

Central Sussex College

Redacted - Minutes of a meeting of the Board held on Monday 27th April 2015

Chris Maidment – Chair of Corporation opened the Board meeting at 5.00 pm.

Present: Clive Behagg, Rachel Booles, Alison Brown, Lee Harris, Anahita Henry, Janice King, Chris Maidment (Chair), Clive Nicholas, Ryan Sallows, James Sarmecanic, David Scott, Sarah Wright (Principal).

In Attendance: Sam Brasier (Director of Finance), Andy Forbes (Executive Director, Business Development), Richard Hailstone (Vice Principal, Teaching, Learning & Quality), Yolanda Hughes (Clerk to the Corporation), Kim Morton (Deputy Chief Executive, Corporate Services), Clare Wallace (Vice Principal 14-19) and Dean Wynter (Vice Principal, Enterprise and Innovation).

2014-15/54 **Apologies for absence**

Apologies for absence were received from Ramesh Shingadia, Charlotte Frost and Patrick McHale.

2014-15/54 **Declarations of Interest**

Clive Behagg declared an interest as Vice Chancellor of Chichester University and as Chair of the C2C LEP Skills Capital Committee. Lee Harris declared an interest in respect of his role with Sussex County Council.

2014-15/55 **Minutes of the meeting held on 2nd March 2015**

The minutes were agreed as a correct record of the last meeting of the Board. The Chair of Corporation signed off the amended minutes from the 14th December, 2014 and the minutes of the 2nd March, 2015.

2014-15/56 **Schedule of decisions**

The Chair introduced the schedule of decisions, saying that he had noted that all actions agreed at previous meetings had either been completed or appeared later on the agenda for further discussion. Members noted the schedule.

2014-15/57 **Committee Membership – Changes**

Agreed:

The Board formally agreed to the following changes in committee membership. The changes were implemented in light of the recommendations from the FE Commissioner's report.

Mr Patrick McHale and Mr Ramesh Shingadia to transfer from the Resources Committee to the Audit Committee as of 27th April, 2015.

2014-15/58 **Update and Progress against the FE Commissioner's Report – Minuted as confidential**

Action

Standards Committee to receive/meet with the consultants at the next Standards Committee meeting due in June 2015.

Vice Principal, Teaching, Learning & Quality to RAG rate the progress report.

2014-15/59 QIP (Quality Improvement Plan)

The Vice Principal, Teaching, Learning & Quality introduced the QIP which he stated was being updated on a monthly basis. He explained that the QIP had now been RAG rated as per the Standards Committee request. There were 15 areas identified within the QIP which were identified as the most crucial issues for the College.

Retention

Noted that the target was set at 93% and the retention figure for April was at 94% as detailed in the report. It was added that as of the 27th April, 2014 retention sat at 93.3%. Noted that this was a very challenging target and although in all probability the overall retention would still reduce slightly, all the evidence suggested that the College was moving in the right direction.

Governors asked what the benchmark figure was for retention in other similar FE Colleges and it was explained that currently the College were above the national averages for last year and comparable to other Colleges. Governors asked what the risks were at this stage and the Vice Principal, Teaching, Learning & Quality stated that a huge amount of work was being done around data and more work needed to be done to achieve the set target but that they needed to be very cautious.

Teaching, Learning & Assessment

Noted that all observations had been suspended in March 2015 with a change of focus on how to improve teaching, learning and assessment. The Vice Principal, Teaching, Learning & Quality provided details on the progress and in particular about the extended learning walks with feedback to staff observed, undertaken by consultant, Cathy Hairsine. He explained that a great many staff would be seen by her over the course of the next month. The Vice Principal, 14-19 spoke at length about the training in the College and how they were ensuring that training and good practices were carried forward and applied.

