

PRESENT

Mr Andrew Baird	Independent Member	
Mrs Hayley Dalton	Support Staff Member	
Mrs Margaret Davey	Independent Member	Vice Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Ray Elgy	Independent Member	
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Ms Susan Kay	Independent Member	
Mrs Catherine Prest	Independent Member	
Mrs Liz Rushton	Independent Member	
Dr Barbara Spittle	Independent Member	Chair
Mr Neil Ward	Academic Staff Member	

IN ATTENDANCE

Mrs Ann-Christine Harland	Vice Principal: Finance and Resources
Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Mrs Isobel Wallace	External Co-opted Member of the Audit Committee

APOLOGIES FOR ABSENCE

Mr Michael Axelrod	Independent Member
Mr Ron Searle	Independent Member
Mr Robert Campbell	Student Member
Ms Hannah Frewer	Student Member

CLERK

Mrs Sue Glover	Clerk to the Corporation
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C.42.15 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.43.15 APOLOGIES FOR ABSENCE

Apologies for absence were received from

Mr Michael Axelrod	-	business commitments
Mr R Searle	-	ill health
Mr Robert Campbell	-	personal commitments
Ms Hannah Frewer	-	personal commitments

AGREED

The Board accepts the apologies for absence.

Mr Baird left the meeting

C.44.15

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 Mr Andrew Baird

Members were advised that, at the meeting of the Search and Governance Committee held on 22 October 2015, consideration was given to the application for the reappointment to the Board of Mr Andrew Baird.

The Search and Governance Committee gave full consideration to the application for reappointment and recommends to the Board that Mr Andrew Baird is appointed as an independent member for a third four year period of office from 1 January 2016 to 31 December 2019.

Mr Baird rejoined the meeting

Membership of Committees of the Corporation – Committee Chairs

Members were reminded that, at the meeting of the Corporation Board held on 9 July 2015, a new committee membership structure was accepted effective 1 September 2015 and it was agreed that the Chairs of each Committee would be recommended by each Committee for appointment by the Corporation Board.

At the first meeting of the academic year of each Committee, the members of each Committee elected the following Committee Chairs for appointment by the Board:

Mr Andrew Baird – Finance and Resources Committee
Dr Barbara Spittle – Search and Governance Committee and Strategy Committee
Mrs Margaret Davey – Learning and Quality Committee
Dr Andrew Gilchrist – Audit Committee

It was noted that as the Senior Postholders' Employment Committee meets annually in June, the Chair of the Committee will be elected at that meeting and appointed by the Corporation Board in July 2015. The current Chair is Ms Rosemary French.

RESOLVED

The Corporation Board unanimously approves

- The reappointment of Mr Andrew Baird as an independent member for a third four year period of office from 1 January 2016 to 31 December 2019
- The appointment of Committee Chairs as follows
 - Mr Andrew Baird – Finance and Resources Committee
 - Dr Barbara Spittle – Search and Governance Committee and Strategy Committee
 - Mrs Margaret Davey – Learning and Quality Committee
 - Dr Andrew Gilchrist – Audit Committee

C.45.15

NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.46.15

UNCONFIRMED MINUTES OF THE MEETING OF THE CORPORATION BOARD HELD ON 9 JULY 2015

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

C.47.15 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 9 JULY 2015

Members were advised that targets to be advised under minute number C.27.15 will be presented at the meeting under a later agenda item. It was noted that there were no other matters arising from the minutes of the meeting.

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

C.48.15 EAST SURREY COLLEGE SELF-ASSESSMENT REPORT: 2014/2015

The Principal and Chief Executive presented, for consideration and approval, the draft East Surrey College Self-Assessment Report (SAR).

The Board was advised that the headline statements for the Self-Assessment Report were reviewed at the meeting of the Learning and Quality Committee held on 3 December 2015.

