noted.

GB09/37 **To Consider the Re-Appointment of the College Auditors.**

The Audit Committee had recommended that the Board re-appoints the Internal Audit firm and the Financial Statements Audit Firm for the year 1st August 2010 to 31st July 2011.

It was **Resolved** that the Board re-appoints;

(i) MacIntyre Hudson as Internal Auditors for the year ending 31st July 2011.

(ii) Buzzacott as Financial Statements Auditor for the year ending 31st July 2011.

GB09/38 **Any Other Business.**

- a) The Board received the proposed dates for the Board & Committee meetings for the academic year ending 31st July 2011. The Clerk confirmed that some changes may prove necessary depending on the fixture list for Chelsea FC for that year. (This will not be published until end of June 2010).

It was **Resolved** that the dates be approved.

- b) The Board was informed that Don Nichols had reached the end of his term of office as Teaching staff Governor. Nominations for this position have been invited and an election will be required.
The Board thanked Don Nicholls for his contribution during his time as Teaching Staff governor.

GB09/39 **Date of the Next Meeting**

The next meeting will take place on the 7th July 2010 at the Wornington Centre

Signed.....
(Chair of Governors)

Date.....