

PRESENT

Mr Michael Axelrod	Independent Member	
Mr Andrew Baird	Independent Member	
Mrs Hayley Dalton	Support Staff Member	
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Ray Elgy	Independent Member	
Ms Rosemary French	Independent Member	
Mrs Vanessa Guest	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

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

APOLOGIES FOR ABSENCE

Mr Robert Campbell	Student Member	
Mrs Margaret Davey	Independent Member	Vice Chair
Dr Andrew Gilchrist	Independent Member	
Mr Pilirani Mshamboza	Student Member	
Mr Ron Searle	Independent Member	

CLERK

Mrs Sue Glover	Clerk to the Corporation
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Prior to the commencement of business, the Clerk to the Corporation advised that as it was not appropriate for the Chair of the Corporation, Dr Barbara Spittle, to be present for her re-appointment as an independent member under item 3, Membership of the Corporation, and for item 4.1, Election of Chair, these items will be moved to the beginning of the agenda and the Clerk to the Corporation will assume the Chair for items 1, 2, 3 (part) and 4.1.

C.19.15 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.20.15 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Robert Campbell	- personal commitments
Mrs Margaret Davey	- personal commitments
Dr Andrew Gilchrist	- business commitments
Mr Pilirani Mshamboza	- personal commitments
Mr Ron Searle	- business commitments

AGREED

The Board accepts the apologies for absence.

C.21.15 MEMBERSHIP OF THE CORPORATION

Reappointment of Dr Barbara Spittle

The Board was advised that, at the Extraordinary Meeting of the Search and Governance Committee held on 27 June 2015, full consideration had been given to the application for re-appointment to the Board of Dr Barbara Spittle.

Members noted that the Committee had recommended that Dr Spittle be re-appointed for a further four year period of office from 1 September 2015 to 31 August 2019.

RESOLVED

The Corporation Board approves the re-appointment of Dr Barbara Spittle as Independent Member of the Board for a further four year period of office from 1 September 2015 to 31 August 2019

C.22.15 ELECTION OF CHAIR AND VICE CHAIR OF THE CORPORATION

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

Members were informed that, following the invitation to members to submit nominations for Chair and Vice Chair, Dr Barbara Spittle and Mrs Margaret Davey had been severally nominated relative to their current positions.

No further nominations were received.

Election of Chair of the Corporation

Dr Barbara Spittle was formally nominated and seconded for the position of Chair of the Corporation.

RESOLVED

The Corporation Board unanimously elects Dr Barbara Spittle to be Chair of the Corporation for the period 1 September 2015 to 31 August 2017.

Dr Barbara Spittle assumed the chair of the meeting.

The Chair thanked the members for their continuing support.

18.20 Rosemary French arrived

Election of Vice Chair of the Corporation

Mrs Margaret Davey was formally nominated and seconded for the position of Vice Chair of the Corporation.

RESOLVED

The Corporation Board unanimously elects Mrs Margaret Davey to be the Vice Chair of the Corporation for the period 1 September 2015 to 31 August 2017.

C.23.15 MEMBERSHIP OF THE CORPORATION

The Clerk to the Corporation presented a report on issues relating to the current membership of the Corporation Board and its committees.

Members were reminded that at the meeting of the Corporation Board held on 8 July 2009, membership was determined at 16. Circumstances subsequently caused this to be revised to 18. It was noted that the preferred Corporation size is 16 with 11 independent members.

Independent Members

Mrs Vanessa Guest – independent member

Members were advised that, at the meeting of the Search and Governance Committee held on 21 May 2015, Mrs Guest does not wish to be considered for reappointment when her current term comes to an end on 31 August 2015.

The Committee agreed to accept her resignation and noted that, as the preferred Corporation size is 16 with 11 independent members, Mrs Guest's decision will not result in a vacancy.

The Chair of the Corporation thanked Mrs Guest for her contribution over the last 4 years and wished her well.

