

**PRESENT**

Mr Andrew Baird	Independent Member	
Mr Ray Elgy	Independent Member	
Ms Rosemary French	Independent Member	
Mr Ron Searle	Independent Member	
Dr Barbara Spittle	Independent Member	Chair
Mr Michael Woodall	Independent Member	
Mr Lorne Benham	Business Support Staff Member	
Mr Joseph Main	Academic Staff Member	
Mrs Jayne Dickinson	Acting Principal	

**IN ATTENDANCE**

Mr Michael Axelrod	External Co-opted Member: Audit Committee
Mr Jeremy Goodwin	Interim Vice Principal: Curriculum and Standards
Mrs Ann-Christine Harland	Vice Principal: Finance and Resources
Mrs Chris Long	Director of Communications

**APOLOGIES FOR ABSENCE**

Mrs Margaret Davey	Independent Member
Dr Andrew Gilchrist	Independent Member
Mr Brian Smith	Independent Member

**ABSENT**

Mr Darren de Souza	Student Member
Ms Hazel Heard	Student Member

**CLERK**

Mr Melvyn Cass	Clerk to the Corporation
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The meeting was preceded by a presentation by Jackie O’Gorman, Head of Division of Technology, on the work of the Division to engage young people in the community and build on their skills through the projects.

**C.01.11 MEMBERSHIP OF THE CORPORATION BOARD**

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

**Independent Members**

The Board was advised that, during the course of the Spring term, Ms Kay Hammond had submitted her resignation from the Board owing to the pressure of business commitments. Members were informed that the Chair had written to Ms Hammond to thank her for her service to the Board and to the College.

Members noted that action had been initiated to fill the consequent vacancy.

**Student Member**

Members were advised that Ms Hazel Heard, a first year student, had been nominated for appointment as Student Member of the Board.

### **Membership of Committees**

Members were advised that, at the meeting of the Search and Governance Committee held on 30 March 2011, it had been agreed to recommend to the Board the following appointments to committees:

#### **Learning and Quality Committee**

Mr Joseph Main – Academic Staff Member

#### **Senior Postholders' Employment Committee**

Ms Rosemary French – Independent Member

Members noted that it was also agreed to recommend that Ms French be appointed Chair of the Committee in succession to Ms Kay Hammond.

### **RESOLVED**

The Board

- notes the resignation of Ms Kay Hammond and expresses its thanks to Ms Hammond for her service to the Board and to the College
- approves the appointment of Ms Hazel Heard during the period 7 April 2011 to 31 July 2012
- approves the appointment of Mr Joseph Main to the Learning and Quality Committee with immediate effect
- approves the appointment of Ms Rosemary French to the Senior Postholders' Employment Committee and to be Chair of the Committee with immediate effect.

#### **C.02.11 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.03.11 APOLOGIES FOR ABSENCE**

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

Mrs Margaret Davey	-	business commitments
Dr Andrew Gilchrist	-	family commitments
Mr Brian Smith	-	business commitments

### **AGREED**

The Board accepts the apologies for absence.

#### **C.04.11 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no other business for consideration.

#### **C.05.11 UNCONFIRMED MINUTES OF THE OPEN MEETING OF THE CORPORATION BOARD HELD ON THURSDAY 16 DECEMBER 2010**

The minutes were approved and signed as a correct record.

#### **C.06.11 MATTERS AND ACTION POINTS ARISING FROM THE MINUTES OF THE MEETING**

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

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

**Members agreed that Agenda Item 10 should be brought forward for consideration.**

### **C.07.11 PROPERTY REPORT**

The Director of Communications presented a report which provided an update on the use by the College of the Bletchingley Centre.

Members were reminded that

- Surrey County Council had issued a three year lease with effect from 1 August 2010
- the lease – a full repairing lease – has a break clause with a three month notice period
- supplementary costs, in addition to the rent but excluding staffing, exceed £65k

Members were advised that a review of the usage of the Bletchingley Centre indicates that all existing provision could be provided at either the main College campus or at other local premises hired on an hourly basis and that such provision would result in substantial financial savings.

Members were informed that the anticipated impact on current users would be minimal as few are residents of Bletchingley and the majority have to travel some distance to the Centre.

Members were advised that it is proposed to exercise the break clause in the lease with a view to implementing an exit strategy.

