

**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	
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Mr Alex Hayman	Independent Member	
Mr Ganesh Kumar	Independent Member	
Mr Phillip Kerle	Independent Member	
Mr Colin Monk	Independent Member	
Mr Bob Pickles	Independent Member	
Ms Kirsty Penfold	Academic Staff Member	
Mr Charlie Martin	Support Staff Member	
Ms Amran Mohamed	Student Member	

**IN ATTENDANCE**

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

**APOLOGIES FOR ABSENCE**

Mr Simon Potten	Independent Member
Mr Rory Percival	Student Member

**CLERK**

Mrs Sue Glover	Clerk to the Corporation
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**C.43.18 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.44.18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from

Mr Simon Potten	- business commitments
Mr Rory Percival	- personal commitments

**AGREED**

The Board accepts the apologies for absence.

**C.45.18 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no other business for consideration.

**C.46.18 UNCONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD HELD ON 12 JULY 2018**

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

**C.47.18 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 12 JULY 2018**

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

Members reviewed the schedule of actions and noted the satisfactory completion or progress of the Action Points arising from the meeting.

**Mrs Liz Rushton left the meeting**

**C.48.18 MEMBERSHIP OF THE CORPORATION**

The Clerk to the Corporation presented a report which identified issues relating to the membership of the Corporation Board and its committees for consideration.

**Reappointment of Mrs Liz Rushton, independent member**

Members were advised that, at the meeting of the Search and Governance Committee held on 18 October 2018, consideration was given to the application for reappointment to the Board of Mrs Liz Rushton.

The Search and Governance Committee gave full consideration to the reappointment and recommends to the Board that Mrs Liz Rushton is reappointed for a second four-year term of office from 1 January 2019 to 31 December 2022.

The Board agreed the reappointment of Mrs Rushton.

**Mrs Liz Rushton rejoined the meeting**

**Mr Andrew Baird left the meeting**

**Extension of Mr Andrew Baird's current term**

Members were advised that Mr Baird's current term, which is his third and final term of 4 years permitted by the Board, ends on 31 December 2019. At the meeting of the Search and Governance Committee held on 18 October 2018, consideration was given and the recommendation made to the Board to extend Mr Baird's current term to end on 31 August 2020 to coincide with his current term of office as Chair of the Corporation.

The Board agreed the extension of Mr Baird's current term.

**Mr Andrew Baird rejoined the meeting**

**Membership of Committees of the Corporation**

The Clerk to the Corporation presented the current committee structure and advised that, in the light of Mr Elgy's retirement in the summer term as Chair of the Finance and Resources Committee, Mr Phillip Kerle was elected by members of the committee as the Chair of the Committee at the first meeting of the academic year.

The Board unanimously endorsed his appointment as Chair of the Finance and Resources Committee.

**Gender Balance**

Members noted the current gender balance of the Corporation Board

- 12 male; 6 female
- 3 male chairs of the Board and committees; 2 female chairs of the committees

## **RESOLVED**

The Corporation Board unanimously approves

- The reappointment of Mrs Liz Rushton as an independent member for a four-year period of office from 1 January 2019 to 31 December 2022
- The extension of Mr Andrew Baird's current term to 31 August 2020
- The appointment of Mr Phillip Kerle as Chair of the Finance and Resources Committee

### **C.49.18 ELECTION OF VICE CHAIR OF THE CORPORATION**

Members were advised that as the current term of the Vice Chair of the Corporation expires on 31 December 2018, it is necessary to consider this appointment. The current holder is Mrs Liz Rushton who has indicated her willingness to be reappointed.

The Clerk advised the Board that, in accordance with Instrument 6(1), the members of the Corporation are required to appoint a Vice Chair from among their number.

Members were informed that, following the invitation to members to submit nominations for Vice Chair, Mrs Liz Rushton had been nominated.

No further nominations were received.

