

# CORPORATION MEETING

## DRAFT MINUTES

Date	10 December 2014	Time	14.00 - Risk Management Training 15.00 - Meeting
Venue	Station Plaza Boardroom		
Chairman	Tony Campbell OBE KSG FRSA		

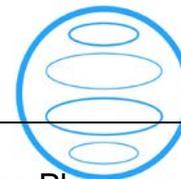
**Membership:** Tony Campbell OBE KSG FRSA (Chair); Pat Farmer (Vice Chair); Principal (Clive Cooke); Staff Governor (Wendy Bennett); Diana Garnham; Simon Hubbard; Graham How; Vic Kempner; Staff (Support) Governor (Bobbie Hargreaves); Ken Melsom; Derek Stevens; Student President (Carlie Stace); Student Governor (Charlotte Hunter); Sue Walton

**In attendance:** Jessica Stubbings; Deputy Principal and CEO (James Mettyear); VP Corporate Services (Biram Desai); VP Enterprise, Employment and Skills (Dan Shelley)

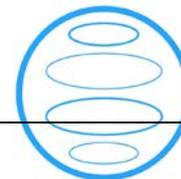
**Apologies:** Vic Kempner

At 14.00 there was Risk Management Training Session organised by the VP EES and led by Baker Tilly Risk Advisory Services LLP. Attendees: Tony Campbell OBE KSG FRSA; Pat Farmer; Staff Governor (Wendy Bennett); Diana Garnham; Simon Hubbard; Graham How; Vic Kempner; Staff (Support) Governor (Bobbie Hargreaves); Ken Melsom; Derek Stevens; Student President (Carlie Stace); Sue Walton; VP CS (Biram Desai)

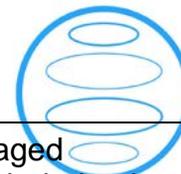
	Item	Action
1.	<b>Apologies</b> Apologies were received from Vic Kempner and the Principal noted that the VP EES would attend late due to an external meeting.	
2.	<b>Declarations of Interest</b> Sue Walton declared that she was an employee of Pestalozzi. Ken Melsom declared his directorship of Hastings Plaza Trading Ltd. Pat Farmer declared his membership of the Hastings and Rother Task Force.	
3.	<b>Chair's Introduction</b> The Chair of Corporation reported on the following: <b>Welcome to the new Student Governor - Charlotte Hunter.</b> Charlotte is studying A Levels in English, history and politics, with additional subjects in classical civilisations and visual arts. She takes an active role in the college and works as a student ambassador. As well as this she is a course representative for both English and History. Charlotte has keen interests in many different sports (everything from yoga to kickboxing) and is a case study for the Get Active programme within the college. In her spare time she enjoys fundraising for different charities and has been involved with raising money for Sierra Leone as well as being more hands on and being involved with the local Barby Keel animal sanctuary. This year she has applied to five universities (Charlotte to update) to study English literature. Post-education she would like to embark on a gap year in South America to learn Spanish and is further considering a career in an international governmental department as a diplomat. The Corporation welcomed Charlotte to the meeting. <b>Governors have attended governor link visits</b> to Construction, Student Services,	



