



KINGSTON COLLEGE CORPORATION

Minutes of a meeting of the
Governing Body held on Thursday 30th June 2011

*(All resolutions passed were the unanimous decision of
the Governing Body unless otherwise stated.)*

Membership:

Dr. J. Farmer	Chairman
Ms. Z. Ahmed*	Student Governor
Mr. J. Azah	
Mrs. A. Bell	
Dr. J. Brumwell	
Mr. D. Cane	
Mr. D. Cheema	
Mr. C. Fogg*	
Mr. A. Hetherington	Staff Governor
Mr. M. Hopkins*	Staff Governor
Dr. D. Mackintosh	
Mr. P. Mayhew-Smith	Principal
Cllr. S. Mirza	
Mr. J. Perry	Vice-Chair
Mr. D. Spratling	
Mrs. J. Wackett*	
Mr. G. Willett	
Mr. S. Zaher*	Student Governor

**Denotes Absence*

In Attendance:

Mr. P. Gray	Emeritus Governor
Ms. L. Ayling	Director of Finance
Mr. S. Bennett	Director Humanities, Business & Science
Mr. R. Lowe	Vice-Principal (Planning & Resources) & Deputy Principal
Mr. M. Tweedale	Acting Vice-Principal (Curriculum & Quality)
Mr. C. Vickery	Clerk to the Governors

The Clerk to the Governors took the Chair for the first three items on the Agenda.

19. Apologies

Apologies for absence were received and accepted from Mr. C. Fogg, Mr. M. Hopkins and Mrs. J. Wackett.

20. Declarations of Interest

Members confirmed that they did not have any pecuniary or other interest in respect of any item on the Agenda.

21. Election of Chair and Vice-Chair

The Clerk asked members of the Governing Body for nominations for the post of Chair.

Dr. J. Farmer was nominated by Mr. D. Spratling and seconded by Mrs. A. Bell. There being no other nominations:

It was **resolved** that Dr. J. Farmer be appointed as Chair of the Governing Body for the forthcoming year.

The Clerk asked members for nominations for the post of Vice-Chair. Mr. J. Perry was nominated by Dr. J. Brumwell and seconded by Mr. D. Cane. There being no other nominations:-

It was **resolved** that Mr. J. Perry be appointed Vice-Chair of the Governing Body for the forthcoming year.

Dr. J. Farmer in the Chair:-

22. Minutes of previous meetings

22.1 Meeting of 24th March 2011.

It was **resolved** that the Minutes of the meeting held on Thursday 25th March 2011, were a correct record and that they be signed by the Chair.

There were no matters arising not covered under the Agenda.

22.2 Meeting of 16th May 2011.

It was **resolved** that the Minutes of the meeting held on Monday 16th May 2011, were a correct record and that they be signed by the Chair.

There were no matters arising not covered under the Agenda.

23. Appointment of new Senior Post Holder

The Chair brought forward the reporting of the recommendation to appoint a new Senior Post Holder.

It was **resolved** that all staff of the College other than the Clerk, all student members and any members of the public be asked to withdraw from the meeting for the period of discussion of this confidential topic.

The meeting remained quorate following the withdrawals.

The Principal reminded Governors of the proposed changes to designated Senior Posts at Kingston College that were incorporated into the approved Federation Proposal. These included the un-designation of the post of Vice-Principal (Planning & Resources) and the designation of a new post of Vice-Principal (Head of College).

The Chair reported on the interview process that had been undertaken by the Principal together with three members of the Corporation (*as required by Article 12*). The Panel had been pleased with the high quality of the applicants. The unanimous recommendation of the Panel was that Mr. M. Tweedale should be confirmed as the selected candidate.

It was **resolved** that:

- (i) Mr. M. Tweedale be appointed to the post of Vice-Principal (Head of College) with effect from 1st August 2011 and that he be designated as a Senior Post Holder,
- (ii) Mr. R. Lowe should step-down from his post as Vice-Principal (Planning & Resources) and his status as Senior Post Holder with effect from 1st August 2011.

