

Central Sussex College

Corporation Board

Redacted Version

Minutes of a meeting of the Board held on Monday 9th May, 2016

Present: Chris Maidment (Chair), Clive Behagg, Anahita Henry, Ryan Sallows, James Sarmecanic, Patrick McHale, Ramesh Shingadia, Lee Harris, Sarah Wright (Principal).

In Attendance: Andy Forbes (Executive Director, Business Development), Kim Morton (Deputy Chief Executive, Corporate Services), Yolanda Hughes (Clerk to the Corporation)

The Chair of Corporation opened the meeting at 5.05pm.

2015-16/88 Apologies for absence

Apologies for absence were received from two governors namely, Mrs King and Mr Scott.

Apologies had also been received from the Vice Principal, 14-19, Vice Principal, -Curriculum and Vice Principal-Quality & Standards.

2015-16/89 Declarations of Interest

Mr Behagg and Mr Harris declared their interests in respect of their professional capacity as recorded within the registered schedule of interests.

2015-16/90 Minutes of the meeting held on 7th December, 2015

The following amendments were made to the minutes of the 7th December, 2015 – Item 86 – Date and time of the next meeting to be amended to read 9th May, 2016.

Confidential Minutes of the Extra Ordinary Corporation Board meetings held on the:

1st February 2016 – formally approved and signed by the Chair of Corporation

9th March, 2016 – formally approved and signed by the Chair of Corporation

12th April, 2016 – agreed to amend the wording under Item 2015-16/4 Summary of Key Points – Haywards Heath – comments made by Mr Sarmecanic to be amended to exclude his view on the long term solution for the College.

The minutes were agreed as a true and accurate record of the last meeting of the Board and signed by the Chair of Corporation.

2015-16/91 Schedule of decisions

Received and accepted with no additional comments.

The Chair of Corporation proposed that the order of the agenda be changed in light of the lengthy ABR discussions and that all other agenda items be taken first.

2015-16/92 Governor Visits – Feedback

Mr Harris reported on his visit into College on the 7th March, 2016 looking specifically at English Functional Skills. He provided details of the good practice he had seen and also commented on the ideas for improvements of which these were largely around attendance issues as well as student engagement.

The Chair of Corporation asked why the engagement of learners was still an issue and the Principal replied that this was an ongoing issue that they were aware of and working on improving. She added that it was largely down to the quality of teaching and in it was particularly relevant in this area.

5.10pm Ms Henry joined the meeting.

The Principal did add that they were hopeful that the English department would see an improvement in the new academic year as the leadership had improved so ELT were optimistic. Mr Behagg (Chair of Standards Committee), stated that the Standards Committee received regular updates on the engagement of learners and on the quality of teaching and learning so it was an issue that they were monitoring regularly and added that there were some small signs of improvements.

2015-16/93 Resources Committee

Resources Committee Minutes of 21st March, 2016

- a) **Fees Policy 2016/2017 – formally approved as recommended by the Resources Committee.**
- b) **Subcontracting Policy – formally approved as recommended by the Resources Committee** – noted that the College did not have a lot of subcontracting and this particular point of business had also been reviewed by the Audit Committee.
- c) **Termly Health & Safety Report** – the Resources Committee had picked up on the financial constraints and how this impacted on the Health & Safety issues as per the minutes.
- d) **Fraud Policy – formally approved as recommended by the Resources Committee.**

2015-16/94 Audit Committee

Audit Committee Minutes of 18th April, 2016 – received

Mr McHale presented the Audit Committee minutes on behalf of Mr Scott.

- a) **Internal Audit Services Report – Subcontracting** – Mr McHale commented that the satisfactory assurance given was accepted by the

Committee despite the members querying the assurances based on the number of recommendations. It was noted that this was normal within the sector and the actions for tightening up procedures had been accepted.

The Board formally approved the IAS Report on Subcontracting.

- b) **Risk Register** - noted that the Audit Committee had gone through the Risk Register in detail and they were satisfied that the risks were captured, but they were conscious that as a Board they needed to be clearer on how these risks had an impact on the College.
- c) **Risk Management Policy & Procedures – formally approved as recommended by the Audit Committee.**
- d) **Whistle Blowing (Bribery, Corruption & Allegations) Procedures – formally approved as recommended by the Audit Committee.**

2015-16/95 Standards Committee

Standards Committee Minutes of the meeting held 14th March, 2016 and 25th January, 2016.

Mr Behagg reported on the Standards Committee Meetings that had taken place during the past term, and stated that they felt that they were getting to the point where the committee were able to effectively monitor the quality issues which was focused around Courses for Concern, Teaching & Learning and the Quality Improvement Plan. Progress was slowly being made and some positive feedback was now coming through.

- a) **HE SAR & QIP – formally approved as recommended by the Standards Committee**

2015-16/96 Campus Change - confidential

2014-15/97 Area Based Review – update - confidential

The Chair of Corporation gave a verbal recap on the progress and current situation with regards to the ABR.

2015-16/98 Confidential Business.

It was agreed that agenda items 93 to 97 be kept as a confidential record due to the commercial sensitivity of the minutes.

The meeting ended at 7.10 pm.

The next Corporation Board meeting would take place on Monday 11th July, 2016 at 5.00pm.

Signed Chris Maidment (Chair) Date