Student Members

The term of office for the current student members, Robert Campbell, Pilirani Mshamboza and Sabina Khatun, who is the substitute for the student members, ends on 31 July 2015. Mr Mshamboza and Ms Khatun will complete their courses at the College at the end of the current academic year. Mr Campbell's course continues next year and he has been nominated by the Student Union to continue as a student member for a further year.

Recent elections resulted in the following:

- Hannah Frewer, Health and Social Care, has been elected President of the Students' Union and is nominated to be Student Governor
- Georgia Crabb-O'Toole, Outdoor Sport, has been elected Vice President of the Students' Union with responsibility to attend meetings as a substitute for the Student Governor (but not as a member) of the governing body and the Learning and Quality Committee
- Robert Campbell, Art, Design and Media HE student, is nominated to be Student Governor
- Therefore Robert Campbell and Hannah Frewer are nominated for appointment as Student Governors for the period 1 August 2015 to 31 July 2016

Staff Members

The period of office of the two current Staff members expires on 30 April 2017

Membership of Committees

Members were reminded that at the meeting of the Corporation Board in July 2014, it was agreed that membership of the committees would be refreshed following the Ofsted inspection, which took place in December 2014.

The Clerk to the Corporation presented for consideration and approval a proposal for committee membership. Members were advised that the proposal had been given full consideration at the meeting of the Search and Governance Committee held on 21 May 2015 and the proposed committee membership had been commended for approval by the Corporation Board.

Members agreed to accept the committee membership proposal which would take effect from 1 September 2015 and it was noted that the Chairs of each Committee will be recommended by each Committee for appointment by the Corporation.

Gender Balance

Members noted the current gender balance of the Corporation Board

- 8 male; 9 female plus 1 female External Co-opted Member of the Audit Committee
- 2 male chairs of committees; 4 female chairs of the Board and committees

Members noted the key impact measures arising from the report, in particular the Strategic and Risk implications.

RESOLVED

The Corporation Board receives and notes the report and

- approves the nomination of Robert Campbell and Hannah Frewer to be student governors during the period 1 August 2015 to 31 July 2016
- endorses the following recommendations of the Search and Governance Committee:
 - the number of independent members is reduced from 13 to 11, thus reverting to a Corporation membership of 16
 - Membership of the Board committees from 1 September 2015 as set out in the proposal presented
 - Committee Chairs are recommended by each Committee for appointment by the Corporation Board

C.24.15 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.25.15 UNCONFIRMED MINUTES OF THE PART 1 MEETING OF THE CORPORATION BOARD HELD ON 26 MARCH 2015

The minutes were approved and signed as a correct record.

C.26.15 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE PART 1 MEETING HELD ON 26 MARCH 2015

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

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

C.27.15 EAST SURREY COLLEGE STRATEGIC PLAN: 2013 - 2016

The Principal and Chief Executive presented, for consideration and approval, the 3 Year Strategic Plan: 2013 – 2016 with revisions for 2015/2016.

Members were advised that the Strategic Plan 2013 - 2016, had been revised for 2015/2016 following internal review, discussions arising during the second year of the 3 Year Strategic Plan and feedback from governors at the Self Assessment Meeting of the Corporation Board held on 27 June 2015.

The Board was advised that, although some amendments to targets in the Plan have been suggested, certain targets can only be confirmed once the final year outturn for 2014/2015 is known and has been assessed. It was noted that full targets will be presented to members for approval during the Autumn Term 2015.