Mrs Liz Rushton was formally nominated and severally seconded for the position of Vice Chair of the Corporation.

## **RESOLVED**

The Corporation Board unanimously elects Mrs Liz Rushton to be the Vice Chair of the Corporation for the period 1 January 2019 to 31 December 2020

### **C.50.18 STAFF AND STUDENT MEMBERS**

The staff members gave feedback to the Board on the Annual Staff Governor Conference they recently attended which had been run by the AoC. Members were advised that the theme for this year's conference was 'Progressive Governance' and aimed to provide a forum for staff governors to discuss how colleges can respond to national challenges and opportunities and how to maximise their potential on the governing body.

Amran Mohamed, student member, gave feedback to the Board on the Student Governor Induction Event she recently attended which had been run by the NUS. Members were advised that the event had covered the role and responsibilities of a student governor which had been very helpful.

The Board thanked the staff and student members for their feedback and were pleased to note that they had found these events informative.

### **C.51.18 REPORT OF THE PRINCIPAL AND CHIEF EXECUTIVE**

The Corporation received the Report of the Principal and Chief Executive noting issues not covered elsewhere in the agenda, including:

- The FE Landscape
- John Ruskin College
- 2019/20 Applications and Open Events
- Quality Overview
- 2017/18 Achievement Position
- Teaching, Learning and Assessment
- Employer Engagement
- Apprenticeship Growth
- Work Experience

- Higher Education (HE)
- Recent developments in HE
- HE curriculum developments
- Student Success
- Individual Successes
- Armistice Commemoration
- Entrepreneur Academy
- Adult Learners' Awards Event
- Annual General Meeting – 22 November 2018
- Community Engagement
- Finance and Funding

The Board thanked the Principal for a very informative report and, in discussion, were advised that early indications for 2020/21 are that the demographic position for 16-18s will start to incline although it is believed that this will be slightly later in the Croydon area.

#### **AGREED**

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

**Amran Mohamed left the meeting.**

#### **C.52.18**

#### **HIGHER EDUCATION**

The Clerk to the Corporation presented details of the recommendation made by the Learning and Quality Committee to approve the Quality Assessment return to the Office for Students (OfS).

Members were advised that, at the meeting of the Learning and Quality Committee held on 22 November 2018, a report and accompanying action plan was presented relating to the continuous improvement of the HE student academic experience, HE student outcomes and the standards of the HE awards for which the College is responsible. The date for submission of the return was 1 December 2018, which is before the governing body meets and, therefore, it was agreed by the Learning and Quality Committee that the Principal and Chief Executive as Accounting Officer would sign the return on behalf of the governing body and this would be endorsed by the Corporation at the meeting on 13 December 2018.

Members were advised that the report and action plan were reviewed and approved by the Learning and Quality Committee to enable sign-off of full assurance to the OfS.

#### **RESOLVED**

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the Quality Assessment Return to the OfS signed on behalf of the governing body by the Principal and Chief Executive.

#### **C.53.18**

#### **EAST SURREY COLLEGE SELF-ASSESSMENT REPORT: 2017/18**

The Principal and Chief Executive presented, for consideration and comment, the proposed grades for the cross-college self-assessment report for 2017/18.

The Board was advised that the Key Strengths and Areas for Improvement are also presented for consideration and comment to assist governors in understanding the rationale for grading. It was noted that the Learning and Quality Committee at the meeting held on 22 November 2018 had reviewed the initial grades and agreed that the Chair of the Committee would discuss further with the Principal and Deputy Principal outside of the meeting to give further context for the summary report, which is presented to the Board.

