

MORLEY COLLEGE LONDON

GOVERNING BODY

Minutes of a Meeting held at Morley College, 61 Westminster Bridge Road London SE1 7HT on Monday, 10 December 2018 at 5.00 pm.

Present:

Mr Peter Davies, External Governor (**Chair**)
Dr Stuart Edwards, External Governor (**Vice-chair**)
Mr Martin Bamford, Student Governor (Items 1-21.2 only)
Miss Justine Brian, External Governor
Mr Nic Durston, External Governor
Ms Pauline Egan, External Governor
Dr Andrew Gower, Principal and Governor (Items 1-21.4 only)
Mr Luke Howson, Staff Governor (Items 1-21.2 only)
Dr Steve Ketteridge, External Governor
Mr Victor Olowe, External Governor
Ms Sara Robertson-Jonas, Staff Governor (Items 1-21.2 only)
Ms Heather Smith, External Governor

Regularity

3. Programme area presentation

3.1. The Programme Managers for Modern Languages gave the Board an introduction to the range of courses that Morley provided in 12-15 languages. They offered many different types of course and attracted a wide range of students, the common element being a focus on practical speaking and writing skills. Students often under-estimated the de

15 October 2018: Minute 10.2 SG Committee (Senior Staff Remuneration Code)

- 5.6. The Clerk reported that the response to the consultation had been agreed and submitted to the AoC.

expected to be greater flexibility in-year. Governors asked for the Finance, Resources and Fundraising Committee to receive a report comparing the old and new regimes

8. Property Strategy

- 8.1. The Vice Principal told the Board that the College had now taken possession of the new foyer; the Student Services team had relocated there, and Reception was operating as intended.
- 8.2. Unfortunately, however, work had come to a halt following the announcement on 26 November by the main contractors that they were seeking to go into administration. This had been followed by formal confirmation three days later. Up to 30 per cent of the project remained unfinished.
- 8.3. The Vice Principal reported that, since then, arrangements had been made with sub-contractors to complete the internal works under the direct supervision of the College. In relation to the external works, he hoped that one of the existing sub-contractors would take responsibility for the completion of the entrance tower. The works to the courtyard and entrance would, however, require a new main contractor because of the complexity of the work and the number of trades involved. The project was not now likely to be complete until the end of the spring term.
- 8.4. In answer to questions, the Vice Principal said that there would inevitably be additional costs for the College, which he expected to exceed what remained of the original contingency sum of £170k; part of this contingency had already been used. There would also be significant losses for some sub-contractors; these might be mitigated if the project could be taken forward to a conclusion. On the positive side, there were a number of competent managerial and supervisory staff now available who might be in a position to support the College in completing the project.
- 8.5.

investigate all the significant variances before presenting the half-year accounts to the Finance, Resources and Fundraising Committee in February.

11. Annual Report and Financial Statements

11.1. The Board was pleased to receive the Annual Report of the Audit Committee, and thanked the Committee for the work that it had done throughout the year to obtain assurance on risk management and governance matters. Governors noted that the attached Internal Audit Annual Report contained an error: the total number of recommendations arising from the GDPR and IT Controls reviews had in fact been higher (not lower as stated) than at other organisations. It was, however, recognised that all these recommendations had arisen from the GDPR review, which had been undertaken at a time when the College was still preparing for the introduction of the new regulation.

11.2. In relation to the Audit Findings Report from the External Auditor, governors noted that, for the second year running, the auditor had reported difficulty in obtaining timely information. The Director of Finance explained that the staff performance issues in the Finance team had been of an operational nature and not such as to compromise the integrity of finance systems or the financial information produced. He assured the Board that a stable team was now in place and systems were running well. The efficiency of the audit preparation process had, however, inevitably been reduced by the changes in key personnel, including a change of Finance Director at the end of October.

11.3. Turning to the Annual Report, governors welcomed the improvement in the narrative content, but asked that more should be done to make the repor6(do)3(ne)3()-4(t)-4(o.83 T

e) Page 51 Note 12: Capital Commitments, change:

of £196,000

(2017: £328,000) in connection with remodelling and refurbishment of

At 31 July 2018, the College had no outstanding commitments in connection with remodelling and refurbishment of classrooms and office areas (2017: £328,000).

(The Director of Finance explained that while the College had detailed plans in place at the year-end to spend £196k on capital programme, these did not represent commitments for financial reporting purposes.)

f) Page 63- Note 19: Investments, change:

Bursary Fund

The Bursary Fund has been established to supplement the restricted funds held to provide support for learners to attend College whose financial circumstances

- 12.3. Governors noted that the SAR had been subject to external moderation at both team and whole-College level. This served to reinforce their confidence in the professional judgements made by the SMT. It was agreed that it would be helpful in future years to include a brief account of how the judgements in the SAR had been validated.
- 12.4. The Board approved the SAR as an accurate assessment of the quality of the educational provision offered by the College, but asked for some revisions (including correction of typographical and grammatical errors) to make it an easier read. In some areas it would be helpful to be clear about what was meant by words such as
- 12.5. The Board also approved the QEP, which was agreed to be a more sharply focused document, with convincing detail of the actions to be taken. Where there might appear to be too much detail, the Deputy Principal explained that this was to assist senior tutors working to improve learning, teaching and assessment across a number of areas for which they were not directly responsible; some of these areas undertook activities with which the senior tutors might not be familiar. Across all areas, however, the QEP was underpinned by local QEPs setting out the actions to be taken by each team.
- 12.6. Governors particularly welcomed the decision to give the highest priority to enhancing achievement on ESOL accredited courses. The Deputy Principal said that he expected to see major improvements over the next six months; governors would undoubtedly want to review the impact of the changes that were being introduced.

13. Governance SAR

The Board agreed to approve the draft Governance SAR for 2017-18 and asked the Search and Governance Committee to consider a QEP for 2018-19 that addressed the four areas for enhancement identified.

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16. Finance, Resources and Fundraising Committee

16.1. The draft minutes of the Finance, Resources and Fundraising Committee were received. Governors valued the scrutiny that the Committee had given to the Annual HR Report, and were pleased to note that it would be continuing to monitor staff satisfaction and staff development issues.

16.2. The Annual Report of the Committee was received and considered. It was agreed that the Committee had properly fulfilled its terms of reference in 2017-18, and welcomed the attention that it had given to staff costs, to HR matters in general

terms of reference were required, other than the change proposed later on the agenda of this meeting (Item 18).

16.3. The Board received and considered the annual Health and Safety Report and agreed to approve the revised Treasury Management Policy, subject to the deletion
excludi rom the second paragraph of the

17. Audit Committee

17.1. See confidential minutes

17.2.

20. Governor appointments

- 20.1. Stuart Edwards, seconded by Heather Smith, nominated Pauline Egan to serve as Vice-chair of the Governing Body from 1 January to 31 July 2019 and in the absence of any other nominations she was duly elected.
- 20.2. Pauline Egan, seconded by Heather Smith, proposed and it was agreed that Stuart Edwards should be appointed to the Remuneration Committee.

21. Remuneration Committee

- 21.1. recent meeting, which demonstrated careful scrutiny of the KPIs and provided a high level of assurance. The Clerk reported that the revised disciplinary, capability and grievance procedures for senior post-holders were being amended in the light of the
- 21.2. The Annual Report of the Committee was received and considered. It was agreed that the Committee had properly fulfilled its terms of reference in 2017-18, and that no immediate changes to those terms of reference were required.

21.3. See reserved minutes

to

21.6

22. Other business

The Vice-chair proposed, and it was unanimously agreed, that the Chair be thanked for his outstanding leadership of the Board over the last four years. Governors wished him a very happy retirement.

23. Date of next meeting

Confirmed as Monday, 1 April 2019 at 5.30 pm (but with the possibility of an additional meeting in early February on a date to be agreed).

The meeting ended at 7.10 pm

Martin McNeill
Clerk to the Governing Body

Confirmed as a correct record at the meeting held on

and signed

Stuart Edwards (Chair of that meeting)

SCHEDULE OF OUTSTANDING ACTIONS

Minute	Action	Responsible	By when	Progress
17 July 2017				
11.3	Governors to consider whole Risk Register at least once a year Update December 2018 New Risk Management Framework to be considered by Board in April	Audit Committee	April 2019	
11 December 2017				
5.2	Provide governors with the opportunity to experience a Google classroom Update December 2018 To be considered by SG Committee in January	Deputy Principal/ Clerk	21 January 2019 (SG Committee)	
7.4	Ensure that, where possible, governor engagement visits include a focus on progress and progression			

Minute	Action	Responsible	By when	Progress
26 March 2018				
7.5	Consider HE issues (including quality, partnerships and fees) when reviewing curriculum delivery and 2018-19 curriculum plan Update July 2018 Quality and partnerships issues already addressed by QS Committee; fee structure from 2020 will be the subject of a report to FRF in February 2019	FRF Committee	26 February 2019	
12.5	Obtain legal advice on revised Information and Data Protection Policy, including consideration of Data Controller and Data Protection Officer roles	Clerk	1 April 2019	
16 July 2018				
5.6	Re-consider Governance KPIs	SG Committee	21 January 2019	
8.1	Consider how best to contribute to fundraising appeal Update December 2018 To be considered by Steering Group during spring term 2019	All governors	24 January 2019 (Fundraising Campaign Steering Group)	
15 October 2018				
10.3	Consider introduction of as fellowship scheme	SG Committee	21 January 2019	
10 December 2018				
2.2	In 2019-20 Work Programme, consider moving some agenda items from December board meeting to an earlier or later meeting	SMT and Clerk	15 July 2019 (latest)	
6.3	Consider attrition rates among managers	FRF Committee	26 February 2019	

Minute	Action	Responsible	By when	Progress
10 December 2018 (cont'd)				
7.4	Report on differences between old and new AEB regimes	Director of Finance	26 February 2019 (FRF Committee)	
8.6	Consider using hoardings around building site to	Vice Principal	January 2019	
9.8	Arrange a Morley board meeting shortly after 4 February	Clerk	January 2019	
11.3	Enhance presentation of 2019 Annual Report and make it accessible to a wider audience	Director of Finance	December 2019	
12.3	Include brief account of validation process in 2018-19 SAR	Deputy Principal	De.04 Tmbe19	