



**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS
HELD 13th OCTOBER 2011**

Present:	Mr H Guntrip	Chairman
	Mr J Bolas	
	Mr J Boxall	
	Ms T Bruton	
	Mr G Charlton	
	Mr N Coffin	Vice Chairman
	Mr P Dubrow	
	Mr P Hannan	
	Mr B McNicoll	
	Ms P Palmer-Abbitt	
	Ms S Shelton	
	Mr D Arthur	
	Mr B Jefferies	
In attendance:	Mr J Allen	Clerk to the Governors
	Ms L Brown	Vice Principal
	Mr M Lumsdon-Taylor	Director of Finance & Resources

The meeting commenced at 9.30

Section A: Formal Agenda Items

APOLOGIES & DECLARATION OF INTERESTS

1. Apologies were received from Philip Morris and Lynette Monteiro. There were no declared interests. The Clerk confirmed that the meeting was quorate.

STUDENT GOVERNOR APPOINTMENTS

2. Following nomination from the student body, it was **RESOLVED** to appoint Mr Ben Jefferies and Mr Dave Arthur to serve as the student governors for the period 1 August 2011 to 31 July 2012.

SCOTT ANGEL

3. The Principal and Executive Members updated the Board on the recent tragic death of Scott Angel (Equestrian 1st year student who had also been at Mottingham for 2 years). The Board expressed its sincere condolences and thanked all the staff and students for the support they have given to one another and to Scott's family at this very difficult time.

MINUTES

4. It was **RESOLVED** that the Part I and Part III minutes of the meeting of the Board held 7 July 2011 be approved and signed by the Chair as a correct record.

SUMMARY ACTION LIST & MATTERS ARISING

5. The College report '*Summary Action List*' was received (copy attached to the signed minutes). The following updates were made available:

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	REVIEW DATE	UPDATE AS OF 13/10/11
94	Ideas generated around commercial income opportunities would be taken forward with outcomes of the internal review (involving the Principal, Chairman and Vice Chairman) of the proposals reported to the Board	15/12/11	Suggestions were reviewed by the SMT in July and categorised suggestions into 3 groupings – short, medium and not feasible. Grouping outcomes circulated to Chair and Vice Chair. A further progress update to be made available under the agenda item 'Report from the Principal' with further progress reporting at the February Strategy Board meeting.
101	Principal to give further thought on including baseline targets in the Operating Plan so that readers of the document are aware of the starting position and to then set 'Smart' targets against each objective where appropriate	15/12/11	To be reported on at the December Board meeting
105	That the financial objective of a third of income from Commercial, a third from FE and a third from HE will need to be subject to Board review in light of the changing funding environment	On-going during 2011/12	To be an agenda item for discussion at the next meeting of the Financial, Commercial & Resources Committee.
112	To revise the College Monitoring Framework to take into account the agreed changes to the Committee structure and for the framework to include super KPIs that would be reported to the Board in the overall summary.	13/10/11	Agenda item at today's meeting
122	To make available to the full Board a copy of the Annual HR Report after it had been subject to review by FC&R and for the Principal to consider what	1/12/11	To be reported on at the December Board meeting

	information in the report could be made available to all staff.		
134	A further review of the management structure by the Principal will be required early in the next term to take into account any decisions made on Betteshanger, Free School, and the Greenwich Project. In addition, the review will need to take into account FE/HE student recruitment numbers in September.	13/10/11	Covered under the agenda item 'Report from the Executive'
123	To delegate authority to the Chairs of Committees to approve the final College Bursary Scheme Policy and for any use of such delegated authority to be reported to the Board	13/10/11	It was confirmed that delegated authority was used with the College Bursary Scheme Policy being approved by the Chairs of Committees.

6. It was **RESOLVED** to note the report.

Section B: Agenda items of Strategic/High Importance

GOVERNANCE EFFECTIVENESS REVIEW

7. The Clerk outlined the proposed methodology and process to be followed for governors to complete an evaluation questionnaire on governance arrangements. Members were asked to complete the questionnaire by 31st October 2011. The Clerk will undertake an evaluation of received questionnaires with the aim of making available an interim report at the December Board meeting. Any strategic issues arising from the evaluation will be subject to further discussion at the February Strategy Board meeting.

COLLEGE PERFORMANCE MONITORING FRAMEWORK 2011/12

8. The proposed '*College Performance Monitoring Framework 2011/12*' was received (copy attached to the signed minutes). The following points were noted:
- The Board has approved a framework for the monitoring of College performance and the assessment of risk.
 - At the commencement of each academic year the framework and objectives that applies for that year is put to the Board for approval.
 - At the June Strategy Day it was agreed that to support the overall assessment that is presented at each Board meeting from the Committees, the summary assessment should also report on a number of super KPIs.
 - Proposed super KPIs are presented on the final page of the framework.

