

CORPORATION MEETING

Draft minutes

Date	1 October 2014	Time	14.00
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); 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: Simon Hubbard

At 13.00 there was a Student Voice Session in the atrium led by the Student President, Carlie Stace. This session was an opportunity for governors to get an insight into the student experience and to raise the profile of the governors with students. Attendees: Tony Campbell; Pat Farmer; Diana Garnham; Graham How; Vic Kempner; Bobbie Hargreaves; Ken Melsom; Derek Stevens.

	Item	Action
1.	Apologies Apologies were received from Simon Hubbard.	
2.	Declarations of Interest 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. Tony Campbell declared consultancy work for Bexhill High School.	
3.	Chair's Introduction The Chair and Corporation welcomed Graham How to the meeting, the new Deputy Principal, James Mettyear and the new Student President Carlie Stace. The Chair gave a short update on the Student President's journey at the College and her aspirations for her year in post. The Corporation congratulated her on the role and introduced themselves. The Chair reported that the Principal had kept him updated on the enrolment and success rates at the College and full details would follow as part of the Principal's report. He noted that the Search and Governance Development Committee had recently reviewed the statutory documents and bye laws for the Corporation and thanked the Chair of Search and GD and the Clerk for their work. The Chair thanked governors for completing the self-assessment questionnaires and reported that the Chair of Search and GD Committee was following up on areas for further work and development.	Chair of SGD



	The Chair reported that he had a meeting scheduled with the Chair of Sussex Downs College and would be attending FE Sussex Chair meetings through the year.	
4.	<p>Minutes of the last meeting</p> <p>The Corporation considered and approved the draft minutes of the meeting held on 2 July 2014 subject to noting Jessica Stubbings' apologies and clarifying p.5 on subcontracting business being £3m expanded.</p> <p>RESOLVED: The Corporation considered and approved the draft minutes of the meeting held on 2 July 2014. Proposed: PF; Seconded: KM; APPROVED</p>	
5.	<p>Matters arising on the minutes</p> <p>The matters arising were noted as completed. Areas discussed: College name change – is still under discussion and will be brought to a future meeting. Update on the Libyan contract. The Vice Chair asked that the Corporation visits the Energy Centre site during 2014-15.</p>	<p>Clerk</p> <p>Clerk</p>
6.	<p>Principal's report</p> <p>The Principal took his report as read. See full report for details. Areas discussed included:</p> <p>Pyke House. The Principal and VP CS are meeting the Charities Commission on the 13 October to further the discussions around the release of funds for educational purposes at the College.</p> <p>English and maths The Chair noted the importance of connectivity with schools to address issues and the development of students who are not going to achieve expected grades. The DP is exploring the issues around English and maths and reported that there are 450 grade D English and 470 grade D maths students in College which is very challenging.</p> <p>DG reported on key messages from the Party Conferences including: The focus on English and maths was very strong from Nicky Morgan. The huge concern about the quality of apprenticeships across all areas City and Guilds are looking to build apprenticeships around infrastructure projects There was a strong feeling from delegates that FE has been underprovided for</p> <p>Traineeships. Following changes in SFA policy and the College's good and outstanding Ofsted judgements the College is now able to offer traineeships.</p> <p>Success rates (all results listed in report) As of today there are 350-400 outstanding achievements.</p> <p>There are a few challenges. In Health and Social Care there are some concerns around management. Functional Skills expects to be within a band width of 65-70%. The national rate is 69%. There has been good progress to date with results sitting on 65% currently. This includes a 50% increase in the numbers doing Functional Skills.</p> <p>Apprenticeships. Timely success rate is 77% which is significantly above the national rate (56%) showing the success rates are robustly good.</p> <p>The Principal reported that all success rates outcomes for learners grade is predicted at 2 (Good) although this is still an interim position.</p> <p>Full Funding Audit. An SFA full funding audit took place in August 2014 and the outcome was substantially positive with the final report due shortly.</p> <p>Enrolment 2014-15. As of today enrolments are 1620 against a target of 1715</p>	



showing 5.5% or 95 students below the post Right Choice target. The Principal noted that this is despite having a good and outstanding Ofsted result. The number of new students is comparable to 2013-14 which due to the 2% drop in the market size shows demonstrates that the College has increased its market share despite the drop in numbers. The shortfall appears to be due to existing students leaving rather than progression within the college. He noted that the destinations data will provide details of where students have moved on to. He reminded the Corporation that the College had been awarded funding for an additional 260 students for 2014-15 and although the College has grown partly into the growth it had not matched the funding which will impact in 2015-16 on the budget. 19+ adults exceeded its full time targets, Community has enrolled to target, HE is enrolling this week and has enrolled to profile with the exception of PGCE. In apprenticeships 16-18 has enrolled just above profile, 19+ has enrolled well and with carry in has already achieved its target with an additional bid to the SFA being submitted for further numbers. 24+ loans already achieved its internal target and the College is waiting for partners to confirm their enrolments. The VP EES noted that there are no reasons to believe partners have not met enrolment targets.