Members were advised that

- the SAR process is informed by a wide variety of information, including
  - Curriculum Performance Reviews in the Autumn Term each year, which serve as grading opportunities for all key judgements. Many governors took part in these.
  - Each Head of Department is required to present their SAR along with the Quality Improvement Plan, which includes progress updates for the term
  - The Deputy Principal in his report to the Learning and Quality Committee on 22 November 2018, presented extensive data and analysis of the College's position in a number of areas, including SSA, SSA Tier 2, qualification type, comparative data against national rates, teaching and learning and assessment grading, data by E&D breakdown, student views
  - Destination data, although not yet complete, an early indication is a positive position
- the College has undertaken extensive work to date to ensure rigour in its self-assessment reporting

Members gave detailed consideration to the key strengths and areas for improvement for each of proposed provisional grades for 2017/18:

- Effectiveness of leadership & management – Outstanding
- Quality of teaching, learning and assessment – Outstanding
- Personal development, behaviour & welfare – Outstanding
- Outcome for learners – Outstanding
- 16 to 19 study programmes – Outstanding
- Adult learning programmes – Good
- Apprenticeships – Good
- Provision for learners with high needs – Outstanding

It was noted that in 2016/17 the College self-assessed as overall Outstanding with Adult Programmes as Good. For 2017/18 the proposal is for Outstanding with both Adult Learning Programmes and Apprenticeships graded as Good.

Members were advised that

- significant, sustainable improvement has continued to be made since the last full Ofsted inspection in December 2014, when the College was graded Good with a series of Outstanding grades
- the published findings of the short inspection in October 2017, commented that *'you have maintained the strengths and tackled the weaknesses identified at the previous inspection'*
- the full self-assessment report for 2017/18 will be considered by the Learning and Quality Committee at their meeting on 24 January 2019, and authority delegated to the Chair of the Committee to approve the final grading is required from the Board at this meeting
- the Annual Report and Financial Statements for 2017/18, which are approved at this meeting, are required to reflect the deliberations to date

In discussion, members agreed that with some achievement rates declining below the national rates for apprenticeships and in some areas where apprentices have not been retained by employers, thus creating a fail, it is appropriate for this area to be graded as a Good. However, there is sufficient evidence to award Outstanding for Overall Effectiveness.

Members noted the key impact measures arising from the report.

## **RESOLVED**

The Corporation Board approves

- the proposed cross-college self-assessment grades for 2017/18 as presented
- authority delegated to the Chair of the Learning and Quality Committee to approve the final version of the College SAR and grading for 2017/18 at the meeting of the committee on 24 January 2019

### **C.54.18**

#### **STUDENT PERFORMANCE TARGETS 2018/19**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the Student Performance Targets for 2018/19.

Members were advised that the Student Performance Targets for 2018/19 had been presented at the meeting of the Learning and Quality Committee meeting held on 22 November 2018.

Members were advised that

- Clearly set and widely communicated academic targets have a proven track record of contributing to quality improvement
- Achievement rate targets for classroom-based activities had been set by subject sector area (SSA) for all ages for 2017/18, based on the latest available national rates (NR) for each SSA +3%
- The latest national rates have again been used to set a NR +3% target for 2018/19 for all ages
- Although comparison with national rates is important, continuing upward trends and the importance of students making progress against their own personal target is vital in order to prepare them for a sustained, positive future

Members considered in detail the targets proposed in respect of all ages and by SSA. In discussion, the Board commented that in some cases these were not necessarily aspirational as the current outturn had been highly positive while in others they appeared too stretching. Several issues were debated: at qualification level national rates could deviate more significantly than national rates at SSA/SSA Tier 2; the College runs predominantly long provision, national rates by SSA Tier 2 do not account for this. In addition, it was recognised that the new Ofsted framework being introduced later next year is expected to focus on progress and value added. It was therefore agreed that target setting for subsequent years would be viewed differently to reflect this.

Members noted that it is proposed that the targets for attendance, at 90%, and punctuality, at 95%, should remain unchanged.

Members noted the key impact measures arising from the report.