	<p>Health and Social Care and Work Based Learning. The Student President has invited governors on <b>Walk and Talks</b> at Station Plaza, the Automotive Centre, Ore Valley and the Construction Centre. The students from Uniformed Services provided a professional and moving <b>Remembrance Day parade</b>. At the request of Richard Moore the College's Ofsted HMI Inspector governors from <b>Milton Keynes College</b> met with governors to learn about their experiences of recovery and the journey towards Outstanding. The Chair of Search Committee Vic Kempner is looking into ways for the Corporation to meet with other college governors and share experiences and best practice. The Vice Chair reported that he felt it would be beneficial for governors to visit an Outstanding college to see how they manage their governance arrangements. Governors were involved in the <b>Governance SAR and the SAR moderation</b>. Ken Melsom visited <b>legal studies students</b> to share his experiences and organised a tour of the courts for students. <b>AoC conference</b> – the Chair reported on this year's conference and highlighted the AoC's English Colleges' Code of Good Governance document which is currently under consultation and due for release next summer. He noted that the Chair of Search and GD Committee has ensured that the views of SCCH Corporation have been fed into the consultation. The Clerk agreed to circulate details to the Corporation. The Chair of Corporation reminded governors that tomorrow at 14.00 governors are invited to a presentation for the Princes Trust team and next Wednesday governors are invited to attend the Supported Learning Christmas show (13.15). The next meeting is the <b>Corporation Strategy Day on Friday 9 January</b>. The Chair of Corporation passed on his thanks to the UoB who are providing their facilities for free for the Corporation. The Education Training Foundation has provided all Colleges with one day free consultancy from a sector subject specialist in governance and Sheila Selwood will host the first session of the away day providing a refresher session on governance and governor responsibilities. The keynote address will be given by Julian Gravatt. The Chair of Corporation noted his thanks on behalf of the Corporation to all staff and students who provide governors with an opportunity to visit the College and meet staff, students and participate in events.</p> <p>The Chair of Corporation spoke about the relationship with the SLT, staff and students creating a community at the College and how this relationship successfully moved from the old College site to the new building. The College has had a remarkable year with an Ofsted inspection, reorganisation and redundancies. Staff have been through the mill and deserve great credit for their resilience. The Chair of Corporation passed on his thanks to all the staff and congratulations for what they have achieved. He passed on his thanks to governors for their hard work.</p>	Clerk
4.	<p><b>Membership Matters</b> The Corporation noted the election of Charlotte Hunter as Student Governor. The Chair of Corporation reported on the recommendation from the Search and GD Committee to appoint James Harris, Assistant Director –Economy at ESCC. The Corporation confirmed they had received details of his work experience and comments from the Chair of Search and GD Committee and noted that he had been interviewed by the Chair of Corporation, Chair of Search and GD Committee and spoken with the Principal. <b>RESOLVED: The Corporation approved the appointment of James Harris as an independent governor for a four year period commencing 10 December 2014.</b></p>	

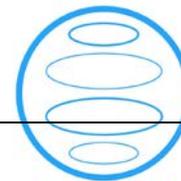


	<p><b>Proposed: SH; Seconded: KM. APPROVED</b> (Chair and Vice Chair of Corporation depart) The Chair of F&amp;HR reported that both posts were due for renewal in March 2015. He reported that there had been no new nominations and the current Chair and Vice Chair were both willing to continue in the roles. <b>RESOLVED: The Corporation approved the re appointment of the current Chair and Vice Chair of the Corporation for a two year period commencing 20 March 2015</b> <b>Proposed: KM; Seconded: DS; APPROVED</b> (Chair and Vice Chair of Corporation return) The Corporation thanked the Chair and Vice Chair of Corporation for their continued hard work and enthusiasm.</p>	
5.	<p><b>Minutes of the last meeting</b> <b>RESOLVED: The Corporation considered and approved the draft minutes of the meeting held on 1 October 2014. Proposed: DG; Seconded: PF; APPROVED</b></p>	
6.	<p><b>Matters arising on the minutes</b> The Chair noted that actions had been completed or were on the agenda for the meeting with the exception of: <b>College name.</b> The Chair noted that this was an action in progress. He noted that there was a discussion to be had about ownership in terms of Rother and noted that the College serves a rural as well as a coastal community. <b>Training session for governors on Moodle.</b> The Staff (support) governor noted that it would take place when Moodle is rolled out at the College The Principal noted that the UoB had nominated Chris Pole (Professor Laing's successor) for an independent governor vacancy on the Corporation. The Search and GD Committee will take this forward in the usual process for appointment of a governor. The Corporation discussed succession planning and the need to have a drive to find female and BME governors. The Clerk reported that the Search and GD Committee were trying hard to attract governors but to date had been unsuccessful.</p>	Clerk
7.	<p><b>Principal's report</b> The Principal took his report as read and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Learning and Standards Managers (LSMs) are working well and cooperatively with the DP to increase curriculum and maximise funding.</li> <li>• The College expects to receive <b>EFA indicative 2015-16 allocations</b> and confirmation of the funding per student rate for 16-18 classroom based provision in January 2015 and from the SFA in February</li> <li>• A delay on <b>European Social Fund (ESF)</b> money means it is unlikely to be released until calendar year 2015-16. The Principal highlighted the project themes the SFA are focusing on</li> <li>• <b>Capital funding for FE.</b> From 1 April 2015 capital funding for the sector will transfer to the LEPs with programmes being developed based on local priorities. It was reported that ESCC's emerging economic plan is sharing economic priorities for the county. (VP EES arrives). Concerns were noted about the increased responsibility for the LEP whose staff are employed by Essex County Council, with a federal structure. ESCC is taking massive cuts and the big responsibility of the LEP to manage capital funding in a period of management cuts is very concerning. SH reported that the LEP is federated and the government is unsympathetic to the regional areas, many funds are pro rata-d and opportunity or need are not being considered. Discussions around the needs of coastal communities are proving extremely difficult to bring into discussions and to prioritise local need. DG reported on the view</li> </ul>	



