

**ADULT EDUCATION COLLEGE BEXLEY
GOVERNING BODY
MINUTES OF MEETING
MONDAY 3 MARCH 2008 AT 6.15 PM**

PRESENT: Professor G Phillips, OBE Chairman
 Cllr P Catterall
 Ms J Dhillon
 Mr R Easterbrook
 Mrs N Edgington
 Ms E Ewen
 Mrs D Ives
 Mr T Jones
 Mrs P Kilby
 Mr K Law
 Mr E Lee
 Miss A Lynch
 Ms S Mathieson
 Ms D Spanou
 Mr I Wall

IN ATTENDANCE: Mrs A Sherriff Representing the Clerk

Item	Agenda Item	Action
1	<p>ABSENCE</p> <p>1.1 Apologies:- Mrs T Plank and Mrs D Newson.</p> <p>1.2 Approved:- Mrs T Plank and Mrs D Newson.</p> <p>Mrs Plank had been ill but was now out of hospital. Governors agreed to send a card and flowers to her.</p>	Clerk
2	<p>DECLARATION OF PECUNIARY INTEREST / NON PECUNIARY INTEREST</p> <p>Mr Jones and Mr Law declared an interest as they were students at the College. Miss Lynch declared an interest as she was both a student and a member of staff.</p>	
3	<p>CONSTITUTION</p> <p>Governors noted that there was a vacancy for an IBC Representative. The Chairman reported that Mr Rodrigues was not available and asked that the Search Committee look for suitable candidates.</p> <p>Ms Dhillon's term of office expired at the end of January and cross-college elections would be organised to find another staff governor by the time of the next Governing Body meeting on 10 June.</p>	

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	The Committee hoped that Ms Dhillon would be able to continue until this date.	
4	<p>MINUTES</p> <p>Meeting - 6 November 2007.</p> <p>AGREED</p> <p>Confidential minute - AGREED.</p>	
5	<p>MATTERS ARISING FROM THE MINUTES</p> <p>Minute 5.1 - Committee Membership</p> <p>Councillor P Catterall was happy to become a member of the Premises Committee.</p>	
	<p>Minute 14 - Events List</p> <p>The Curriculum and Marketing Committee had discussed recycling.</p>	
	<p>Howbury Grange</p> <p>The Premises Committee had written to the Consultation Committee regarding developments at Howbury Grange. It appeared that nothing would be finalised before 2012. The Committee would continue to review the situation.</p>	
	<p>Minute 11 - Gender Equality Statement</p> <p>This was referred to the Staffing Committee for their next meeting.</p>	Staffing Cttee
	<p>Minute 13.2 - Report on Governor Centre Tour 31 October 2007</p> <p>The Governor Centre Tour was considered to have been successful and further tours would be arranged.</p>	
6	<p>PRINCIPAL'S REPORT</p> <p>Received - Appendix 1</p> <ul style="list-style-type: none"> • Enrolment had increased partly due to the greater number of community courses. • LSC allocation now focusing on priorities for funding non-examination courses and some types of examination courses may not be funded. Priority would be given to Foundation Tier of Learning Level 2 and 3. 	

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	<p>The College had been asked to reduce some courses by 40% and had offered to re-design some 10% of the courses for 2008-2009. Any changes involved a considerable amount of funding.</p> <ul style="list-style-type: none"> • T & G courses would commence April 2008. Some re-training of staff would be considered. <p>Pressure of work on staff arising from these possible changes had meant delays in producing the Brochure.</p> <ul style="list-style-type: none"> • The Horex Consultancy had visited the College and produced a useful report which was available to governors. • Brampton Road Capital Bid was now at Stage 2. The Capital Committee were due to meet on 29 April. • A new Catering course for students with learning difficulties would commence shortly and a special centre at Crayford Manor House would be opened officially on 12 March. Governors were invited. • Adult Learners Week this year would have a higher profile. <p>REPORT RECEIVED</p>	
7	<p>QUALITY ISSUES</p> <p>College Self Assessment Summary</p> <p>Received – Appendix 2</p> <ul style="list-style-type: none"> • A review had taken place in November 2007. • It was considered that the Governing Body was very supportive and very involved with the College. • There was good strategic planning and good internal communication with a regular programme of meetings at all levels and good staff development. • The College had been successful in obtaining external funding from various sources. • Various improvements had been made to Sidcup, Brampton Road, Howbury Grange and Crayford Manor House. • Weaknesses had been noted - insufficient support for Curriculum Managers, lack of training for ILT, lack of clear timetable for production and use of data. There was a need to monitor induction more carefully. The profile of the Governing Body needed to be stronger. All these areas were now being addressed. • Notices to Improve had been served on two areas in 2006 - 2007 - Science and Maths and ESOL. <p>The Science and ESOL areas had been reviewed. Paid consultants had</p>	

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	<p>visited and suggested improvements. It was hoped that examination results would improve accordingly.</p> <p>Governors discussed possible ways in which they could raise their profile - a regular column in 'College News'; be more visible around the College building; attend more functions such as the Student Association meeting to be held on 15 March at CMH; open days etc.</p>	
8	<p>EQUALITY AND DIVERSITY ACTION PLAN</p> <p>Received – Appendix 3</p> <ul style="list-style-type: none"> • The College had completed documentation required for Borough report. • The College was reviewing its Diversity Policies. • The College Improvement Plan would be reviewed for the next two years, concentrating on six specific areas. • Low representation of males in Middle Management in the College. • Ethnic Minority classes. • New EDIMS to be set. • LGBT contact to be made with appropriate groups. • Diversity training to be re-considered - possible refresher courses. 	
9	<p>REPORTS</p> <p>9.1 Chairman's Report</p> <ul style="list-style-type: none"> • Very pleased with the changes covering the Spring Brochure. • The Chairman had made the first of the governors' contribution to 'College News' and the Vice-Chair would contribute to the March edition. Other governors would be invited to contribute over the coming months. • Photographs had been taken of governors for house publicity. • A complimentary letter relating to the 'stewardship of governors' had been received from M Rodrigues. • Governors were asked to make a choice between two dates for the Annual Governance Day. • Governors would give a farewell lunch to the retiring Principal - date to be finalised. • DIUS consultation on Informal Adult Learning would run from 15 January to 15 May. A special meeting of the Strategic Working Party would be convened to discuss. 	

