

THE CORPORATION BOARD OF EAST SURREY COLLEGE

OPEN MEETING HELD ON THURSDAY 28 MARCH 2019

Boardroom, John Ruskin College, Croydon

Meeting commenced: 19.00hrs

Meeting ended: 19.30hrs

PRESENT

Mr Andrew Baird	Independent Member	Chair
Mrs Liz Rushton	Independent Member	Vice Chair
Mrs Jayne Dickinson	Chief Executive (College Group)	Principal (ESC)
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Mr Phillip Kerle	Independent Member	
Mr Colin Monk	Independent Member	
Mr Alex Hayman	Independent Member	
Ms Anne Smith	Independent Member	
Ms Grace Marriott	Independent Member	
Mr Peter Papanastasiou	Independent Member	
Ms Abbee Cole	JRC Academic Staff Member	
Ms Alam Begum	ESC Student Member	
Ms Harleen Kaur Sandhu	JRC Student Member	
Ms Mo Manoharan	JRC Student Member	

IN ATTENDANCE

Mr Kevin Standish	Principal (JRC) Quality Lead (College Group)
Mrs Jyoti Baker	Chief Operating Officer (College Group)

APOLOGIES FOR ABSENCE

Mr Shaka Anderson	JRC Support Staff Member
Mr Simon Bland	Independent Member
Mr Simon Potten	Independent Member
Mr Derek Galloway	Independent Member
Mr Bob Pickles	Independent Member
Mr Ganesh Kumar	Independent Member
Ms Kirsty Penfold	ESC Academic Staff Member
Ms Amran Mohamed	ESC Student Member
Mr Patrick Waller	External Co-opted Member of the Audit Committee

CLERK

Mrs Sue Glover	Clerk to the Corporation
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The meeting of the Corporation Board would normally commence at 6pm, but on this occasion the first hour was devoted to a tour of the John Ruskin College led by the Assistant Principal, JRC, as this was the first opportunity for many governors to view the campus following the merger. The two student members from JRC accompanied the tour to answer any questions raised by governors.

During the tour, governors were shown a range of rooms including the science labs, salons, sports hall, learning resource centre and the social space used by students.

Members were able to raise questions regarding the use of accommodation by the College and, following discussion, made suggestions for the better use of some of the rooms where they were not fully utilised and where timetabling could be improved. However, it was generally noted that the accommodation at JRC presented ideal growth opportunities. During the tour, it was pleasing to note the various measures in place to ensure the safeguarding of students at all times. The Board was particularly impressed to see the social space used by students and to hear the views from the JRC student members on how this is used.

The Board thanked those involved for a very informative tour of the JRC campus.

Members moved to the Boardroom and the meeting commenced.

C.01.19 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.02.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from

Mr Simon Potten	-	business commitments
Mr Simon Bland	-	personal commitments
Mr Patrick Waller	-	personal commitments
Mr Derek Galloway	-	personal commitments
Mr Ganesh Kumar	-	business commitments
Mr Bob Pickles	-	personal commitments
Ms Amran Mohamed	-	personal commitments
Ms Kirsty Penfold	-	personal commitments
Mr Shaka Anderson	-	personal commitments

AGREED

The Board accepts the apologies for absence.

C.03.19 NOTIFICATION OF ANY OTHER BUSINESS

The Clerk advised that the letter from the Education and Skills Funding Agency confirming the financial health of East Surrey College had recently been received and would be taken under Any Other Business at the end of the meeting.

There was no other business for consideration.

C.04.19 UNCONFIRMED MINUTES OF THE PART 1 MEETING OF THE CORPORATION BOARD HELD 13 DECEMBER 2018

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

C.05.19 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.06.19 MEMBERSHIP OF THE CORPORATION

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

Members were advised that following the completion of the merger with JRC, the current membership of the Board is 23, made up as follows:

Independent members	15
Staff members	3
Student members	4
Chief Executive & Principal ESC	1

In addition there is also one external co-opted member of the Audit Committee.

Independent Members

Members were advised there are no reappointments during the remainder of the current academic year.

Student Members

Members were advised that

- Mr Rory Percival, ESC student member, has tendered his resignation as the Vice President of the ESC SU and Student Member due to his work commitments. Ms Alam Begum, ESC Student Member Designate, will take up his place as ESC Student Member until the end of the current academic year
- the current term of office for the Student Members for both ESC and JRC ends on 31 July 2019
- the Search and Governance Committee at their meeting held on 7 February 2019 have recommended that provision is made for two Student Members on the Board from 2019/20, one from each College. In addition, a Student Member Designate can also be nominated from each College, who would attend meetings in the event that the Student Member is unable to attend
- arrangements are in hand to seek to ensure that elections for Student Members take place in the summer term in order that they might be considered for appointment at the meeting of the Corporation Board in July

Staff Members

Members were advised that

- the current Academic Staff Member for ESC, Ms Kirsty Penfold, was appointed for a four-year term with effect from 1 August 2016
- the ESC Support Staff Member, Mr Charlie Martin, has now left the College
- the current Support Staff Member for JRC, Mr Shaka Anderson, was appointed to the JRC Board in December 2018
- the current Academic Staff Member for JRC, Ms Abbee Cole, has served since 2015 and her appointment is due to end on 11 May 2019
- the Search and Governance Committee at their meeting held on 7 February 2019 have recommended that provision is made for two Staff Members on the Board from 2019/20, one from each College. As each College has received Staff Member resignations, leaving each College with one Staff Member, the Committee recommends that these members continue until their current term comes to an end and that no Staff Member election to replace retiring members is required at this time

In discussion, members agreed that this was an appropriate level of staff and student members for the Board.

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

RESOLVED

The Corporation Board

- agrees to receive and note the report
- endorses the recommendation of the Search and Governance Committee that provision is made for two Staff Members, one from each College, and two Student Members, one from each College, from 2019/20. In addition, one Student Member Designate can be nominated from each College

C.07.19

REPORT OF THE CHIEF EXECUTIVE

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

- The FE Landscape
 - Apprenticeships
 - Qualification consultations
 - Safeguarding young people
 - Failing colleges
- Orbital South Colleges
- Finance and Funding
- Applications for 2019/20
- Quality
 - Retention and achievement
 - Pearson Quality Review
 - External Verifier (EV)/Standards Verifier (SV) reports
 - Teaching, Learning and Assessment (TLA)
 - Student Feedback
- Student Safeguarding
- Matrix Assessment
- Employer Engagement
 - Apprenticeship Week
 - Teach Too
- Higher Education (HE)
- Student Success
 - Charity fund-raising/Community engagement

AGREED

The Corporation Board agreed to receive and note the Report of the Chief Executive.

C.08.19

ANNUAL SCHEDULE OF MEETINGS OF THE CORPORATION BOARD AND COMMITTEES: 2019/20

The Clerk to the Corporation presented, for consideration and approval, the Annual Schedule of Meetings of the Corporation Board and Committees: 2019/20.

Members were advised that the Annual Schedule of Meetings had been considered at the meeting of the Finance and Resources Committee held on 7 March 2019 and had been commended for approval by the Corporation Board.

The Clerk advised that since the draft schedule had been recommended by the Finance and Resources Committee, the Senior Postholders' Employment Committee had met and asked if the meeting in July 2020 could precede the meeting of the Corporation Board rather than meet on a separate date.

Members were advised that the schedule

- reflected that of the current and previous years
- provides for termly 'training and development' meetings in addition to meetings of the Corporation Board and Committees
- accommodates meetings at both Colleges

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: 2019/20, subject to the amendment requested by the Senior Postholders' Employment Committee

C.09.19 APPOINTMENT OF EXTERNAL AUDIT PROVIDER

The Chief Operating Officer presented, for consideration and approval, the fee proposal from Buzzacott for external audit services.

Members were reminded that the Corporation Board had endorsed the recommendation of the Audit Committee to appoint Buzzacott as external audit providers at the meeting held on 12 July 2018 for a term of 3 years commencing on 1 August 2019.

Members were advised that, following completion of the merger with John Ruskin College, Buzzacott had been asked to include JRC in the scope of the external audit. The fee proposal had been considered at the meeting of the Audit Committee held on 14 March 2019 and commended for approval by the Corporation Board.

Members reviewed the proposal from Buzzacott, noting,

- for 2018/19 – the audit fee (including financial statements audit, regularity assurance and audit of the College's TPS return) - £19,750
- the previous quote for ESC for 2018/19 was £16,950 – the additional fee of £2,800 includes the additional work required for the audit of a larger college with a higher volume of recurring income, expenditure and balance sheet items
- one-off additional fee for 2018/19 for merger related input and audit work anticipated to be between £1,750 to £3,500, dependent on a number of factors listed
- for 2019/20 – the audit fee (financial statements, regularity and TPS) - £20,250
- for 2020/21 – the audit fee (financial statements, regularity and TPS) - £20,750

Members agreed that the increases in fees presented were reasonable for the additional audit work.

