

SOUTH DOWNS COLLEGE CORPORATION

MINUTES OF A MEETING OF THE BOARD

HELD ON TUESDAY 1 JULY 2014

AT SOUTH DOWNS COLLEGE

PRESENT:	Mr A Turner	Chair
	Mrs S Linham	Vice Chair
	Mrs L Surgeon	Principal
	Mr I Child	
	Mr R Crank	
	Mr G Fice	
	Mr G Jeffries	
	Mr D Hughes	
	Mrs L Neave	
	Mr P Rhodes	
IN ATTENDANCE:	Mr R Barlow	Vice Principal (Curriculum and Quality)
	Mr C Harpum	Vice Principal (Curriculum)
	Mrs J Currin	Interim Finance Director
	Mrs L Payne	Clerk to the Corporation

PART I

<u>MINUTE NO</u>		<u>ACTION</u>
	The meeting started at 5.45 pm.	
1	<u>Election of Chair and Vice Chair for 2014/15</u> The Clerk advised Members that she had received several nominations for Mrs Linham to become Chair for the next academic year, and for Mr Child to become Vice Chair for the next academic year. She confirmed there had been no other nominations for these offices. Members unanimously agreed to appoint Mrs Linham and Mr Child as Chair and Vice Chair of the Corporation respectively for the next academic year. Mrs Linham and Mr Child confirmed they were happy to take on the respective offices.	
2a	<u>Apologies for Absence</u> Apologies for absence had been received from Mr T Bennett, Mr R Bolton, Miss E Ottley, Mrs C Strevens and Mrs J Vincent.	
2b	<u>Declarations of Interest</u> No Member declared any conflict of interest with the Agenda.	

3	<p><u>Minutes of the Meeting of 20 March 2014</u></p> <p>The Minutes of the meeting held on 20 March 2014, having been previously circulated to Members, were agreed as a true record and signed by the Chair. All Members were agreed.</p>
4	<p><u>Matters Arising from the meeting held on 20 March 2014</u></p> <p>It was noted all matters arising had been actioned.</p>
5	<p><u>Principal's Termly Report</u></p> <p>The Principal went through her report detailing current operational and strategic activities. In particular, Members were asked to note that the Nursery had been assessed as outstanding by Ofsted for the third time in succession. She said she was delighted with the outcome of the no-notice Ofsted inspection in May, and that it reflected the dedication and commitment of the whole team and outstanding leadership of the Nursery Manager at the College. Members joined the Principal in acknowledging the excellent outcome in the Nursery.</p> <p>The Principal also referred to the overall retention in the College being up by 0.5% compared to final retention for 2012/13. She praised the highly valuable work that staff were doing and considered with current performance from staff this would ensure very high levels of achievement and a further increase in success this year.</p> <p>The Principal reported on the Skills Summit held at the College on 25 June 2014. She said the event took the form of a business breakfast and was focused on the visitor economy, hospitality, catering and tourism in all its forms. She said it was a key priority for both the Solent LEP and the Coast2Capital LEP and provided an opportunity for strengthening good links with industry.</p> <p>The Principal went through the other aspects of her report, which were noted.</p>
6	<p><u>Strategic Plan for 2014/15</u></p> <p>Members had received the proposed Strategic Plan for 2014/15 in its new format. The Principal said considerable work had been undertaken last year with all staff to agree the College's values and key ambitions for 2013/14. She said rather than revisit those areas, she proposed to extend the key ambitions until 2016.</p> <p>The Principal suggested a strategic planning day with Members of the Board to consider all the aspects of the Strategic Plan and then bring this to the Board in its final form for approval next term. Members discussed the draft Strategic Plan and agreed they would like an away-day to consider it more thoroughly. The Principal said she would also bring key performance indicators to that session. In the meantime, the Principal asked for any comments from Members on the Strategic Plan so far to be sent to her and she would set up a meeting for early October to agree the final plan.</p>

Members were asked to approve the draft Strategic Plan as presented, and for any comments to be sent to the Principal within one week.

Members agreed the draft Strategic Plan subject to considering the plan as a whole at the Governors' strategic day to be arranged for October.

7

Standards and Quality Committee 19 May 2014

- a) Report from the Chair

Mrs Linham, the Chair of the Committee, outlined the work of the Committee at its last meeting. She congratulated the Student Governor on the Student Voice Report, and particularly liked the live webchat feature.

- b) Members noted the Minutes of the meeting of the Standards and Quality Committee on 19 May 2014.

8

Audit Committee 22 May 2014

- a) Report from the Chair

The Chair of the Audit Committee, Mr Fice, highlighted the work of the Committee at its last meeting.

- b) Members noted the Minutes of the meeting of the Audit Committee on 22 May 2014.
- c) Recommendations from the Committee

The Chair of the Audit Committee asked Members to consider the following recommendations:

- i) To approve the revised Risk Management Policy and Terms of Reference.
All Members were agreed.
- ii) Internal audit strategy and operational plan for 2014/15
Members were asked to approve the plan and strategy, but note it was subject to some further work. The Chair of the Committee advised Members that the Audit Committee had met earlier today regarding the operational plan for 2014/15 as the Committee were looking to recommend a change to the number of internal audit days.
Members were asked to delegate authority to the Principal and the Chair of the Audit Committee to discuss this further with Mazars and report back to the Corporation at its next meeting.
Members agreed the internal audit strategy and operational plan for 2014/15 as draft and agreed to delegate to the Principal and Chair of the Audit Committee authority to conclude and possibly change this with the internal auditors, with a report to the Corporation at its next meeting.