Members were advised that

- the SAR process is informed by a wide variety of information
- while it is not expected that significant changes will be made, some statements within the whole SAR may yet be rolled up and additional data analysis added where these enhance evidence
- evidence from the Ofsted Inspection Report dated January 2015 has been included
- all curriculum areas complete a SAR, which is moderated and which informs the whole College SAR
- the whole College SAR is internally and externally verified with a series of dates for this leading up to publication on the Provider Gateway in mid to late December
- for 2014/2015 the College external moderation process includes input from Northbrook and Sussex Coast colleges
- the College has undertaken extensive moderation against criteria for both Good and Outstanding and considered the outcomes and judgements of the Ofsted inspection
- the College is proposing the Overall Effectiveness, Quality of Outcomes and Teaching, Learning and Assessment are graded Good
- there is sufficient evidence and progress made since the Ofsted inspection for Leadership and Management to be graded Outstanding
- all support areas and cross-college functions produce a SAR which support and inform curriculum and whole College judgements

Members gave detailed consideration to each of the key strengths and areas for improvement in each of the sections, noting in particular

- SAR: Overall Summary Sheet 2014/2015, noting the steady improvement in
 - Overall Retention, Achievement and Success Rate (all durations, including functional skills)
 - Overall Long Course Success Rate (including all functional skills)
 - Positive Destinations
- Overall effectiveness of provision - self-assessment grade 2
- Effectiveness of Leadership and Management – overall grade 1
- Quality of teaching, learning and assessment – overall grade 2
- Outcomes for learners – overall grade 2

Members commended the Principal and Chief Executive and the senior management team in being able to incorporate, in a short time span, the comments from the Learning and Quality Committee at their meeting on 3 December 2015.

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board approves the draft East Surrey College Self-Assessment Report: 2014/2015

C.49.15

STUDENT PERFORMANCE TARGETS 2015/2016

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the Student Performance Targets for 2015/2016.

Members were advised that the Student Performance Targets for 2015/2016 had been considered at the meeting of the Learning and Quality Committee meeting held on 12 November 2015. The Committee asked that further consideration is given to the targets in the context of being more aspirational, noting that many qualifications already exceed the national rate, and presented to the Corporation Board in December for approval.

Members were advised that

- Clearly set and widely communicated academic targets have a proven track record of contributing to quality improvement
- In 2014/2015 the SFA QSR (Qualification Success Rate) tables no longer differentiated by the duration of the study period so no longer report on long, short or very short durations, but do report on the type of qualification, eg. Diploma, certificate, GCSE etc., and provide national rates for all ages
- The 2015/2016 targets reflect this change, which are still segmented into subject areas but no longer by age or course duration
- The 2015/2016 minimum target has been set as the 2014/2015 national rate plus 3%
- A stretch target for 2015/2016 has also been set as the 2014/2015 national rate plus 6%, which if achieved would contribute greatly to an outstanding grade for the Outcomes for Learners measure
- 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

The Board reviewed the key issues identified in the report in conjunction with the spreadsheet related to Academic Success Rate Targets for 2015/2016, with particular reference to

- The 2014/2015 success rate achieved by the College
- The national rate for 2014/2015 for similar providers and the difference between the two rates
- The minimum 2015/2016 target rate: national average plus 3%
- The stretch 2015/2016 target rate: national average plus 6%
- The target rates for the Apprenticeship frameworks for 2015/2016: national average plus 4%

Members considered in detail the targets proposed in respect of qualification type and by sector subject areas.

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

Members were informed that they are advised of the College's full position and outlook for 2014/15 through self-assessment reporting.

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 2015/16.

C.50.15

ANNUAL INTERNAL AUDIT REPORT: 2014/2015

The Vice Principal: Finance and Resources presented, for consideration and approval, the Annual Internal Audit Report: 2014/2015.

Members were advised that the Annual Internal Audit Report had been considered at the meeting of the Audit Committee held on 3 December 2015 and had been commended for approval by the Corporation Board.

Members reviewed key sections of the Annual Report, in particular

- 1.2 Statement of Corporation Governance and Internal Control
- 2 The Head of Internal Audit Opinion
 - 2.1 The Basis of the Opinion
 - 2.2 Acceptance of 2014/2015 Internal Audit Recommendations
 - 2.3 Implementation of Internal Audit Recommendations
 - 2.4 Reliance placed upon work of other assurance providers
- 3.1 Wider value-adding delivery
- 3.2 Conflicts of Interest
- 3.3 Conformance with internal auditing standards
- 3.4 Performance Indicators

Members also discussed issues arising from

- Appendix A: Internal Audit Opinions and Recommendations Summary: 2014/2015

Members noted that it was the opinion of the Internal Auditor that

'For the 12 months ended 31 July 2015, based on the work we have undertaken, our opinion below details the adequacy and effectiveness of your organisation's risk management, internal control and governance arrangements:

Governance – we considered the College's governance arrangements during our review of Strategic Business Planning and no issues were noted.

