

PRESENT

Mr Andrew Baird	Independent Member	Chair
Mrs Liz Rushton	Independent Member	Vice Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Ray Elgy	Independent Member	
Mr Colin Monk	Independent Member	
Mr Phillip Kerle	Independent Member	
Mr Robert Pickles	Independent Member	
Mr Charlie Martin	Support Staff Member	
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Ms Georgia Crabb-O'Toole	Student Member	

IN ATTENDANCE

Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Mrs Jyoti Baker	Vice Principal: Finance and Resources
Mr Patrick Waller	External Co-opted Member of the Audit Committee
Mr Richard Brooks	Business Development Manager (item 7 only)

APOLOGIES FOR ABSENCE

Mr Michael Axelrod	Independent Member
Mr Ron Searle	Independent Member
Mrs Isobel Wallace	Independent Member
Ms Kirsty Penfold	Academic Staff Member
Mr Peter Coughlan	Student Member

CLERK

Mrs Sue Glover	Clerk to the Corporation
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C.24.17 DECLARATION OF INTERESTS

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

C.25.17 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Michael Axelrod	- personal commitments
Mr Ron Searle	- business commitments
Mrs Isobel Wallace	- business commitments
Ms Kirsty Penfold	- personal commitments
Mr Peter Coughlan	- personal commitments

AGREED

The Board accepts the apologies for absence.

Phillip Kerle and Robert Pickles left the meeting

C.26.17

MEMBERSHIP OF THE CORPORATION

The Clerk to the Corporation presented a report on issues relating to the current membership of the Corporation Board and its committees.

Members were reminded that at the meeting of the Corporation Board held on 8 July 2009, membership was determined at 16. Circumstances subsequently caused this to be revised to 18. At the meeting of the Corporation Board held on 9 July 2015, the Board refined its membership to 16 with 11 independent members.

Independent Members

Appointment of Mr Phillip Kerle

The Board was advised that, at the meeting of the Search and Governance Committee held on 18 May 2017, full consideration had been given to the application for the appointment of Mr Phillip Kerle as an independent member.

Members noted that the Committee had recommended that Mr Kerle be appointed as an independent member for a four year period of office.

Appointment of Mr Robert Pickles

The Board was advised that, at the meeting of the Search and Governance Committee held on 18 May 2017, full consideration had been given to the application for the appointment of Mr Robert Pickles as an independent member.

Members noted that the Committee had recommended that Mr Pickles be appointed as an independent member for a four year period of office.

RESOLVED

The Corporation Board endorses the recommendation of the Search and Governance Committee and appoints Mr Phillip Kerle and Mr Robert Pickles as independent members for 4 years until 31 July 2021

Phillip Kerle and Robert Pickles rejoined the meeting.

The Chair congratulated Mr Kerle and Mr Pickles on their appointments.

Mr Michael Axelrod

The Board was advised that in accordance with the Governance Recruitment and Succession Planning Policy, Mr Axelrod had given notice to leave the Board earlier than his end of term date of 30 April 2019 due to his work commitments. It was noted that he will leave the Board on 31 August 2017.

Mrs Isobel Wallace

The Board was advised that Mrs Wallace had also given notice to leave the Board earlier than her end of term date of 30 April 2020 due to her work commitments. It was noted that she will leave the Board on 31 December 2017.

Members were advised that these resignations will create two vacancies for independent members, one with effect from 1 September 2017 and the other from 1 January 2018.

Student Members

The Board was advised that the term of office for the current student members Ms Georgia Crabb-O'Toole and Mr Peter Coughlan, ends on 31 July 2017 and their courses complete at the end of the current academic year.


Initials

Recent elections resulted in the following:

- Kieran O'Neill, (Level 3 Public Services) has been elected President of the Students' Union and is nominated to be Student Governor
- Lucy Jackson (Level 3 Public Services) has been elected Vice President of the Students' Union and is nominated to be Student Governor
- Kieran and Lucy are nominated for appointment as Student Governors for the period 1 August 2017 to 31 July 2018
- A student member designate, with responsibility to attend meetings as a substitute for the student members (but not as a member) of the governing body and the Learning and Quality Committee, will be sought in the Autumn term from the other candidates elected for the Student Union Executive

Membership of Committees

The Clerk to the Corporation presented the current committee structure and advised that this will be updated in the light of the new members. Members were advised that, as in previous years, 'expressions of interest' are invited to be sent to the Clerk from anyone wishing to change the committee they currently serve and whether they would be willing to serve on more than one committee as well as the Strategy Committee for 2017/18.

