

PRESENT

Mr Andrew Baird	Independent Member	Chair
Mrs Liz Rushton	Independent Member	Vice Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Mr Phillip Kerle	Independent Member	
Mr Colin Monk	Independent Member	
Mr Bob Pickles	Independent Member	
Mr Ron Searle	Independent Member	
Ms Kirsty Penfold	Academic Staff Member	
Mr Charlie Martin	Support Staff Member	
Mr Kieran O'Neill	Student Member	

IN ATTENDANCE

Mrs Jyoti Baker	Vice Principal: Finance and Resources
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APOLOGIES FOR ABSENCE

Mr Ray Elgy	Independent Member
Mr Simon Bland	Independent Member
Mr Patrick Waller	External Co-opted Member of the Audit Committee
Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Ms Lucy Jackson	Student Member

CLERK

Mrs Sue Glover	Clerk to the Corporation
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Prior to the start of the meeting members had attended a private viewing of the Artcoop3 exhibition by the Reigate School of Art, which featured work by former and current students and staff. Members agreed that the event had presented an excellent opportunity for showcasing their work.

C.01.18 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.02.18 APOLOGIES FOR ABSENCE

Apologies for absence were received from

Mr Ray Elgy	-	business commitments
Mr Simon Bland	-	business commitments
Mr Patrick Waller	-	business commitments
Mr Kevin Standish	-	business commitments
Ms Lucy Jackson	-	personal commitments

AGREED

The Board accepts the apologies for absence.

C.03.18

NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.04.18

UNCONFIRMED MINUTES OF THE PART 1 MEETING OF THE CORPORATION BOARD HELD 14 DECEMBER 2017

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

C.05.18

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.06.18

MEMBERSHIP OF THE CORPORATION

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

Independent Members

Members were advised that

- the Board currently has one vacancy for an independent member following the retirement of Mrs Isobel Wallace on 31 December 2017
- there will be a vacancy for an independent member following the retirement of Mr Ron Searle on 31 July 2018

Mr Ray Elgy

Members were informed that Mr Ray Elgy has given notice to leave the Corporation at the end of the current academic year due to pressures on his current work commitments. He is in his third term of office, which was due to end on 31 December 2020 and will leave the Corporation on 31 July 2018, creating a further vacancy for an independent member from 1 August 2018.

Members were advised that three potential candidates with relevant expertise have been approached to fill the current and forthcoming vacancies. One of the candidates is a head teacher who it is hoped would be able to fill the vacancy following Ron Searle's departure at the end of July. Arrangements are in hand for them to visit the College and to meet with the Search and Governance Committee at their next meeting on 17 May 2018 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 2018. 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 – Senior Postholders' Employment Committee

Members were advised that, as a consequence of the retirement of Mrs Isobel Wallace there is a vacancy on the Senior Postholders' Employment Committee. The Search and Governance Committee agreed that Mr Colin Monk is invited to serve on the committee in the light of his relevant skills and expertise with regard to senior postholders' from his background of working in HE.


Initials

RESOLVED

The Corporation Board

- agrees to receive and note the report
- endorses the recommendation of the Search and Governance Committee that Mr Colin Monk serves on the Senior Postholders' Employment Committee

C.07.18

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
- Applications for 2018/19 and open events
- Quality
 - Quality Management Review (QMR)
 - External Verifier/Standards Verifier reports
 - Teaching, Learning and Assessment
- Quality Assurance Agency (QAA) review of Higher Education
- Student Safeguarding
- 2016/17 Destinations
 - Department for Education Destination tables
- Employer Engagement
 - Digital Skills Training
 - Offer for Micro-business
 - Job Fair – 23 May
 - Student Work Experience/Work Projects
- Apprenticeship week – 5-9 March
- Student success
 - Sport Relief
- Spanish visitors
- Gender Pay Gap Reporting
- General Data Protection Regulation (GDPR)
- Finance and Funding
- Weather

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

- Applications from new and progressing students are still being received and will continue over the coming months, but there are currently a little over 2,000 applications for full time courses in 2018/19. The number of prospective applicants attending the most recent Open Event was 19% higher than at the event in the previous year and it is noticeable that potential applicants are travelling from an ever greater distance. The number of schools engaging with the College continues to rise from the Crawley and south London areas
- At 5 March, retention by qualification for 16-18s stands at 95.8%, which is slightly better than at the same point last year and well above the full year position of 91% by the end of the year
- Attendance on English and Maths courses continues to cause concern and the first achievements for Functional Skills English and Maths were not as good as senior managers had expected. Investigation is underway to find out why this is the case in order to remedy this for the resits next term. Regular quality improvement meetings are being held with Heads and Programme Managers for provision where the College judges improvements need to be made based on last year's outturn, which are having an impact
- The volume of lessons graded Outstanding has risen for 2017/18, with all departments seeing top grades awarded