## **RESOLVED**

The Corporation endorses the recommendation of the Learning and Quality Committee and approves the Student Performance Targets for 2018/19 while taking note of the issues raised

### **C.55.18**

#### **ANNUAL SAFEGUARDING AND PREVENT REPORT: 2017/18**

The Deputy Principal: Curriculum and Standards, presented for consideration and approval the Annual Safeguarding Report 2017/18.

Members were advised that the Annual Safeguarding and Prevent Report had been considered at the meeting of the Learning and Quality Committee held on 22 November 2018 and commended for approval by the Corporation Board.

The Board was informed that

- The annual safeguarding report reviews the work undertaken in relation to Safeguarding including Prevent throughout the year
- The report provides assurance to the Board that the College is compliant with its responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to the College

Members reviewed the detail of the report, noting that

- There was an increase in safeguarding or student support incidents being reported over the previous year. It was accepted that this was due in the main to more students experiencing issues, although it is still recognised as a challenge to record all forms of support and help given. The difficulties in accessing all safeguarding reports from all schools was noted although it is a requirement that these follow the student to their post-16 destination. This is an area for improvement which is being addressed
- There was one reported concern under the Prevent legislation, but no further action was taken by the authorities. This was reported to the Chair and Vice Chair of governors by the Principal
- There are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

Members also reviewed the number of incidents with regard to disciplinary incidents and student suspensions year on year to date.

Members noted the impact measures arising from the report

#### **RESOLVED**

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the Annual Safeguarding and Prevent Report: 2017/18.

#### **C.56.18**

#### **AUDIT COMMITTEE REPORT FOR THE YEAR ENDED 31 JULY 2018**

The Vice Principal: Finance and Resources presented, for consideration and approval, the Audit Committee Report: Year Ended 31 July 2018, which had been prepared by the external auditor, UHY Hacker Young.

Members were advised that the Audit Committee Report had been considered at the meeting of the Audit Committee held on 6 December 2018 and commended for approval by the Corporation Board.

The attention of members was drawn to the detail of the Report considered by the Audit Committee, in particular

- Audit scope, roles and responsibilities
- Audit independence
- Conduct of the audit
- The risks of error in College financial statements
- Regularity opinion
- Deficiencies in control and recommendations
- Summary, adjustments and audit report
- Going Concern

Members were advised that there are no significant issues raised.

#### **RESOLVED**

The Corporation Board endorses the recommendation of the Audit Committee and approves the Audit Committee Report prepared by the external auditor, UHY Hacker Young, for the year ended 31 July 2018.



## ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018

The Vice Principal: Finance and Resources presented, for consideration and approval, the draft Annual Report and Financial Statements for the Year Ended 31 July 2018.

Members were advised that the Annual Report and Financial Statements had been considered at the meeting of the Audit Committee held on 6 December 2018 and commended for approval by the Corporation Board.

Members noted that the Financial Statements had been reviewed at the meeting of the Finance and Resources Committee held on 29 November 2018 but that formal consideration and approval of the Financial Statements would be the responsibility of the Board.

The attention of members was drawn to the detail of the Annual Report considered by the Audit Committee.

Members gave detailed consideration to

- Report of the Governing Body
- Statement of Corporate Governance and Internal Control
- Governing Body's Statement on the College's Regularity, Propriety and Compliance with Funding Body Terms and Conditions of Funding
- Statement of Responsibilities of the Members of the Corporation
- Independent Auditor's Report to the Corporation of East Surrey College
- Reporting Accountant's Assurance Report on Regularity

Members were advised that

- The College is reporting a surplus on continuing operations of £1.156m
- The College has received a clear financial statements and regularity audit report
- The Reporting Accountant is UHY Hacker Young

Members noted the key points

- Key management personnel and professional advisers are referred to at the start of the report
- The College's Strategic Statement targets, which had been completed once the Performance Reviews had finished in December and after the Audit Committee had met

Members noted that it was the opinion of the Financial Statements Auditor that

*'.....the financial statements*

- *Give a true and fair view of the state of the College's affairs as at 31 July 2018 and of the College's surplus of income over expenditure for the year then ended;*
- *Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;*
- *Have been prepared in accordance with the SORP 2015 Statement of Recommended Practice – Accounting for Further and Higher Education and the College Accounts Direction 2017 to 2018'.*

Members also noted from the conclusion given by the Regularity Auditor that there are no issues to report.