Gender Balance

Members noted the current gender balance of the Corporation Board

- 10 male; 6 female plus 1 male External Co-opted Member of the Audit Committee
- 3 male chairs of the Board and committees; 2 female chairs of the committees

Professional Negligence Statement

Members were advised that a concern had been expressed that for those governors who are also practising professionals (accountants, solicitors), that they could be held responsible for any advice given. Although assurance by the Insurers is given that this would not be the case, it is felt that there could still be a residual risk of action against an individual governor. In the circumstances, it was agreed that the best course of action would be to record annually in the Minutes that:

"Advice given by Governors is incidental to their professional expertise and is not being given in their professional capacity"

Members noted the key impact measures arising from the report, in particular the Strategic and Risk implications.

RESOLVED

The Corporation Board receives and notes the report and

- approves the nomination of Kieran O'Neill and Lucy Jackson to be student governors during the period 1 August 2017 to 31 July 2018
- agrees that Membership of the Board committees from 1 September 2017 will be updated in the light of the new members
- accepts the resignations of Mr Michael Axelrod and Mrs Isobel Wallace
- agrees that the following Professional Negligence Statement would be recorded annually in the Minutes that **"advice given by Governors is incidental to their professional expertise and is not being given in their professional capacity"**


Initials

C.27.17

NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.28.17

UNCONFIRMED MINUTES OF THE PART 1 MEETING OF THE CORPORATION BOARD HELD ON 23 MARCH 2017

The minutes were approved and signed as a correct record, subject to minor amendments.

C.29.17

MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE PART 1 MEETING HELD ON 23 MARCH 2017

Members agreed that there were no matters arising from the minutes of the meeting.

Members noted the satisfactory completion of progress on the Action Points arising from the meeting.

C.30.17

GOVERNORS' DEVELOPMENT AND TRAINING

The Business Development Manager gave a presentation on Apprenticeships and members received a briefing on

- the differences between Apprenticeship Standards and Frameworks
- the varying assessment requirements for Apprenticeship Standards
- the Apprenticeship Levy

Members discussed issues arising from the presentation and agreed that it had been very helpful and informative to understand more about these issues.

C.31.17

EAST SURREY COLLEGE STRATEGIC STATEMENT: 2016 - 2019

The Principal and Chief Executive presented, for consideration and approval, the Strategic Statement for the three years from 2016 – 2019 with revisions for 2017/18.

Members were advised that the Strategic Statement 2016 – 2019 had been revised for 2017/18 following internal review, discussions arising during the first year of the three year Strategic Statement and feedback from governors at the Self-Assessment meeting of the Corporation Board held on 24 June 2017.

The Board was advised that, although some amendments to targets in the Strategic Statement for 2017/18 are also presented, certain targets can only be confirmed once the final year outturn for 2016/17 is known and has been assessed. It was noted that full targets will be presented to members for approval during the Autumn Term 2017.

Members noted that

- the Strategic Statement is updated on an annual basis to maintain currency, including Targets that are set and monitored by Governors
- all College plans and activity relate to the delivery of the overarching Strategic Statement
- professional development, curriculum planning and development and resourcing are all informed by the strategic direction outlined within the Strategic Statement
- the vision, mission and values are proposed to remain the same, with only minor amendment to the public value statement
- the College's Higher Education, Human Resources, Marketing and Business Development strategies are informed by, and feed into, the overarching College Strategic Statement and its objectives and targets

Initials

- the Strategic Statement is informed by a number of drivers
 - government policy and funding priorities
 - regional and local initiatives, including LEP and local priorities
 - positioning of the College in its communities
 - contractual obligations
 - quality reviews
 - recommendations and data outcomes
 - ambitions for growth
 - raising of the College's profile as a provider of excellence
 - meeting needs and income generation to support growth and sustainability, particularly through apprenticeships and the development of higher level provision

Members considered in detail the proposed changes to the four Strategic Aims:

- **To deliver excellence in teaching, learning and assessment**
- **To ensure growth in employment skills and enterprise**
- **To develop complementary partnerships to widen opportunities and increase participation**
- **To generate strong finances to enable future investment and sustainability**

Members reviewed

- Public Value Statement
- Vision
- Mission
- Values
- Targets

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board approves

- the revisions to the East Surrey College Strategic Statement: 2016 – 2019, for 2017/18, recognising that some targets can only be confirmed once the final year outturn for 2016/17 is known and has been assessed
- the basis on which full targets will be presented to governors for approval in the Autumn Term 2017
- the Public Value Statement with a minor amendment
- the Vision Statement
- the Values
- the Mission Statement

C.32.17

EAST SURREY COLLEGE CAPITAL AND REVENUE BUDGETS: 2017/18

The Vice Principal: Finance and Resources presented for consideration and approval, the annual budget for the College.

Members were advised that the report on the East Surrey College Budget: 2017/18 had been considered at the meeting of the Finance and Resources Committee held on 22 June 2017 and had been recommended for approval by the Corporation Board.


Initials

The Board was advised that the budget has been set

- following confirmation of contracts from the Skills Funding Agency (SFA) and the Education Funding Agency (EFA), now the ESFA
- following a review of all income streams
- relative to the 2017/18 curriculum plan
- following detailed review of the costed established staff
- following detailed review of all pay and non-pay costs

Members noted that the plan includes

- provision for 1693 16-18 year old learners plus an additional growth case for up to 170 potential ACM students (for which the College has received assurance provided a base number of the College's own numbers are achieved)
- provision for all of the Adult Education Budget Grant and the delivery of Adult Community Learning and discretionary learner support
- a capital investment programme of £400k including contingency

Members were advised that the budget setting considered and included where applicable the following:

- the main grant income as per allocation
- Apprenticeships of circa £300K (33% increase on 16/17 delivery), which is a prudent estimate, taking into account the pipeline for new recruits, the risks associated with the new contractual arrangements, uncertainties arising from the new Employer Levy and College resources required for delivery
- Growth in 16-18 student numbers of circa 170 with the introduction of a second cohort at ACM's second year Level 3 programme
- Increase in the base allocation for High Needs students from 85 to 106 has resulted in an increase in this income of £126k, with neutral impact anticipated as this will result in a reduced claim to the local authority
- Fee income increased by £85k (5%) to reflect actual increase in 2016/17 and in line with plans to introduce a new offer of online learning courses
- Other income – the College has introduced for the first time a budget of £50k for the letting of College premises
- The budget assumes a pay award not exceeding 2% (2016/17 – 0.3%)

Members reviewed:

- Executive Summary
- College Budget 2017/18
 - Income & Expenditure account 2017/18
 - Forecast Balance Sheet 2017/18
 - Cash Flow 2017/18
 - Risks and the related sensitivity analysis
 - Financial objectives
 - Capital Budget 2017/18
 - Conclusion
- Appendix A - Detailed Income and Expenditure tables
 - Summary of Income
 - Summary of Pay Costs
 - Summary of Other Operating Expenses
- Appendix B – Business Plan for the development of a fabrication/welding programme

Members also reviewed the number of accepted student offers for 2017/18 as at 18 June 2017, noting an increase of student numbers on both new and progressing learners.

Initials

In response to questions from members, the Board was informed that

- An operating surplus of £45k had been advised to the Finance and Resources Committee, £121k including releases from the revaluation reserve and pension adjustments
- The closing cash balance is expected to be over £4.3m, which will generate 'Outstanding' financial health under the current SFA scoring mechanism. The College self-assesses as 'Good'
- The challenging income levels and the need to achieve the value for money requirement may change the nature and the cost of delivery in some curriculum areas
- The College Directorate is taking a highly proactive stance to mitigate against the significant risks and changes in national policy with strong key partnership working with the AOC, AOSSEC, local MPs, local employers, local schools, FE Sussex and GFE South member colleges, the LEP and both Surrey and Croydon councils. In addition, the four Surrey GFE colleges collectively have a role to play in challenging changes within and outside these partnerships
- The basis for such changes may be consequent on poor retention figures leading to reduction in ESFA funding
- Close monitoring and review of pay costs will continue

The Board noted the key impact measures arising from the proposals, in particular the Strategic, Financial and Student implications.

RESOLVED

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the East Surrey College Budget: 2017/18.

C.33.17

FINANCIAL FORECASTS: 2017 - 2019

The Vice Principal: Finance and Resources presented, for consideration and approval, the three year financial forecast for 2017 – 2019.

Members were advised that the report on the Financial Forecasts: 2017 – 2019 had been considered at the meeting of the Finance and Resources Committee held on 22 June 2017 and had been commended for approval by the Corporation Board.

Members considered the detail of the document, with particular reference to:

- Schedule 1: Assumptions
- Schedule 2: Financial health grade (new methodology)
- Schedule 2a: Financial health grade (old methodology)
- Schedule 3: Statement of comprehensive income
- Schedule 4: Balance Sheet
- Schedule 5: Statement of cash flows
- Schedule 3a: Analysis of income
- Schedule 3b: Analysis of SFA and EFA Income
- Schedule 3d: Analysis of staff costs
- Schedule 3e: Analysis of non-pay expenditure
- Schedule 4a: Tangible fixed assets
- Schedule 4b: Investments and intangible fixed assets
- Schedule 4f: Provisions and FRS 102 (28) adjustments

Initials

In response to questions from members, the Board was advised

- the current forecasts show a scenario of 'Good' financial health
- a budget surplus of £121k is planned for in 2017/18 including £76k of releases from Revaluation Reserve
- the 2017/18 budget reflects the grant income reduction following on from fewer EFA funded students in 2016/17. The EFA allocation has been reduced by 68 learners, however the College has the commitment from the ESFA on an in year growth case of up to 170 students for ACM, as explained in the budget papers
- a pay award not exceeding 2% has been allowed for in 2017/18 and not exceeding 1% in 2018/19
- the College aims to maintain 'Good' financial health and there are risks to the bank covenants if deficits start to be budgeted

Members noted the key impact measures arising from the report, in particular the Policy, Strategic and Learner implications.

RESOLVED

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the Three Year Financial Forecasts: 2017 – 2019.

C.34.17

HIGHER EDUCATION TUITION FEES: 2018/2019

The Vice Principal: Finance and Resources presented, for consideration and approval, a report on fees for all proposed HE provision for 2018/19.

Members were advised that the report on Higher Education Tuition Fees had been considered at the meeting of the Finance and Resources Committee held on 22 June 2017, and that proposals had been commended for approval by the Corporation Board.

The Board was informed of the background to the report, in particular

- all full time and part time students will have access to the Student Loans Company for assistance with fees
- the College is considering applying for an Access Agreement. The timelines for application are under consideration and if approved, there may be a case for the College to raise fees above £6,000 per annum. However, without an Access Agreement in place, the maximum fees are maintained at £6,000 per annum
- the College receives circa £100k of teaching grants per annum. The amount is as yet unknown for 2018/19. However, it may form the basis for the provision of some HE bursaries

Members considered the proposals in light of the consideration given to the report by the Finance and Resources Committee to approve

- listed fees as stated
- delegation to the Principal and the Chair of the Corporation of the application of appropriate discount to the Higher National qualifications where the level of fee is a barrier to recruitment for cohorts of progressing ESC learners
- to approve delegated authority to the Principal and Chair of the Corporation to amend the fees chargeable in 2018/19 in case of change of circumstances

Members noted the key impact measures arising from the report, in particular the Strategic, Risk and Learner implications.


Initials

RESOLVED

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves

- listed fees as stated
- delegation to the Principal and the Chair of the Corporation of the application of appropriate discount to the Higher National qualifications where the level of fee is a barrier to recruitment for cohorts of progressing ESC learners
- delegated authority to the Principal and Chair of the Corporation to amend the fees chargeable in 2018/19 in case of change of circumstances

C.35.17 CHANGES TO BANK SIGNATORIES

The Vice Principal: Finance and Resources presented, for consideration and approval, a report relating to amendments to College bank signatories in accordance with Financial Regulation 14.3 Banking Arrangements.