Risk Management – we considered the College's risk management arrangements throughout our audit work and attendance at audit committees and no issues were noted.

Internal Control – during our audits we issued two 'substantial assurance', two 'reasonable assurance' and one 'some assurance' opinions.

Based on the work we have undertaken on East Surrey College's system of internal control for governance and risk management we do not consider that within these areas there are any issues that need to be flagged as significant internal control issues.

Whilst we did not issue a formal annual opinion in 2013/2014 due to also being the College's external auditor for that year, the reviews we did complete did not highlight any issues.'

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board endorses the recommendation of the Audit Committee and approves the Annual Internal Audit Annual Report: 2014/2015.

C.51.15

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2015

The Vice Principal: Finance and Resources presented, for consideration and approval, the draft Annual Report and Financial Statements for the Year Ended 31 July 2015.

Members were advised that the Annual Report and Financial Statements had been considered at the meeting of the Audit Committee held on 3 December 2015 and had been 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 26 November 2015 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

- Income and Expenditure Account
- Statement of Historical Cost Surpluses and Deficits
- Statement of Total Recognised Gains and Losses
- Balance Sheet
- Cash Flow Statement
- Notes to the Financial Statements

Members were advised that

- The accounting policies 'Basis for Preparation' have not changed, but refer to the 2014/2015 Accounts Direction Handbook issued by the SFA
- The audit has been undertaken by UHY Hacker Young

Members noted the key points

- There have been no key changes to the Trustee's Report, other than a change in wording on the Head of Internal Audit's opinion following the appointment of separate internal and external auditors
- The wording to the Auditor's Regularity Audit opinion has changed to meet the new JACOP agreed guidelines which were reviewed by the Audit Committee at the meeting held on 3 December 2015

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

'.....the financial statements

- *give a true and fair view of the College's affairs as at 31 July 2015 and of the College's surplus of income over expenditure for the year then ended; and*
- *have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice.'*

Members also noted that it was the opinion of the Regularity Auditor that

'in the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 August 2014 to 31 July 2015 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them'.

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 2015

C.52.15

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 3 December 2015 and had been 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 2014/2015 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 2015.

C.53.15

EXTERNAL AUDIT COMMITTEE REPORT FOR THE YEAR ENDED 31 JULY 2015

The Vice Principal: Finance and Resources presented, for consideration and approval, the External Audit Committee Report: Year Ended 31 July 2015.

Members were advised that the External Audit Committee Report had been considered at the meeting of the Audit Committee held on 3 December 2015 and had been 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 your financial statements

- Regularity opinion
- Deficiencies in control and recommendations
- Summary, adjustments and audit report

Members were advised that the management responses were still to be completed but would not raise any issues.

RESOLVED

The Corporation Board endorses the recommendation of the Audit Committee and approves the External Audit Committee Report for the year ended 31 July 2015, subject to completion of the management responses.

C.54.15

LETTER OF REPRESENTATION: FINANCIAL STATEMENTS AUDIT 2014/2015

The Vice Principal: Finance and Resources presented, for consideration and approval, the Letter of Representation: Financial Statements Audit – Year Ended 31 July 2015.

Members were advised that, at the meeting of the Audit Committee held on 3 December 2015, 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 2015.

C.55.15

APPOINTMENT OF SUBCONTRACTORS AUDITOR

The Vice Principal: Finance and Resources presented, for consideration and approval, a proposal to engage RSM Risk Assurance Services LLP to undertake a report on the systems and controls in place for 2015/2016 for managing SFA funded subcontracted delivery.

Members were advised that the appointment of RSM Risk Assurance Services LLP as the subcontractors' auditor had been considered at the meeting of the Audit Committee held on 3 December 2015 and had been commended for approval by the Corporation Board.

