

## MARY WARD SETTLEMENT

MINUTES OF A MEETING OF THE INTEGRATED BOARD HELD ON 5<sup>th</sup> MARCH 2014 AT 6.15PM AT  
42 QUEEN SQUARE LONDON WC1

<b>Present:</b>	Diana Good (Chair)      Judith Barber Anna Haworth              Mehul Shah Caro Millington            Peter Clyne Irene Payne                 John Edwards Robert Smeath             Jane Chamberlain Raja Nadarajan
<b>In attendance:</b>	Suzanna Jackson (Warden) Allister Duncan – (Head of Finance and Resources) Sue Craggs – (Head of Adult and Community Education) Elizabeth Ball (Clerk)
<b>Apologies:</b>	Jake Lee Jo Monk Sue Dowd Andrea Rabe Paula Twigg

No.	Minute	Action
1	<b>WELCOME</b> Sue Craggs and Allister Duncan were welcomed to their first meeting of the Integrated Board.	
2	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest	
3	<b>MINUTES</b> The minutes of the meeting held on 4 December 2013 were approved as a correct record.	
4	<b>REPORTS FROM THE WARDEN</b> <b>Finance papers:</b> It was noted that it had not been possible to provide full financial information to this meeting in view of the illness of the previous Head of Finance and the limited period of time the new Head of Finance had been in post. A meeting of the Finance Committee is being held on 19 <sup>th</sup> March 2014 when full financial reports will be available. The minutes of that meeting will be circulated to all members of the Integrated Board following the meeting.  One issue which the Committee will be giving consideration to at its meeting, are the proposals relating to the Local Government Pension scheme and any action that can be taken to minimise the potential increase in contribution levels.  It was noted that it was proposed to credit rate every institution that is part of the scheme and that the level of increase in contributions depends on the results of this rating process. The college is considered to be Category C and	<b>FC</b>



	<p>basis and it was important to ensure that in larger cases requests for interim payments are submitted.</p> <p>It was also suggested that consideration be given to including a measure relating to pro bono clients.</p> <p><u>KPI report on delivery targets</u> The members of the Board noted the proposed KPI report</p> <p><u>Strategy for fundraising</u> The Warden presented the report which outlined the key types of activity for which the Settlement may seek new or alternative funding and provided a structure for the work of the fundraising team.</p> <p>Priorities had been identified in the report and as appropriate allocated to members of the Senior Leadership Team for action.</p> <p><b>The Reports were noted</b></p>	
5	<p><b>LEGAL CENTRE REPORT</b></p> <p>The report was presented and it was confirmed that whilst actual cases were currently below plan it was anticipated that the targets will be achieved by the end of the year. In general issues had been caused by staff shortages with two members of staff being off on long term sick leave.</p> <p>The Committee noted the income paper circulated by the Head of the Legal Centre and the additional funding streams that have been identified many being for more than one year. The projects to be undertaken are things that the Legal Centre has a genuine desire to do and a very strategic approach is being taken to the raising of funding. The Warden and Trustees thanked the Head of the Legal Centre for the impressive work she had put in to obtain funding and turn around the accounts from deficit to surplus.</p> <p>Trustees questioned whether payment in kind should be included in the total income for the Legal Centre was this was not represented by actual cash and so can be misleading. It was agreed that this would be considered in light of the solicitors accounting rules and how this figure should be reported to the Board.</p> <p><b>The report was noted</b></p>	H LC
6	<p><b>ADULT EDUCATION CENTRE</b></p> <p>The Head of the Adult Education Centre presented the report and highlighted key issues to the Board.</p> <p><u>Delivery</u> It was noted that income on fees is higher this year as is the number of students. It was also confirmed that the Centre is on track to achieve the target number of students for the year and the SFA funding allocation.</p> <p><u>Quality</u> The trustees noted the levels of retention which overall have improved on</p>	

figures for 2012/13. However action is being taken where levels of retention are below average.

Current success rates were reported to be good for courses that are complete and Trustees particularly noted the improvement in relation to Book keeping level 1. It was reported that this had been due to active management of that course and it was proposed that any lessons or good practice points should be disseminated to other areas.

In relation to the observations of teaching and learning, it was reported that it is anticipated that the target of 75% being graded as good or better will be achieved. The profile has improved from last year with no teachers having been graded as Grade 4 and significantly less graded as 3.

It was noted that there is no national benchmark for lesson observations, however it is important to evidence that improvements continue to be made.

#### Achievements:

It was noted that the Education Centre had received excellent reports from the awarding organisations for ESOL and BTEC and that the Equalities and Human Rights Commission had been very complimentary of the information on the Centre's website.

#### Curriculum

The Board noted the additional programmes that have been developed.

#### News

The Board noted that community outreach and exhibitions and performances that had taken place recently.

In addition the Board noted the work in relation to 'Inclusion in Action'.

#### Curriculum planning

The Head of Adult and Community Learning presented the report which outlined the curriculum development principles for the Education Centre.

In essence the principles remain the same as 2013/14, however the priority to support the needs of the unemployed has been added.

It was noted that changes in SFA funding will impact on the Centre including the national reduction in funding for qualification courses at level 2 or below. Funding changes will also affect the provision of ESOL courses, however a review of ESOL provision was to be undertaken despite these changes in view of the reduction in numbers enrolling on courses and the level of attendance and retention. As a result it may be necessary to review how these courses are

	<p>provided whilst maintaining the quality of the provision and the support provided for the students.</p> <p>It was reported that the take up of 24+ loans have been successful and there is potential to increase this. However any additional accredited provision must meet the necessary criteria of being approved by the SFA in addition to there being a clear demand and the Centre having suitable facilities and expertise to deliver it.</p> <p>In relation to non accredited provision this will remain at the same level as last year and as it is capped there is little scope for expansion. However those courses that are in fact 'Clubs and Societies' will be removed from SFA funding but will continue to be provided subject to them being self funded.</p> <p>The Education Centre will also continue to deliver entry level 1 courses.</p> <p><u>Fees:</u> The proposal is to increase fees across the board by 2.5%, however ESOL fees will be increased to 7% for Entry level courses and 5% for level 1 and level 2. However, the concession fee contribution will be reduced by 5% to 30% in order to support those most financially in need.</p> <p>Fees for students over 60 have for a significant period been lower than other courses and there are concessions available. However fees for over 60's students will also be increased by 5%.</p> <p>Trustees questioned whether the increase in fees was likely to affect the intake of students to the Education Centre and were assured that this was not likely to be the case. Students receive support from the Centre and courses will still be reasonably priced.</p> <p><b>It was agreed that the fee proposal be approved.</b></p> <p><u>Development plan</u> It was reported that the development plan identifies areas of improvement for the Education Centre and actions being taken in order that this can be monitored by the Board.</p> <p>It was noted that in future the Board will receive a traffic light report identifying progress against the areas for improvement which will also provide the board with the opportunity to challenge and verify the information.</p>	<p><b>H ACL</b></p>
<p><b>7</b></p>	<p><b>FINANCE</b> <u>Review of Income and Expenditure and Cash Flow</u> The Chair of the Finance Committee reported on the income and expenditure accounts for the Mary Ward Centre and the Legal Centre for the 6 months to</p>	

	<p>January 2014.</p> <p>It was noted that the Finance Committee would be meeting on 19<sup>th</sup> March 2014 and it was agreed that the minutes of the meeting should be circulated to all trustees.</p> <p><u>SIMBWF Banking resolution</u></p> <p>It was reported that whilst authorisation had been provided for new signatories to the Settlement bank accounts it was also necessary for those signatories to be authorised to act on behalf of the South Islington Mothers and Babies welfare fund.</p> <p>The Board has already delegated to a panel of trustees a decision about changing banking providers. The Board resolution passed below relates to current signatories only. In order to comply with the Co operative bank's requirements relating to signatories the Board passed the following resolution.</p> <p><b>It was resolved that:</b></p> <p><b>Paula Twigg and Suzanna Jackson be added as signatories to the SIMBWF bank account with the co operative bank</b></p> <p><b>It was therefore resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Co operative Bank p.l.c. ("the bank") shall continue as our bankers with our original application</b></li> <li>• <b>The bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signature and/or identification numbers or passwords) for us in connection with the account(s) and the service, provided that the instructions are given and /or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s) our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)</b></li> <li>• <b>The bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b</b></li> <li>• <b>The bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening or new accounts) affairs or property, as shown in the account signatories Section 4b</b></li> <li>• <b>The bank shall be sent a copy of any future resolutions which affect the terms of these resolutions</b></li> <li>• <b>The bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations, constitution, rule book or byelaws</b></li> </ul>	<p><b>Clerk</b></p>
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8	<p><b>REPORT FROM THE NOMINATIONS AND GOVERNANCE COMMITTEE</b> The Chair of the Nominations and Governance Committee presented the report and updated members on the three new Trustees the Committee was recommending should be appointed to the Board.</p> <p>The Board approved the recommendations which will be considered at the AGM on 25<sup>th</sup> March 2014.</p>	<b>Board</b>
9	<p><b>REPORT FROM THE FUNDRAISING GROUP</b> The Chair reported on the meeting that had been held on 17 January 2014.</p> <p>It was noted that on 12<sup>th</sup> March a fundraising event in support of the Legal Centre will be hosted Linklaters. It was also noted that on 19 May there is a charity walk in support of Legal Centres in the City.</p> <p>The fund raising group are due to meet on 17<sup>th</sup> March to discuss arrangements for the events and members of the Board requested that they have an invitation which they could sent out. Trustees also agreed to provide the Warden’s PA with information about individuals that could be invited.</p> <p>The trustees were thanked for their recent financial and practical support for the ‘ 1000 cases’ fundraising campaign.</p> <p><b>The report was noted</b></p>	
10	<p><b>ANNUAL GENERAL MEETING</b> The Chair reported that staff and students will be invited to the AGM which will take place at 5.30pm on 25<sup>th</sup> March 2014. At the AGM there will be an opportunity to outline the updated Core Values and Strategic aims of the Settlement.</p>	<b>Warden</b>
11	<p><b>CONFIDENTIALITY</b> It was resolved that the report on staffing in the Legal Centre remain confidential and that any other information relating to a named individual or</p>	

	from which a named individual can be identified should be withheld from public inspection.	
<b>12</b>	<b>DATE OF NEXT MEETING</b> <b>8 July 2014 at 6.15pm</b>	

*Staff Governors left the meeting*