The Board was advised that the amendments had been considered at the meeting of the Finance and Resources Committee held on 22 June 2017, and had been commended for approval by the Corporation Board.

Members were advised of the following changes required to the list of authorised signatories to the National Westminster Current Account:

- removal of recent finance staff leavers at the College
- addition of new finance staff and Chair of the Corporation

RESOLVED

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the amendments to the College bank signatories in accordance with Financial Regulation 14.3 Banking Arrangements

C.36.17 ADDITIONAL BANKING ARRANGEMENTS/TREASURY MANAGEMENT POLICY/INVESTMENT INCOME

The Chair of the Corporation advised members that further clarification is sought with regard to this item and therefore the item would be referred back to the Finance and Resources Committee in the autumn term and presented to the Board following this.

C.37.17 BANK COVENANTS

The Vice Principal: Finance and Resources presented, for consideration and approval, details of revised bank covenants for the College, together with the Amendment Letter and wording for the minutes which had now been received from the bank.

Members were advised that the details of the revised bank covenants for the College had been considered at the meeting of the Finance and Resources Committee held on 22 June 2017 and that proposals had been commended for approval by the Corporation Board.

The Vice Principal: Finance and Resources explained that the proposals had first been discussed by the Finance and Resources Committee at the meeting held in September 2016, with further updates given at the November 2016 and March 2017 meetings.

The Board were reminded that the need for amendments to the covenants arose from the introduction of FRS 102, which changes the manner in which the published accounts of the College must be presented.


Initials

Members reviewed the Indicative Financial Covenant terms for East Surrey College setting out the detail of the two revised covenants:

- 1a Debt Service Cover Covenant – available cashflow for each Relevant Period shall be no less than 100% of its Debt Servicing Costs for such Relevant Period
- 2a Operational Leverage Covenant – the ratio of Borrowings at the end of each Relevant Period to Adjusted Operating Surplus for such Relevant Period shall not exceed 8:1 for each of the two most recent consecutive periods of 12 months

Members were advised that the Chair of the Corporation was required to sign the relevant extract of the minutes giving approval to enter into the Letter of Amendment to the Original Facility Agreement.

MINUTES SUPPLIED BY THE BANK

BACKGROUND

The Chair reported to the meeting that it is proposed that the College enter into an amendment letter (the "**Amendment Letter**") with Barclays Bank PLC (the "**Bank**") in respect of a facility letter originally dated 21 October 2008 in respect of a £20,000,000 facility made available to the College by the Bank (the "**Facility Letter**").

- College borrowing at 30 April 2017 is £4.5m

PURPOSE OF MEETING

The Chair reported that the Board must consider the Amendment Letter and in particular it was noted that, pursuant to the terms of the Amendment Letter, the financial covenants in the Facility Letter were to be amended.

The Chair reminded the Board of their duty to promote the success of the College (both in relation to the Amendment Letter and generally).

CONSIDERATION OF THE AMENDMENT LETTER

The Board considered in detail the form of the Amendment Letter and the risks to the College in entering into the Amendment Letter, namely that the College would have to meet the new financial covenants set out in the Amendment Letter, as failure to do so would constitute an Event of Default under the Facility Letter. Whilst these consequences were serious, the Board considered that the College would be able to meet its obligations when due.

The Board considered whether it was in the best interests of the College to enter into the Amendment Letter and to execute and deliver the Amendment Letter.

After due and careful consideration, bearing in mind the Board's duty to promote the success of the College, **IT WAS THE UNANIMOUS CONCLUSION** of the meeting that: (a) the College should enter into the Amendment Letter and perform its obligations and exercise its rights in relation to the Amendment Letter and the amended Facility Letter; and (b) to do so would be of benefit to the College.