Members were advised that

- The SFA has updated its Funding Agreement with providers to require a report on the arrangements in place to manage and control subcontractors where such provision is in excess of £100k
- The College has one subcontractor falling under this requirement, the WEA contract for Community Learning
- The requirements are
 - A report by an external auditor on
 - systems and controls in place in 2015/2016 for managing subcontracted delivery
 - reflecting the end to end subcontracting process, the funding agreement and the funding rules for 2015/2016
 - The report is to be issued before 31 January 2016
 - The Provider to provide a certificate to the SFA that they have commissioned a report, and that the report provided satisfactory assurance by 31 January 2016

- RSM is one of the firms appointed by the SFA to carry out funding audits and, therefore, the College consider that its team is fully conversant with the funding rules and SFA requirements
- RSM have proposed a fee of £2k. The fee is subject to VAT and disbursements for this work
- RSM would undertake the work during their planned internal audit visit and consider this to be additional and not part of the current internal audit work scope

Members considered the proposal and agreed that RSM Risk Assurance Service LLP is appointed to undertake the subcontracting controls audit.

RESOLVED

The Corporation Board endorses the recommendation of the Audit Committee and approves the appointment of RSM Risk Assurance LLP to undertake a report on the systems and controls in place for 2015/2016 for managing SFA funded subcontracted delivery at a proposed fee of £2k, subject to VAT and disbursements.

C.56.15

ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE CORPORATION BOARD AND TO THE PRINCIPAL AND CHIEF EXECUTIVE: 2014/2015

The Chair of the Audit Committee presented the Annual Report of the Audit Committee on the work of the Audit Committee during 2014/2015.

Members were advised that the Annual Report of the Audit Committee had been considered at the meeting of the Audit Committee held on 3 December 2015 and had been 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 2014/2015. 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: 2014/2015.

DECLARATION OF INTEREST

Hayley Dalton

Neil Ward

The Principal and Chief Executive presented a report, which updated members on the Association of Colleges' (AoC) proposed pay award for 2015/2016 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 26 November 2015. The Committee agreed that further consideration is given by the Executive to assess the potential for making a small award for staff and a proposal submitted to the Corporation Board.

Members were advised that

- The AoC has completed its annual negotiations with member colleges and the unions representing college staff nationally
- UNISON and UCU are recognised trade unions at East Surrey College
- The AoC informed the unions that it would be making a 0% recommendation on pay in FE colleges for 2015/2016 in the light of reductions in funding allocations and external pressures on staffing costs providing genuine limitations on what colleges are able to pay
- The unions submitted a claim for an increase in pay of £1 per hour for all staff
- The Board has previously sought to follow AoC recommendations in order to ensure a competitive salary to attract and retain good staff

Members considered the options proposed

- No pay rise for 2015/2016
- A consolidated salary increase of 0.2% per annum for all staff, which will result in a total cost of £18k
- Although the budget approved for 2015/2016 by the Corporation in July 2015 did not include a pay rise, it is anticipated that this amount will be recouped in year through a targeted review of all replacement roles with view of making this saving

In discussion, members agreed that it would be appropriate to implement the recommendations of the Executive of a consolidated salary increase of 0.2% for all staff, noting that

- 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'.

RESOLVED

The Corporation Board approves the implementation of a consolidated salary increase of 0.2% per annum for all staff.

C.58.15

ANNUAL REVIEW OF THE MINUTES OF THE RESTRICTED MEETINGS OF THE CORPORATION BOARD

The Clerk to the Corporation presented a report, which outlined the basis on which, in accordance with Instrument 17(4), it is appropriate for the Board to review the restricted minutes of the meetings of the Board held during 2014/2015.

The Board was advised of the criteria for confidentiality which would need to be considered in this regard and noted that, in granting the release of any document for public record, the background reports and any other information considered at the time would also be released for public record.

Members were provided with the details of the minutes to be considered for review.

Members were advised that the meetings had been restricted in accordance with the requirements of the Instrument and Articles of Government and of Section 22 or Section 40 of the Freedom of Information Act 2000.

Members noted that, in view of the fact that the minutes of the meetings present a detailed factual record of the various issues considered and the background papers to the meetings present more detailed information, it would be appropriate to retain the current restriction on the minutes of each of the meetings and the relevant supporting papers.

The Board was advised that further review of appropriate restricted minutes would take place at the equivalent meeting in 2016.