from Brussels who feel the LEP system is not democratically managed enough to be responsible for European funding and who are not minded to let the LEPs have access to funding. She noted that ESF money is only available for 18 months to spend, development money may never come and claw back is happening now.

- **New Ofsted inspection framework for September 2015.** The main proposals are for school sixth forms, GFE colleges and sixth form colleges to be inspected under the same framework; a new grade for Personal Development (with a focus on employability); quality of the curriculum with a focus on meeting local and national employment needs; no grades for lessons but still an overall grade for Teaching, Learning and Assessment; safeguarding to become a priority again; no grading of subject sector areas but grades for 16-19 study programmes, 14-16 full and part time, 19+ community learning, apprenticeships, traineeships and employability. Changes for grade 2 colleges is to have monitoring visits every 3 years which will trigger a full inspection if the college is better or worse than a Grade 2
- **The AoC Conference** lacked lustre with no major government announcements. Key themes emerging from the conference included English and maths having a continued importance; employability remains a priority; Vince Cable advised that there are severe austerity measures to come; HE will become increasingly competitive from 2015-16 and the sector is well placed to develop and deliver a wide range of high level vocational and practical qualifications to meet local and regional needs e.g. increased HNC/D and professional qualifications at Levels 3/4/5/6. The Principal confirmed that no themes or priorities were announced at the conference that the College isn't on board with and working towards.
- **Budget 2014-15** The College was not able to increase enrolments this year to fill its increased EFA 16-18 allocation for 2014-15. A small number of redundancies have had to take place and staff and recognised trade unions have been cooperative and worked with the College.
- Bespoke **open evenings** have taken place and have been very successful. Governors questioned how successful they had been in comparison to previous years and the VP EES reported there had been an increase in footfall from last year and at SP it was the busiest open evening since the College opened. There were an increase of students from Claverham and Robertsbridge. Full analysis will follow from the VP EES. He noted that the evening clashed with a year 11 parents evening at Bexhill High and a further open evening was being scheduled for these students. The Principal reported that in term 1 he is attending school assemblies alongside College staff to present and encourage year 11 students to visit the College and this is going well.
- The College was selected for a **SFA Full Funding Audit** and field work was undertaken by KPMG. The outcome was an unqualified audit and the management letter points will be addressed once the final report is received.
- **Leadership and Management Development.** All College managers have completed two training modules to date the first on observation training and the second related to performance management.
- **Sussex Downs College and the College joint working project.** The Principal of SDC Melanie Hunt and two senior managers are working with the VP EES and the Principal to explore ways of working together on the employability agenda. Melanie Hunt may attend the Corporation Strategy Day on the 9 January to share ideas with governors.



