

PRESENT

Mr Michael Axelrod	Independent Member	
Mr Andrew Baird	Independent Member	
Mr Lorne Benham	Support Staff Member	
Mrs Margaret Davey	Independent Member	
Mrs Jayne Dickinson	Acting Principal and Chief Executive	
Mr Ray Elgy	Independent Member	
Ms Rosemary French	Independent Member	
Dr Andrew Gilchrist	Independent Member	
Mrs Vanessa Guest	Independent Member	
Mr Joseph Main	Academic Staff 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

APOLOGIES FOR ABSENCE

Mr Ron Searle	Independent Member
Mr Brian Smith	Independent Member

CLERK

Mr Melvyn Cass	Clerk to the Corporation
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C.40.11 MEMBERSHIP OF THE CORPORATION BOARD

18.05 Mr Andrew Baird and Ms Vanessa Guest left the meeting.

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

Independent Members

Mr Andrew Baird

The Board was advised that, at the meeting of the Search and Governance Committee held on 13 October 2011, full consideration had been given to the application for re-appointment to the Board of Mr Andrew Baird.

Members noted that the Committee had recommended that Mr Baird be re-appointed for a further four year period of office to 31 December 2015.

Mrs Vanessa Guest

The Board was advised that, at the Extraordinary Meeting of the Search and Governance Committee held on 15 November 2011, consideration had been given to the application for membership of the Board of Mrs Vanessa Guest.

Members were advised that the Committee had interviewed Mrs Guest in accordance with its normal procedure and, following full discussion, had

recommended that Mrs Guest be appointed for a four year period of office to 31 August 2015.

Student Members

The Board was advised that Ms Laura Selby and Ms Rebecca Hedges had been elected President and Vice President of the Students' Union and had been nominated for appointment as Student members of the Board.

Members noted the implication of the determinations relative to key impact areas.

RESOLVED

The Board

- approves the re-appointment of Mr Andrew Baird as Independent Member of the Board during the period to 31 December 2015
- approves the appointment of Mrs Vanessa Guest as Independent Member of the Board during the period to 31 August 2015
- approves the appointment of Ms Laura Selby as nominated Student Member of the Board during the period to 31 August 2012
- approves the appointment of Ms Rebecca Hedges as nominated Student Member of the Board during the period to 31 August 2012

18.10 Mr Andrew Baird and Mrs Vanessa Guest re-joined the meeting.

The Chair congratulated Mr Andrew Baird on his re-appointment to the Board and formally welcomed Mrs Vanessa Guest to membership of the Board.

18.10 The Chair suspended the Part 1 Open Meeting and the Board moved into a meeting restricted, in accordance with the requirements of the Instrument and Articles of Government and of Section 40 of the Freedom of Information Act 2000, to the members of the Board, excluding the Acting Principal and CEO.

18.40 The Part 1 Open Meeting resumed.

C.41.11 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.42.11 APOLOGIES FOR ABSENCE

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

Mr Ron Searle	-	business commitments
Mr Brian Smith	-	business commitments

AGREED

The Board accepts the apologies for absence.

C.43.11 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business for consideration.

C.44.11 UNCONFIRMED MINUTES OF THE OPEN MEETING OF THE CORPORATION BOARD HELD ON THURSDAY 7 JULY 2011

The minutes were approved and signed as a correct record.

C.45.11 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.46.11

EAST SURREY COLLEGE SELF- ASSESSMENT REPORT: 2010/2011

The Interim Vice Principal: Curriculum and Standards presented for consideration and approval the Self-Assessment Report Summary.

Members considered the detail of the Summary, noting

- The self assessment process 2010/2011
- Key Questions
- Overall Effectiveness – Good (Grade 2)
- Capacity to Improve – Outstanding (Grade 1)
- Section A: Outcomes for Learners – Good (Grade 2)
- Section B: Quality of Provision – Good (Grade 2)
- Section C: Leadership and Management – Outstanding (Grade 1)
- Every Citizen Matters
- Summary of Curriculum SAR Grades
- Summary of Support Area SAR Grades

Members discussed issues arising from the Summary Report, including

- the rigour of the process of self-assessment relative to the College's drive for improvement
- the progress made with regard to the judgements against the key questions
- the continued grading of Overall Effectiveness as Good (Grade 2)
- the continued grading of Capacity to Improve as Outstanding (Grade 1)
- the responses to Section A: Outcomes for Learners, the satisfactory areas for further development, the areas for improvement and noting the continued grading as Good (Grade 2)
- the responses to Section B: Quality of Provision, the satisfactory areas for further development, the areas for improvement and noting the continued grading as Good (Grade 2)
- the responses to Section C: Leadership and Management, the satisfactory areas for further development, the areas for improvement and noting the improved grading to Outstanding (Grade 1)
- the continuing progress made with regard to Every Citizen Matters, noting the individual grade improvement
- the Summary of Curriculum SAR Grades, noting the grading improvements and the issues to be addressed in respect of Grade 3 assessed areas
- the Summary of Support Area SAR Grades, noting the grading improvements and the issues to be addressed in respect of Grade 3 assessed areas

Members were advised of the excellent progress made against the College Quality Improvement Plan.

RESOLVED

The Board approves the East Surrey College Self-Assessment Report: 2010/2011.

C.47.11

INTERNAL AUDIT ANNUAL REPORT: YEAR ENDED 31 JULY 2011

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

Members were advised that the Report had been considered in detail, in conjunction with the Internal Auditor, by the Audit Committee at the meeting held on 1 December 2011.

- 2.2 Internal Audit Assurance Statement
- 2.3 Scope of the Internal Audit Opinion
- 2.4 The Basis of the Opinion
- 2.7 Benchmarking Data

Members also considered issues arising from

- Appendix A: Internal Audit Assurance Map 2010/2011
- Appendix B: Internal Audit Opinions and Recommendations 2010/2011

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

'For the 12 months ended 31 July 2011, based on the work we have undertaken, our opinion regarding the adequacy and effectiveness of East Surrey College's arrangements for governance, risk management and control is as follows:

Governance – we issued a 'green' opinion and raised no 'high' grade recommendations during our review

Risk Management – we issued a 'green' opinion and raised no recommendations during our review

Control – we assessed all areas reviewed during our core internal audit as either 'green' or 'green/amber' with no 'high' grade recommendations raised.'

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the Internal Audit Annual Report: Year Ended 31 July 2011.

C.48.11

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2011

The Vice Principal: Finance and Resources presented, for consideration and approval, the Annual Report and Financial Statements.

The Board was advised that, at the meeting of the Audit Committee held on 1 December 2011, detailed consideration had been given to the Annual Report in conjunction with the Financial Statements Auditor.

The Board was further advised that, at the meeting of the Finance and Resources Committee held on 24 November 2011, detailed consideration had been given to the Financial Statements.

Members were advised that the Audit Committee had given detailed consideration to relevant key sections of the Report:

- Operating and Financial Review
- Statement of Corporate Governance and Internal Control
- Independent Auditor's Report to the Corporation of East Surrey College

Members noted that the Finance and Resources Committee had given detailed consideration to relevant key sections of the Report:

- 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

The attention of members was drawn to specific issues arising from the Report with regard to

- Principal risks and uncertainties
- Statement of Corporate Governance and Internal Control
- Statement of Accounting Policies
- Pensions and similar obligations

Members were advised that

- The draft 2010/2011 year end financial statements have been updated for the disclosure requirements as issued by the SFA Accounts Direction Handbook and the audit has been undertaken by Baker Tilly
- The College is in discussion with SFA as a consequence of the issue of Guidance Note 81 on 2 November 2011 with regard to the possible claim for tolerance in respect of underachievement of £120k on the 2010/2011 Adult Skills Grant, noting the possible implications for adjustment in the financial statements

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 2011 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 all material respects, the expenditure disbursed and income received during the year ended 31 July 2011 have been applied to purposes intended by Parliament and the financial transactions conform to the authorities which govern them.'

Members noted the implications of the report relative to key impact areas.

RESOLVED

The Board

- endorses the recommendations of the Audit Committee and of the Finance and Resources Committee and approves the Report and Financial Statements for the Year Ended 31 July 2011
- endorses the recommendation of the Audit Committee and approves the Statement of Accounting Policies.

