

**PRESENT**

Mr Andrew Baird	Independent Member	Chair
Mrs Liz Rushton	Independent Member	Vice Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Simon Bland	Independent Member	
Mr Ray Elgy	Independent Member	
Mr Bob Pickles	Independent Member	
Mr Ron Searle	Independent Member	
Mr Alex Hayman	Independent Member	
Mr Ganesh Kumar	Independent Member	
Mr Charlie Martin	Support Staff Member	
Ms Kirsty Penfold	Academic Staff Member	
Ms Rosemary French	Independent Member	
Mr Kieran O'Neill	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

**APOLOGIES FOR ABSENCE**

Mr Colin Monk	Independent Member
Mr Phillip Kerle	Independent Member
Dr Andrew Gilchrist	Independent Member
Mr Simon Potten	Independent Member
Ms Lucy Jackson	Student Member

**CLERK**

Mrs Sue Glover	Clerk to the Corporation
----------------	--------------------------

The Chair of the Corporation advised members that it would be more appropriate for item 8 on the agenda, the report of the Principal and Chief Executive, to be taken under the Part 2 agenda.

**C.20.18 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.21.18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Mr Colin Monk	- personal commitments
Mr Simon Potten	- business commitments
Dr Andrew Gilchrist	- business commitments
Mr Phillip Kerle	- personal commitments
Ms Lucy Jackson	- personal commitments

**AGREED**

The Board accepts the apologies for absence.

## **Alex Hayman and Ganesh Kumar left the meeting**

### **C.22.18**

#### **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**

Members were reminded that the Board currently has one vacancy with a further two following the retirements of Mr Ron Searle and Mr Ray Elgy who will leave the Corporation at the end of July 2018.

#### **Appointment of Mr Alex Hayman**

The Board was advised that, at the meeting of the Search and Governance Committee held on 17 May 2018, full consideration had been given to the application for the appointment of Mr Alex Hayman as an independent member.

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

#### **Appointment of Mr Ganesh Kumar**

The Board was advised that, at the meeting of the Search and Governance Committee held on 17 May 2018, full consideration had been given to the application for the appointment of Mr Ganesh Kumar as an independent member.

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

#### **Appointment of Mr Simon Potten**

The Board was advised that, at the meeting of the Search and Governance Committee held on 24 May 2018, full consideration had been given to the application for the appointment of Mr Simon Potten as an independent member.

Members noted that the Committee had recommended that Mr Potten be appointed as an independent member for a four-year period of office and will serve on the Learning and Quality Committee, taking up the vacancy left by Mr Ron Searle.

#### **RESOLVED**

The Corporation Board endorses the recommendation of the Search and Governance Committee and appoints Mr Alex Hayman, Mr Ganesh Kumar and Mr Simon Potten, in his absence, as independent members for 4 years until 31 July 2022.

#### **Alex Hayman and Ganesh Kumar re-joined the meeting.**

The Chair congratulated Mr Hayman and Mr Kumar on their appointments.

#### **Student Members**

The Board was advised that the term of office for the current student members, Mr Kieran O'Neill and Ms Lucy Jackson, ends on 31 July 2018 and that their courses complete at the end of the current academic year.

Recent elections resulted in the following:

- Amran Mohamed has been elected President of the Students' Union and is nominated to be Student Governor
- Rory Percival has been elected Vice President of the Students' Union and is nominated to be Student Governor
- Amran and Rory are nominated for appointment as Student Governors for the period 1 August 2018 to 31 July 2019
- 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 on which they currently serve and whether they would be willing to serve on more than one committee as well as the Strategy Committee for 2018/19.

### **Gender Balance**

Members noted the current gender balance of the Corporation Board:

- 11 male; 5 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 reminded that, previously, there was a concern that for those governors who are also practising professionals (accountants, solicitors) they could be held responsible for any advice given. Although assurance by Insurers was given that this would not be the case, it was felt that there could still be a residual risk of action against an individual governor. It was agreed by the Board in July 2017 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 Amran Mohamed and Rory Percival to be student governors during the period 1 August 2018 to 31 July 2019
- agrees that membership of the committees from 1 September 2018 will be updated in the light of the new members
- agrees that the following Professional Negligence Statement is recorded in the Minutes that **“advice given by Governors is incidental to their professional expertise and is not being given in their professional capacity”**

**Andrew Baird left the meeting  
The Vice Chair assumed the Chair**

**C.23.18 ELECTION OF CHAIR OF THE CORPORATION**

The Clerk advised the Board that the term of office for the current Chair of the Corporation expires on 31 August 2018 and, in accordance with Instrument 6(1), the members of the Corporation are required to appoint a Chair from among their number.

Members were informed that, following the invitation to members to submit nominations for Chair, Mr Andrew Baird had been severally nominated relative to his current position.

No further nominations were received.

Mr Andrew Baird was formally nominated and seconded for the position of Chair of the Corporation.

**RESOLVED**

The Corporation Board unanimously elects Mr Andrew Baird to be Chair of the Corporation for the period 1 September 2018 to 31 August 2020.

**Mr Andrew Baird assumed the Chair of the meeting.**

Mr Baird thanked members for their continued support.

**C.24.18 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no other business for consideration.

**C.25.18 UNCONFIRMED MINUTES OF THE PART 1 MEETING OF THE CORPORATION BOARD HELD ON 22 MARCH 2018**

The minutes were approved and signed as a correct record.

**C.26.18 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE PART 1 MEETING HELD ON 22 MARCH 2018**

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.27.18 GOVERNORS' DEVELOPMENT AND TRAINING**

The Principal gave a short presentation on the 'Vision for Growth' document, which had been presented to the Strategy Committee in May and is given again as a number of members had been unable to attend. Members were reminded that the document had been prepared for the unsuccessful bid to Coast to Capital LEP for funding in order to meet the growing requirements for more Advanced/Higher level provision including Degree Apprenticeship provision.

Members were updated on proposals for:

- Investment in the latest augmented reality welding and mechatronics training facility and IT, CAD/CAM and science facilities
- Investment in a new two-three storey teaching block for the delivery of advanced/higher skills including Degree Apprenticeships
- Total refurbishment of the 'Old House' to provide a training opportunity and additional high quality rooms for STEM/digital technology training.

Members noted that since the unsuccessful bid, the Corporation had approved investment by the College in the augmented reality welding facility which is now in operation.

Members discussed issues arising from the presentation and agreed that, as discussed at the Strategy Committee meeting in May, other sources of funding should be investigated.

### **RESOLVED**

The Corporation Board agreed that other sources of funding should be investigated in order to develop the College's 'Vision for Growth' strategy

## **C.28.18**

### **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 2018/19.

Members were advised that the Strategic Statement 2016 – 2019 had been revised for 2018/19 following internal review, discussions arising during the second year of the three-year Strategic Statement and feedback from governors at the Self-Assessment meeting of the Corporation Board held on 23 June 2018.

The Board was advised that, although some amendments to targets in the Strategic Statement for 2018/19 are also presented, certain targets can only be confirmed once the final year outturn for 2017/18 is known and has been assessed. It was noted that full targets will be presented to members for approval during the Autumn Term 2018.

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, values and public value statement are proposed to remain the same
- 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
- 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 revisions to each of 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
- Objectives
- Targets

In discussion, members agreed that the wording of the Vision could be amended as it currently suggests that the College is working towards becoming an outstanding provider when it has already assessed itself as outstanding.

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 2018/19, recognising that some targets can only be confirmed once the final year outturn for 2017/18 is known and has been assessed
- the basis on which full targets will be presented to governors for approval in the Autumn Term 2018
- the Public Value Statement
- the Vision Statement with minor amendment
- the Values
- the Mission Statement

#### **C.29.18**

#### **EAST SURREY COLLEGE CAPITAL AND REVENUE BUDGETS: 2018/19**

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: 2018/19 had been considered at the meeting of the Finance and Resources Committee held on 28 June 2018 and had been recommended for approval by the Corporation Board.

The Board was advised that the budget has been set

- following confirmation of the income grants by the ESFA
- following a review of all income streams
- relative to the 2018/19 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 1853 16-18 year old learners
- provision for all of the Adult Education Budget Grant, including the carry forward and non-levy procurement Apprenticeships and the delivery of Adult Community Learning
- a capital investment programme of £710k

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

- the main grant income as per allocation
- Apprenticeship target increased by £400k to £1.8m (128% of 2017/18 delivery), which is regarded as an achievable target, taking into account the carry forward and the pipeline for new recruits and with increasing delivery of 'high value' apprenticeships including degree apprenticeships
- Anticipated growth in ACM student numbers of circa 56 from 276 in 2017/18 to 332 in 2018/19
- Increase in the base allocation for High Needs students from 106 to 121 has resulted in an increase in this income of £90k, with a neutral impact anticipated as this will also result in a reduced claim to the local authority
- Fee income maintained at the same level as 2017/18
- Other income includes lettings and other related commercial services, e.g. the Hair and Beauty salon has an increase in income budget to £30k
- The budget allows for a pay award

Members reviewed:

- Executive Summary
- College Budget 2018/19
  - Income & Expenditure account 2018/19
  - Forecast Balance Sheet 2018/19
  - Cash Flow 2018/19
  - Risks
  - Financial objectives for 2018/19
  - Capital Budget 2018/19
  - Conclusion
- Appendix A - Detailed Income and Expenditure tables
  - Summary of Income
  - Summary of Pay Costs
  - Summary of Other Operating Expenses

Members also reviewed the number of accepted student offers to date for 2018/19, noting these are in line with 2017/18.

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

- An operating surplus of £329k had been advised to the Finance and Resources Committee
- The closing cash balance is forecast to be £6.2m, which will generate 'Outstanding' financial health under the current ESFA scoring mechanism
- 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 volatility in the FE environment, whilst taking the opportunities presented. The Executive engages with national policy with strong key partnership working with the AoC, local MPs, local employers, local schools, universities, FE Sussex, the LEP and both Surrey and Croydon councils. In addition, the four Surrey colleges collectively have a role to play in challenging changes within and outside of these partnerships where issues are common
- 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: 2018/19.

**C.30.18**

**FINANCIAL FORECASTS: 2018- 2020**

The Vice Principal: Finance and Resources presented, for consideration and approval, the three-year financial forecast for 2018 - 2020.

Members were advised that the report on the Financial Forecasts: 2018 - 2020 had been considered at the meeting of the Finance and Resources Committee held on 28 June 2018 and had been commended for approval by the Corporation Board.

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

- Commentary
  - Executive summary
  - Financial Plan 2018/19 – 2020/21
- Schedule 1: Assumptions
- Schedule 2: Financial health grade
- 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 ESFA Income
- Schedule 3c: Analysis of other funding body 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

In response to questions from members, the Board was advised

- the current forecasts show a scenario of 'Outstanding' financial health
- a budget surplus of £71k is planned for in 2018/19
- the 2018/19 budget reflects the grant income increase following on from the in-year ESFA allocation increase received due to growth following the introduction of the Level 2 programme at ACM
- the ESFA allocation for 2018/19 is 1,853 students (1,846 in 2017/18)
- a pay award has been budgeted
- the College aims to maintain at least 'Good' financial health and expects to meet its bank covenants

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: 2018 – 2020.



### **C.31.18**

#### **HIGHER EDUCATION TUITION FEES: 2019/20**

The Vice Principal: Finance and Resources presented, for consideration and approval, a report on fees for all proposed HE provision for 2019/20.

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 28 June 2018, 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 has received its TEF Award (Bronze) and has applied for an Access Agreement. It is anticipated that the outcome of the application will be known by early autumn 2018. In view of the increase in charges from the Office for Students (OfS) and the new relationship with the University of Chichester there is a case for the College to raise its fees above £6,000
- the College receives circa £100k of teaching grants per annum from HEFCE, now OfS. These are as yet unknown for 2019/20. The College has made plans in its budget for Bursary awards to students as part of its Access Arrangement application

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 or Higher Education 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 2019/20 in case of change of circumstances

Members asked if the listed fees stated were competitive and were advised that they were in the light of other higher education providers.

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

#### **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 and Higher Education 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 2019/20 in case of change of circumstances

### **C.32.18**

#### **INTERNAL AND EXTERNAL AUDIT PROVIDERS**

The Vice Principal: Finance and Resources presented, for consideration and approval, a report detailing the appointment of the College's internal and external audit providers.

Members were advised that the appointment of internal and external audit providers had been considered at the meeting of the Audit Committee held on 14 June 2018, and that proposals had been commended for approval by the Corporation Board.

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

- the College's current internal and external auditors complete their three year rotations and extensions on 31 July 2018, it was therefore appropriate that a tendering exercise was undertaken to ensure the College is receiving best quality service and value for money on its internal and external audit contracts
- the Crescent Purchasing Consortium (CPC) framework was used to approach providers for both internal and external audit services and the three highest scoring providers for each service were shortlisted and invited to present to the College
- The final award criteria was based on presentations to the panel, consisting of the Chair of the Audit Committee, the Vice Principal Finance and Resources and the Head of the Finance and Resources

The Board were advised of the details of each of the interviews and of the basis on which, following the analysis of each candidate, it was considered appropriate to recommend the following:

- External Audit plus Teachers' Pension Scheme audit
  - Reappoint UHY Hacker Young to complete the 2017/18 financial statements audit
  - Appointment of Buzzacott as external auditors in the Spring Term 2019 for a period of 3 years commencing 1 August 2019
- Internal Audit
  - Appoint TIAA as internal auditors for the College for 3 years commencing 1 August 2018.

The Board thanked the Audit Committee and the panel on the rigorous process that had been followed.

#### **RESOLVED**

The Corporation Board endorses the recommendations of the Audit Committee and approves

- The appointment of TIAA as internal auditors for the College for 3 years commencing 1 August 2018
- The reappointment of UHY Hacker Young as external auditors to complete the 2017/18 financial statements
- The appointment of Buzzacott as external auditors in the Spring Term 2019 for a period of 3 years commencing 1 August 2019

#### **C.33.18**

#### **INTERNAL AUDITOR LETTER OF ENGAGEMENT AND INTERNAL AUDIT PLAN FOR 2018/19**

The Vice Principal: Finance and Resources presented for approval the Letter of Engagement and Internal Audit Plan for 2018/19 from the internal auditor, TIAA.

Members were advised that these had been considered at the meeting of the Audit Committee held on 14 June 2018, and have been commended for approval by the Corporation Board.

#### **RESOLVED**

The Corporation Board endorses the recommendation of the Audit Committee and approves

- Letter of Engagement from the internal auditor, TIAA
- Internal Audit Plan for 2018/19

**C.34.18****EXTERNAL AUDITOR LETTER OF ENGAGEMENT AND FINANCIAL STATEMENTS AUDIT SERVICE PLAN FOR 2017/18**

The Vice Principal: Finance and Resources presented for approval the Letter of Engagement and Financial Statements Audit Service Plan for 2017/18 from the external auditor, UHY Hacker Young.

Members were advised that these had been considered at the meeting of the Audit Committee held on 14 June 2018, and have been commended for approval by the Corporation Board.

**RESOLVED**

The Corporation Board endorses the recommendation of the Audit Committee and approves

- Letter of Engagement from the external auditor, UHY Hacker Young
- Financial Statements Audit Service Plan for 2017/18

**C.35.18****GOVERNORS' SELF-ASSESSMENT**

The Clerk to the Corporation presented for consideration the findings from the Governors' Self-Assessment questionnaire for 2017/18.

Members were reminded that initial discussions took place at the recent self-assessment workshop on 23 June 2018 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 2017/18 is rated as Outstanding and that there is evidence available to support this assessment. It was also noted that the percentage rating of Good to Outstanding has continued to increase.

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.36.18****SEARCH AND GOVERNANCE COMMITTEE****MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 17 MAY 2018 AND EXTRAORDINARY MEETING HELD ON 24 MAY 2018**

Members received the unconfirmed Parts 1 and 2 minutes of the meeting held on 17 May 2018 and the unconfirmed minutes of the extraordinary meeting held on 24 May 2018.