The Principal reported that the 16-18 shortfall has resulted in a need to make savings to cover loss of income. By 23 September the VP CS had identified savings to protect the budget for 2014-15. He reminded the Corporation that the EFA funding is paid in year and the SFA funding is lagged but noted the importance of making savings in year. The Corporation questioned the financial impact of the short fall and the VP CS reported that it equates to approximately 100 students at £3900 per student and the College is looking to make a pay savings to compensate for the reduction..

The Corporation asked how many of the short fall could be enrolled in year. The VP EES reported that there is a much more expanded programme of activities including Princes Trust courses, a pathways programme (already full with 49 students and another 30 due in November), traineeships (15 in construction with similar numbers anticipated for each term). It was agreed that the new opportunities were great for in year opportunities and significantly improved on the curriculum in 2013-14.

University of Brighton The Principal has spoken with the VC, UoB, to further the idea of the UoB putting its weight publically behind Academy 6. The Chair and Principal are awaiting recommendations for a UoB governor for the Corporation and expect that it may be Professor Laing's successor Chris Pole.

Governance Self-Assessment Process. The Principal and DP asked the Corporation to delay the Governance SAR session and it was agreed to defer until Tuesday 11 November at 17.00. The Chair apologised that the revised time was not suitable for all governors. The Corporation agreed that as the governance part of the SAR is part of the leadership and management report it made sense to review at a later date.

The Chair thanked the Principal for his report.

Principal

Chair/
Principal



7.	<p>Performance Update</p> <p>a. Key Performance Indicators Dashboard</p> <p>The VP CS reported as follows: Total College income stands at £19.9m. 100% of 16-18 Learner Responsive funding and Adult Single budget has been achieved. An operating surplus of £60,000 subject to audit has been achieved which is below target but will achieve Satisfactory Financial Health. Staff costs as a % of income was not achieved. The College is in discussion with Barclays about the overdraft. Staff turnover went up by 0.5% with redundancies in the budget in 2013-14. 4 staff are in Performance Management but there are no staff in Stage 3 of the programme. Sick days are down to 4% which the Corporation agreed was positive.</p> <p>The DP reported as follows: Observation Teaching and Learning grades stand at 86% good or better which includes all observations, including Ofsted, conducted last year. The student attendance aspirational target of 90% has not been met and is an area of key focus for this year. One governor asked if students are made aware of the attendance targets and their performance through the year and whether owning this information would drive their need to improve their attendance. The Principal reported that at review meetings students have their own attendance reviewed every 6 weeks. He noted that there was no policy of sharing attendance targets but it was a good idea to drive improvements. The DP is designing and implementing a process of live data for managers to use which will help managers and faculty areas to access key information such as attendance. The Corporation asked the Student President for her views and she agreed that the Student Union could have a role in showing that attendance is linked to success and its importance in employability. The Corporation questioned the intervention measures for non-attendance and noted Attendance and Intervention Officers are in place and there are lots of measures to follow up on poor attendance. Attendance of 100% is expected with a target of 86.7%. The Chair reminded the Corporation that Ofsted had felt attendance of 85% was good. The Principal reported that the College was working on improving data on attendance to include attendance for field trips, study programmes and exam periods.</p> <p>The Corporation looked at the interim results for learner satisfaction and noted that in the recent learner voice session all students were significantly more positive than the survey shows. The Principal noted that in the early journey of recovery students were suffering from survey fatigue and there is a sense that students view the surveys as a tick box exercise. For future the College is measuring far less but at key strategic points in the year. One governor asked if a trip advisor type survey would be more suitable than a long survey. The Student President noted that it depended on the individual student with some students having a lot of opinions to share and others preferring a short survey.</p>	SLT
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	<p>b. Management Accounts – July 2014 The VP CS reported as follows: There are 2 planned adjustments. FRS17 (the significant increase in the Colleges share of the pension) and the booking of the sale of Pyke House. A meeting is taking place next week with Barclays who would like to see the College stepping down the overdraft by £0.5m. The VP CS reported that cash flow is tight and risk will be considered as part of the discussion to reduce the overdraft. The retention for Station Plaza is still under negotiation which will be considered by the F&HR Committee. Depreciation was better than budget. The VP CS reported on the fully depreciated assets that were not spotted when doing the budget. Legal profession and other costs at almost £200,000 are too high and the College is drilling down to identify how to reduce costs and it will be considered further at F&HR. The figures include an Interim MIS Manager and other reviews carried out by FE Associates. It was agreed that legal support is a need in HR but there is a need for it to be managed well and identify what is going wrong to avoid such high fees in the future. The VP CS reported that he had spoken to the HR Manager to stress that legal advice should only be used in times of real requirement. The Corporation questioned what the budget is for legal/professional for 2014-15 and it was reported as approximately £300,000. The Corporation questioned why it was not a reduced target and asked if there were more cost effective ways of receiving legal advice including using a HR legal consultancy firm rather than lawyers. DG reported that it had been used at the Science Council with good results.</p> <p>c. Risk Register review and update process for 2014/15 The VP EES reported as follows: The risk register is being reviewed with the SLT and managers to streamline the risk register and avoid duplication and has been reduced to 30 to 35 risks which are associated with cross College issues and are link to KPIs. The update relieves pressure on staff updating and better utilises the 4 risk system. It was noted that the risk appetite remains at net risk of 16.</p> <p>The Vice Chair suggested that the register includes strategic risks around a major change of government policy and threats of competition from other education providers The Corporation reviewed the strategic risk register and the two red risks-the failure increase in apprenticeship enrolments and funding for young people to further meet the skills needs of individuals and employers. He reported that the College is in the process of increasing the range of offers made and have had a doubling of starts for 16-18 apprenticeships compared to last year. He assured the Corporation that the risk is being managed closely. The failure to have a range of appropriate and current policies in place that are systematically reviewed and have impact assessments. The Quality Coordinator is currently reviewing and managing the risk.</p>	<p>VP CS</p> <p>VP CS</p> <p>VP CS</p> <p>SLT</p> <p>VP EES</p>
<p>8.</p>	<p>Student Governors' Report The Student President provided governors with an update of work she has undertaken with the Student Council since her appointment including:</p> <ul style="list-style-type: none"> • The survey about the student induction day was mainly positive • 4-5 September there was a successful Fresher's day. • Elections for Officer roles and the Student Governor are in progress. 	



	<ul style="list-style-type: none"> Goals for year ahead were discussed and the Corporation reported that the role of the Student Governors is key to their work and welcomed hearing the student voice Discussions with Marketing to start a Student Bulletin are underway Annual dates for walks and talks, curriculum forums and student surgeries are in place <p>The Corporation thanked the Student President for organising the student voices session and welcomed the opportunity to hold a similar session at Ore.</p>	Clerk/SP
9.	<p>Report from Search and Governance Development Committee The Corporation took the report from the meeting held on 10 September 2014 as read. The Chair of Search and GD highlighted the following items:</p> <p>Governor recruitment. The Chair, Chair of Search and GD and Principal are meeting with an interested candidate this afternoon. He reminded governors to pass on the advert for governors to any interested parties governors felt were suitable to the role.</p> <p>Governance development. Attendance is good and ahead of the targets set by the Committee. Attendance at PPRs and lesson observations has been included as a key part of governor development and governors are encouraged to attend at least one session in 2014-15.</p> <p>Corporation Away Day – the theme will be around income generation and business efficiency and follows up on themes identified at the last away day.</p> <p>E governance and paper light meetings. A capital bid to help with the project has been successful.</p> <p>Schedule of Corporation and Committee meetings 2015-16 was agreed subject to confirming CQS meeting dates.</p> <p>Statutory Documents – Instrument and Articles of Government, Standing Orders, Scheme of Delegation and Code of Conduct. Documents have been scrutinised in detail by the Committee and are recommended for approval.</p> <p>RESOLVED: The Corporation approved the revised statutory documents. Proposed: VK; Seconded: GH; APPROVED.</p>	All All Clerk
10.	<p>Report from CQS Committee The Chair of CQS took the report from the meeting held on 11 September 2014 as read and highlighted the following points:</p> <p>Curriculum Strategy Process. The VP EEES had provided a presentation and paper looking at local and national labour market intelligence to identify key features for the Curriculum strategy at the meeting. The Chair asked the Clerk to circulate to governors.</p> <p>Ofsted data dashboard. Will be useful to benchmark when it is fully up and running. The College and the Committee do not see it replacing the College's own dashboard.</p>	Clerk
11.	<p>Policies - Pay Policy The Principal reported that the F&HR Committee and the Corporation approved the Pay Policy for the College in June and July 2014. The policy is robust but intrinsically linked to the Performance Management Policy which requires further work. The Corporation agreed to withdraw the policy until the work is carried out. .</p> <p>RESOLVED: The Corporation approved the withdrawal of the Pay Policy. Proposed: PF; Seconded: DG; Approved.</p>	
12.	AOB	

	There were no items received.	
	Meetings for 2014-15 1 October 2014; 10 December 2014; Strategic Away Day 9 January 2015; 29 April 2015; 24 June 2015	

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