



Notes of a Planning Day held at the Institute of Arbitrators (WC1A 2LP) on 7 February 2020 at 1400 hrs.

Present	Ali Abdi	Stephen Blackshaw (Chair)	Martin Buck
	James Cross	Annie Gammon	Sheridan Mangal
	Adeshola Onakoya	Sally Townsend	Kevin Watson
In Attendance	Ralph Devereux (Clerk)	Adrian Cottrell (VP(F&R))	Kishan Pithia (VP(SS))
	Mohanned Khabbازه (VP(C&Q))	Mary Vine-Morris (AoC)	
Apologies	Princess Awunor	Jonathan Beake	Michael Desmond
	Erin O'Shaughnessy	Joy Akintan	

The Chair welcomed all to the session and thanked them for attending. He noted the recent indications of general cross-college improvement that provided continuing impetus for progress; all involved were thanked for their clear determination and commitment.

1. Detail of the programme had been circulated well in advance of the day. which was to receive a presentation from Mary Vine-Morris, the Association of Colleges (AoC) London Area Director and then to consider the role of the Corporation Committee structure.
2. Mary presented "London College Context - a changing landscape"; this was a comprehensive and fully interactive study in seven parts looking at: the National picture – politics and funding an interesting and current exchange highlighting the current higher national profile of FE; T Levels especially with regard to English and Maths (EAM) achievement; Ofsted a brief refresher on the new EIF and methodology; an FEC view of success as applied to SFC; the general London landscape and the Independent Commission on the College of the Future, which aimed "to share lessons cross-country and to map the development of vocational education". This was an informative, extended and valued session, for which the Chair thanked Mary; she then left the meeting.
3. Each of the Committee Chair's then explained how their remit was achieved:
 - a. Standards Committee. Membership of the Committee included two external educational specialist Corporation Members (one the Chair) and both elected Staff Members. The meetings process had evolved over the last 2 years from a mixture of formal and informal meetings to the present format, at which middle leaders invited "support and challenge" on their presented SAR. Focus was always given to T&L/Attendance/Retention and examined each specialist areas; triangulation visits to areas were also completed. This provided first-hand assurance on issues such as safeguarding and improved relationships between staff and members, which improved committee effectiveness. This increased personal awareness provided for easier and frank, deeper scrutiny of progress, which was passed to the Corporation through the Chair's presentation of, and questions on, the minutes at each Corporation meeting. Comments from the floor then confirmed confidence in the process, evidenced by improvement in standards. Monthly meetings would continue to demonstrate Corporation direct involvement and interest in curriculum matters.
 - b. Finance and General Purposes (FGP) Committee. FGP Committee membership included two experienced finance members (one the Chair) and the Corporation Chair, a recently retired international lawyer. This equipped the Committee for effective financial monitoring and accordingly they met twice termly. Management accounts were closely monitored and challenged at each meeting together with enrolments, capital issues, procurement details and wider matters as required. Excellent financial detail through the professional excellence of the VP(F&R) gave comfort and assurance to the work, which was passed to the Corporation through the Chair's presentation of, and questions on, the minutes at each corporation meeting.

- c. Audit Committee (AC). AC membership included two financial regulatory specialists (one accountancy partner (Chair) and one City operative). They met at least once a term with one additional joint meeting with the FGP for the AFS considerations. The termly meetings scrutinised propriety and legislation compliance and internal controls generally informed through formal reports from professional internal and external audit providers working to mutually agreed scrutiny strategies. The outcomes of these deliberations informed the way forward and reassured the Committee, which was passed in turn to the Corporation through the Chair's presentation of, and questions on, the minutes at each corporation meeting and formally each year through the Annual Committee Report,

The full meeting then considered and discussed the interrelationship between the committees and how the information provided the Corporation with strategic planning detail. For example, anticipation of high enrolments later in the year and whether and/or when associated contingency recruitment of teaching and support staff may become necessary. This had been an informative fruitful and lively session and all were thanked for their participation.

R O Devereux, Clerk