

**ADULT EDUCATION COLLEGE BEXLEY
GOVERNING BODY
MINUTES OF MEETING
TUESDAY 10 JUNE 2008**

PRESENT: Professor G Phillips, OBE - Chairman
 Cllr P Catterall
 Mr R Easterbrook
 Mrs N Edgington
 Ms E Ewen
 Mr T Jones
 Mrs P Kilby
 Mr E Lee
 Mrs J Rouse
 Ms D Spanou
 Mr I Wall

IN ATTENDANCE: Mrs W Creasy - Clerk
 Mr J Rouncefield - Deputy Director (CYPS)

Item	Agenda Item	Action
1	<p>ABSENCE</p> <p>1.1 Apologies:- Mrs T Plank, Ms S Mathieson, Ms M Swinbourne and Mrs D Ives.</p> <p>1.2 Approved:- Mrs T Plank, Ms S Mathieson, Ms M Swinbourne and Mrs D Ives.</p>	Clerk
2	<p>DECLARATION OF PECUNIARY INTEREST / NON PECUNIARY INTEREST</p> <p>None.</p>	
3	<p>CONSTITUTION</p> <p>Vacancies for one IBC member.</p> <p>Cllr Davey had resigned leaving a local authority representative vacancy. A new staff governor had been elected – Mrs M Swinbourne; and a student representative from CMH - Mrs J Rouse.</p>	
4	<p>MINUTES</p> <p>Meeting - 3 March 2008.</p> <p>AGREED</p>	

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5	<p>MATTERS ARISING FROM THE MINUTES</p> <p>Governor Ill Health</p> <p>Cards and flowers had been sent to Mrs Plank to wish her well.</p> <p>Bexley College</p> <p>Mr Rouncefield explained that the talks about a merger between Bexley College and North West Kent College had not proceeded on the basis of the North West Kent property strategy which was in abeyance until the requisite funding had been secured. There had been no proposal for a merger of Bexley College and the Adult Education College.</p>	
6	<p>PRINCIPAL'S REPORT</p> <p>Report - Appendix 1.</p> <p>RECEIVED FOR INFORMATION</p> <p>The Principal reported that he had been working on a part time basis for two months to support the management team and this employment would cease on 26 June 2008. He thanked governors for the enjoyable farewell evening and for the lunch in May.</p> <p>LSC</p> <p>The Principal explained that the LSC were supporting Vocational Training / Skills for Life. The Train to Gain scheme was a new source of funding and £1.5m had been allocated to improve the older accommodation at Brampton. Planning talks would proceed until the Autumn and then the work would be put out to tender and probably start in Spring 2009.</p> <p>The College was grateful for 5% contribution from Bexley Council whilst it was understood there were pressures on the budget.</p> <p>Governors were asked for ideas for a celebrity to open the new building.</p> <p>There would be a programme in decorating classrooms starting in September 2009.</p> <p>The Bexley Adult Skills Partnership was working well.</p> <p>Jim Rouncefield said that it had been a pleasure to be part of the Adult Learning & Skills Conference held on 22 May 2008 with Terry Powley. It was most successful and those with interest in real learning were working and collaborating together.</p> <p>Asked if any students had been present governors were told some were present.</p> <p>One of the main highlights had been the pen portraits of those who had overcome challenges which re-emphasised the impact of adult education on individuals and their lives.</p>	

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	<p>The Chairman said in the past he had been most impressed by the day, it was most encouraging, and particularly the numbers of learners with English as a second language.</p>	
	<p>Brochure</p> <p>The brochure had now been published and looked good.</p> <p>Asked about the concessionary fee for adults aged over 60 the Principal said that they had followed the advice from the Borough Legal Services. The Brochure had highlighted the Hardship Fund and there was to be a funding organisation to carry out a survey to see what other institutions were doing. Different Councils had received different legal advice. There had been little feedback on the withdrawal of concessionary fees. Partly this was because students had been given advance warnings.</p> <p>Asked about the value of the former concessionary fee the Principal said it was 25% of the course and governors had made an additional contribution to the Hardship Fund in order to support any calls on that fund.</p> <p>The Chairman emphasised that the way this would work would be similar to the system used by BTAS.</p> <p>The Chairman of the Finance Committee said it was important to be consistent and would provide a safety net for those on means tested benefits and would be irrespective of age.</p> <p>There had been a request for clarification of the proposals to discontinue the age-related concessions and the Principal said that NIACE had given the clearest advice not to continue the practice.</p> <p>It was acknowledged that there was greater awareness of this aspect.</p>	
	<p>LSC Allocation</p> <p>The LSC was to be wound up in eighteen months and replaced by the Skills for Adults Agency. During the interim period allocations may well be delayed and they could withdraw eligibility for funding for certain courses.</p> <p>It was proposed to set a budget in the coming week.</p> <p>It was important to go into competition for new funding streams given the success of the Train to Gain proposals. NVQ's were in place for employers.</p> <p>It was understood that there was an expectation from the LSC that Train to Gain would be 50% of the courses available from 2012.</p>	
	<p>Bexley College</p> <p>This item was deemed confidential</p>	

