

**ADULT EDUCATION COLLEGE BEXLEY
GOVERNING BODY
MINUTES OF MEETING
MONDAY 10 NOVEMBER 2008 AT 6.15 PM**

PRESENT: Professor G Phillips, OBE Chairman
 Cllr P Catterall
 Mrs N Edgington
 Ms E Ewen
 Mr T Jones
 Mr E Lee
 Miss A Lynch
 Ms S Mathieson
 Ms D Spanou
 Ms M Swinbourne
 Mr M Tite
 Mr I Wall

IN ATTENDANCE: Mr J Rouncefield Deputy Director, CYPS
 Ms J Dhillon Observer
 Mrs H Mash Representing the Clerk

Item	Agenda Item	Action
1	<p>ABSENCE</p> <p>1.1 Apologies:- Mrs Kilby, Mrs Ives and Cllr Mrs J Slaughter.</p> <p>1.2 Approved:- Mrs Kilby, Mrs Ives and Cllr Mrs J Slaughter.</p>	Clerk
2	<p>DECLARATION OF PECUNIARY INTEREST / NON-PECUNIARY INTEREST</p> <p>Register for Pecuniary / Non-Pecuniary Interest circulated. No declarations</p>	
3	<p>CONSTITUTION</p> <p>Governing Body Membership</p> <p>3.1 Governors welcomed the appointment of Cllr Mrs J Slaughter as LA governor.</p> <p>3.2 The Chair reported the resignation of Mrs Plank as BTAS Representative. Mrs Lynch undertook to pursue a replacement representative.</p> <p>3.3 Governors noted the vacancies for one IBC Member, one Student Representative and one BTAS Member. The IBC nomination would be pursued.</p>	

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	<p>3.4 The Chair proposed that Ms Dhillon attend Governing Body meetings as an observer.</p> <p>Governors APPROVED the proposal.</p>	
4	<p>GOVERNING BODY DELEGATION</p> <p>Committee Membership</p> <p>Committee Membership amended and AGREED - Appendix 1.</p>	
5	<p>MINUTES</p> <p>Meeting - 10 June 2008.</p> <p>With amendments:-</p> <p>Page 5 - final sentence to read "A meeting was to be held when further information on pay rises was available"</p> <p>Page 8 – 3rd paragraph – 2nd sentence – delete" Chair" insert SMT.</p> <p>Page 9 – 10th paragraph – delete first sentence. Second sentence – delete" were prepared to share this funding with" insert " would need the authority of "</p> <p>AGREED</p>	
6	<p>MATTERS ARISING FROM THE MINUTES</p> <p>6.1 Principal's Report – LSC</p> <p>Governors discussed possible celebrities to open the new building.</p> <p>It was clarified that the plans had not yet appeared before the Planning Committee. The likely use of the new building had not yet been decided.</p> <p>It was agreed that once the teachings for the new building had been confirmed the Chair would contact governors to seek ideas.</p>	Chair
	<p>6.2 Quality Issues – DIUS Consultation</p> <p>Ms Swinbourne confirmed she had responded to the consultation. The previous Principal and the SMT had also responded.</p> <p>The Principal read aloud extracts from the reply received to the response sent from the College. There had been a lot of support for the concerns raised.</p> <p>The Principal undertook to circulate the summary to all governors.</p>	Principal

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	<p data-bbox="240 159 628 192">6.3 Premises Committee</p> <p data-bbox="336 226 1321 293">The Chair confirmed that clarification would be sought on whose responsibility it was to pursue the issue of repairs to the theatre roof.</p> <p data-bbox="336 327 796 360">One item was deemed confidential.</p>	<p data-bbox="1353 226 1469 277">Cllr Catterall Ms Playford</p>
<p data-bbox="153 427 169 461">7</p>	<p data-bbox="240 427 555 461">PRINCIPAL'S REPORT</p> <p data-bbox="240 495 820 528">Report received and approved - Appendix 2.</p> <p data-bbox="240 562 676 595">RECEIVED FOR INFORMATION</p> <p data-bbox="240 629 389 663">Highlights:-</p> <ul style="list-style-type: none"> <li data-bbox="240 696 1011 730">• College Performance Data - report received Appendix 3. <ul style="list-style-type: none"> <li data-bbox="280 763 951 797">> Decline in numbers in line with national figures. <li data-bbox="280 797 911 831">> FE and ACL achievement very encouraging. <li data-bbox="280 831 1321 965">> Concern at level of cancellations. Governors discussed the reasons for cancellation. They were advised that the reasons were part student withdrawal and part staff recruitment. The minimum number of students per class was usually 10 <li data-bbox="280 965 1177 999">> Learners declaring a disability was in line with community profile. <li data-bbox="280 999 1126 1032">> 40 students in first tranche of "Train to Gain". Next year 140. <li data-bbox="240 1066 783 1099">• Two NTIs should have been removed. <li data-bbox="240 1133 999 1167">• Exams Results - very positive. Success rate over 90%. <li data-bbox="240 1200 1321 1267">• Enrolments - so far this year fairly slow but in line with other colleges. On 4 November 4.9% down on last year. <li data-bbox="240 1301 1054 1335">• 60+ enrolments - 9.9% less enrolments, 6.6% less learners. <li data-bbox="240 1368 1321 1435">• FE provision cancellations higher than expected - level 2 increased, level 3 decreased. <li data-bbox="240 1469 632 1503">• On track LSC expectations. <li data-bbox="240 1536 1321 1603">• Funding - £26,000 reduction compared to last year. End of year profit forecast £10,000. ICT systems were to be upgraded to provide online enrolment <li data-bbox="240 1637 999 1671">• Staffing - some losses some gains, overall as per norm. <li data-bbox="240 1704 655 1738">• Overview since being in post <ul style="list-style-type: none"> <li data-bbox="280 1771 1262 1839">> Need to develop ICT overview. The systems needed urgent upgrading Overall cost would be £100,000 – £50,000 in budget <li data-bbox="280 1839 1262 1906">> Concerns at continuing ICT support contract from Steria. LA had given advice and support 	

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	<ul style="list-style-type: none"> > Lack of accurate data - a recurring problem. There was only one IT officer in the College. Additional staff training would be provided but there was a need to make better use of Connect > SAR report needed to be improved before next Ofsted Inspection. External moderation would be sought > Monitoring - more careful monitoring needed to be in place at the beginning of the year. > Staffing issues – areas for growth i.e. Train to Gain, identified. There was a need to appoint full time person for quality development. > Performance Management needed to be rationalised. Some Heads of Department had too many staff to manage. > The profile of Adult Education Services needed to be raised. Already a lot of things were happening but there was a need to expand working with the LA's Adult Education Strategy Group. <p>A governors suggested that the Principal contact John Ferry to discuss Ways of raising the College profile .</p> <ul style="list-style-type: none"> > Partnership Working – there was a need to increase working with other providers and establishments. It was important that the College could show that it was working collaboratively with others <p>The Chairman said he had taken on board the Principal's concerns particularly on the management of the ICT systems.</p> <p>The Principal said that the weakness had been identified 4 years ago but was still a problem and this situation could not continue. It would cost £100,000 plus to overhaul the ICT systems.</p> <p>In answer to questions from governors the Principal responded as follows:</p> <p>There were good links with the LA but there was a need to appoint someone who would have overall responsibility for this and who could be proactive.</p> <p>The College needed to work collaboratively and be smarter and more strategic.</p> <p>Funding would be sought whenever the opportunities arose. Many providers had anticipated the need for ICT development and had invested some time ago.</p> <p>If a course was oversubscribed and there were sufficient numbers another course would be provided. It was explained that the College had an enquiry register which should alert tutors if a course was full and no spaces were available.</p> <p>A governor expressed concern that the College did not take part in the summer university</p> <p>Mr Rouncefield explained that sourcing had come through Extended Services as it was a youth agenda. Last year it had been hugely successful. The College involvement would be welcome and the Principal was advised contact Jacqui Skinner at the LA..</p>	

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8	<p>ANNUAL REPORT</p> <p>Received - Appendix 4.</p> <p>Governors were invited to submit comments to the Principal with a copy to the Chairman.</p>	
9	<p>QUALITY ISSUES</p> <p>9.1 Changes and Challenges</p> <p>Ofsted Inspection</p> <p>An Ofsted Inspection was anticipated early in 2009. Report received - Appendix 5. The Principal emphasised the need to move forward on improving data and to change the ICT support contract.</p> <p>Governors discussed the information. The Principal said that the report clearly showed that most Colleges had been judged as satisfactory by Ofsted.</p> <p>The Principal advised that staff were aware of what was needed. Notice of an inspection would be approximately 6 weeks.</p> <p>Framework for Excellence</p> <p>Summary sheet received - Appendix 6.</p> <p>Links would be made with Bird College who were involved in the pilot.</p> <p>College Developments</p> <p>There was a need to urgently progress ICT developments which would include developing the College website and implementing online enrolment</p>	
	<p>9.2 Mission Statement</p> <p>The current and revised statements were received - Appendix 7.</p> <p>The Principal advised that the current statement had been reviewed and discussed with the SMT and two proposals had been put forward.</p> <p>Governors discussed both statements and with minor amendments AGREED the second revised statement.</p>	
	<p>9.3 Staff Handbook</p> <p>The document had been previously circulated to all governors.</p> <p>The Principal explained the reasons for the revised document and invited governors to submit their comments to either the Principal or the Chairman.</p>	

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10	<p>REPORTS</p> <p>10.1 Chairman's Report</p> <p>Received - Appendix 8.</p> <p>The Chairman thanked the Principal for his interesting presentation on the Governors' Development Day. The day had been a very rewarding and enlightening experience.</p> <p>Governors were encouraged to submit further contributions to the College News.</p> <p>The Chairman spoke of his present health issues and informed governors that he had agreed arrangements for the Vice-Chair to cover governor issues during his recovery.</p>	
	<p>10.2 Curriculum and Marketing Committee</p> <p>Minutes - 3 October 2008 - Appendix 9.</p> <p>RECEIVED FOR INFORMATION</p> <ul style="list-style-type: none"> • A governor had been appointed to liaise with the Marketing Manager. • A sample of the new brochure was shown to governors. 	
	<p>10.3 Finance Committee</p> <p>Minutes - 13 October 2008 - Appendix 10.</p> <p>RECEIVED FOR INFORMATION</p> <p>Governors were informed that it was hoped to be able to reinstate age-related fee concessions but more information was needed on the cost implications.</p>	
	<p>10.4 Premises, Health and Safety Committee</p> <p>Minutes - 5 June 2008 - Appendix 11.</p> <p>RECEIVED FOR INFORMATION</p> <ul style="list-style-type: none"> • Proposals for the replacement of rooms 22 and 24 on the Alma Road site were explained • Governors discussed who was responsible for repairs to the roof of the theatre at Brampton Road. It was agreed that clarification would be sought from the LA 	Principal

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	<ul style="list-style-type: none"> • Vacant rooms. The Principal advised that he was considering the purchase of software which would map the use of rooms. He informed governors of the difficulty with expanding courses that required specialist accommodation. Some rooms could not be used 100% of the time. 	
10.5	<p>Bexley Community Policing Engagement Group</p> <p>Notes of meeting 10 November - Appendix 12.</p> <p>RECEIVED FOR INFORMATION</p> <p>Governors were informed that the new Chair had new ideas for engagement with the wider community.</p> <p>There would be a change to the pattern of meetings and venue.</p>	
10.6	<p>Equality and Diversity Committee</p> <p>10.6.1 Minutes</p> <p>Notes of meeting 16 October 2008 - Appendix 13.</p> <p>RECEIVED FOR INFORMATION</p> <p>Highlights:-</p> <ul style="list-style-type: none"> • There had been discussion on a possible change of name for the College. • Low male attendance - ways of addressing this were being considered. 	
	<p>10.6.2 Employment Equality (Age) Regulations 2006</p> <p>There was considerable concern over the loss of age-related fee concessions. Across the country some authorities were removing the concessions whilst others were retaining them. Greenwich, Lewisham and Croydon had retained them; Bexley and Bromley had lost them.</p> <p>A reply from the Director of NIACE had advised that they were working closely with DIAS on this issue. A response from DIAS was still awaited.</p> <p>Enrolments were down by 9.9% and learners by 6.9%. This could be due to the removal of the concession.</p> <p>The cost implications if concessions were reinstated would need to be considered.</p>	

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11	<p>EFFECTIVE GOVERNANCE</p> <p>11.1 Governing Body 'Critical Friend' Role</p> <p>The Principal advised that he was looking for governors to be more enquiring and challenging.</p>	
	<p>11.2 Governor Development Day - 7 July 2008</p> <p>Report received - Appendix 14.</p>	
12	<p>EVENTS LIST</p> <p>Received - Appendix 15.</p> <p>Governors were encouraged to attend the Christmas Fayre.</p>	
13	<p>FUTURE MEETINGS</p> <p>A governor requested that, in future, papers to be tabled at the meeting were kept to the minimum.</p>	

The meeting closed at 9.30 pm.

Signed: Date: