

PRESENT

Mr Andrew Baird	Independent Member	Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Ray Elgy	Independent Member	
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Mr Charlie Martin	Support Staff Member	
Ms Kirsty Penfold	Academic Staff Member	
Mrs Liz Rushton	Independent Member	Vice Chair
Dr Barbara Spittle	Independent Member	
Mrs Isobel Wallace	Independent Member	

IN ATTENDANCE

Mr Patrick Waller	External Co-opted Member of the Audit Committee
Mrs Jyoti Baker	Vice Principal: Finance and Resources

APOLOGIES FOR ABSENCE

Mr Michael Axelrod	Independent Member
Mr Ron Searle	Independent Member
Mr Colin Monk	Independent Member
Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Ms Georgia Crabb-O'Toole	Student Member
Mr Peter Coughlan	Student Member

CLERK

Mrs Sue Glover	Clerk to the Corporation
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C.04.17 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.05.17 APOLOGIES FOR ABSENCE

Apologies for absence were received from

Mr Ron Searle	-	business commitments
Mr Colin Monk	-	personal commitments
Mr Michael Axelrod	-	business commitments
Mr Kevin Standish	-	business commitments
Ms Georgia Crabb-O'Toole	-	personal commitments
Mr Peter Coughlan	-	personal commitments

AGREED

The Board accepts the apologies for absence.

C.06.17

MEMBERSHIP OF THE CORPORATION

The Clerk to the Corporation presented a report, which identified issues relating to the current membership of the Corporation Board for consideration and approval.

Independent Members

Members were advised that

- the Board currently has a vacancy for one independent member following the retirement of Mrs Margaret Davey on 31 December 2016
- there are no re-appointments due for the remainder of 2016/17

Dr Barbara Spittle

Members were informed that, at the meeting of the Search and Governance Committee held on 9 February 2017, the formal resignation of Dr Barbara Spittle was noted. She will leave the Corporation on 31 March 2017, creating a further vacancy for an independent member from 1 April 2017.

Members were advised that two potential candidates with relevant expertise have been approached to fill the current vacancies and arrangements have been made for them to meet with the Search and Governance Committee on 18 May 2017 with a view to making appointments at the July board.

Student Members

Members were advised that the current term of office for the two student members ends on 31 July 2017. Arrangements are in hand to seek to ensure that elections for student members take place during the latter part of the summer term in order that they might be considered for appointment at the meeting of the Corporation Board in July.

Membership of Committees of the Corporation – Learning and Quality Committee

Members were advised that, as a consequence of the retirement of Mrs Margaret Davey, it was necessary to elect a new Chair of the Committee. At the meeting held on 23 February 2017, Mrs Liz Rushton was duly nominated and elected as Chair of the Learning and Quality Committee.

RESOLVED

The Corporation Board approves the appointment of Mrs Liz Rushton as the Chair of the Learning and Quality Committee.

C.07.17

NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.08.17

UNCONFIRMED MINUTES OF THE PART 1 MEETING OF THE CORPORATION BOARD HELD 8 DECEMBER 2016 AND THE EXTRAORDINARY MEETING OF THE CORPORATION BOARD HELD ON 26 JANUARY 2017

The minutes of the meetings were approved and signed as a correct record, subject to minor amendment.

C.09.17

MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETINGS

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

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

C.10.17 ANNUAL SCHEDULE OF MEETINGS OF THE CORPORATION BOARD AND COMMITTEES: 2017/2018

The Clerk to the Corporation presented, for consideration and approval, the Annual Schedule of Meetings of the Corporation Board and Committees: 2017/2018.

Members were advised that the Annual Schedule of Meetings had been considered at the meeting of the Finance and Resources Committee held on 2 March 2017 and had been commended for approval by the Corporation Board.

Members were advised that the schedule reflected that of the current and previous years.

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

RESOLVED

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the Annual Schedule of Meetings of the Corporation Board and Committees: 2017/2018.

C.11.17 SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 9 FEBRUARY 2017

Members received the unconfirmed minutes of the meeting.

C.12.17 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: Spring Term 2017
- Review of College Governance with members of the Corporation: 2016/2017
- Governors' Development and Training Programme 2016/2017: Spring Term 2017

C.13.17 LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 23 FEBRUARY 2017

Members received the unconfirmed minutes.

C.14.17 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:

- College Quality Improvement Plan 2016/2017: Spring Term 2017
- Governors' Quality Improvement Plan 2016/2017: Spring Term 2017
- Review of College Policies
 - ESC 04 Quality Improvement Plan
 - ESC 20 Student Voice Policy
 - ESC 50 Higher Education Assessment and Appeals Policy
- Risk Management: Spring Term 2017

Members were advised that the Learning and Quality Committee had also received a very informative termly report from the Deputy Principal: Curriculum and Standards, which provided an update on the current activities and priorities of the College in respect of the Spring Term and new developments in the curriculum for 2017/18.

C.15.17 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 2 MARCH 2017

Members received the unconfirmed minutes of the meeting.