8.	<p><b>Performance Update</b> <b>Strategic Plan 2013-15</b></p> <p>The Principal reported that all committees had considered and agreed their relevant targets. He noted that it is the third year of the Strategic Plan and with the exception of small changes to the narrative the plan remains unchanged. Rather than add to the current plan updates and bigger changes will be part of the next 3 year plan.</p> <p><b>RESOLVED: The Corporation considered and approved the Strategic Plan 2013-15 and three year targets. Proposed: PF; Seconded: SW; APPROVED</b></p> <p><b>Key Performance Indicators Dashboard</b></p> <p>SLT members updated on their relevant sections of the dashboard as follows:</p> <p><b>VP CS.</b> The out turn is positive with a small operating surplus which achieves Satisfactory Financial Health. Staff costs are within budget. He noted he remains confident of achieving the target for the year. The overdraft is currently slightly ahead of target. It is impacted by Treasury year end. All metrics are positive.</p> <p><b>VP EES.</b> Apprenticeships are running in line with budget and have achieved a much stronger start than previous years.</p> <p><b>DP.</b> The target for <b>observation grades</b> is 80% good or better. The DP explained that this year Outstanding teachers are exempted for one year from observations. The College is focusing on working with a cohort of teachers who don't have a consistent record of good or better. He confirmed that he felt the target is still challenging and the aim is to enable focus and capacity on teachers to move to good or better lessons. Those not achieving will be supported by TLC coaches and peers and then re observed. There are 163 teachers who fall into the cohort for observation and numbers refer to sessions rather than teachers. Governors noted that this needed to be demonstrated more effectively and the DP explained that it was identified in the SAR, and in a further chart on the dashboard.</p> <p>[performance management confidential note]</p> <p><b>Retention</b> stands at 99.3%. LSMs and HoFs work hard to identify learners at risk. The figure is marginally above this time last year. MIS are organising a monthly report for retention and attendance to benchmark against last year. It will be ready for the new year.</p> <p><b>Success rates</b> – the target established by CQS is 87% for all qualifications including Functional Skills.</p> <p><b>VP EES.</b> Apprenticeships. It is too early to show figures and the blue boxes on the dashboard are targets which have been increased from last year. Success rates look low due to the number of late success rates which will count for this year. The VP EES noted that he has every confidence to achieve the target for this year. One governor questioned the data for 25 year olds and the VP EES noted that there are very few learners in the category and figures are not representative due to the timing of the report.</p> <p><b>FE Choices</b> has the same target as last year (85%) which puts it in the median for Colleges of the same size. Actual for last year was 81%. The DP noted that there are issues in the way it is managed with timings and circulating.</p> <p>The <b>Employer Satisfaction Survey</b> target is now 77% (last year 71%). The College has a reduced number of withdrawals and is getting smarter about supporting employers to complete the survey.</p> <p><b>DP.</b> Student attendance is 88% marginally up on the outrun for the end of last year. There are a number of technical issues in capturing attendance effectively and MIS are working on resolving in the new year. Governors suggested PPRs is an area of focus for attendance.</p> <p>The Chair of Corporation reported that he had visited Student Services and saw first-</p>
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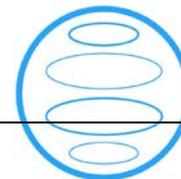
	<p>hand the fantastic job the staff do in supporting students. He passed on his thanks to Student Services for their hard work and dedication in supporting students at the College. He noted the large numbers of students with varying degrees of bursary need and it was agreed this would be interesting data to capture and compare with success rates and student support. The staff (teaching) governor reported that different areas within the College have a higher proportion of students with needs. She noted Health and Social Care where in a cohort of 130 students 90 have differing levels of need. She explained that the Department as a whole is overstretched with pastoral problems which other areas may not have and noted this had led to poor results last year. Governors proposed that as part of the PPR the % of students receiving support would be helpful. They noted that identifying where the College is having success with those students becomes a Value Added aspect.</p> <p><b>Management Accounts – October 2014</b> The VP CS reported that the College is on target to meet its targets this year. He explained that the real challenges to the budget will come next year. The Vice Chair of Corporation reported that he had never seen an operating surplus at this time of year and congratulated the VP CS on the good start to the year.</p> <p><b>Risk Register (included as part of the training session)</b> Governors noted that the risk register had not been included in the training session although sections of the 4risk system were demonstrated. The Clerk agreed to circulate relevant sections of the system. The VP EES reported that the register had been reduced to 25 corporate risks and assurances. The majority of risks relate to finance. The Vice Chair of Corporation asked that the risks are cross checked against the Strategic Plan and targets and the VP EES confirmed that this had been actioned. He noted that risks have been assigned to committees and this will be rolled out as a standing item in the new year. Risks included will have a gross risk of over 16 regardless if they are netted for less than 16.</p>	<p>SLT</p> <p>SLT</p> <p>Clerk</p>
9.	<p><b>Student Governors Report</b> The Student Governor’s report was sent to the Corporation following the meeting. Details are as follows:</p> <ul style="list-style-type: none"> <li>• The learner voice session before the previous Corporation meeting was a big success with both governors and students. The Student President posted some photos on the Student Union Facebook page that were taken during the session which has received about 140 views which is a lot more than other posts on the page. Students found it useful to be able to talk to the governors and find out about their role in the college as most did not know anything about their role. They also liked that they could give the view of a student to a governor about the college with one student saying about the governors “they take a great and enthusiastic interest into the college lives of the students”. Improvements to the session with a better method of movement as well as a longer session so that all governors could speak to all students involved is planned for the next Learner Voice session on Wednesday 29<sup>th</sup> April at Ore Valley.</li> <li>• Following a suggestion that was made by governors the Student Council looked into leasing the pool tables. The College now has 3 brand new pool tables (1 at Station Plaza and 1 at Ore Valley) that we hire as an agreement with Lakerose. The tables were brought to the college and installed at no charge. Students pay 50p to use the tables as they did before, 60% of the money goes to the students union budget with the other 40% going to</li> </ul>	Clerk