Those required to withdraw were invited to return for the remaining discussions:

24. Teaching & Learning Strategy

Presentation

Governors were presented with details of the College's new Teaching & Learning Strategy. It was reported to have been developed following a lengthy consultation and development period with students, staff and Governors. Evidence-based teaching approaches to meet the needs of current and future learners were at the core of the new strategy. Peer Support Groups, tasked to trial and embed new techniques, were to be the basis for teacher professional development. The strategy was considered a comprehensive response to issues raised during the Ofsted 2010 inspection. The Learning & Standards Sub-Committees of the College and of the Governing Body would monitor the outcomes.

It was **resolved**:

that the initiative be noted and supported.

25. Principal's Report & Strategic Objectives

25.1 Principal's Update

The Principal reported on the effect of the recent day of strike action. He advised Governors that future industrial action was likely to be far more disruptive. The salary deductions taken from those staff taking industrial action were to be credited to the Student Hardship Fund.

Governors questioned management about how they dealt with the recent stoppage and how they anticipated dealing with any more disruptive strikes.

It was **resolved**:

that robust action plans be developed to mitigate the effects of future industrial action.

The Principal advised Governors of the tragic death, at her home, of a young female student of the College who was studying art and design. She was reported to have been a model student who was extremely popular with her contemporaries. There had been no signs that she was at risk. Investigations by the authorities were reported to be continuing.

It was **resolved**:

that the condolences of the Governing Body be extended to the students family and friends.

25.2 Federation with Carshalton College

Appendix A

The Principal confirmed that the College was poised to establish the new senior management structure which would integrate the leadership of Kingston College and Carshalton College as envisaged in the federation proposal.

The text of the letter to the Minister, which had been signed by both colleges, was presented. Governors were updated on the outcome of the positive meeting that the Principal had had with the Minister. Also presented were a list of specific recommendations regarding the next stage of decision making. It was confirmed that the service company being established to serve the Federation was planned to be named "Kingston and Sutton Educational Partnership Limited".

Governors discussed the detailed recommendations made. They were advised that the proposed Federation could now proceed as envisaged. The aspect requiring the Minister's approval was that of the Principal being permitted to also undertake the role of Principal of Carshalton College. Both colleges had agreed alternative back-up arrangements if such approval was not given.

It was **resolved** that:

- (i) a special meeting of the Governing Body be arranged on 28th July 2011 at 4.00 pm. (in parallel with a similar meeting of the Corporation of Carshalton College).
- (ii) the said meeting would include consideration of the legal documents establishing the Federation and the Service Level Agreement between the two colleges and "Kingston and Sutton Educational Partnership Limited".

- (iii) the modifications to the College's Articles of Government if such be approved by the Minister, be acknowledged.
- (iv) permission for Mr. Peter Mayhew-Smith to take on the role of Principal of Carshalton College if such be approved by the Minister, be acknowledged,
- (v) the holder of the Chair of Kingston College will become an ex-officio director of "Kingston and Sutton Educational Partnership Limited",
- (vi) that two other Governors will become ex-officio directors of "Kingston and Sutton Educational Partnership Limited",
- (vii) the Clerk to Carshalton College will be appointed as Company Secretary for "Kingston and Sutton Educational Partnership Limited".

25.3 Institutional Review

The Principal updated Governors on the progress being made regarding the review. He reported that there had been some minor reorganisation of some of the posts. Final results were expected to be 7 compulsory redundancies and 14 voluntary redundancies. Unions had been kept updated. Final interviews amongst staff designated as being at risk were currently being undertaken.

It was **resolved**:

to note the report.

25.4 Accommodation Update

Appendix B

Governors were updated on the logistical alternatives being considered in respect of Drapers Court. Survey and valuation work had been commissioned. No firm recommendation had yet been prepared.