AUTHORITY TO EXECUTE THE AMENDMENT LETTER

IT WAS UNANIMOUSLY RESOLVED that:-

the College, in good faith and for the purpose of carrying on its business, enter into the Amendment Letter and perform its obligations and exercise its rights in relation to the Amendment Letter and the amended Facility Letter;

the following officers of the College (each an "**Authorised Signatory**" and together the "**Authorised Signatories**") be authorised to sign on behalf of the College the Amendment Letter and return the signed counterpart to the Bank:-

Andrew Baird, Chair of the Corporation
Jayne Dickinson, Principal and Chief Executive

the terms of the Amendment Letter be and are hereby approved (subject, in each case, to such amendments as the Authorised Signatories (acting together) may approve and so that the signature of an Authorised Signatory shall be conclusive evidence of the agreement to such amendments or modifications);

the Authorised Signatories (acting together or alone) be authorised to agree and sign on behalf of the College all such other documents, agreements, certificates, notices, communications or confirmations, and to do all such other things, as may be required, or as any Authorised Signatory may approve, in connection with the Amendment Letter; and

the common seal of the College be affixed to the Amendment Letter and, if required, any other document required in connection with the Amendment Letter and that any two of the Authorised Signatories be authorised to witness the affixing of the College's seal to any such document.

END OF MINUTES SUPPLIED BY THE BANK

Members reviewed the wording for the minutes supplied by the bank, and, following detailed discussion, agreed to the wording and to take the necessary actions to put the amendment in place in time for the year ending 31 July 2017. It was further agreed that the Chair would provide the necessary confirmation to the Board notwithstanding that the minutes themselves would not be approved until the next meeting in December 2017.

C.38.17

GOVERNORS SELF-ASSESSMENT

The Clerk to the Corporation presented for consideration the findings from the Governors' Self-Assessment questionnaire for 2016/17.

Members were reminded that initial discussions took place at the recent self-assessment workshop on 24 June 2017 and the questionnaire had been completed following this.

Members reviewed the detail of the findings, and it was pleasing to note that the overall assessment of the College's Governance Arrangements in 2016/17 is rated as Outstanding and that there is evidence available to support this assessment.


Initials

The agreed areas for improvement will be incorporated into the Governors' Quality Improvement Plan and monitored each term by the Learning and Quality Committee.

AGREED

The Corporation Board agreed to receive and note the report

C.39.17

SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 18 MAY 2017

Members received the unconfirmed Parts 1 and 2 minutes of the meeting.

REPORT OF THE CHAIR OF THE SEARCH AND GOVERNANCE COMMITTEE AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair of the Search and Governance Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- Risk Management: Summer Term 2017
- Review of Governance Policies
 - Gov 1 Terms of Reference and Standing Orders for the Conduct of Meetings of the Corporation Board
 - Gov 2 Code of Conduct for Members of the Corporation
 - Gov 3 Governor Induction and Training Policy
 - Gov 4 Public Attendance at Meetings, Access to Corporation Business and Confidentiality Policy
 - Gov 5 Governor Recruitment and Succession Planning Policy
- Terms of Reference and Standing Orders of the Search and Governance Committee: 2017/2018
- Annual Schedule of Business of the Search and Governance Committee: 2017/2018
- Governors' Development and Training Programme 2016/17: Summer Term 2017

C.40.17

LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 29 JUNE 2017

Members received the unconfirmed minutes of the meeting.

REPORT OF THE CHAIR OF THE LEARNING AND QUALITY COMMITTEE AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair of the Learning and Quality Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- Risk Management: Summer Term 2017
- College Quality Improvement Plan 2016/17: Summer Term 2017
- Governors' Quality Improvement Plan 2016/17: Summer Term 2017
- Review of College Strategies
 - ESC 18 Marketing Strategy
 - ESC 23 Employer Engagement Strategy
- Review of College Policies
 - ESC 02 Admissions Policy
 - ESC 10 Internal Verification Policy
 - ESC 21 Student Malpractice Policy
 - ESC 78 Fitness to Study Policy

- Terms of Reference and Standing Orders of the Learning and Quality Committee: 2017/18
- Annual Schedule of Business of the Learning and Quality Committee: 2017/18

C.41.17 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 22 JUNE 2017

Members received the unconfirmed minutes of the meeting.

REPORT OF THE CHAIR OF THE FINANCE AND RESOURCES COMMITTEE AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair of the Finance and Resources Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- Review of College Policies
 - ESC 16 Adoption Leave Policy
 - ESC 35 Maternity Leave Policy
 - ESC 36 Parental Leave Policy
 - ESC 79 Shared Parental Leave Policy
 - ESC 39 Paternity Leave Policy
 - ESC 57 Subcontractor Fees Policy
- Risk Management: Summer Term 2017
- Terms of Reference and Standing Orders of the Finance and Resources Committee: 2017/18
- Annual Schedule of Business of the Finance and Resources Committee: 2017/18

C.42.17 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 1 JUNE 2017

Members received the unconfirmed minutes of the meeting.

REPORT OF THE CHAIR OF THE AUDIT COMMITTEE AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair of the Audit Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- Risk Management: Summer Term 2017
- Outstanding Audit Items
- Letter of Engagement: Financial Statements and Regularity and Teachers' Pension Auditor: 2016/17
- Internal Audit Strategic Plan: 2017/18
- Financial Statements Audit Strategy: 2016/17
- Terms of Reference and Standing Orders of the Audit Committee: 2017/18
- Annual Schedule of Business of the Audit Committee: 2017/18

RESOLVED

The Corporation Board

- notes the reports of the Chair of each of the committees of the Board
- endorses the approval by each committee of the key issues considered and approved at the meetings
- endorses and approves the reports submitted by each committee for consideration and approval

Initials

C.43.17**REPORT OF THE PRINCIPAL AND CHIEF EXECUTIVE**

The Principal and Chief Executive presented and spoke to her report, drawing attention to issues not otherwise covered in the agenda, including:

- The Further Education Landscape
- Quality
- Performance Reviews
- Awards Events
- Student Achievements
- Taster Events
- Student Conference/Student Elections
- Student Enrichment
- Applications for 2017/18
- Apprenticeships/employer update
- Higher Education
- Conference Day/red weeks
- Finance and Funding- SISSC update

AGREED

The Corporation Board receives and notes the Report of the Principal and Chief Executive

Ray Elgy left the meeting**C.44.17****KPI DASHBOARD**

Members received the KPI Dashboards for

- Finance: Period 9 to April 2017
- Curriculum and Quality – June 2017
- Apprenticeships – June 2017

Members reviewed the KPI Dashboard for Finance, which included Actual against Budget and Actual against the same period for the previous year for

- Tuition Fees
- Employer Engagement Income
- Additional Contract Income
- Staff FTEs
- Staff costs as percentage of total income
- Staff costs as a percentage of total income excluding subcontract
- Cash balance at month end
- Supplier invoice payment days

Members reviewed the Curriculum and Quality and Apprenticeships Dashboards for

- Retention by Age and Level
- Retention by Age and Ethnicity (16-18 & 19+)
- Retention by Age and Gender (16-18 & 19+)
- Retention by Month (16-18 & 19+)
- Retention – High Needs
- Suspension by Department
- Full & Part Time Attendance by Month
- 2016/17 Overall Retention & Achievement for Apprentices
- 2016/17 Timely Achievement for Apprentices

AGREED

The Board receives and notes the KPI Dashboards for Finance: Period 9 to April 2017, Curriculum and Quality and for Apprenticeships – June 2017

Initials

C.45.17

ANY OTHER BUSINESS

There was no other business.

C.46.17

DATES OF CORPORATION BOARD MEETINGS: 2017/2018

Thursday 5 October 2017 – Corporation Curriculum Strategy Meeting

Thursday 14 December 2017

Thursday 25 January 2018 – Corporation Strategic Planning Meeting

Thursday 22 March 2017

Saturday 23 June 2018 commencing at 10.00 – Board Self-Assessment

Tuesday 2 July 2018 (to be confirmed) – College Annual General Meeting

Thursday 12 July 2018

All weekday meetings commence at 18.00

At the conclusion of the Part 1 meeting, the Corporation Board moved into a meeting restricted, in accordance with the Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the members of the Corporation Board, the External Co-opted Member of the Audit Committee and to the senior postholders.

SIGNED AS A CORRECT RECORD:

DATE: 14 December 2017



Initials