## **RESOLVED**

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

- The Statement of Accounting Policies
- The Report and Financial Statements for the year ended 31 July 2018

### **C.58.18**

#### **REGULARITY AUDIT SELF ASSESSMENT**

The Vice Principal: Finance and Resources presented, for consideration and approval, the College's Regularity Audit Self Assessment.

Members were advised that the Self Assessment for Regularity Audit had been considered at the meeting of the Audit Committee held on 6 December 2018 and commended for approval by the Corporation Board.

The Board was advised that Self Assessment formed the basis of the separate external audit and regularity audit opinion.

Members were informed that

- the Self Assessment confirms the actions the College undertakes regularly to verify that its expenditure is appropriate and in accordance with relevant rules and guidance
- the Self Assessment has been reviewed by the external auditor as part of their year-end audit function
- the Principal and Chief Executive and Chair of the Corporation are required to sign the Regularity Audit Self-Assessment for 2017/18 on behalf of the College

Members noted the key impact measures arising from the report.

## **RESOLVED**

The Corporation Board endorses the recommendation of the Audit Committee and approves the Regularity Audit Self Assessment: Year Ended 31 July 2018.

### **C.59.18**

#### **LETTER OF REPRESENTATION: FINANCIAL STATEMENTS AUDIT 2017/18**

The Vice Principal: Finance and Resources presented, for consideration and approval, the Letter of Representation: Financial Statements Audit – Year Ended 31 July 2018.

Members were advised that, at the meeting of the Audit Committee held on 6 December 2018, detailed consideration had been given to the Letter of Representation in conjunction with the Financial Statements Auditor.

Members considered the detail of the Letter with particular reference to

- Financial Statements
- Regularity

## **RESOLVED**

The Corporation Board endorses the recommendation of the Audit Committee and approves the Letter of Representation: Financial Statements Audit – Year Ended 31 July 2018.

## C.60.18

### **ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE CORPORATION BOARD AND TO THE PRINCIPAL AND CHIEF EXECUTIVE: 2017/18**

The Chair of the Audit Committee presented the Annual Report of the Audit Committee on the work of the Audit Committee during 2017/18.

Members were advised that the Annual Report of the Audit Committee had been considered at the meeting of the Audit Committee held on 6 December 2018 and commended for approval by the Corporation Board.

Members were advised that the Audit Committee is required to provide an annual report to the Board and to the Principal and Chief Executive, which outlines the work undertaken by the Committee and how the Committee has fulfilled its responsibilities as set out in its Terms of Reference and Standing Orders.

Members considered the detail of the Annual Report and, in particular, noted the Conclusion of the Annual Report:

*'It is the opinion of the Audit Committee that the reports of the internal and external auditors demonstrate the progress that continues to be made throughout the College.*

*On the basis of the reports of the internal and external auditors, the responses of senior management to the issues raised by the auditors and discussions held by the Audit Committee with senior management and the auditors, the Audit Committee is satisfied that the College has an adequate and effective system of internal control and its arrangements for risk management, control and governance processes during 2017/18. The Committee is satisfied that these have been applied by the College in relation to its requirement to make effective and efficient use of its resources, to monitor its solvency and to safeguard its assets. In our view these reports provide significant assurance regarding the efficient and effective achievement of College objectives'.*

The Board noted the key impact measures arising from the report.

#### **RESOLVED**

The Corporation Board accepts and approves the Annual Report of the Audit Committee to the Corporation Board and to the Principal and Chief Executive of East Surrey College: 2017/18.