The progress of the proposed "under stilts" development was discussed in detail. Earlier planning objections based on increased flood risk had been resolved. Three possible scenarios were being put out to tender. If implemented, the development would relieve pressure on Richmond Road by moving some of the curriculum to the main site.

The then consequential opportunity to enhance the Richmond Road site was outlined. The "built off-site" solution was outlined.

Disposal opportunities for parts of the College estate were discussed. The interest from third parties in acquiring the Penrhyn Rd site was explained.

Post Federation opportunities for acquiring a new engineering site were also discussed.

It was **resolved** that:

- (i) to consider detailed recommendation at the 28th July 2011 meeting if such had been finalised,
- (ii) the report be noted.

25.5 Strategic Objectives

Appendix C

The Principal presented a paper detailing the progress made against the strategic objectives set for 2010-2011. Governors were particularly impressed with the College's progress towards improving success rates to being 83% or above. Reported retention rates were indicating that good progress was being made.

Governors questioned management as to the reasons why better progress had not been made regarding improving systems and improving the College's financial position. They acknowledged that the newly established Finance Monitoring Panel was focussing on the strategic financial aspects and were satisfied that management was addressing the systems issues.

The proposed Strategic Objectives for 2011/12 were discussed in detail. Governors observed that targets had been set at an extremely high level but were satisfied that management considered them to be achievable.

It was **resolved** that:

- (i) the Strategic Objectives be approved,
- (ii) regular progress reporting be undertaken.

Mr. S. Mirza left the meeting at this stage. The meeting remained quorate.

25.6 Staff Survey

Appendix D

Governors were presented with an overview of the Staff Survey for 2010/11. It was recognised that good practice had to be shared across the College to break-down existing barriers.

It was **resolved**:

that the report be noted.

25.7 College Calendar 2012-2013

Governors were presented with a copy of the applicable dates for 2012/13.

It was **resolved**:

that the report be noted.

26. Reports from Committees of the Governing Body

The Chairs of the Committees presented the respective draft Minutes and highlighted the main aspects considered at the meetings.

26.1 Quality, Learning & Standards

Appendix E

The need for management to continue to monitor aspects raised during inspection and for the Committee to regularly monitor all aspects of performance improvement were highlighted.

26.2 Finance, Planning & Resources

Appendix F

The establishment of the Finance Monitoring Panel was highlighted.

26.3 Audit Committee

Appendix G

The decision to maintain a register of identified significant risks was highlighted.

It was **resolved**:

that the reports of the Committee meetings be noted.

27. **Financial Forecasts 2011/12 – 2013/14**

Appendix H

The Director of Finance introduced the data that was presented in the format of the Management Accounts. It was confirmed that potential savings from the Federation had not been included. The degree of certainty behind the major aspects of the forecasts was explained.

It was **resolved** that:

- (i) the Financial Forecasts for the years 2011/12 – 2013/14 be approved,
- (ii) the Financial Forecast for the year 2011/12 be adopted as the Budget for that year,
- (iii) that the data be transcribed into the required SFA format,
- (iv) that the resultant detailed reports be made available to Governors on request.

28. **Governance**

A proposed Committee Timetable and Committee Membership were presented by the Clerk.

28.1 Committee Timetable

Appendix J

28.2 Committee Membership

Appendix K

It was **resolved** that:

- (i) the timetable be approved,
- (ii) the reduction in membership and in quorum of the Finance, Planning & Resources Committee be approved,
- (iii) the membership of the Committees be approved.

29. **Risk Management**

Appendix L

Governors were provided with details of the issues considered at the meeting of the Risk Management Committee held on 10th May 2011. The main risks remained as those identified at that meeting.

It was **resolved**:

that report from the Risk Management Committee be noted.

30. **Date of Next Meetings**

New - Thursday 28th July 2011

Scheduled - Thursday 8th December 2011

DRAFT