Governors went through the detail within this section and stated that this particular area needed to be RAG rated red.

eTracker

The use of eTracker was not consistently effective and work was being undertaken to improve the use of the software in order to help support staff in monitoring students. The Vice Principal, Teaching, Learning & Quality referred to the progress being made and stated that the College was now working closer with the eTracker software company who were due to attend the college for several full days source development and staff training. The Deputy CEO, Corporate Services advised that changes were being made to the software, but

that it remained challenging as the college would need to develop its practice alongside it and staff training would need to be thorough to ensure full use of its reporting tools. This project had commenced and eTracker were providing one of their lead consultants to support the developments and training.

Progression

The Vice Principal, Teaching, Learning & Quality went through the progress on the monitoring of student progression.

Overall Success Rates for Apprentices

The Executive Director, Business Development gave an update on apprentices' success rates and stated that they were too optimistic with the original target of 76% and gave details why which was based around significant historical legacy issues which for this area of work often continued for 3 years in total..

PDR's

The Governors requested that a percentage be included that excluded the use of terminology such as 'significant' or 'majority' to give them a clearer picture.

It was noted that there was a lot of amber areas within the QIP report. Although progress was being made and ELT stated there were no areas of specific concern as the QIP was a work in progress document, it was noted that the final outcomes were for 2014/2015. Governors therefore envisaged that the final report would provide indicators and impact outcomes associated timely to 2014/15 completion and if some were longer than this then the QIP date should perhaps be changed to 2014-16.

Action

RAG rating to be updated in accordance with current year or plan date changed as requested and in the PDR section percentages to be included.

Received

The Board received the Quality Improvement Plan and looked forward to receiving further updates in due course and stated that it was heartening to see the progress being made.

2014-15/60 Governors Feedback on Curriculum Area Visits

Mr Sarmecanic reported on his visit to Haywards Heath Campus where he went into the Maths and IT department. He gave positive feedback and stated that he had met some mature students and had some very positive feedback.

Mr Sallows reported on the visit he had made to the College with students from his school and stated that the students had found the staff reception, college tour and resources regarding details of courses provided at the College very useful.

2014-15/61 Finance Report to 31st March 2015 – Minuted as confidential

Received

The Board formally received the Finance Report to 31st March, 2015.

End of Year Accounts 2013/2014 – minuted as confidential

2014-15/62 Report of a meeting of the Audit Committee held on Monday 16th March 2015.

Mr Scott (Chair of Audit Committee) reported on the minutes of the meeting held on the 16th March, 2015 and commented briefly on the key agenda points covered as per the minutes,

Members noted the minute of the meeting.

2014-15/63 Audit Committee Annual Report to the Board and Principal as Chief Operating Officer – 2013/2014

Mr Scott (Chair of Audit Committee) presented the final Audit Committee Annual Report to the Board and Principal as Chief Operating Officer and explained that there had been some grey areas in relation to the End of Year Accounts report as discussed at previous meetings, but not the actual accounts themselves.

The Clerk to the Corporation tabled a further amendment to Item 7.2 in which additional wording had been included on the advice of the external auditors.

Approved

The Board formally approved the Audit Committee Annual Report to the Board and Principal as Chief Operating Officer.

2014-15/64 Report of a meeting of the Resources Committee held on Monday 23rd March, 2015

Mr Maidment (Chair of Resources Committee) presented the minutes of the meeting held on the 23rd March, 2015 and commented on the key points in the minutes, notably:

- Finance Report
- Letters of Variation which had been signed by the Chair of Corporation on behalf of the Board
- Fees Policy and Credit Control Policy & Procedure which had not been included for Board approval and would be deferred to the next Board meeting for approval.

Received

The Board formally noted the minutes of the Resources Committee and noted that, following extensive discussion at both Resources Committee and Audit Committee, the Letters of Variation had been approved.

2014-15/65 **Confidential Business.**

It was agreed that agenda items 7, 8,10,12 and 13 be kept as a confidential record due to the commercial sensitivity of the minutes.

The meeting ended at 7.26 pm.

The next Corporation Board meeting would take place on Monday 13th July, 2015 at 5.00pm.

Signed Chris Maidment (Chair) Date