RESOLVED

The Corporation Board endorses the recommendation of the Audit Committee and reaffirms the appointment of Buzzacott as external auditors for a period of 3 years, commencing on 1 August 2019 and to accept the revised fees as presented

C.10.19 SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 7 FEBRUARY 2019

Members received the unconfirmed minutes of the meeting.

C.11.19 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 2019
- Review of College Governance with members of the Corporation: 2018/19
- Governors' Development and Training Programme 2018/19: Spring Term 2019

C.12.19 LEARNING AND QUALITY COMMITTEE

MEETINGS OF THE LEARNING AND QUALITY COMMITTEE HELD ON 24 JANUARY AND 28 FEBRUARY 2019

Members received the unconfirmed minutes.

C.13.19 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 Plans 2018/19 for East Surrey and John Ruskin Colleges: Spring Term 2019
- Governors' Quality Improvement Plan 2018/19: Spring Term 2019
- College Policies
 - ESC 04 Quality Improvement Policy
 - ESC 10 Internal Verification Policy
 - ESC 20 Student Voice Policy
 - ESC 21 Student Malpractice Policy
 - ESC 50 HE Assessment and Appeals Policy
- Risk Management: Spring Term 2019

Members were advised that the Learning and Quality Committee had also received a very informative termly report from the Principal JRC & Group Quality Lead, which provided an update on the current activities and priorities of both Colleges in respect of the Spring Term and new developments in the curriculum for 2019/20.

C.14.19 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 7 MARCH 2019

Members received the unconfirmed minutes of the meeting.

C.15.19 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:

- College Policies
 - ESC 26 Continuing Professional Development Policy
 - ESC 30 Capability Policy
 - ESC 32 Disciplinary Policy
 - ESC 33 Grievance Policy
 - ESC 45 Fees Policy
 - ESC 48 Refunds Policy
- Risk Management: Spring Term 2019

The Chair of the Committee advised that the committee had discussed at length the financial deficit position with regard to JRC and, whilst the figures presented were disappointing, opportunities for growth were also discussed. The apprenticeship position for JRC was still being established as it remained unclear. It was noted that the management accounts for both ESC and JRC have been circulated to all members.

C.16.19 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 14 MARCH 2019

Members received the unconfirmed minutes of the meeting.

C.17.19 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: Spring Term 2019
- 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

C.18.19 KPI DASHBOARD

Members received the KPI Dashboards for:

- Curriculum and Quality: February 2019
 - Classroom based
 - Retention Rates by Age and Level
 - EDIMs
 - Attendance
 - Apprenticeships
- Finance: January 2019

Consideration was given to specific issues:

- Retention by Age, Ethnicity, Gender
- Attendance

It was noted that the 12 month rolling cashflow forecast has been removed from the latest dashboard as this is currently being updated and will be reissued.

AGREED

The Board receives and notes the KPI Dashboard for Curriculum and Quality: February 2019, and Finance: January 2019.

C.19.19

ANY OTHER BUSINESS

EAST SURREY COLLEGE FINANCIAL STATEMENTS 2017/18 – LETTER AND FINANCIAL DASHBOARD FROM ESFA

The Chief Executive presented for information the letter and dashboard dated 21 March 2019 from the ESFA with regard to East Surrey College's Financial Statements 2017/18.

Members reviewed the detail of the letter and dashboard noting that

- following a review of the College's financial plan submitted in July 2018, the College's financial health grade for 2017/18, based on the outturn forecast, was Outstanding and, following a review of the College's audited financial statements and finance record, this is confirmed
- 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

There was no other business.

AGREED

The Corporation Board receives and notes the letter and dashboard from the ESFA dated 21 March 2019

C.20.19

DATES OF CORPORATION BOARD MEETINGS: 2018/19

Saturday 22 June 2019 – Board Self-Assessment

Thursday 11 July 2019 – main Board meeting

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 Board, the External Co-opted Member of the Audit Committee and to the senior postholders.

SIGNED AS A CORRECT RECORD:

DATE: 11 July 2019