## C.61.18

### **ANNUAL PAY RECOMMENDATIONS: 2018/19**

#### **DECLARATION OF INTEREST**

Kirsty Penfold  
Charlie Martin  
Jayne Dickinson

The Principal and Chief Executive presented a report, which updated members on the Association of Colleges' (AoC) pay recommendation for 2018/19 and which made recommendations for consideration by the Board.

Members were advised that the report on the Annual Pay Recommendations had been considered at the meeting of the Finance and Resources Committee held on 29 November 2018.

Members were advised that

- The AoC has completed its annual negotiations through the National Joint Forum, which includes canvassing the views of its member colleges through an annual pay survey in which 67% of Colleges participated and with the unions representing college staff nationally

- The elements of the joint pay claim for 2018/19, called for by the joint trade unions recognised via the National Joint Forum (NJF), were:
  - Cost of living claim:
    - 5% on all pay points with a minimum of £1,500
    - Foundation Living Wage to be the minimum wage and FE Colleges to become accredited foundation living wage employers
- At the meeting of the Finance and Resources Committee held on 29 November 2018, it was noted that the AoC had deferred making a pay recommendation until December 2018 when the Employment Policy Group (EPG) intend to meet with joint trade unions. Since this meeting the AoC have now made a final pay recommendation for 2018/19 of 1% or £250 (whichever is the greatest), acknowledging that a number of Colleges will be unable to meet this pay recommendation and that those who can should award more
- The Board has previously sought to follow AoC recommendations in order to ensure a competitive salary to attract and retain good staff

Members were advised that the Vice Principal Finance and Resources had been asked to model the following for governors' consideration:

- No pay rise = £0
- 1% pay increase applied for all salaries (established and sessional) - £96,000
- 1.5% increase applied to all salaries (established and sessional) - £144,000

In response to questions, members were advised that

- The College has to date offered a pay rise throughout the austerity period, based on what was affordable
- For 2018/19 the College has budgeted for 1.5% cost of living pay increase
- The College benchmarks salaries annually and staff do receive incremental rises as appropriate
- The College pays more than the minimum wage and all staff receive more than the 'living wage'

In discussion, members agreed that the College should recognise the tremendous continuing commitment made by staff and that a 1.5% increase is affordable by the College at this time and should be given to all staff for 2018/19.

#### **RESOLVED**

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the implementation of a 1.5% increase to all staff effective from 1 August 2018.

#### **C.62.18**

#### **SEARCH AND GOVERNANCE COMMITTEE**

#### **MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 18 OCTOBER 2018**

Members received the unconfirmed 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: Autumn Term 2018
- Governors' Development and Training Programme 2018/19
- Code of Good Governance for English Colleges: Audit of Compliance
- Annual Report of the Search and Governance Committee: 2017/18
- Annual Review of the Restricted Minutes of the Meetings of the Search and Governance Committee

### **C.63.18 LEARNING AND QUALITY COMMITTEE**

#### **MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 22 NOVEMBER 2018**

Members received the 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 meetings, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- Risk Management: Autumn Term 2018
- Review of College Policies
  - ESC 06 Student Disciplinary Policy
  - ESC 08 Client Feedback Policy
  - ESC 62 Child Protection, Safeguarding Children and Vulnerable Adults Policy
  - ESC 05 Teaching, Learning and Assessment Policy
  - ESC 69 HE Strategy
- Annual Report of the Learning and Quality Committee: 2017/18
- Annual Review of the Restricted Minutes of the Learning and Quality Committee
- College Quality Improvement Plan 2017/18 'sign off'
- Governors' Quality Improvement Plan 2017/18 'sign off'
- Governors' Quality Improvement Plan 2018/19: Autumn Term 2018

### **C.64.18 FINANCE AND RESOURCES COMMITTEE**

#### **MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 17 SEPTEMBER 2018**

Members received the minutes of the meeting.