C.49.11

AUDIT FINDINGS REPORT FOR THE YEAR ENDED 31 JULY 2011

The Vice Principal: Finance and Resources presented, for consideration and approval, the Audit Findings Report: Year Ended 31 July 2011.

Members were advised that, at the meeting of the Audit Committee held on 1 December 2011, detailed consideration had been given to the Report in conjunction with the Financial Statements Auditor.

Members considered the detail of the Report, in particular

- Qualitative Aspects of Earnings
- Audit and accounting issues identified at planning stage
- Audit and accounting issues identified during the audit
- Unadjusted/adjusted misstatements
- Deficiencies in internal control
- Fees
- Independence

The attention of members was drawn to specific issues arising from the report, including

- the provision by the College for a clawback of £128k for under-performance on adult funding and noting that in November 2011 the SFA announced revised rules in respect of clawback for 2010/2011 but that this is considered to represent a non-adjusted post balance sheet event
- the increase in the provision for bad debt, noting the action of the College to address this sensitive issue.

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the Audit Findings Report: Year Ended 31 July 2011.

C.50.11 APPENDIX A – LETTER OF REPRESENTATION: FINANCIAL STATEMENTS AUDIT

The Vice Principal: Finance and Resources presented, for consideration and approval, the Letter of Representation: Financial Statements Audit – Year Ended 31 July 2011.

Members were advised that, at the meeting of the Audit Committee held on 1 December 2011, 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
- Information Provided

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the Letter of Representation: Financial Statements Audit – Year Ended 31 July 2011.

C.51.11 APPENDIX B – LETTER OF REPRESENTATION: REGULARITY AUDIT

The Vice Principal: Finance and Resources presented, for consideration and approval, the Letter of Representation: Regularity Audit – Year Ended 31 July 2011.

Members were advised that, at the meeting of the Audit Committee held on 1 December 2011, detailed consideration had been given to the Letter of Representation in conjunction with the Regularity Auditor.

Members considered the detail of the Letter with particular reference to

- Regularity, Accounting Records and Transactions
- Information provided
- Compliance with laws and regulations
- Self-assessment

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the Letter of Representation: Regularity Audit – Year Ended 31 July 2011.

C.52.11 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, at the meeting of the Audit Committee held on 1 December 2011, detailed consideration had been given to the document.

Members were informed that Self Assessment formed the basis of the separate external audit review for the purpose of regularity audit.

Members considered the detail of the document, noting

- the Self Assessment confirms the actions undertaken by the College 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 Acting Principal and CEO is required to sign the Regularity Audit Self Assessment on behalf of the College for 2010/2011

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the Regularity Audit Self Assessment: Year Ended 31 July 2011.

C.53.11

ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE CORPORATION BOARD AND TO THE ACTING PRINCIPAL AND CHIEF EXECUTIVE

The Chair of the Audit Committee presented, for consideration and approval, the Annual Report of the Audit Committee on the work of the Audit Committee during 2010/2011.

Members were informed that, at the meeting of the Audit Committee held on 1 December 2011, detailed consideration had been given to the Report.

Members were advised that the Audit Committee is required to provide an annual report to the Board and to the Acting 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.

The attention of members was drawn to the detail of the Report, with particular reference to

- Clause 8 – Internal Audit
- Clause 9 – Financial Statements Audit
- Clause 10 – Regularity Audit
- Clause 11 – Risk Management
- Clause 13 – Tendering for Audit Services
- Clause 14 – Public Interest Disclosure
- Clause 15 – Conclusion

Members noted the implications of the report relative to key impact areas.

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the Annual Report of the Audit Committee to the Board and to the Acting Principal and Chief Executive of East Surrey College: 2010/2011.

C.54.11

FINANCIAL MANAGEMENT AND CONTROL EVALUATION: 2010/2011

The Vice Principal: Finance and Resources presented, for consideration and approval, the Financial Management and Control Evaluation (FMCE): 2010/2011.

Members were advised that, at the meeting of the Audit Committee held on 1 December 2011, detailed consideration had been given to the document.

Members were informed of the basis on which

- the Part 1 'Summary of Grades of the Self Assessment of Accountability, Financial Planning, Internal Control and Financial Monitoring for 2010/2011' and Part 2 'Improvement Plan for 2011/2012' 'short' version FMCE has been completed and is presented for approval
- the Part 3 'Control Arrangements and Effectiveness' 'long' version FMCE has been completed and is presented for information

- the Part 1 and Part 2 'short' version document is required to be submitted to SFA by 30 November 2011, noting that retrospective approval by the Audit Committee and by the Board is permissible.

Members noted that

- the 'long' version document has been updated by the addition of new questions
- a new document 'Indicative Examples of Grade Components for Further Education and Sixth Form College Corporations' was issued in August 2011
- specific processes and controls are identified and must be complied with relative to the attainment of relevant grades
- the self assessed overall grade remains 'Good'
- the assessment of each category remains the same as in 2009/2010 with the exception of 1.2 'Operational Oversight' which has reduced from 'Outstanding' to 'Good' as a consequence of the new direction that 'Outstanding' can only be awarded if 'Ofsted views Leadership and Management at the College as 'Outstanding', noting that, at the last Ofsted inspection in 2009, Leadership and Management was graded 'Good'.

Members were advised that further review of the 'long' version document will be undertaken in 2012.

Members noted the implications of the report relative to key impact areas.

RESOLVED

The Board endorses the recommendation of the Audit Committee and approves the 'short' version Financial Management and Control Evaluation: 2010/2011, with an overall assessment of 'Good'.

C.55.11 ANNUAL PAY RECOMMENDATIONS: 2011/2012

DECLARATION OF INTERESTS

Mr Lorne Benham

Mr Joseph Main

Mr Jeremy Goodwin

The Acting Principal and CEO presented, for consideration and approval, a report which updated members on the Association of Colleges' (AoC) proposed pay award for 2011/2012 and which made recommendations for approval by the Board.

Members were advised that, at the meeting of the Finance and Resources Committee held on 24 November 2011, detailed consideration had been given to the proposals.

Members were informed that

- the AoC has completed its annual negotiations with member colleges and the unions representing college staff nationally
- UCU and UNISON, both East Surrey College recognised trades unions, have confirmed their acceptance of the offer
- the Board has previously sought to follow AoC recommendations in order to ensure a competitive salary to attract and retain good staff.

Members noted the options available

- no pay rise for 2011/2012
- implement the AoC recommended pay proposals
 - a consolidated salary increase of £309 per annum for staff earning £13,851

- a consolidated salary increase of £200 per annum for staff earning below £21,000
- a consolidated salary increase of £125 per annum for staff earning £21,000 and above

Members were informed of the financial implications:

- in May 2011, the AoC estimated that the proposal at that time would cost the sector 0.2%
- the 2011/2012 College budget which was approved by the Board in July 2011 included provision for a pay rise of 0.5% ie £35,409 including on-costs
- it is now understood that the AoC recommended offer would cost the sector 0.54%
- the revised cost to the College of implementing this offer with effect from 1 August 2011 would be £38,494 including on-costs

Members noted the implications of the report relative to key impact areas.

Members agreed that it would be appropriate to endorse the recommendations of the Finance and Resources Committee.

RESOLVED

The Board endorses the recommendation of the Finance and Resources Committee and approves the implementation of the AoC pay proposals, as detailed in this minute, with effect from 1 August 2011.

C.56.11

LEARNER PERFORMANCE TARGETS: 2011/2012

The Interim Vice Principal: Curriculum and Standards presented, for consideration and approval, a report which outlined key academic targets which have been established in respect of 2011/2012.

Members were advised that, at the meeting of the Learning and Quality Committee held on 10 November 2011, detailed consideration was given to the report in conjunction with the Learner Performance Report: 2010/2011.

Members were informed that clearly set and widely promulgated academic targets have a proven record of contributing to quality improvement within the general further education sector.

Members were advised of targets and the basis on which these had been determined, noting proposals in respect of

- overall success rate
- success rates – long courses
- attendance
- punctuality
- apprenticeship framework success rate
- apprenticeship framework success rate – timely
- NVQ achievement
- NVQ achievement – timely

Members noted the implications of the report relative to key impact areas.

RESOLVED

The Board endorses the recommendation of the Learning and Quality Committee and approves the Learner Performance Targets 2011/2012.