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7	<p>QUALITY ISSUES</p> <p>DIUS Consultation on Informal Adult Learning with the closing date on 12 June 2008</p> <p>The Strategic Working Group and the SMT had considered a series of propositions. Some would be developmental and straight forward. The Strategic Working Group had decided to consider the view of the SMT.</p> <p>The Principal spoke of the prospect of informal adult education in clubs and other places and delivering adult education in an unstructured way. DIUS would welcome what students had to say about the value of those opportunities.</p> <p>The Principal urged governors to respond to the consultation.</p>	Governors
8	<p>REPORTS</p> <p>8.1 Chairman's Report</p> <p>The Chairman expressed thanks to Mr Rouncefield, Mr Smith and Ms Norcross for their support for the appointment of the new Principal.</p> <p>There was a proposed meeting of governors with the new Principal to discuss working with him.</p> <p>The opening of the special food course at Crayford Manor House had been a lovely occasion and a fitting tribute to Bridget Ewing.</p> <p>The Chairman also referred to staff party and Governors' luncheon marking the retirement of Principal Easterbrook, the 2008–09 Brochure, series of Governor contributions to "College News" and other options for publicising governors to students.</p> <p>Report - Appendix 2.</p> <p>RECEIVED FOR INFORMATION</p>	
	<p>8.2 Curriculum and Marketing Committee</p> <p>The minutes of the meeting held on 2 May 2008 - Appendix 3.</p> <p>RECEIVED FOR INFORMATION</p> <p>Highlights:-</p> <ul style="list-style-type: none"> • Quality Issues • Curriculum Developments • Governor Link Reports • Marketing Issues 	

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	<p>There had been a very helpful explanation of the changes to the TLA's by Rosie Eaglen.</p>	
8.3	<p>Finance Committee</p> <p>The minutes of the meeting held on 31 March 2008 - Appendix 4.</p> <p>RECEIVED FOR INFORMATION</p> <p>Highlights:-</p> <ul style="list-style-type: none"> • Budget Monitoring Report • LSC Allocations 2008 - 2009 • Personal and Community Development Learning Audit • Equipment to be Written Off • SWOT Report by Halex • Crèche Closures and Financial Indications <p>The Chairman of the Finance Committee highlighted the Hardship Fund and the slight surplus that would be carried-forward. They were meeting in the coming week to set the budget.</p> <p>The Principal had written a letter in response to the article in the Sidcup Chronicle about concessionary fees.</p>	
8.4	<p>Premises Committee</p> <p>The minutes of the meeting held on 5 June 2008 - Appendix 5.</p> <p>RECEIVED FOR INFORMATION</p> <p>Highlights:-</p> <ul style="list-style-type: none"> • Discussion on the re-building of the Brampton Road Site. • Crèche at Brampton Road. • Repairs to the roof of the Theatre; Cllr Catterall had undertaken to take this up with Property Services and encourage Officers to bring forward this work. • Agreement by the Council to re-build the condemned buildings at Sidcup; this was necessary not only for Adult Education but also for other tenants. • Centres at Southlake and Howbury and how they could be used more efficiently. 	
8.5	<p>Staffing Committee</p> <p>A meeting was pending further information on staff pay rises.</p>	

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	<p>8.6 Strategic Working Group</p> <p>The minutes of the meeting held on 1 May 2008 - Appendix 6.</p> <p>RECEIVED FOR INFORMATION</p> <p>Highlights:-</p> <ul style="list-style-type: none"> • Consultation on Informal Adult Learning • Accommodation Unit <p>Governor Visits had been agreed in principle and they would be changing centres to show involvement and be available to answer questions.</p>	
	<p>8.7 Bexley Community Policing Engagement Group</p> <p>Report - Appendix 7.</p> <p>RECEIVED FOR INFORMATION</p>	
9	<p>EFFECTIVE GOVERNANCE</p> <p>9.1 Governor Link Scheme</p> <p>Survey Report - Appendix 8.</p> <p>RECEIVED FOR INFORMATION</p> <p>The Governor Link Scheme had worked well as it was seen to be "side by side" sharing of issues. It had been a challenge, however, not to get too involved in issues.</p> <p>The Chairman observed that it was no longer a pilot but, with seven curriculum links, it was now an embedded part of governors' activities.</p>	
	<p>9.2 Governor Development and Training Sessions</p> <p>Monday 7 July 2008 ay 9.30 am.</p> <p>The Programme was tabled for information and governors to note that 1.30 pm on that day Mr Rouncefield would be updating them on the proposals for Alma road site.</p>	

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10	<p>EVENTS</p> <p>List to be distributed under separate cover. The main awards ceremony would be held on Saturday 8 November 2008.</p>	
11	<p>DATES FOR FUTURE MEETINGS</p> <p>10 November 2008 7 March 2009 9 June 2009</p>	

Signed: Date: