

**KENSINGTON & CHELSEA COLLEGE
FURTHER EDUCATION CORPORATION
GOVERNING BODY MEETING
29 MAY 2013**

PRESENT: Sheila Porritt (Chair)
Colin Matheson
Peter Hay
David Adam
Monica Box (Interim Principal)
Don Nicholls
Margaret Butler
Reg Kerr-Bell
Naraindra Maharaj

IN ATTENDANCE: Jon Allen (Clerk to the Governors)
Chris Ball (Interim Finance Director)

The meeting commenced at 17.30.

GB 12/42 Apologies for absence & Quoracy

Apologies for absence had been received from Alicia Holiday, Wendy Charles-Martin, Elizabeth Arnold and Amanda Hayes.

The Clerk confirmed that the meeting was quorate.

GB 12/43 Declaration of Interest

There were no declared interests against agenda items.

GB 12/44 Minutes and Confidential Minutes of the Meeting held on 30 April 2013

The Minutes were approved subject to the following amendments:

- (i) Minutes to confirm apologies had been received from Mr Reg Kerr-Bell; and
- (ii) To confirm that Buzzacotts are the College's external auditors.

GB 12/45 Matters Arising

The Principal confirmed that a review meeting with officers from the Skills Funding Agency has been scheduled for early July. The meeting will review progress against the implementation of the College's Three-Year Plan that had been approved at the last Board meeting.

There were no other matters arising.

GB 12/46 Chief Executive Recruitment

The report from the Principal was received.

Following a review of availability of all eligible Governors, the following membership of the Selection Panel was **AGREED**.

Sheila Porritt	Chair of Governors and Chair of Finance Committee
Colin Matheson	Chair of Curriculum and Quality Committee
David Adams	Chair of Audit Committee
Elizabeth Arnold	Finance Committee
Alicia Holiday	Safeguarding/Child Protection Nominee

It was confirmed the panel will convene at 12 noon on Friday 28 June to receive feedback from activities and assessments conducted during day one and a.m. of day two of the selection process prior to the formal selection interviews.

A full schedule of all planned activities will be provided to all Governors at least one week prior to Thursday 27 June. Governors who wish to participate in activities other than, or in addition to, the panel interview will be able to indicate their preference in advance of the scheduled dates.

Candidates will be invited to attend an informal supper on the evening of Thursday 27 June to which Governing Body members will also be invited. This will provide a useful opportunity to achieve a more rounded view of candidates in a less structured environment.

The Clerk to Governors will be present for the final selection panel in order to advise the panel on any points of order or Governance process.

Paul Lawrence, the Board's nominated advisor to the recruitment and selection process, will be in attendance at all points over the two day period in order to direct proceedings.

The Interim Principal will be in attendance at all points of the process and will co-direct the selection activities with Paul Lawrence.

Further updates will be provided to Governors as the process progresses.

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

GB 12/48 Governance

The report from the Clerk on governance was received.

Following the nomination by four governors for Sheila Porritt to be the Chair of Governors, it was **RESOLVED** to appoint Sheila Porritt to be the Chair of governors for the period 29 May 2013 to 31 July 2014.

The Clerk confirmed that nominations had been received for Mr Colin Matheson and Mr Reg Kerr-Bell to be the Vice Chair. It was advised that, as two nominations had been received, a ballot, organised by the Clerk, would have been arranged.

Following the results of the ballot, it was **RESOLVED** to appoint Mr Colin Matheson to be the Vice Chair for the period 29 May 2013 to 31 July 2014.

The following governor appointments were **APPROVED**:

- (i) The re-appointment of Elizabeth Arnold to serve as a governor for the period 01 April 2013 to 31 March 2017.
- (ii) The appointment Harvey Guntrip to serve as a governor for the period 01 June 2013 to 31 May 2017.

It was **RESOLVED** to approve the meeting dates for 2013-14.

Governors were reminded to complete, and return to the Clerk as soon as possible, their skills matrix form.

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

GB 12/49 Risk Management

The Board received the following documents:

- Risk Register of Identified Risks and Risk Reduction Plans; and
- Summary of Significant Risks

Following review, the following was noted:

- (i) The Risk Register to be updated to reflect the decision taken by the Board whereby the College is to stand alone and include the identified risks associated with the decision;
- (ii) For the Audit Committee, at its next meeting, to give consideration on the future scope and structure of the report that is made available to the Board;
- (iii) Risks associated with brand management, promotion of the College and marketing, to be grouped together and to feature in a more prominent place on the Risk Register.

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

GB 12/50 Appraisal of Senior Post-holders

(College Officers and the Staff Governor left the meeting at this point)

Members received a report from the Chair of Governors on the recent appraisals conducted for senior post holders. Given the paper for this agenda item referred to named individuals, it was **RESOLVED** to declare the report confidential and not for release in the public domain.

Members requested that the public minutes record the Corporation's sincere appreciation of the work undertaken by all senior post-holders (Monica Box, Amanda Hayes, and Chris Ball) in what has been a significant, but challenging, period for the College. Senior Post-holders were thanked for their commitment to the College. In particular, their contributions towards successful organisational performance in 2012/13 and for their strategic involvement in formulating the forward plan 2013 - 2016; for uniting stakeholders behind it and enabling the College to improve its financial position and stand-alone as a focused entity for the future.

The Corporation also asked for the minutes to record the Members sincere appreciation of the leadership provided by the Chair of Governors.

It was **RESOLVED** to note the appraisal outcomes of senior post-holders.

GB 12/51 Date of the Next Meeting

The next scheduled meeting will take place on 09 July 2013 @ 17.30

The meeting closed at 18.50

Signed: _____

Date: _____