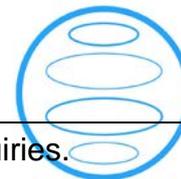
	<p>Lakerose. Included in the service is free call out for any problems to the tables and maintenance. Following the installation of the Pool table the company also installed a Juke Box in dine at Station Plaza. The students union receive 40% of the profit with Lakerose taking 60%.</p> <ul style="list-style-type: none"> <li>• The Student feedback section of the Student President Wordpress has been updated to make it easier for students to find out what is being said for the areas they are involved in.</li> <li>• Students from Public Service, Travel and Tourism and Sports have been organising their Christmas fair, under the supervision of Kim Scott and Craig Ottley, on Tuesday 16<sup>th</sup> December to raise money for the Public Services trip to Mount Snowden</li> </ul>	
<p>10.</p>	<p><b>Report from the Audit Committee 25 November 2014</b> The Corporation took the report as read. See full report for details. <b>The Chair of Audit reported on the</b> Internal Audit Plan 2014/2015 - 2016/17 and noted the changes agreed at the Audit Committee which included an audit of safeguarding process in place of payroll and an audit of the ICT strategy and governance and key financial controls. The Committee recommended an increase up to 33 days (5 day increase from the base plan) to cover all areas. The Vice Chair questioned why an increase in audit days was required and the Chair of Audit reported that the Committee felt this provided suitable assurance for the Corporation. It was noted that the advice on the IT strategy was included in the original audit days agreed. <b>RESOLVED: The Corporation considered and approved the Internal Audit Plan 2014/15-2016/7. Proposed: DG; Seconded: SW; APPROVED</b></p> <p>The Chair of Audit reported on the Annual Report of the Audit Committee and noted that the Audit Committee received a detailed board assurance report from the VP CS and the Clerk and alongside audit reports and other key controls are able to provide assurance and an audit opinion to the Corporation. <b>RESOLVED: The Corporation approved the Annual Report of the Audit Committee. Proposed: DG; Seconded: GH. APPROVED</b></p> <p>The Chair of Audit reported that the Committee scrutinised the External Auditors report and management letter from Baker Tilly and recommended to approve it. It was noted that this would be approved under item 11.</p>	
<p>11.</p>	<p><b>Report from the Finance and Human Resources Committee 25 November 2014</b> The Corporation took the report as read. See full report for details. The Chair of F&amp;HR and the VP CS reported that the College year end audited accounts are ready to sign by the Chair of Corporation. A lot of work has gone into demonstrating the College is a going concern and the VP CS has been working closely with Baker Tilly the College's auditors. The Corporation noted they were pleased to see the operating surplus (before FRS17). The VP CS reported that the LGPS contribution has gone up to £6.7m and the liabilities of East Sussex overall will be a challenge going forward. It was noted it is a clean set of accounts with very few adjustments. The Corporation thanked the VP CS and his team for their hard work. <b>RESOLVED: The Corporation considered and approved the College year-end audited accounts 2013/14 including financial statements and external auditors' management letter. Proposed: KM; Seconded: PF; APPROVED</b></p> <p><b>Sale of 39 Devonshire Road.</b> The Chair of F&amp;HR reported that an offer has been</p>	