Members noted that

- the College is now approaching the end of the 3 Year Strategic Plan 2013 - 2016
- all College plans and activity relate to the delivery of the overarching Strategic Plan
- professional development and recruitment is informed by the strategic direction outlined in the Plan

- it is essential that the vision, mission and strategic aims and objectives are regularly reviewed in order to ensure currency
- the College's Higher Education, Human Resources, Marketing and Employer Engagement strategies are informed by, and feed into, the overarching College Strategic Plan and its targets
- the Strategic Plan is informed by a number of drivers
 - government policy and funding priorities
 - regional and local initiatives
 - positioning of the College in its communities
 - priorities and targets
 - contractual obligations
 - quality reviews
 - recommendations and data outcomes
 - ambitions for growth
 - raising of the College's profile as a provider of excellence
 - meeting needs and income generation to support growth
- consultation on the Strategic Plan takes place with governors, key stakeholders and with input from employers, staff, students and local community organisations

Members considered in detail the proposed changes in respect of the Strategic Aims:

- **Teaching and Learning** – to further promote excellence and innovation in teaching, learning and assessment that inspires, challenges boundaries and values learning
- **Success and Progression** – to raise standards in order to equip students with the skills and training they need to support progression to further study and sustainable career opportunities
- **Information, Advice and Guidance** – to be a provider of choice offering an outstanding customer focused service that promotes participation and prioritises achievement and continuous improvement
- **Safeguarding and Inclusivity** – to provide a safe, inclusive environment for all stakeholders in which feedback is welcomed and used to improve the student experience
- **Curriculum Planning** – to offer a wide, relevant and inclusive course offer that enables individuals and our local and business communities to innovate and thrive
- **Partnerships** – to develop with integrity complementary partnerships and enterprise opportunities that enhance our capability for growth
- **Finance** – to achieve value for money in the use of public funds, financial investment and fee contributions to secure sustainability and financial stability

Members reviewed

- Public Value Statement
- Vision
- Mission
- Values
- Key Performance Indicators

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board approves

- the revisions to the East Surrey College Strategic Plan: 2013 – 2016 relative to 2015/2016, recognising that some targets can only be confirmed once the final year outturn for 2014/2015 is known and been assessed
- the basis on which full targets will be presented to governors for approval in the Autumn Term 2015
- the proposals for Objectives and Targets for 2015/2016
- the Public Value Statement
- the Vision Statement
- the Mission Statement

C.28.15

EAST SURREY COLLEGE BUDGET: 2015/2016

The Vice Principal: Finance and Resources presented, for consideration and approval, the annual budget for the College.

Members were advised that the report on the East Surrey College Budget: 2015/2016 had been considered at the meeting of the Finance and Resources Committee held on 18 June 2015 and had been recommended for approval by the Corporation Board.

The Board was advised that the budget has been set

- following confirmation of the income grants by the Skills Funding Agency (SFA) and the Education Funding Agency (EFA)
- relative to the 2015/2016 curriculum plan
- following detailed review of the staffing establishment
- following consideration of other potential grant incomes and costs

Members noted that the plan includes

- provision for 1619 16-18 year old learners
- provision for all of the Adult Skills Grant, including 19+ Apprentices and the delivery of Adult Community Learning
- a provision of £110k contingency has been made

Members were advised that the budget includes

- a commitment of £100k for the development of science facilities at Gatton Point South
- a commitment of up to £250k for the replacement of equipment, being primarily IT hardware and software
- £1m of possible EFA income and £800k of new subcontractor costs have been assumed as the College is supporting a case from SCC to transfer provision to the College for 2015/16
- ESF grant income is not assumed as the calls for applications are unlikely to require delivery until March 2016 and therefore will be small value and low margin
- Additional income to meet the costs of High Needs learner in excess of over £6k are not included
- Growth in 16-18 Apprenticeship provision of £120k compared to the 2014/15 grant allocation is assumed with progression from Traineeship programmes
- The budget does not assume any pay rise (AoC negotiations with the joint unions have not yet been concluded), although the additional NI and TPS Employer costs are included

Members reviewed:

- the Executive Summary
- Budget Summary
- Information on Income Streams
- Summary of Pay Costs
- Balance Sheet
- Cashflow Forecast to July 2016
- Profit Bridge to 2014/2015 Budget.

