

PRESENT

Mr Michael Axelrod	Independent Member	
Mrs Margaret Davey	Independent Member	
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Ray Elgy	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Mr Joseph Main	Academic Staff Member	
Mrs Jacqui Preston	Support Staff Member	
Mr Ron Searle	Independent Member	
Mr Brian Smith	Independent Member	
Dr Barbara Spittle	Independent Member	Chair

IN ATTENDANCE

Mr Jeremy Goodwin	Interim Vice Principal: Curriculum and Standards
Mrs Ann-Christine Harland	Vice Principal: Finance and Resources

ABSENT

Ms Rebecca Hedges	Student Member
Ms Laura Selby	Student Member

APOLOGIES FOR ABSENCE

Mr Andrew Baird	Independent Member
Ms Rosemary French	Independent Member
Mrs Vanessa Guest	Independent Member

CLERK

Mr Melvyn Cass	Clerk to the Corporation
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Presentation: 'East Surrey College Community Engagement'

The Board received a presentation by Gwen Hurrion: Associate Director of Client Services

C.01.12 MEMBERSHIP OF THE CORPORATION BOARD

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

Support Staff Member

Mr Lorne Benham

The Board was advised that, following a period of eight years as Support Staff Member of the Corporation Board, Lorne Benham had decided not to seek further election and nomination for membership.

Members noted that Lorne's period of office ended on Monday 26 March 2012.

Mrs Jacqui Preston

The Board was advised that Jacqui Preston had been elected by the support staff of the College as the nominee to succeed Lorne Benham as the Support Staff Member of the Corporation Board.

Membership of Committees

Members were advised that, as a consequence of the retirement of Lorne Benham from the membership of the Corporation Board, vacancies existed on the Finance and Resources Committee and the Search and Governance Committee.

It was proposed that, with immediate effect

- Vanessa Guest is appointed to membership of the Finance and Resources Committee
- Jacqui Preston is appointed to membership of the Search and Governance Committee

Members noted that the appointments bring the membership of both committees back to full strength.

RESOLVED

The Board

- approves the appointment of Jacqui Preston as Support Staff Member of the Board during the period 29 March 2012 to 31 December 2015
- approves the appointment of Jacqui Preston as a member of the Search and Governance Committee in place of Lorne Benham with effect from 29 March 2012
- approves the appointment of Vanessa Guest as a member of the Finance and Resources Committee in place of Lorne Benham with effect from 29 March 2012
- expresses its appreciation of the service of Lorne Benham to the Board

18.20 Mrs Jacqui Preston joined the meeting

The Chair congratulated Jacqui on her appointment and welcomed her to membership of the Board.

C.02.12 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.03.12 APOLOGIES FOR ABSENCE

Apologies for absence were received from three members of the Corporation:

Mr Andrew Baird	-	business commitments
Ms Rosemary French	-	ill health
Mrs Vanessa Guest	-	ill health

AGREED

The Board accepts the apologies for absence.

C.04.12 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.05.12 UNCONFIRMED MINUTES OF THE OPEN MEETING OF THE CORPORATION BOARD HELD ON THURSDAY 15 DECEMBER 2011

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

C.06.12 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING

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

Members noted the satisfactory completion of the Action Points arising from the meeting.

C.07.12 APPROVAL OF HE TUITION FEES: 2012/2013

The Vice Principal: Finance and Resources presented, for consideration and confirmatory approval, a report on proposals relative to fees for 2012/2013 for level 4 and Level 5 Foundation Degree, HND and HNC provision.

The Board was advised that, since December 2011 when approval was given by the Board to the proposed tuition fees for HE in 2012/2013, the College has finalised the teaching hours relative to the HNC programmes, as a consequence of which new fee rates are proposed:

- an increase in the fee for the Foundation degree from £5999 to £6000, noting that this figure is £1000 less than that charged by any other University of Brighton accredited college
- as a consequence of the need to differentiate the previously approved HNC fee of £3500, a recommended level of £4100 for full time HNC courses and £2420 for part time HNC courses
- as a consequence of the fact that neither of the HNC/HND Construction courses now include a CAD element, this will be charged and delivered separately as a stand-alone qualification
- a reduction in inflationary uplift from the 5% previously approved to 3% for those learners in the second year of their programme in 2012/2013

Members were further advised that the fee proposals are believed to be in line with those charged by other local colleges and universities.

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves

- an increase in the fee for the Foundation degree from £5999 to £6000
- a recommended level of £4100 for full time HNC courses and £2420 for part time HNC courses
- as a consequence of the fact that neither of the HNC/HND Construction courses now include a CAD element, this will be charged and delivered separately as a stand-alone qualification
- a reduction in inflationary uplift from the 5% previously approved to 3% for those learners in the second year of their programme in 2012/2013

C.08.12 EAST SURREY COLLEGE BUDGET: 2011/2012

The Vice Principal: Finance and Resources presented, for consideration and confirmatory approval, a report which outlined proposed final changes to the approved budget.