#### **MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 29 NOVEMBER 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 meetings, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- College Policies and Strategies
  - ESC 49 Business Continuity Plan and IT Disaster Recovery Plan
  - ESC 60 Health and Safety Policy
  - ESC 13 Financial Support for Students Policy
  - ESC 01 Financial Regulations
  - ESC 27 Local Recognition and Procedural Agreement Policy
  - ESC 37 Attendance Management Policy (staff)
  - ESC 80 Disclosure and Barring Check Policy
  - ESC 09 Equality Policy for Employees
  - ESC 28 Probationary Policy
  - ESC 29 Bullying and Harassment Policy
  - ESC 34 Redundancy Policy
- Risk Management: Autumn Term 2018
- Annual HR Report for 2017/18
- Financial Plan Letter and financial performance dashboard from ESFA
- Annual Report of the Finance and Resources Committee: 2017/18

Members were advised that the committee had also reviewed the Health and Safety Report for the Autumn Term where it was noted that 5 RIDDOR reportable incidents have been processed this term. These were minor incidences and as those involved had been taken to hospital they had become RIDDOR reportable.

### **C.65.18**

#### **AUDIT COMMITTEE**

##### **MEETING OF THE AUDIT COMMITTEE HELD ON 6 DECEMBER 2018**

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:

- Annual Risk Management Report 2017/18
- Risk Management: Autumn Term 2018
- ESC 43 Risk Management Strategy
- Value for Money Report

##### **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.66.18****ANNUAL REVIEW OF THE BUSINESS OF THE CORPORATION BOARD**

The Clerk to the Corporation presented a report, which provided a review of the Action Points arising from the open meetings of the Board during 2017/18.

Members were reminded that, following each meeting of the Board, a list of Action Points arising from the meeting is drawn-up and, at the next meeting, the list is reviewed in order to ensure that the appropriate action has been or is being taken.

Members were advised that the purpose of the report was to ensure that appropriate progress has been made against each of the identified actions required by the Board.

Members agreed that all Action Points had been fully addressed to the satisfaction of the Board.

**AGREED**

The Corporation Board receives and notes the report.

**C.67.18****KPI DASHBOARD**

Members received the KPI Dashboards for

- Finance: October 2018
- Curriculum and Quality for
  - EDIMs – November 2018
  - Apprenticeships – November 2018

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 a percentage of total income
- Staff costs as a percentage of total income excluding subcontract
- Cash balance at month end
- Supplier invoice payment days
- 12 month rolling cashflow forecast

Members reviewed the Curriculum and Quality dashboards for EDIMs and Apprenticeships for

- Achievement by age and level
- Retention by age and level
- Retention by age and ethnicity
- Retention by age and gender
- Retention by month
- Retention – High Needs
- Full and part time attendance
- Achievement by SSA

**AGREED**

The Board receives and notes the KPI Dashboards for Finance: October 2018, Curriculum and Quality for EDIMs and Apprenticeships: November 2018

**C.68.18**

**ANY OTHER BUSINESS**

There was no other business.

**C.69.18**

**DATES OF CORPORATION BOARD MEETINGS: 2018/19**

Thursday 31 January 2019 – Strategic Planning

Thursday 28 March 2019 – main Board

Saturday 22 June 2019 – Self Assessment

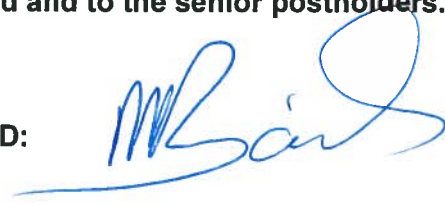
Tuesday 2 July 2019 – College Annual General Meeting (to be confirmed)

Thursday 11 July 2019 – main Board

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 requirements of 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:**

A handwritten signature in blue ink, appearing to be 'M. Baird', is written over the signature line.

**DATE:** 28 March 2019