	<p>received on Devonshire Road and exchange of contracts will take place shortly. The property was advertised on the open market for an asking price of £125,000-£130,000 and the offer received is £127,500. The Chair of F&amp;HR reminded the Corporation that the property had been acquired during the construction of the site and had been purchased to assist with the development.</p> <p><b>RESOLVED: The Corporation approved the sale of 39 Devonshire Road for a sale price of £127,500 and approved the signing of the contracts by the Chair of F&amp;HR and the VP CS. Proposed: DS; Seconded: SH; APPROVED</b></p> <p><b>Financial Regulations.</b> The Chair of F&amp;HR reported that the Financial Regulations had been circulated via email. The VP CS noted the 3 minor changes:</p> <ul style="list-style-type: none"> <li>• Update job titles to reflect the current structure</li> <li>• Capitalisation of fixed assets now has de minimis level of £1,000 including VAT for all assets, raising I.T. assets from £500 including VAT</li> <li>• Replace OGC (Office of Government Commerce) with CCS (Crown Commercial Services)</li> </ul> <p>DG reported that the item on p.33 around subsistence and overnight stays may require updating following sector change. Companies are now not allowed to benchmark an amount of money but instead can claim for 3 meals.</p> <p><b>RESOLVED: The Corporation approved the revised Financial Regulations subject to appropriate amendments on p.33. Proposed: PF; Seconded: DS; APPROVED</b></p> <p>The Chair of F&amp;HR congratulated Debbie Gibbs who attended the annual conference of Subway and received an award for operational excellence. The Corporation passed on their congratulations to Debbie and her staff. It was noted that Debbie has 2 apprentices and provides work experience for many students.</p>	<p>VP CS</p>
<p>12.</p>	<p><b>Report from CQS Committee 27 November 2014</b></p> <p><b>The Corporation noted the</b> Three year Curriculum Strategy 2015/16, 2016/17 and 2017/18 and the Annual Safeguarding Report. The DP noted that following the CQS meeting some suggested changes from the committee would be included in the report to capture the cohorts of learners not included in the current report. He also welcomed the Audit Committee’s suggestion to increase audit days to include an audit of safeguarding processes.</p> <p>The Corporation received a presentation from the DP on The Draft College SAR 2013/14 with the rationale for the grades agreed (see presentation for full details).</p> <p><b>RESOLVED: The Corporation considered and approved the Draft College SAR 2013-14. Proposed: KM; Seconded: TC; APPROVED</b></p> <p>The Vice Chair reported on the importance of the College’s Quality Improvement Plan and the DP noted that this will arrive shortly.</p> <p>The Vice Chair asked about dates for governors to accompany the DP on lesson observations and the DP noted that these will be sent out shortly.</p> <p>The Vice Chair noted that he had sat in on the recent PPR on English and Maths and explained that following the departure of the Head of Functional Skills the Head of Faculty Jim Sharpe was leading on the area to rectify issues. A full report on progress on English and maths delivery as a result of the problems earlier in the year is being presented at the CQS meeting in March.</p> <p>The Vice Chair thanked governors for their involvement in the Governance SAR and</p>	<p>DP</p> <p>DP</p> <p>DP</p>