The Board was advised of the salient changes to the budget since its approved revision in December 2011:

- the changes to assumptions which have arisen to reduce the income budget by £130k
 - ↳ the £250k budgeted income contingency has been applied to the 19+ classroom based income which is not expected to be delivered following under recruitment to part time courses
 - ↳ the ALS budget is reduced by £10k as a consequence of the above under delivery
 - ↳ the Skills Funding Agency confirmation, in December 2011, that the College could keep the balance of £128k of the 2010/2011 Adult

- Skills Grant which had not been delivered; this income had not been budgeted for
 - ↓ the recognition, in Autumn 2011, that the income target for 19+ workplace provision was required to be reduced from the original budget target of £250k to £100k
 - ↓ the deferred capital grant was finalised during Summer 2011, with an expected reduction of £100k per annum
 - ↓ interest receivable has increased to £4k owing to delays in the final payment to Wates relative to the capital project
- the changes to assumptions which have arisen to reduce the pay budget by £237k
 - ↓ under delivery of 19+ courses and provision has given rise to total savings of £190k
 - ↓ additional administrative staff budget of £23k required relative to the new Associate Director post
 - ↓ as a consequence of the confirmation of the IACL grant for 2012/2013, the £70k redundancy provision is no longer required
- the changes to assumptions which have arisen to increase the non pay budget by £118k
 - ↓ the awarding of sub-contracts to deliver to Reigate College and to Learning Curve has required £168k to be re-vired to Partnership Costs
 - ↓ the finalisation of the depreciation charge for the new build at a saving of £50k per annum

Members reviewed the proposed changes in the context of the overall budget.

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves the reductions in budgeted income of £130k, reductions in budget pay costs of £237k and additional non budgeted costs of £118k to reduce the budgeted surplus by £11k to £400k.

C.09.12 ANNUAL SCHEDULE OF MEETINGS OF THE CORPORATION BOARD AND COMMITTEES: 2012/2013

The Clerk to the Corporation presented, for consideration and confirmatory approval, a report which detailed the proposed schedule of meetings of the Board and its committees in the coming year.

Members were advised that the proposed schedule reflects the business requirements of the Board.

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

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 its Committees: 2012/2013.

C.10.12 APPROVAL OF CONTRACTS OVER £50K

Members agreed that this item be deferred to the Restricted Part 2 Meeting.

C.11.12 SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 26 JANUARY 2012

The Board noted that the unconfirmed minutes of the meeting were available on the intranet.

REPORT OF THE CHAIR AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair reported on the key issues considered at the meetings, not otherwise considered at this meeting:

- Governors' Development and Training Programme: 2011/2012
- Governors' Quality Improvement Plan: 2011/2012
- Sector Governance Issues
- College Intranet: Governor Area

The Chair submitted one report for formal consideration and approval by the Board:

- Risk Management: Spring Term 2012

C.12.12 LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 8 MARCH 2012

The Board noted that the unconfirmed minutes of the meeting were available on the intranet.

REPORT OF THE CHAIR AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair reported on the key issues considered at the meeting, not otherwise considered at this meeting:

- Enrolment: 2011/2012 and Applications: 2012/2013
- Self - Assessment Report: 2010/2011
- College Quality Improvement Plan: 2011/2012
- Higher Education Self Evaluation
- Governors' Quality Improvement Plan: 2011/2012
- Curriculum Quality Report
- Equality and Diversity Report – Progress Against EDIMS
- Adult and Community Learning
- KPI Dashboard: January 2012

The Chair submitted two reports for formal consideration and approval by the Board:

- Risk Management: Spring Term 2012
- Review of College Policies
 - ESC 02 Admissions Policy
 - ESC 16 Single Equality Policy for Learners
 - ESC 62 Child Protection, Safeguarding Children and Vulnerable Adults Policy

C.13.12 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 1 MARCH 2012

The Board noted that the unconfirmed minutes of the meeting were available on the intranet.

REPORT OF THE CHAIR AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair of the Committee reported on the key issues considered at the meetings, not otherwise considered at this meeting:

- Enrolment 2011/2012 and Applications 2012/2013
- Human Resources Report: Spring Term 2012
- Management Accounts: Period Ending 31 January 2012
- Mid Year Update to Financial Forecasts: 2011/2015
- Estates
- Health and Safety Report: Spring Term 2012
- KPI Dashboard: January 2012

The Chair submitted two reports for formal consideration and approval:

- College Policies
 - ✚ ESC 01 Financial Regulations
 - ✚ ESC 24B Staff IT Usage Policy for East Surrey College
 - ✚ ESC 29 Bullying and Harassment Policy
 - ✚ ESC 32 Disciplinary Policy
 - ✚ ESC 33 Grievance Policy
 - ✚ ESC 34 Redundancy Policy
 - ✚ ESC 66 Drugs and Alcohol Policy
 - the Board considered and approved a revised document
- Risk Management: Spring Term 2012

C.14.12 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 15 MARCH 2012

The Board noted that the unconfirmed minutes of the meeting were available on the intranet.

REPORT OF THE CHAIR AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair reported on the key issues considered at the meeting, not otherwise considered at this meeting:

- Internal Audit Assignment Report: 2011/2012
- Review of Outstanding Internal Audit Items
- KPI Dashboard: January 2012

The Chair submitted one report for consideration and approval by the Board:

- Risk Management: Spring Term 2012

RESOLVED

The 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.15.12 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: Current Issues
- Enrolments
- Applications for 2012/2013
- Employer Engagement
- Quality of Provision
- Bids and Contracts
- Learner Successes
- Finance and Funding

AGREED

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

C.16.12

KPI DASHBOARD

Members received the KPI Dashboard: January 2012 and reviewed each of the KPIs in the light of the most recent information.

AGREED

The Board receives and notes the KPI Dashboard: January 2012.

C.17.12

ANY OTHER BUSINESS

There was no other business.

C.18.12

DATES OF CORPORATION BOARD MEETINGS: 2011/2012

Saturday 16 June 2012 commencing at 09.00

Thursday 12 July 2012 commencing at 18.00

Members were advised that it was anticipated that the meeting to be held on Saturday 16 June would be held at the Burford Bridge Hotel, Dorking.

At the conclusion of the Part 1 meeting, the Corporation moved into a meeting restricted, in accordance with the requirements of the Instrument and Articles of Government and of 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: 12 July 2012