

SOUTH DOWNS COLLEGE CORPORATION

MINUTES OF A MEETING OF THE BOARD

HELD ON THURSDAY 12 MARCH 2015

AT SOUTH DOWNS COLLEGE

Present:	Mrs S Linham	Chair
	Mr I Child	Vice Chair
	Mrs L Surgeon	Principal
	Councillor R Bolton	
	Mr R Pearce	
	Mr R Crank	
	Mr T Whitlock	
	Mrs L Neave	
	Miss R Fanner	
	Miss E Ottley	
	Mr G Jeffries	
	Mr G Fice	
	Mr R Showan	
	Dr S Mitchell	
In Attendance:	Mrs R Abrey	Director of HR & Organisational Development
	Mrs S Banach	Director of Estates and Resources
	Mr R Barlow	Vice Principal (Curriculum & Quality)
	Mr B Carter	Director of IS and IT
	Mrs J Currin	Director of Finance
	Mrs D Smith	Assistant Principal (Student Services & Support)
	Mrs L Payne	Clerk to the Corporation

PART I

Action

The meeting started at 5.45 pm.

1 **Apologies for Absence**

Mrs J Vincent had sent her apologies.

2 **Declarations of Interest**

The Chair of the Board, Mrs Linham, declared an interest in the item on Search and Governance recommendations, and as her term of office was to be considered she would leave the meeting whilst that was discussed.

3 Minutes of the Corporation Meeting of 11 December 2014

The Minutes of the Corporation meeting held on 11 December 2014, having been previously circulated to Members, were agreed as a true record and signed by the Chair.

4 Matters arising from the Corporation Meeting of 11 December 2014

There were no matters arising.

Mrs Linham, Dr Mitchell and Mr Showan were asked to leave the meeting.

Mr Child chaired the meeting.

Mr Child advised Members that the recommendation of the Search and Governance Committee was that Mrs Linham be appointed for a further term of office. He advised Members this would be her fifth term of office. He outlined the reasons why the Search and Governance Committee were unanimous in their support to retain Mrs Linham on the Board for a further term. He referred to the difficult times in the sector and the new Principal about to take office at South Downs College. He also referred to the impending visit from Ofsted and the fact that the Audit Committee Chair, Mr Fice, was standing down in March, and that Mr Child may be standing down in the next academic year, from Chair of Finance and Employment and as Vice Chair of the Board.

Mr Child recommended to Members that they support the recommendation of the Search and Governance Committee to offer Mrs Linham a further term of office.

Members were unanimous in their agreement to a further term of office for Mrs Linham.

Mrs Linham returned to the meeting and resumed chairing the meeting.

Mrs Linham referred to more recommendations from the Search and Governance meeting. She reported on the interviews that had taken place to find new Governors for the Board. She referred to the interviews of Dr Mitchell and Mr Showan and that the Search and Governance Committee were unanimous in their recommendation to the Board that they be appointed as Governors.

All Members supported the recommendations.

Dr Mitchell and Mr Showan returned to the meeting and were advised of their appointments.

The Chair also referred to the proposed appointment of another Member, currently a co-opted Member, but at this time, due to personal circumstances, he had found it necessary to withdraw his application.

Members were asked to note that Mr Fice, whose term of office ended this month, would not be seeking re-election as a Governor. Instead he was seeking a role as a co-opted Member of the Audit Committee.

All Members agreed the recommendation of the Search and Governance Committee for Mr Fice to become a co-opted member of the Audit Committee. The term of office of co-option would be reviewed in July 2016.

Members thanked Mr Fice for his work on as a Governor for the Corporation, and particularly in his role as Chair of the Audit Committee.

5 Safeguarding Update and Prevent Agenda

Members received a comprehensive presentation and update on the Safeguarding and Prevent agenda from the Assistant Principal (Student Services and Support).

The presentation was welcomed by Members and questions raised for general discussion.

The Chair thanked the Assistant Principal (Student Services and Support) for her presentation.

6 Principal's Termly Report

The Principal updated Members on the latest College developments. On school links and applications she advised Members that following the success of four "Create Your Future" events, four additional events had been planned for late April to support conversion, and she said there would be an induction day festival in July.

On partnerships, the Principal advised Members that the Spring term had been busy for the wider employer engagement team. She said in February the Employer Partnership Boards were launched hosted by Mr Crank and the Assistant Principal (Admissions, Progression and Marketing), engaging six key employers which proved to be a very useful consultation session and identified some new apprenticeship opportunities with existing partners.

She reported on the staff survey summary and said overall there was a positive trend in responses with 21 out of the 30 questions showing an improvement compared to the previous year.

On staff development, the Principal said that further to a number of recent management appointments, the HR team had organised and delivered a development day for middle managers on 2 December 2014, which had covered training in attributes of an effective manager, key goals and managing performance, budget management and recruitment and selection. This was followed by a second management training event on 27 January which focused on teaching and learning.

The Principal updated Members on news from the Curriculum Departments and Governors were pleased to be receiving the College's weekly briefing by email.

The report was noted.

The Principal thanked Governors for their support to her during her time as Principal of South Downs College and said how much she had enjoyed her role and how she would miss it.

Members thanked the Principal for her dedication to South Downs College and would save their best wishes and thanks acknowledgements for the occasion to celebrate the Principal's retirement in due course.

7

Standards and Quality Committee

- a) Members received a report from the Chair of the Standards and Quality Committee, Mrs Linham, on the work of the Committee for the term.
- b) Members noted the Minutes of the Standards and Quality Committee meeting held on 2 February 2015.

8

Search and Governance Committee

- a) Members received a report from the Chair of the Search and Governance Committee, Mrs Linham, on the work of the Committee for the term.
- b) Members noted the Minutes of the Search and Governance Committee meeting held on 9 February 2015.
- c) Members were asked to agree the recommendations from the Search and Governance Committee as follows:
 - i) That Mrs Linham be granted a further four-year term of office. **This had already been agreed at the outset of the meeting.**
 - ii) That Mr Showan and Dr Mitchell be appointed as Governors. **This was also agreed at the start of the meeting.**
 - iii) That Mr Lumsden be appointed as a Governor. **This item of business was deferred for the time being.**
 - iv) That Mr Fice be appointed a co-opted Member of the Audit Committee. **This was agreed at the start of the meeting.**
 - v) That the Search and Governance Committee establish a Task and Finish Group in relation to the new build, and that terms of reference be agreed for such a group. The Principal said that as the original proposal was not being

supported by Government, there was now a slightly longer period to prepare a new proposal. She asked Governors who would be happy to be part of this group to make themselves known to her before the Finance and Employment Committee meeting. The matter of a Task and Finish Group could be considered at that meeting.

9

Audit Committee

- a) Members received a report from the Chair of the Audit Committee, Mr Fice, on the work of the Committee for the term.
- b) Members noted the Minutes of the Audit Committee meeting held on 26 February 2015.
- c) Members were asked to approve the recommendations from the Audit Committee as follows:
 - i) Disaster Recovery Plan.
All Members were agreed.
 - ii) Fraud Policy.
All Members were agreed.
 - iii) Anti-bribery Policy.
All Members were agreed.
 - iv) Whistleblowing Procedure.
All Members were agreed.

10

Fees Policy 2015/16

This item was presented by the Director of Finance. Members were asked to consider the proposed Fees Policy for 2015/16 and note that it had been recommended to the Board by the Finance and Employment Committee. The Policy was considered and approved.
All Members were agreed.

11

Financial Regulations

This item was presented by the Director of Finance. Members had received the revised Financial Regulations. It was noted the Finance and Employment Committee recommended these to the Board for approval.
All Members were agreed.

12

Finance and Employment Committee

- a) Members received a report from the Chair of the Finance and Employment Committee, Mr Child, on the work of the Committee for the term.

- b) Members noted the Minutes of the Finance and Employment Committee meeting held on 5 March 2015.
- c) Members had already considered the recommendations from the Finance and Employment Committee earlier in the Agenda as the Fees Policy 2015/16 and the Financial Regulations at items 10 and 11.

13 Amendment to Bank Mandate

Members were asked to approve the changes to the Barclays Bank Mandate removing and adding key signatories. Members were also asked to give authority to remove any bank signatory from the Bank Mandate as soon as they leave the employment of South Downs College.
All Members were agreed.

14 Meeting Dates to December 2016

Members had received a revised meeting schedule showing a number of changes to December 2016.
All the changes were agreed by Members.

15 Any Other Business

- a) Friendship Centre Lease Office C – Members were asked to agree to the one-year lease to provide an office working space for staff until alternative accommodation could be sourced and that the Corporation Seal be used.
All Members were agreed.

16 Date of Next Meeting

Thursday 25 June 2015 at 5.45 pm.

17 Evaluation of Meeting

Members were pleased to complete an evaluation

Meeting ended 7.20 pm.