C.57.11

APPROVAL OF TUITION FEES FOR HE

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

Members were advised that, at the meeting of the Finance and Resources Committee held on 24 November 2011, detailed consideration had been given to the report.

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

- the anticipation that the College will continue its sub-contracting relationship with Guildford College for 2012/2013
- the 2011/2012 sub-contract details
- the introduction of the concept of Student Number Control (SNC) in 2012/2013
- the anticipated College numbers under SNC
- the potential for growth in 2012/2013
- the basis on which the fees proposed will enable the College to expand its range of provision
- the basis on which the College works with the University of Brighton
- the fees proposed are based on transparent course costing and are in accordance with the latest national guidance available for HE fees
- the current proposals by some universities to reduce their fees and the potential impact on the pricing structures of FE colleges
- the College has sought to minimise the impact on students by seeking an agreement with the University of Brighton, in respect of the Foundation degree in Business, to offer a lower fee than other colleges in exchange for fewer taught hours

Members considered the proposals to approve

- per year fees of £3500 for an HNC, £4500 for an HND and £5999 for Foundation degrees for starts from 2012
- an increase of 5% for those learners on the second year of their programme for 2012/2013 in line with increases to validation costs from University of Brighton and expected decreases in HEFCE funding per learner via Guildford College

Members discussed the extent to which the College might have to adjust its fees in response to competition from other colleges, noting that there were limits below which the College would be unable to respond.

Members noted the implications of the report relative to key impact areas.

RESOLVED

The Board endorses the recommendation of the Finance and Resources Committee and approves the fees as recommended in the report and as detailed in this minute.

C.58.11

ANNUAL REVIEW OF THE MINUTES OF RESTRICTED MEETINGS OF THE CORPORATION BOARD: 2010/2011

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 2010/2011.

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 informed that the minutes to be considered for review were the restricted minutes of the meetings of the Board held on

- 8 September 2010
- 7 October 2010
- 16 December 2010
- 10 March 2011
- 7 April 2011
- 18 June 2011
- 7 July 2011

Members were advised that, throughout 2010/2011, the Board has met frequently in restricted session in order to consider issues arising from the Strategic Options Review, the consequences of the resignation of the Principal and Chief Executive on 31 December 2010, and the outcome of the Public Interest Disclosure.

Members were further 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 the restricted minutes would take place at the equivalent meeting in 2012.

RESOLVED

The Board approves the continuing restriction on the restricted minutes of the meetings of the Corporation Board held during 2010/2011.

C.59.11

SEARCH AND GOVERNANCE COMMITTEE

MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 13 OCTOBER 2011

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

EXTRAORDINARY MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 15 NOVEMBER 2011

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:

- Annual Review of the Restricted Minutes of the Meetings of the Search and Governance Committee: 2010/2011
- College Intranet: Governor Area
- Skills Funding Agency: Financial Management and Control Evaluation – 2011
- Annual Review of the Business of the Search and Governance Committee: 2010/2011
- Annual Review of the Attendance of Members at Meetings of the Corporation Board and its Committees: 2010/2011
- Sector Governance Issues

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

- Risk Management: Autumn Term 2011
- Governors' Development and Training Programme: 2011/2012
- Governors' Quality Improvement Plan: 2011/2012
- Annual Report of the Search and Governance Committee: 2010/2011

C.60.11 LEARNING AND QUALITY COMMITTEE

MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 10 NOVEMBER 2011

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:

- Annual Review of the Restricted Minutes of the Meetings of the Learning and Quality Committee: 2010/2011
- Learner Performance Report: 2010/2011
- Enrolment: 2011/2012
- Governors' Quality Improvement Plan: 2011/2012
- Self - Assessment Report: 2010/2011
- Curriculum Development: 2011/2012
- Information, Advice and Guidance for Learners
- Annual Complaints Analysis: 2010/2011
- Annual Review of the Business of the Learning and Quality Committee: 2011/2012
- KPI Dashboard: September 2011

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

- Risk Management: Autumn Term 2011
- Review of College Policies
 - ✚ ESC 06 Learner Disciplinary Policy
 - ✚ ESC 13 Financial Support for Learners Policy
 - Members considered and approved a revised policy document
 - ✚ ESC 18 Marketing Strategy: 2011/2012 – 2012/2013
 - ✚ ESC 50 Higher Education Assessment and Appeals Policy
- College Quality Improvement Plan: 2010/2011
- Governors' Quality Improvement Plan: 2010/2011
- Annual Report of the Learning and Quality Committee: 2010/2011