**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 2018
- 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

- Instrument & Articles of Government for the College
- Terms of Reference and Standing Orders of the Search and Governance Committee: 2018/2019
- Annual Schedule of Business of the Search and Governance Committee: 2018/2019
- Governors' Development and Training Programme 2017/2018: Summer Term 2018

### **C.37.18 LEARNING AND QUALITY COMMITTEE**

#### **MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 21 JUNE 2018**

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 2018
- College Quality Improvement Plan 2017/18: Summer Term 2018
- Governors' Quality Improvement Plan 2017/18: Summer Term 20178
- Review of College Policies
  - ESC 17 College Charter
  - ESC 65 Scholarship and Research Ethics Policy
- Terms of Reference and Standing Orders of the Learning and Quality Committee: 2018/19
- Annual Schedule of Business of the Learning and Quality Committee: 2018/19

In addition, the Committee had considered

- a very comprehensive report from the Deputy Principal covering
  - Retention and predicated achievement rates 2017/18
  - Achievement by Qualification Type – 2017/18 provisional
  - Equality and Diversity
  - English and Maths – retention, predicated achievement and high grades
  - Work experience progress
  - Full time student intended destinations 2017/18
  - Quality of Teaching, Learning and Assessment 2017/18
  - Employer Engagement activities
  - Subcontractor monitoring (ACM/WEA)
  - Stakeholder/student voice (feedback from full time student surveys)
  - Higher Education
  - Community Learning
- Termly Safeguarding Report from the Associate Director of Student Support

### **C.38.18 FINANCE AND RESOURCES COMMITTEE**

#### **MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 28 JUNE 2018**

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 57 Subcontractor Fees Policy
- Risk Management: Summer Term 2018
- Terms of Reference and Standing Orders of the Finance and Resources Committee: 2018/19
- Annual Schedule of Business of the Finance and Resources Committee: 2018/19

The Committee had noted that staff utilisation continues to be robustly monitored. The Committee had also reviewed the College Accident Statistics report from September 2017 to June 2018 noting the number of accidents appears to have increased, which could be due to a higher student population at the College and it was suggested that the figures could also be presented as a rate (e.g. accidents per enrolled student) to see if this was also increasing in line with the growth in student numbers.

### **C.39.18**

## **AUDIT COMMITTEE**

### **MEETING OF THE AUDIT COMMITTEE HELD ON 14 JUNE 2018**

Members received the unconfirmed minutes of the meeting.

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

On behalf of the Chair of the Audit Committee who was absent from the meeting, Ms Rosemary French 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 2018
- Outstanding Audit Items
- College Policies
  - ESC81 General Data Protection Policy
  - ESC82 Rights of Individuals Policy
  - ESC83 Personal Data Breach Notification Policy
  - ESC84 Data Retention Policy
  - ESC44 Best Value Policy
- Terms of Reference and Standing Orders of the Audit Committee: 2018/19
- Annual Schedule of Business of the Audit Committee: 2018/19

The Board was informed that the Committee will continue to keep under review the level of risk associated with the Learner Number Systems internal audit in the light of the ESFA adding and/or changing its funding rules regularly during the year.

## **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

**C.40.18**

**KPI DASHBOARD**

Members received the KPI Dashboards for

- Finance: Period 10 to May 2018
- Classroom based – June 2018
  - Retention rates by age and level
  - EDIMs
  - Attendance
- Apprenticeships – June 2018

**AGREED**

The Board receives and notes the KPI Dashboards for Finance: Period 10 to May 2018, Curriculum and Quality and for Apprenticeships – June 2018

**C.41.18**

**ANY OTHER BUSINESS**

As it was their last meeting, the Chair of the Corporation thanked Mr Ray Elgy and Mr Ron Searle for all their hard work and contribution to the Board over the years and wished them both well.

There was no other business.

**C.42.18**

**DATES OF CORPORATION BOARD MEETINGS: 2018/2019**

Thursday 4 October 2018 – Corporation Curriculum Strategy Meeting

Thursday 13 December 2018

Thursday 31 January 2019 – Corporation Strategic Planning Meeting

Thursday 28 March 2019

Saturday 22 June 2019 commencing at 10.00 – Board Self-Assessment

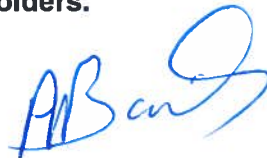
Tuesday 2 July 2019 (to be confirmed) – College Annual General Meeting

Thursday 11 July 2019

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:** 13 December 2018