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	<p data-bbox="240 192 703 226">9.2 Selection of New Principal</p> <p data-bbox="240 259 783 293">Chairman's Report received – Appendix 4</p> <p data-bbox="336 327 1270 562">The advertisement for new Principal had been published on 7 January 2008. There had been ten responses and five of these were selected for further consideration. After various assessments had been made, three candidates were invited for formal interviews which took place on 1 March. The post was offered to Mr Malcolm Tite subject to the normal checks. He has accepted and it is hoped that he will take up the post at the end of June.</p> <p data-bbox="336 595 1270 663">It was anticipated that he would visit the College and meet the Governing Body before that date.</p> <p data-bbox="336 696 1174 730">Consideration would be given to cover for the intervening period.</p> <p data-bbox="336 763 1270 831">The Chairman thanked all colleagues for their help during this selection process.</p>	
	<p data-bbox="240 898 863 931">9.3 Curriculum and Marketing Committee</p> <p data-bbox="336 965 1015 999">Minutes - 18 January 2008 – Received – Appendix 5</p> <ul data-bbox="336 1066 1270 1301" style="list-style-type: none"> • TLA process • Moderation process changed • Enrolment improved • Curriculum Manager post - new Managers in place. An advertisement had been placed for two Assistant Curriculum Manager posts • Changes to the enrolment form were planned 	
	<p data-bbox="240 1368 608 1402">9.4 Finance Committee</p> <p data-bbox="336 1435 999 1469">Minutes - 10 January 2008 Received – Appendix 6</p> <p data-bbox="336 1503 504 1536">Main points:-</p> <ul data-bbox="336 1570 1270 1805" style="list-style-type: none"> • Anticipated deficit of £20K • Hardship Fund for over 60's had been re-titled. The fund would be accessible for all low income students. It would be based on BTAS criteria. There would be additional funding of £5K. The fund would be publicised more widely • General increase to fees of 5% but some fees could be increased by more 	
	<p data-bbox="240 1939 887 1973">9.5 Premises, Health and Safety Committee</p>	

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	<p>Minutes - 17 January 2008. Received – Appendix 7</p> <ul style="list-style-type: none"> • Boiler repairs had been carried out at Sidcup • No further news regarding Crèche provision • It was hoped to have further news regarding the capital bid for Brampton in April • The College now held the lease for Palm Avenue • Concerns were expressed regarding the proposed skateboard and BMX track at the Youth Centre adjoining Brampton • Health and Safety Checks had taken place on all sites • From April building work would commence at Alma Road and various parts of the site would be closed • Two huts had been condemned and would be out of use from September • 	
9.6	<p>Staffing Committee</p> <p>The meeting scheduled for 6 March had not taken place and would be re-scheduled.</p>	
9.7	<p>Strategic Working Group</p> <p>Minutes - 13 November 2007. Received – Appendix 8</p> <ul style="list-style-type: none"> • Insurance would cover most of the costs of the recent damage at Brampton but not the extra cost involved with additional security while repairs were taking place • Funding issues and Hardship Fund had been dealt with earlier • FE amalgamation had been mentioned earlier 	
9.8	<p>Bexley Community Policing Engagement Group</p> <ul style="list-style-type: none"> • The theft of lead was reported to be a serious problem across the Borough • There had been three successful meetings • There had been an Asset Management review of facilities and policing in the community • A recent report had suggested changes in the structure of this group 	
9.9	<p>Equality and Diversity Committee</p> <p>The meeting planned for 28 February 2008 had been postponed.</p>	
10	EFFECTIVE GOVERNANCE	

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	<p>10.1 Governor Link Scheme</p> <p>Reports over seven curriculum areas would be obtained and a report prepared for the next Governing Body meeting.</p>													
	<p>10.2 Governor Development and Training</p> <p>Governors were asked to show their preference for either Monday 30 June or Monday 7 July. Agenda to be decided.</p>													
11	<p>EVENTS LIST</p> <p>Received and noted – Appendix 9</p>													
12	<p>DATES OF FUTURE MEETINGS</p> <table data-bbox="236 801 1157 1003"> <tr> <td>Governing Body</td> <td>10 June 2008 at 6.15 pm</td> </tr> <tr> <td>Curriculum and Marketing</td> <td>2 May 2008 at 1.00 pm</td> </tr> <tr> <td>Staffing</td> <td>3 July 2008</td> </tr> <tr> <td>Finance</td> <td>31 March and 18 June 2008</td> </tr> <tr> <td>Premises</td> <td>5 June 2008 at 2.00 pm</td> </tr> <tr> <td>Strategic Working Party</td> <td>22 or 24 April 20008 at 12.30 pm</td> </tr> </table>	Governing Body	10 June 2008 at 6.15 pm	Curriculum and Marketing	2 May 2008 at 1.00 pm	Staffing	3 July 2008	Finance	31 March and 18 June 2008	Premises	5 June 2008 at 2.00 pm	Strategic Working Party	22 or 24 April 20008 at 12.30 pm	
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The meeting closed at 9.30 pm.

Signed:.....

Date:.....

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