C.61.11 FINANCE AND RESOURCES COMMITTEE

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 29 SEPTEMBER 2011

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

MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 24 NOVEMBER 2011

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
- Management Accounts: Period Ending 31 July 2011
- KPI Dashboard: July 2011
- Human Resources Report: Autumn Term 2011
- Management Accounts: Period Ending 30 September 2011
- Funding
- Health and Safety Report: Autumn Term 2011
- Annual Review of the Business of the Finance and Resources Committee: 2010/2011
- KPI Dashboard: September 2011

The Chair submitted seven reports for formal consideration and approval:

- College Policies
 - ✚ ESC 01 Financial Regulations
 - ✚ ESC 09 Single Equality Policy for Employees
 - ✚ ESC 15 Freedom of Information Act 2000 Policy
 - ✚ ESC 28 Probationary Policy
 - ✚ ESC 35 Maternity Leave Policy
 - ✚ ESC 36 Parental Leave Policy
 - ✚ ESC 39 Paternity Leave Policy
 - ✚ ESC 41 Treasury Management Policy
 - ✚ ESC 49 Business Continuity Plan and Disaster Recovery Policy
 - ✚ ESC 60 Health and Safety Policy
 - ✚ ESC 61 Environment Policy
- Approval of Contracts Over £50k
 - ✚ College Mechanical and Electrical Maintenance
 - ✚ Informal Adult and Community Learning: WEA Contract 2011/2012
- Approval of Sub-Contractors for Funded Provision: 2011/2012
 - ✚ Workers Educational Association
 - ✚ Learning Curve JAA Ltd
 - Members considered and approved a report revised on the basis of late changes in SFA Funding Guidance
- Skills Funding Agency: Application for Enhanced Renewal Grant
- East Surrey College Budget: 2011/2012
- Annual Report of the Finance and Resources Committee: 2010/2011
- Risk Management: Autumn Term 2011

C.62.11 AUDIT COMMITTEE

MEETING OF THE AUDIT COMMITTEE HELD ON 1 DECEMBER 2011

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: September 2011
- Skills Funding Agency: Train to Gain Audit
- Review of outstanding Internal Audit Items
- Annual Review of the Restricted Minutes of the Meetings of the Audit Committee: 2010/2011
- Annual Review of the Business of the Audit Committee: 2010/2011

- KPI Dashboard: September 2011

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

- Annual Risk Management Report: 2010/2011
- College Policies
 - ✚ ESC 43 Risk Management Policy
 - ✚ ESC 44 Best Value Policy
 - ✚ ESC 53 Fraud Policy and Response Plan
- Risk Management: Autumn Term 2011
 - ✚ Members considered the detail of the complete Risk Register relative to the individual elements now considered within each committee.

C.63.11 REPORT OF THE ACTING PRINCIPAL AND CEO

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

- The FE Landscape
- Enrolments
- Re-engaging young people in education
- Applications for 2012/2013
- Employer engagement
- Quality of Provision
- Matrix accreditation
- Learner Voice and success
- Finance and property
- Royal visit

AGREED

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

19.55 Mrs Margaret Davey left the meeting.

C.64.11 ANNUAL REVIEW OF THE BUSINESS OF THE CORPORATION BOARD: 2010/2011

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 2010/2011.

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 noted that all Action Points had been fully addressed to the satisfaction of the Board.

AGREED

The Board receives and notes the report.

C.65.11 KPI DASHBOARD

Members received the KPI Dashboard: October 2011 and reviewed each of the KPIs in the light of the most recent information.

AGREED

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

C.66.11 ANY OTHER BUSINESS

Initials

There was no other business.

C.67.11

DATES OF CORPORATION BOARD MEETINGS: 2011/2012

Thursday 2 February 2012 commencing at 18.00

Thursday 29 March 2012 commencing at 18.00

Saturday 16 June 2012 commencing at 09.00

Thursday 12 July 2012 commencing at 18.00

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: 29 March 2012

