

Central Sussex College

Minutes of a meeting of the Board held on 16th December 2013

Present: Liz Gray, Anahita Henry, Chris Maidment (Chair), Patrick McHale, Elizabeth Rushton, Philip Roberts, Ramesh Shingadia, Sarah Wright.

In Attendance: Roger Crossley (Clerk), Adrian Dodwell, Andy Forbes, Rachel McKellar, Kim Morton.

The meeting opened at 5:05 pm.

2013/14/17 **Apologies for absence**

Apologies for absence were received.

2013-14/18 **Declarations of Interest**

None were received prior to the meeting.

2013-14/19 **Report of the Appointment Panel**

Chris Maidment introduced the circulated report. He told Members that the panel appointed by the Search Committee had met with two nominated members of staff and four external applicants.

The Clerk reported that, as requested at the last meeting, he had sought advice from the internal auditor.

2013-14/20 **Minutes of the meeting held on 21st October 2013**

The minutes were agreed as a correct record of the last meeting.

2013-14/21 **Schedule of decisions**

- i The offer had been accepted under delegated powers (minute 2013-14 / 5 refers).

The Clerk asked Members to note delegated powers be given to the Principal to conduct the sale of this property. This was agreed.

- ii Andy Forbes gave a summary of the context of full-cost work, as requested at the previous meeting. He named the large companies and large contracts obtained.

- iii Members noted the schedule of actions..

2013-14/22 **Recovery Plan.**

The Principal introduced the circulated paper. She reported the main exception to the actions.

Sarah reported that the cash-flow forecast was in all other respects the same as that projected in March 2013 and that no changes had been necessary.

Sarah said that systems for recording information more accurately and

efficiently, in order to allow the closer management of the College, were being put into place.

Sarah explained to Members why the latest accounts showed accrual of some income as the budgeted sums rather than actual sums. She said that this was because the software supplied by the SFA (the 'national funding information system') was not working properly across the sector and that, in addition, some students' data had not been received with the Capita data tables. She reassured Members that the 16-18 income was fixed in-year and would be received as budgeted. Any adjustment up or down would be made in 2014-15.

In answer to a question by Liz Rushton, Sarah said that recruitment of 16-18 learners could possibly be higher than target in 2013-14. Although these additional learners would not be funded in this year, increased costs were likely to be minimal as they would infill into existing classes. However, the additional numbers would raise funded numbers next year. Sarah said that funding for this cohort in 2014-15 would be known next term and the estimates of income and expenditure for 2014-15, including staffing, would be cast to take account of any increase or reduction in 16-18 funding.

Chris Maidment asked what steps were being taken to ensure satisfactory retention in February. Adrian Dodwell described the new posts for tutorial support which had been put into place at the Haywards Heath campus, based on the model which had proved satisfactory at Crawley.

Members noted the report.

2013-14/23 Report on visit of 'Monitoring Inspector'.

Adrian Dodwell introduced the circulated paper. He explained the purpose of the visits of the Monitoring Inspector, which would be repeated in January and March 2014.

Members received the report.

2013-14/24 Management Accounts.

Kim Morton introduced the circulated management report.

Members noted the report.

2013-14/25 Report of the last Resources Committee meeting.

Chris Maidment gave a report on the Resources Committee meeting held on 2nd December. He told Members that a proposal to re-new the lease on the Horsham Training Centre had been considered by the committee. A re-negotiated lease would reduce the cost to the college. A formal agreement by the Board was, however, required. This motion was agreed.

Chris Maidment told Members that the Committee had considered a re-written set of Financial Regulations and were recommending that these be approved. After brief discussion Members approved the revised Financial regulations.

Members noted the report.

2013-14/26 Report of the last Audit Committee meeting.

Liz Rushton gave a report on the Audit Committee meeting held on 2nd December. She said that the committee was recommending acceptance of the Internal Audit Plan. After brief discussion, Members agreed to accept the plan.

Members noted the report.

2013-14/27 Report of a joint meeting of the Audit and Resources Committees.

Liz Rushton reported on this meeting. She asked Members to note the recommendations of the joint meeting.

There was discussion. Chris Maidment asked if anyone present knew of why the Financial Statements should not be signed off on a going-concern basis. No one present commented and the recommendations of the joint meeting were agreed.

Members noted the report.

2013-14/28 Report of the last Standards Committee meeting.

Liz Grey reported on the meeting which was held on 4th December 2013. She picked out three points from the minute of the meeting for amplification.

- the report on Safeguarding had been reassuring but members of the Committee had noted that further training for Board Members would now be scheduled for the Corporation Conference on 17th January;
- the long-standing target for HE students numbers was not supported by the current infrastructure, so an amendment to the HE Review was sought
- the whole-college Self-assessment Review (SAR) had been fully discussed. Members had welcomed the honesty of the report.

Following discussion, Members adopted the SAR and the accompanying quality improvement plan (QIP), and looked forward to seeing reports of the monitoring of the QIP by the Standards Committee.

Members noted the report.

2013-14/29 Amendment to Instrument of Government 11.

The Clerk introduced the circulated paper, which laid out an amendment to Instrument 11 as proposed by the Task and Finish Group on the Instrument and Articles. He said that the amendment could be used to streamline business and corresponded with the requirements of the 2011 education Act.

After brief discussion, Members agreed to adopt the amendment.

2013-14/16 Confidential Business.

The Clerk advised that there were no items which should remain confidential. This was agreed.

The meeting ended at 7:30 pm.