RESOLVED

The Corporation Board

- approves the continuing restriction on the minutes of each of the meetings and the relevant supporting papers
- approves consideration of the minutes, restricted in accordance with Section 22 of the Freedom of Information Act 2000, to be undertaken at the equivalent meeting in December 2016
- determines that those minutes restricted in accordance with Section 40 of the Freedom of Information Act 2000 should not be made available to the public in the near future and should not be brought for consideration at the equivalent meeting in 2016

C.59.15

SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 22 OCTOBER 2015

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

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 2015
- Governors' Development and Training Programme 2015/2016
- Code of Good Governance for English Colleges: Audit of Compliance
- GOV 06 Governor Recruitment and Succession Planning Policy
- Annual Report of the Search and Governance Committee: 2014/2015

- Annual Review of the Restricted Minutes of the Meetings of the Search and Governance Committee
- E-governance update

C.60.15 LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 12 NOVEMBER 2015

Members noted that the minutes of the meeting were available on the intranet and internet.

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 3 DECEMBER 2015

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

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 2015
- Review of College Strategies
 - ESC HE Strategy 2015 - 2018
- Review of College Policies
 - ESC 21 Student Malpractice Policy
 - ESC 06 Student Disciplinary Policy
 - ESC 62 Child Protection, Safeguarding Children and Vulnerable Adults Policy
- Annual Report of the Learning and Quality Committee: 2014/2015
- Annual Review of the Restricted Minutes of the Learning and Quality Committee
- College Quality Improvement Plan 2015/2016
- Governors' Quality Improvement Plan 2014/2015 'sign off'
- Governors' Quality Improvement Plan 2015/2016

C.61.15 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2015

Members noted that the minutes of the meeting were available on the intranet and on the internet.

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 26 NOVEMBER 2015

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

REPORT OF THE CHAIR OF THE MEETINGS 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 Strategies
 - ICT/ILT Strategy
 - HR Strategy

- College Policies
 - ESC 49 Business Continuity Plan and IT Disaster Recovery Plan
 - Health and Safety Policy
 - ESC 29 Bullying and Harassment Policy
 - ESC 33 Grievance Policy
 - ESC 34 Redundancy Policy
 - ESC 28 Probationary Policy
 - ESC 09 Equality Policy for Employees
 - ESC 13 Financial Support for Students Policy
 - ESC 01 Financial Regulations
- Risk Management: Autumn Term 2015
- Three Year Financial Forecasts 2014-2017
- Financial Plan 2015-2017 Letter from SFA
- Annual Report of the Finance and Resources Committee: 2014/2015
- Annual Review of the Restricted Minutes of the Meetings of the Finance and Resources Committee
- Update to Bank Signatories
- Update to College Budget 2015/2016

C.62.15 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 3 DECEMBER 2015

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

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
- Annual Risk Management Report 2014/2015
- Risk Management: Autumn Term 2015
- Annual Review of the Restricted Minutes of the Meetings of the Audit Committee
- ESC 43 Risk Management Policy
- Value for Money Report
- Revised Joint Audit Code of Practice

C.63.15 STRATEGY COMMITTEE

MEETING OF THE STRATEGY COMMITTEE HELD ON 5 NOVEMBER 2015

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

REPORT OF THE CHAIR OF THE STRATEGY COMMITTEE AND ISSUES FOR CONSIDERATION AND APPROVAL

The Chair of the Strategy 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:

- Terms of Reference and Standing Orders: 2015/2016
- Annual Schedule of Business: 2015/2016

Members were advised that formal notification that the College will be included in a Phase Two Area Based Review has been received. The provisional dates for the review will take place between March and July 2016 and as soon as these are confirmed the date of the next Strategy Committee meeting may be rescheduled.

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.64.15

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
- Quality/success rates
- Applications and Enrolments
- Academy of Contemporary Music (ACM)
- Marketing and working with schools
- Employer engagement
- Student enrichment
- Community engagement
- Student success
- Continued investment in teaching resources
- Safeguarding and Prevent
- Finance and Funding

AGREED

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

C.65.15

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 2014/2015.

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.66.15

KPI DASHBOARD

Members received the KPI Dashboard: September 2015 Period 2.

AGREED

The Board receives and notes the KPI Dashboard: September 2015 Period 2.

C.67.15

ANY OTHER BUSINESS

There was no other business.

C.68.15

DATES OF CORPORATION BOARD MEETINGS: 2015/2016

Thursday 28 January 2016 – Strategic Planning

Thursday 14 April 2016

Saturday 25 June 2016 – Self Assessment

Monday 27 June 2016 – College Annual General Meeting

Thursday 14 July 2016

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: *B. M. Spence*

DATE: 14 April 2016