In response to questions from members, the Committee was informed that

- A deficit of £76k is planned, which is recovered by the revaluation reserve transfer to provide a small 'historical' surplus
- The closing cash balance is expected to be over £1.6m and is expected to generate a grade of "Good" financial health under the current SFA scoring mechanism
- The challenging income levels and the need to achieve the value for money requirement may change the nature and the cost of delivery in some curriculum areas
- The basis for such changes may be consequent on poor retention figures leading to reduction in SFA and EFA funding
- The issues identified relative to the 2015/2016 Budget with regard to human resource monitoring and pay costs will continue to require close review and monitoring
- The College Directorate team is being highly proactive to mitigate the huge cuts arising from national policy through working with the AoC, local MPs, local employers, local schools, FE Sussex member colleges, the LEP and both Surrey and Croydon councils
- There are several opportunities for the College that are actively nearing conclusion and which have not been included in the 2015/2016 budget

Members agreed that

- The budget and associated risks will be kept under review and monitored by the Finance and Resources Committee in the Autumn term

The Board noted the key impact measures arising from the proposals, in particular the Strategic, Financial and Student implications.

RESOLVED

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the East Surrey College Budget: 2015/2016.

C.29.15

FINANCIAL FORECASTS: 2014/2015 – 2016/2017

The Vice Principal: Finance and Resources presented, for consideration and approval, the termly update to the financial forecast following receipt of grant allocations for 2015/2016 received in March 2015.

Members were advised that the report on the Financial Forecasts: 2014/2015 – 2016/2017 had been considered at the meeting of the Finance and Resources Committee held on 18 June 2015 and had been commended for approval by the Corporation Board.

Members considered the detail of the document in conjunction with the Commentary to the Three Year Forecast, with particular reference to:

- Table 1: Income and Expenditure Account
- Table 2: Balance Sheet
- Table 3: Cash flow statement
- Table 4: Ratio analysis
- Schedule 1a: Analysis of income

- Schedule 1b: SFA and EFA Income
- Schedule 1d: Analysis of staff costs
- Schedule 1e: Analysis of non-pay expenditure
- Schedule 2a: Tangible fixed assets
- Schedule 4: Financial health grade

In response to questions from members, the Board was advised

- the current forecasts indicate that the College will maintain “Good” financial health which will reduce to “Satisfactory” if 16-18 recruitment falls in the period
- the 2015/16 budget reflects the reduction in income consequent on the recruitment of fewer EFA funded students together with a reduction in funding/learners as transitional funding has been lost
- there are risks to bank covenants if the College fails to maintain Good/Satisfactory financial health and moves into a deficit budget position therefore work will continue to reduce both pay and non-pay costs
- measures taken to improve the College's financial position include planned changes to curriculum delivery and securing additional grants, projects or initiatives to increase learner numbers
- the Finance and Resources Committee will review the budget in the Autumn term

Members noted the key impact measures arising from the report, in particular the Policy, Strategic and Learner implications.

RESOLVED

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves the termly update to the Three Year Financial Forecasts: 2014/2015 – 2016/2017.

C.30.15

HIGHER EDUCATION TUITION FEES: 2016/2017

The Vice Principal: Finance and Resources presented, for consideration and approval, a report on fees for all proposed HE provision for 2016/2017.

Members were advised that the report on Higher Education Tuition Fees had been considered at the meeting of the Finance and Resources Committee held on 18 June 2015 and that proposals had been commended for approval by the Corporation Board.

The Board was informed of the background to the report, in particular

- recruitment for 2015/2016 remains challenging
- new provision is anticipated in 2015/2016
- it has been decided not to run any proposed new courses which have attracted little or low interest by June 2015
- all full time and part time students will have access to the Student Loans Company for assistance with fees
- the NSP will no longer be available in 2016/17 and all support monies will be targeted to HE providers through the Student Opportunity funding route from HEFCE

Members considered the proposals in light of the consideration given to the report by the Finance and resources Committee.

Members noted the key impact measures arising from the report, in particular the Strategic, Risk and Student implications.