C.16.17 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 30 Capability Policy
 - ESC 32 Disciplinary Policy
 - ESC 33 Grievance Policy
 - ESC 26 Continuing Professional Development Policy
 - ESC 45 Fees Policy
- Risk Management: Spring Term 2017

Members were advised that the Finance and Resources Committee considered the principles of the Articles of Association for the subsidiary company, Surrey Skills Limited, and agreed lawyers review these. Upon receipt of a response from lawyers, they will be presented to the Board for approval.

The Finance and Resources Committee also approved the revised bank covenants. The bank is preparing the relevant legal documentation which will be presented to the next meeting of the Committee and then to the Board for approval.

C.17.17 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 9 MARCH 2017

Members received the unconfirmed minutes of the meeting.

C.18.17 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:

- Review of outstanding audit items
- Risk Management: Spring Term 2017
- ESC 14 Public Interest Disclosure Policy and Procedure

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

REPORT OF THE PRINCIPAL AND CHIEF EXECUTIVE

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

- The FE Landscape
- Area-Based Reviews (ABR)
- Full time applications for 2017/18
- Quality
- English and Maths Improvement
- Employer Engagement/Apprenticeship growth
- Apprenticeship week – 6-10 March
- Employer Levy event – 7 March
- Work experience and work related projects
- Higher Education (HE)
- Student success
- Student Council – 6 March
- Parent/carers evenings
- Gifted and talented events
- Staff development – mental health training
- Finance
- Aviation Skills Partnership (ASP)
- SISSC

Members were advised on a number of key issues, in particular

- The potential impacts should devolution of skills occur as proposed in the 3SC (East Sussex, West Sussex and Surrey), devolution bid. The Surrey and Sussex College Principals are currently drafting a response. The Principal will continue to update the Chair and Governors on this key issue.
- The ending of the strategic partnership with University of Brighton following the 2017/18 cohort. The College has already engaged in very positive discussions with a potential new university partner.

In discussion, members agreed that the College should pursue due diligence arrangements with the new proposed HEI partner while also considering other partnership opportunities.

- The College has reluctantly reached the conclusion that, following a review of the College's annual spend on partnerships; the partnership with the Aviation Skills Partnership is not providing best value for the College and its students. In reaching this conclusion, the advice and views of the Chair of the Corporation and Chair of the Finance and Resources Committee were sought.

In discussion, members endorsed the decision to terminate the partnership with the Aviation Skills Partnership

- With regard to SISSC Ltd, a timeline for dissolving the company is currently being investigated together with legal obligations and ongoing support and the Audit and Finance and Resources Committees will be kept updated at their next meetings.

RESOLVED

The Corporation Board

- receives and notes the Report of the Principal and Chief Executive
- agrees that discussions and due diligence should commence for the new HEI partner.
- endorses the decision made by the Chair of the Corporation and Chair of the Finance and Resources Committee to terminate the partnership with the Aviation Skills Partnership

C.20.17

EAST SURREY COLLEGE FINANCIAL STATEMENTS 2015/16 – LETTER AND FINANCIAL DASHBOARD FROM SFA/EFA

The Principal and Chief Executive presented for information the letter and dashboard dated 10 March 2017 from the SFA/EFA with regard to the College's Financial Statements 2015/16.

Members reviewed the detail of the letter and dashboard noting that

- Following a review of the College's financial plan for the years ending 31 July 2016 (2015/16) to 31 July 2018 (2017/18) the College's financial health grade for 2015/16, based on the outturn forecast, was Outstanding and, following a review of the College's audited financial statements and finance record, this is confirmed
- The underlying financial health grade of the College based on grades for the immediate past and current years (2015/16 and 2016/17 respectively) was Good
- Following a review of the College's audited financial statements and finance record, the appropriate underlying grade is now Outstanding
- Following a review of the College's audited financial statements, financial statements management letter and the annual report of the Audit Committee, there are no significant concerns with regard to the College's financial control arrangements

AGREED

The Corporation Board receives and notes the letter and dashboard from the SFA/EFA dated 10 March 2017

C.21.17

KPI DASHBOARD

Members received the KPI Dashboards for

- Curriculum and Quality: February 2017
- Finance: January 2017

Consideration was given to specific issues:

- Retention by Age, Ethnicity, Gender
- Attendance
- Supplier invoice payment days

AGREED

The Board receives and notes the KPI Dashboard for Curriculum and Quality: February 2017, and Finance: January 2017.

C.22.17 ANY OTHER BUSINESS
There was no other business.

C.23.17 DATES OF CORPORATION BOARD MEETINGS: 2016/2017
Saturday 24 June 2017 – Board Self-Assessment
Tuesday 27 June 2017 – College Annual General Meeting
Thursday 6 July 2017

All weekday meetings commence at 18.00

Members were advised that this was the last meeting of Dr Barbara Spittle and the Chair of the Corporation took the opportunity to thank her for all her hard work and contribution made to the College during her time as a governor and to wish her well for the future.

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 Board and to the senior postholders.



SIGNED AS A CORRECT RECORD:

DATE: 6 July 2017