Members discussed the proposal and considered

- the possibility of claims for 'dilapidations', noting that minimum claims were anticipated
- the basis on which the College would vacate the Centre at the end of the summer term 2011
- the implications for the College budget and consequent savings.

Members noted the need for the limit to reputational damage by the implementation of a well planned exit and communication strategy.

### **RESOLVED**

The Board approves the proposal to exercise the break clause in the lease for the Bletchingley Centre with the Surrey County Council with a view to implementing an exit strategy which is designed to minimise the impact on learners and to avoid adverse publicity.

**18.15 Mrs Chris Long left the meeting.**

### **C.08.11 HIGHER EDUCATION STRATEGY**

The Acting Principal presented the revised College strategy for its higher education (HE) provision.

The Board was advised of the detailed consideration given to the report by the Learning and Quality Committee at its meeting held on 28 March 2011.

Members were informed that

- the College is obliged to submit its strategy document to the Quality Assurance Agency (QAA) for Higher Education
- the College anticipates changes to the Strategy will be needed in the light of further news on the future of HE in further education which is expected in coming months.

Members considered the key details of the Strategy:

- Mission and Vision

- Strategic Direction and Aims
- Areas of current activity
- Statement of Objectives
- Recruitment, marketing and public information
- Partnership working
- Quality monitoring and improvement
- Assessment and management of risks

Members noted that the College has a small HEFCE target to achieve and that applications for 2011/2012 are expected easily to meet that target.

Members were advised that it might be appropriate to review further the Strategy in the summer term 2011.

#### **RESOLVED**

The Corporation Board endorses and approves the Higher Education Strategy: 2010/2012.

#### **C.09.11**

#### **EAST SURREY COLLEGE BUDGET: 2010/2011**

The Vice Principal presented a report which outlined changes to the 2010/2011 Budget, approved by the Board in July 2010, following progress against activity.

Members were advised of the detailed consideration given to the report by the Finance and Resources Committee at its meeting held on 17 February 2011.

Members considered the detail of the report, noting

- total income reduction of £170k, primarily due to reductions of the Train to Gain and Employability grants
- the reallocation of budgeted pay costs but noting that the overall pay costs will remain at 65% against total income allocation
- exceptional pay costs are expected to reduce from £113k to £25k in the light of the anticipated IAL grant, noting also the further provision made for pension costs
- total non pay costs will remain unchanged, but will be subject to virement

Members noted, in particular, that pay costs as a percentage of income remain at college benchmark levels.

#### **RESOLVED**

The Corporation Board endorses and approves the revised East Surrey College Budget: 2010/2011, as reflected in the forecast columns of the Management Accounts: Period to 31 December 2010 and mid year forecast.

#### **C.10.11**

#### **RISK MANAGEMENT**

The Vice Principal presented a report on risk management which identified factors and proposed actions for the five risks assigned to the Board for 2010/2011.

Members were advised that the risks assigned to the Board had been reviewed by the Acting Principal and the Vice Principal: Finance and Resources in the light of

- the Wolf Report
- impact of the recession on fee collectability and willingness of employers to pay fees for learners
- Budget 2011 priorities
- funding in 2011/2012 and the consequent curriculum changes as final allocations are received
- the Strategic Options Review
- mid year forecasts as submitted to the Skills Funding Agency on 11 March 2011

- progress against the Governors' Quality Improvement Plan
- recent stakeholder meetings
- strategic planning meetings
- Informal Adult Learning planning considerations

Members reviewed the risk register relative to the key issues identified

- **S10: Changes in policy arising from Machinery of Government changes**
- **S11: Failure to maintain satisfactory financial health to 2014**
- **S7: Failure to identify opportunities and threats to the College marketing position**
- **R1: Severe adverse publicity**
- **R2: Ineffective governance and management arrangements**

Members discussed the issues arising from the report, in particular

- the extent to which Machinery of Government changes continue to be made
- the measures taken to oversee the financial health of the College

#### **RESOLVED**

The Board approves

- the assessment of the identified risks in accordance with the Risk Register
- the assignment of Risk R2: Ineffective governance and management arrangements to the Search and Governance Committee for termly review

#### **C.11.11 SEARCH AND GOVERNANCE COMMITTEE**

##### **MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 30 MARCH 2011**

The Board noted that the unconfirmed minutes of the meeting would be available on the intranet following this meeting.

##### **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:

- Membership of the Corporation
- Governors' Development and Training Programme: 2010/2011
- Governors' Quality Improvement Plan: 2010/2011

#### **C.12.11 LEARNING AND QUALITY COMMITTEE**

##### **MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 28 MARCH 2011**

The Board noted that the unconfirmed minutes of the meeting would be available on the intranet following this meeting.

##### **REPORT OF THE CHAIR AND ISSUES FOR CONSIDERATION AND APPROVAL**

In the absence of the Chair, Mrs Rosemary French reported on the key issues considered at the meeting, not otherwise considered at this meeting:

- Higher Education Update
- Curriculum Planning: 2011/2012
- Self Assessment Report: 2009/2010
- Quality Improvement Plan: 2010/11
- Governors' Quality Improvement Plan: 2010/2011
- Learner Performance Report: 2009/2010
- Continuing Professional Development: 2010/2011

- Employer Engagement Report
- Equality and Diversity Report and EDIMS

One report was submitted for consideration and approval:

- **Risk Management: Spring Term 2011**

#### **C.13.11 FINANCE AND RESOURCES COMMITTEE**

##### **MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 17 FEBRUARY 2011**

The Board noted that the unconfirmed minutes of the meeting would be available on the intranet following this meeting.

##### **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:

- College Policies and Procedures
- Approval of Contracts Over £50k
- Human Resources Report: Spring Term 2011
- Property Report
- Enrolment: 2010/2011
- Management Accounts: Period Ending 31 December 2010
- Mid Year Update to the Two Year Financial Forecasts: 2010-2012
- Health and Safety Report to January 2011

The Chair submitted the following reports for consideration and approval:

- **Approval of Contracts Over £100k**
- **Risk Management: Spring Term 2011**
- **Annual Schedule of Meetings of the Corporation Board and Committees: 2011/2012**

#### **C.14.11 AUDIT COMMITTEE**

##### **MEETING OF THE AUDIT COMMITTEE HELD ON 24 MARCH 2011**

The Board noted that the unconfirmed minutes of the meeting held would be available on the intranet following this meeting.

##### **REPORT OF THE CHAIR AND ISSUES FOR CONSIDERATION AND APPROVAL**

In the absence of the Chair, Mrs Rosemary French reported on the key issues considered at the meeting, not otherwise considered at this meeting:

- Review of Outstanding Internal Audit Items
- Internal Audit Assignment Reports: 2010/2011
- Skills Funding Agency: Apprenticeships Audit

The Chair submitted the following reports for consideration and approval:

- **Risk Management: Spring Term 2011.**

##### **RESOLVED**

The Board

- notes the reports of the Chair of each of the committees of the Board;
- approves the reports submitted by each committee for consideration and approval.

**C.15.11 ACTING PRINCIPAL'S REPORT**

The Corporation received the Acting Principal's Report, noting issues not covered elsewhere in the agenda, including:

- The FE Landscape
- Enrolment, Curriculum Planning and Applications
- Quality
- Investors in People
- Employer Engagement
- Finance and Funding
- Learner Success

Members discussed issues arising from the Report, including

- the uncertainty surrounding the bursaries which will replace the education maintenance allowance
- the effect of the new building on applications for 2011/2012 and the work being done to ensure that applications translate into enrolments

**AGREED**

The Board receives and notes the Acting Principal's Report.

**C.16.11 KPI DASHBOARD**

Members reviewed the latest version of the KPI Dashboard and gave particular consideration to

- KPI 10: In Year Retention FT YPLA/SFA Funded Learners
- KPI11: Attendance YPLA/SFA Funded Learners
- KPI14: Lesson Observations

**AGREED**

The Board receives and notes the KPI Dashboard: February 2011.

**C.17.11 ANY OTHER BUSINESS**

There was no other business.

**C.18.11 SCHEDULE OF MEETINGS: 2010/2011**

Saturday 18 June 2011 commencing at 09.00

Thursday 7 July 2011 commencing at 18.00

**At the conclusion of the meeting, the Corporation moved into restricted session.**

**SIGNED AS A CORRECT RECORD:**



**DATE:** 7 July 2011