RESOLVED

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

- the charge of £6000 per annum for Foundation Degrees and BSc Hons top up degree as per the previous year
- the charge of £6000 per annum for the HND Engineering course
- an increase of 1% for all other courses in line with current inflation
- delegation to the Principal and the Chair of the Corporation of the application of appropriate discount to the Higher National qualifications where the level of fee is a barrier to recruitment for cohorts of progressing ESC learners

C.31.15

ENDORSEMENT OF CHAIR'S ACTION TO APPROVE APPOINTMENT OF NEW EXTERNAL AUDITORS

The Clerk to the Corporation presented for consideration and approval details of the Chair's Action taken following the Corporation Board meeting held on 26 March 2015 to appoint UHY Hacker Young as the college's financial statements and regularity and teachers' pension auditor 2014/15, subject to receiving further satisfactory references.

The Vice Chair of the Corporation, in the absence of the Chair of the Corporation, and the Chair of the Audit Committee reviewed the further references, which they confirmed were satisfactory. Chair's Action was taken by both the Vice Chair of the Corporation and the Chair of the Audit Committee to approve the appointment of UHY Hacker Young.

RESOLVED

The Corporation Board endorses Chair's Action to approve the appointment of UHY Hacker Young as the college's financial statements and regularity and teachers' pension auditor 2014/2015.

C.32.15

LETTER OF ENGAGEMENT: FINANCIAL STATEMENTS AND REGULARITY AND TEACHERS' PENSION AUDITOR – 2014/2015

The Vice Principal: Finance and Resources presented for consideration and approval, the Letter of Engagement: Financial Statements and Regularity and Teachers' Pension Auditor – 2014/2015, between UHY Hacker Young LLP and East Surrey College and the Chief Executive of Skills Funding.

Members were advised that the Letter of Engagement: Financial Statements and Regularity and Teachers' Pension Auditor had been considered at the meeting of the Audit Committee held on 11 June 2015 and had been commended for approval by the Corporation Board.

The Board was advised that the External Auditor submits, on an annual basis, the Letter of Engagement for consideration and approval by the Audit Committee and for endorsement and approval by the Corporation Board.

The Board noted the detail of the Letter.

RESOLVED

The Corporation Board endorses the recommendation of the Audit Committee and approves the Letter of Engagement: Financial Statements and Regularity and Teachers' Pension Auditor – 2014/2015 between UHY Hacker Young LLP and East Surrey College and the Chief Executive of Skills Funding.

C.33.15 **STUDENT UNION CONSTITUTION**

The Clerk to the Corporation presented for consideration and approval the ESC Student Union Constitution.

Members were advised that

- Article 18(1) requires the Corporation to review and approve the Constitution of the ESC Student Union
- in accordance with the Education Act 1994, this should be subject to review by the Student Union Executive and the Corporation at least every 5 years
- the amended document had been reviewed in the light of the guidance provided by the National Union of Students (NUS) in conjunction with the Executive and the Student Union

Members agreed the highlighted changes and asked whether, in the light of the Prevent Duty, any reference to this may need to be incorporated in the document. This will be clarified with the NUS and incorporated if applicable.

Members noted the key impact measures arising from the report.

RESOLVED

The Corporation Board approves the ESC Student Union Constitution, subject to the inclusion of any reference to the Prevent Duty if this proves to be applicable.

C.34.15 **SEARCH AND GOVERNANCE COMMITTEE**

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 21 MAY 2015 AND EXTRAORDINARY MEETING HELD ON 27 JUNE 2015

Members noted that the unconfirmed minutes of the meetings 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: Summer Term 2015
- Code of Good Governance for English Colleges
- Review of Governance Policies
 - Gov 1 Terms of Reference and Standing Orders for the Conduct of Meetings of the Corporation Board
 - Gov 2 Code of Conduct for Members of the Corporation
 - Gov 3 Governor Induction and Training Policy
 - Gov 4 Public Attendance at Meetings, Access to Corporation Business and Confidentiality Policy
- Terms of Reference and Standing Orders of the Search and Governance Committee: 2015/2016
- Annual Schedule of Business of the Search and Governance Committee: 2015/2016
- Governors' Development and Training Programme 2014/2015: Summer Term 2015
- Skills Audit and Training Needs Assessment and Diversity Audit 2015

C.35.15 LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 4 JUNE 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

Mrs Catherine Prest, in the absence of 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 2014/2015: Summer Term 2015
- Governors' Quality Improvement Plan 2014/2015: Summer Term 2015
- Review of College Strategies
 - ESC 81 Community Learning Strategy
- Review of College Policies
 - ESC 02 Admissions Policy
 - ESC 50 HE Assessment and Appeals Policy
 - ESC 78 Fitness to Study Policy
 - ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy
- Risk Management: Summer Term 2015
- Terms of Reference and Standing Orders of the Learning and Quality Committee: 2015/2016
- Annual Schedule of Business of the Learning and Quality Committee: 2015/2016

C.36.15 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 18 JUNE 2015

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

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 Maternity Leave Policy
 - ESC 39 Paternity Leave Policy
 - ESC 36 Parental Leave Policy
 - ESC 79 Shared Parental Leave Policy (new)
 - ESC 16 Adoption Leave Policy
 - ESC 57 Subcontractor Fees Policy
- Risk Management: Summer Term 2015
- Terms of Reference and Standing Orders of the Finance and Resources Committee: 2015/2016
- Annual Schedule of Business of the Finance and Resources Committee: 2015/2016

C.37.15 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 11 JUNE 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

Ms Rosemary French, in the absence of 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:

- Internal Audit Strategic Plan: 2015/2016
- Letter of Resignation: Outgoing Financial Statements Auditor (to note)
- Financial Statements Audit Strategy: 2014/2015 and Emerging Issues in the Sector
- HEFCE Audit of KIS data
- Risk Management: Summer Term 2015
 - Members received the Risk Register: Summer Term 2015
- Review of College Policies
 - ESC 14 Public Interest Disclosure Policy
- Terms of Reference and Standing Orders of the Audit Committee: 2015/2016
- Annual Schedule of Business of the Audit Committee: 2015/2016

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.38.15 REPORT OF THE PRINCIPAL AND CHIEF EXECUTIVE

The Principal and Chief Executive presented and spoke to her report, drawing attention to issues not otherwise covered in the agenda, including:

- The FE Landscape
- Quality
- Enrolments 2014/15 and Applications for 2015/16
- Study Programmes
- Employer Engagement
- Traineeships
- Curriculum Developments
- Higher Education
- Contracts and Bids
- Annual General Meeting
- Student Success
- Finance and Funding

AGREED

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

C.39.15

KPI DASHBOARD

Members received the KPI Dashboard: April 2015 and reviewed each of the KPIs in the light of the most recent information.

Particular attention was given to
KPI 9 – Working Time Lost

AGREED

The Board receives and notes the KPI Dashboard: April 2015.

C.40.15

ANY OTHER BUSINESS

There was no other business.

C.41.15

DATES OF CORPORATION BOARD MEETINGS: 2015/2016

Members were asked to give consideration to a change of two dates on the 2015/2016 schedule of meetings. The Annual General Meeting from Tuesday 28 June 2016 to Monday 27 June 2016 and the Corporation Board from Thursday 7 July 2016 to Thursday 14 July 2016. Members agreed and the following dates for 2015/2016 were confirmed.

Thursday 8 October 2015 – Corporation Curriculum Strategy Meeting

Thursday 10 December 2015

Thursday 28 January 2016 – Corporation Strategic Planning Meeting

Thursday 14 April 2016

Saturday 25 June 2016 commencing at 10.00 – Board 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 Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the members of the Corporation Board, the External Co-opted Member of the Audit Committee and to the senior postholders.

SIGNED AS A CORRECT RECORD: *B. Spittle*

DATE: 10 December 2015