	the SAR moderation.	
13.	<p><b>E Governance and Paper light meetings update</b></p> <p>The staff (support) governor reported on progress from the e governance working party.</p> <p>Following research, advice and guidance from Sussex Downs College Clerk and Governors, The Education &amp; Training Foundation &amp; Hastings County Council the group has concluded that the preferred devices are iPad and Microsoft Surface Pro 3. The group has tried and tested - Evernote, Adobe Acrobat Software and Microsoft OneNote and feel that OneNote is the best all round because of the ease of use and the way it is displayed on the mobile devices.</p> <p>OneNote is integral to Microsoft 365, which IT Support has been investigating as part of future of online access to Office and email for students. Access to meeting documentation will be via a web browser using college login and will synchronise with the device. This option also gives the full integration with SharePoint if desired in the future.</p> <p>An initial order of 8 devices has been made which will give people the opportunity to test both types of device. OneNote training for the clerk &amp; administrator took place in November and the aim is to present the papers for the next Search meeting in electronic form for members of the e Governance group to pilot. Feedback from this pilot will inform rollout and training to the next meeting for the Audit Committee in March. The Head of IT is closely involved in the group and governor trials of devices, data storage and software are being used as a pilot for a wider roll out of e learning for staff and students.</p> <p>SH reported on paperless working at Hastings Council. Meetings and offices and processes have all become paper light to enable home working and provide flexibility and building space. He noted that with older people there is an issue about large bulky papers and how much reading people want to do online which has brought pressure for conciseness and brevity for paper authors. He reported that the electric members liked the system very much.</p> <p>Security and management issues were important areas at the council. The council does not allow members or officers to use personal tablets or phones across the network which has come up against resistance. Encrypting and security of devices is key, password sharing is banned, a privacy statement is important and the tightening up of these processes has been seen as oppressive for some staff. The council is currently piloting I pads and surface pro devices. SH offered the councils Head of IT to speak with the Colleges Head of IT and it was agreed this would be useful.</p> <p>The staff (support) governor reported that the group is working closely with the Head of IT. Big screens can be used for large documents such as the KPI dashboard in meetings, and all equipment is on the College network and will be security protected. The group is starting a trial today with I pad air 2 and surface pro devices. Eight governors are involved in the pilot. IT is setting up Microsoft 365 which will integrate perfectly with the devices and Sharepoint is being looked into. DG suggested the group look at Prezi as a presentation tool. It was agreed to see if this would be compatible with Onenote.</p>	Clerk
14.	<p><b>AOB</b></p> <p>One governor noted feedback from Lets Do Business. A number of people exhibiting at the event had asked about working with the College and tendering for business. The Corporation suggested it would be a positive gesture if the College sent the Procurement Officer to the businesses at the event to explain processes. The VP</p>	VP CS



	<p>CS noted he was happy to pass on details to GH for any immediate enquiries.</p> <p>The Chair of Corporation gave out Christmas puddings which have been made for governors by the Level 1 Hospitality &amp; Catering students under the tuition of Steve Horn to say thank you from the College for governors' hard work and support. The Principal confirmed these are used as corporate gifts.</p> <p>The Chair of Corporation thanked governors, student and staff governors and the SLT for their support and wished the College success at the end of the year. He thanked the Clerk for the high standards of governance and support. The Vice Chair of Corporation thanked the Chair on behalf of the Corporation for leading the Corporation and the College in the last 12 months.</p> <p>SW noted that the Corporation meeting in December clashed with the Pestalozzi fundraising event and the Chair of Corporation asked the Clerk to see if the date could be moved to the next day.</p>	Clerk
	<p><b>Meetings for 2014-15</b> Strategic Away Day 9 January 2015; 29 April 2015; 24 June 2015</p> <p><b>Meetings for 2015-16</b> 7 October 2015; 9 December 2015; 27 April 2016; 22 June 2016.</p>	

Staff and Student Governors depart. Independent Governors remain for Confidential C agenda items.

Meeting closed at: 17.10

Meeting length: 2hrs

Attendance for 2013-14: 90%