- 9, In discussion it was agreed to add to the Super KPIs objectives on student recruitment against targets (FE 16-18; FE 19+; and HE). It was also agreed to amend the Super KPI table so that previous in-year assessments are recorded so that governors can view trends and any changes in assessment from one meeting to the next.
10. A discussion took place on the best way to monitor the College's Strategic Plan. It was confirmed that there were two separate processes in place. The first being to monitor agreed in-year targets which is done through the College Monitoring Framework. The monitoring of the successful implementation of the 5-year College Strategic Plan is done through exceptional reporting and year-end reporting on the Operational Plan that is used to ensure full implementation of the Strategic Plan. The Clerk suggested that Governors may want to consider if this is an appropriate approach when they complete their evaluation questionnaire on governance arrangements.
11. It was **RESOLVED** to approve the '*College Performance Monitoring Framework 2011/12*'

REPORT FROM THE EXECUTIVE

12. A presentation from the Executive was made available that outlined the various strategic issues facing the College at the commencement of the new academic year. The presentation covered:
 - Introduction
 - Headline Recruitment
 - Partnership Updates
 - Commercial ideas
 - Staff Structure 2011/12
 - Other Key Strategic Updates
13. Headline business indicators show that FE numbers are on track against the set allocation and that HE numbers are marginally under target but recruitment is still on-going. Part-time numbers have significantly improved from 2010/11 as a direct result of a more competitive fee policy that the Board approved. Financial position was discussed and will be presented to the Financial and Commercial Committee in November.
14. Partnership updates were made available on Betteshanger, Greenwich Equestrian Campus and the Free School submission
15. The Regional Growth Fund (RGF) announcement date of 30th September 2011 has been delayed and is now expected in October. The Greenwich Equestrian Campus scheme has been submitted to full planning permission. The bid for the Free School has been referred with a re-submission scheduled for 2013.
16. The commercial ideas that emerged from the Governors Strategy Day held last June have been split into short-term and medium-term options and progress updates will be subject to further review at the February Strategy Board meeting.

17. It was confirmed that there is now in place an Executive (comprising the Principal, Director of Finance and Vice Principal) with a senior Management Team (the Executive and other senior managers).
18. It was confirmed that there are no immediate plans for any changes to the staff structure but this would be subject to further review as and when any of the partnership bids come into place.
19. Following the completion of enrolments, any proposed annual staff salary awards would be considered by the Finance, Commercial & resources Committee in November with any proposals being put to the December Board meeting.
20. It was **RESOLVED** to note the presentation from the Executive.

GOVERNOR LINK ARRANGEMENTS 2011/12

21. Members received for information purposes a copy of the agreed Governor Link Policy and the proposed Governor Link Allocation for 2011/12. The staff governor sought clarification on the process of allocating links. The Chair proposed that the staff governor should hold a separate meeting with the Principal to discuss this as allocations have already been notified for 2011/12. The student governors asked if they could also be allocated a link and the Principal agreed to give this further thought.

GOVERNANCE & SEARCH COMMITTEE

22. The minutes of the Governance & Search Committee meeting held 29th September 2011 were received and noted.

ANY OTHER BUSINESS

23. The Chairman confirmed that this was the last meeting of the Board for Jeremy Bolas and Lynette Monterrio. On behalf of the Board, the Chairman placed on record the Board's appreciation for their contributions and support for the College. In recognition of their services a presentation gift was made available.

DATE OF NEXT MEETING

24. Thursday 15th December 2011 @ 09.30

This part of the meeting closed at 12.00

Signed: _____ Date: _____

CURRENT SUMMARY ACTION LIST

MIN	DETAILS OF RESOLUTION/ACTION POINT	REVIEW DATE
101	Principal to give further thought on including baseline targets in the Operating Plan so that readers of the document are aware of the starting position and to then set 'Smart' targets against each objective where appropriate	15/12/11
105	That the financial objective of a third of income from Commercial, a third from FE and a third from HE to be an agenda item for discussion at the next meeting of the Financial, Commercial & Resources Committee.	15/12/11
122	To make available to the full Board a copy of the Annual HR Report after it had been subject to review by FC&R and for the Principal to consider what information in the report could be made available to all staff.	15/12/11
7	Governance Review: The Clerk will undertake an evaluation of received questionnaires with the aim of making available an interim report at the December Board meeting. Any strategic issues arising from the evaluation will be subject to further discussion at the February Strategy Board meeting.	15/12/11 & 2/2/11
9	To add to the Super KPIs objectives on student recruitment against targets (FE 16-18; FE 19+; and HE). It was also agreed to amend the Super KPI table so that previous in-year assessments are recorded so that governors can view trends and any changes in assessment from one meeting to the next.	15/12/11
16	The commercial ideas that emerged from the Governors Strategy Day held last June have been split into short-term and medium-term options and progress updates will be subject to further review at the February Strategy Board meeting.	15/12/11 & 2/2/12
21	Staff governor to hold a separate meeting with the Principal to discuss link governor allocations. The student governors asked if they could also be allocated a link and the Principal agreed to give this further thought.	15/12/11