initials

- The College has undergone its QAA assessment of HE provision, which will assess whether the College meets baseline regulatory requirements in order to transition to the Annual Provider Review regime as an Established Provider. The QAA reviewers met with students, tutors, managers, senior leaders and support staff and Colin Monk, link governor for HE, took part in the interview process
- A student has been referred under the Prevent Duty following absence from College for several weeks. The Chair and Vice Chair will be kept informed of progress as well as all governors should any issue of significance be notified
- Valuable training worth some thousands of pounds has been secured from Jellyfish, a digital marketing skills employer based locally and in London, which will help enhance teaching and learning through knowledge of the latest technology and case studies and help support staff in enhancing College business through effective use of digital marketing
- The College's report on Gender Pay Gap will be uploaded to the website and be communicated to all staff before the end of March when it is required to be published. Gender balance is monitored within the workforce although the majority of Learning Support Assistants are female, which is the main reason for an imbalance. The College's gap is below that of the education sector. The College is confident that males and females are paid equally for doing equivalent jobs within the College

AGREED

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

EAST SURREY COLLEGE FINANCIAL STATEMENTS 2016/17 – LETTER AND FINANCIAL DASHBOARD FROM ESFA

The Principal and Chief Executive presented for information the letter and dashboard dated 14 March 2018 from the ESFA with regard to the College's Financial Statements 2016/17.

Members reviewed the detail of the letter and dashboard noting that

- Following a review of the College's financial plan submitted in July 2017, the College's financial health grade for 2016/17, 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 (2016/17 and 2017/18 respectively) was confirmed as 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 ESFA dated 14 March 2018


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C.08.18 ANNUAL SCHEDULE OF MEETINGS OF THE CORPORATION BOARD AND COMMITTEES: 2018/19

The Clerk to the Corporation presented, for consideration and approval, the Annual Schedule of Meetings of the Corporation Board and Committees: 2018/19.

Members were advised that the Annual Schedule of Meetings had been considered at the meeting of the Finance and Resources Committee held on 8 March 2018 and had been commended for approval by the Corporation Board.

Members were advised that the

- schedule reflected that of the current and previous years
- second meeting of the Learning and Quality Committee in the Autumn Term has been moved to the middle of January to facilitate the approval of the final version of the College Self-Assessment report before it is submitted to Ofsted at the end of January

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: 2018/19.

C.09.18 SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 8 FEBRUARY 2018

Members received the unconfirmed minutes of the meeting.

C.10.18 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 2018
- Review of College Governance with members of the Corporation: 2017/18
- Governors' Development and Training Programme 2017/18: Spring Term 2018

C.11.18 LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 22 FEBRUARY 2018

Members received the unconfirmed minutes.

C.12.18 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 2017/18: Spring Term 2018
- Governors' Quality Improvement Plan 2017/18: Spring Term 2018


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- Review of College Policies and Strategies
 - ESC 12 Equality Policy for Students
 - ESC 67 Personal Care Policy
 - ESC 02 Admissions Policy
 - ESC 18 Marketing Strategy
 - ESC 23 Employer Engagement Strategy
- Risk Management: Spring Term 2018

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 2018/19.

In addition, the Committee had reviewed the College Protocol for visiting speakers and visitors and, whilst not in the remit of the Committee to do so, it had been presented to give reassurance that the College has processes in place to demonstrate it is compliant with legislation, particularly in the light of the heightened awareness with regard to safeguarding and the need to keep students safe, for example, from radical views.

C.13.18 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 8 MARCH 2018

Members received the unconfirmed minutes of the meeting.

C.14.18 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 Drugs and Alcohol Policy
 - ESC 32 Environment Policy
 - ESC 24b Staff IT Usage Policy
- Risk Management: Spring Term 2018

C.15.18 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 8 MARCH 2018

Members received the unconfirmed minutes of the meeting.

C.16.18 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 2018
- ESC 53 Fraud Policy and Response Plan

Members were advised that the DSAT review taking place in May will pick up any outstanding issues.


Initials

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.17.18

KPI DASHBOARD

Members received the KPI Dashboards for:

- Curriculum and Quality: February 2018
 - Classroom based
 - Retention Rates by Age and Level
 - EDIMs
 - Attendance
 - Apprenticeships
- Finance: January 2018

Consideration was given to specific issues:

- Retention by Age, Ethnicity, Gender
- Attendance
- 12 month rolling cashflow forecast, noting that this is in line with projected forecast for 2018/19

AGREED

The Board receives and notes the KPI Dashboard for Curriculum and Quality: February 2018, and Finance: January 2018.

C.18.18

ANY OTHER BUSINESS

There was no other business.

C.19.18

DATES OF CORPORATION BOARD MEETINGS: 2017/18

Saturday 23 June 2018 – Board Self-Assessment

Tuesday 3 July 2018 – College Annual General Meeting

Thursday 12 July 2018 – 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: 12 July 2018