Action Chair of
Audit

- iii) Members were asked to approve the external audit plan for the year ended 31 July 2014.
This was agreed.
- iv) Members were asked to approve the engagement letter for the external audit services of Baker Tilly.
This was agreed.
- v) Members were asked to approve the engagement letter for the external audit of Teachers Pensions Contributions end of year Certificate.
This was agreed.

9

Search and Governance Committee 12 June 2014

- a) Report from the Chair

Members received a report from the Chair of the Committee, Mr Turner.

- b) Members noted the Minutes of the meeting held on 12 June 2014.
 - c) Recommendations from the Committee
1. Members were asked to approve three changes to the Instrument and Articles of Government, now bespoke to South Downs College to include:
 - i) Telephone conferencing
 - ii) Written resolutions
 - iii) The use of email as a way of receiving written resolutions and other information**All Members were agreed.**
 2. Members were asked to approve Mr Richard Pearce as a new Governor, and Mrs Karen Lay and Mr Gavin Lumsden as co-opted Members of the Audit Committee and Standards and Quality Committee respectively.
All Members were agreed.
 3. Members were asked to agree a target of 75% attendance for Governors at Board meetings.
This was agreed.
 4. Members were asked to note the dates to December 2015 for the Board and Committees.
All Members were agreed.

10

Finance and Employment Committee 19 June 2014

- a) Report from the Chair

Members noted the revised Minutes issued for the meeting, and the Chair

reported on the work of the Committee.

- b) Members noted the Minutes of the meeting held on 19 June 2014.
- c) Recommendations from the Committee
 - 1. Members were asked to approve the Income and Expenditure Budgets for 2014/15. It was noted this would be considered in the next Agenda item.
 - 2. Members were asked to approve the SFA Financial Plan Template.
This was agreed.
 - 3. Members were asked to approve the Capital Investment Proposals 2014/15. This would be considered under Agenda item 12.
 - 4. Members noted the proposals to changes to the Financial Regulations in the oral report from the Interim Finance Director.
These were minor and agreed.

11

Income and Expenditure Budgets 2014/15

This item was presented by the Interim Finance Director. Members were asked to approve the Income and Expenditure Budgets for the financial year ending 31 July 2015.

The Interim Finance Director had presented a report to Members setting out the recommended income and expenditure budgets for the year ending 31 July 2015. This planned for £28.18m income, and £20.57m pay costs, with £100k provision for restructuring costs and £7.16m for non-pay costs. The Interim Finance Director said this would provide a budgeted surplus of £348k for the 2014/15 financial year.

Members had received the 2013/14 forecast out-turn, and the 2015/16 indicative financial forecasts to consider. Members were advised that the income and expenditure budgets 2014/15 were recommended by the Finance and Employment Committee to the Board.

Members considered the reports and unanimously approved the Income and Expenditure Budgets for 2014/15.

The Chair of Audit praised the Interim Finance Director for the improved level of reporting and excellent quality of reports, to both the Audit Committee and the Board. All Members agreed.

12

Capital Investment Proposals 2014/15

This item was presented by the Interim Finance Director. Members were asked to approve the Capital Investment Proposals for 2014/15. Members had received a comprehensive report on the Capital Investment Proposals and it was noted the Finance and Employment Committee had already considered these and recommended them to the Board for approval.

Members approved the Capital Investment Proposals for 2014/15.

13 Report on Link Governor Work

This item was presented by the Clerk. Members were asked to note the Link Governors for 2013/14 and to note that they had met with appropriate members of the Senior Leadership Team in the academic year. Management had considered these sessions beneficial, with support from Governors valued.

Members noted the report.

14 Bank Mandate

Members were asked to approve the Bank Mandate authorising signatories for College Bank Accounts.

All Members were agreed. Members also agreed that the Mandate could be changed to include the new VP Finance once appointed, without referring the matter back to the Board.

15 Any Other Urgent Business

As this was Andrew Turner's last meeting as Chair of the Board, Mrs Linham, on behalf of all Governors, thanked him for an exceptional performance in his role as Chair of the Governing Body and as a Governor of the College. Andrew had been a Governor for 25 years and in that time Chair of the Board for 16 years.

Andrew Turner thanked Members for their kind comments.

He then thanked Daniel Hughes, the Student Governor, for his excellent interaction with the Board in his term of office.

He also thanked Peter Rhodes, the Staff Governor, for his huge contribution to the work of the Board and in his role at the College, as this was Peter's last meeting before leaving the College.

He also thanked Chris Harpum for his contribution to the College over many years.

Members wished them well.

16 Date of Next Meeting

Friday 3 October 2014 at 9.00 am – Corporation Strategic Planning Event – venue to be confirmed.

17 Evaluation of the Meeting

Members were pleased to complete an evaluation of the meeting.

The meeting ended at 7.10 pm.

Chair:

Date: