

SOUTH DOWNS COLLEGE CORPORATION

MINUTES OF A MEETING OF THE BOARD

HELD ON THURSDAY 12 DECEMBER 2013

AT SOUTH DOWNS COLLEGE

PRESENT:	Mr A Turner	Chair
	Mrs S Linham	Vice Chair
	Mrs L Surgeon	Principal
	Mr T Bennett	
	Mr R Bolton	
	Mr I Child	
	Mr R Crank	
	Mr G Fice	
	Mr D Hughes	
	Mr G Jeffries	
	Mrs L Neave	
	Miss E Ottley	
	Mr P Rhodes	
	Mrs J Vincent	
IN ATTENDANCE:	Mr R Barlow	Vice Principal Curriculum and Quality
	Mr C Harpum	Vice Principal Curriculum
	Mr C McCutcheon	Interim Finance Director
	Mrs L Payne	Clerk to the Corporation

PART I

<u>MINUTE NO</u>		<u>ACTION</u>
	The meeting started at 4.30 pm.	
1	<u>Apologies for Absence</u> Apologies for absence had been received from Mrs C Strevens.	
2	<u>Declarations of Interest</u> No Member declared any conflict of interest with the Agenda.	
3	<u>Minutes of the Meeting of 7 November 2013</u> The Minutes of the meeting held on 7 November 2013, having been previously circulated to Members, were agreed as a true record and signed by the Chair. All Members were agreed.	

4	<p><u>Matters Arising from the meeting held on 7 November 2013</u></p> <p>It was noted most matters arising would be covered by the agenda or had been actioned. With regard to item 2, Student Destinations, the Principal said these would be reported at the next Standards and Quality meeting.</p>	Principal Agenda S&Q
5	<p><u>Principal's Termly Report</u></p> <p>This item was presented by the Principal. She was delighted to report that, following completion of the final Individualised Learner Records (ILR) and with all achievement having now been recorded, the College's overall success rate was confirmed at 86.8%. She advised Members this was an absolutely excellent result, and confirmed that the College had moved 6.3% in two years. She thanked staff for their tremendous hard work, commitment and dedication geared at retaining students and ensuring they achieved. On behalf of all the students, Mr Hughes thanked staff for the improvement in success rates. Mr Bolton said on behalf of Hampshire County Council Children's Services he thanked the Principal, management and staff for the excellent increase in success rates.</p> <p>The Principal reported on current applications, indicating that they were slightly up on the same time last year, and overall retention had increased to 98.79%.</p> <p>She gave a comprehensive report on the partnerships the College had and were proposing, and these were discussed.</p> <p>With regard to apprenticeship numbers, the Principal said the College was currently reporting at 37 and in addition she said there were five vacancies live on AVOL (Apprenticeship Vacancies On Line).</p> <p>The Principal reported on the proposed support staff restructure and the proposals communicated across the College which identified more than 20 posts to be disestablished. She said a thirty day collective consultation period had applied and ended on 19 November 2013. Members of staff engaged with the consultation process and the College received a variety of feedback via the response email and individual consultation meetings. She said it was not anticipated that there would be a large number of compulsory redundancies as a result of this restructuring exercise as there were some approved voluntary redundancies and the establishment of new roles within the new structure. The Principal said the number of staff at risk of redundancy was lower than the number of vacancies available. She confirmed the new structure for the areas identified in her report would be implemented with effect from 3 February 2014.</p> <p>The Principal was pleased to confirm that, within staff development activities, learning circles had been taking place this term on a variety of topics, including ProMonitor Markbook training, raising achievement and reaching potential, and assessment for learning. She also confirmed the first teaching and learning seminar took place on 28 November and was attended by 33 AS and A Level course managers organised at the College.</p> <p>The Chair thanked the Principal for her report. The report was noted.</p>	

6

College Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)

This item was presented by the Vice Principal Curriculum and Quality. Members were asked to approve the College's SAR and QIP and to note this had been to the Standards and Quality Committee and considered by them at length. The SAR and QIP were considered.

The Vice Principal said the College had assessed as **Grade 2 'Good' for Overall Effectiveness**. The self-assessment grade was also **Grade 2 'Good'** for:

- Outcomes for Learners
- Quality of Teaching, Learning and Assessment
- Effectiveness of Leadership and Management

Members discussed aspects of the SAR. The QIP was then considered in detail. The Vice Principal explained the progress made. The Principal detailed the success rates by level, length and age, and Members were delighted to note the progress in these rates.

The Student Governor, Mr Hughes, spoke about the comments relating to the reputation of the College. He said he was meeting with the Vice Principal Curriculum and Quality next week to discuss this aspect and how it could be improved.

Members unanimously agreed to approve the College's Self-Assessment Report and Quality Improvement Plan.

7

Financial Statements and Management Report for year ended 31 July 2013

This item was presented by the Interim Finance Director. Members were asked to consider and approve the Financial Statements for the financial year ended 31 July 2013. The Interim Finance Director advised Members that the College had delivered a surplus of £49k in the year. The Financial Statements had been discussed at both the Audit Committee and the Finance and Employment Committee, at their recent meetings, and were recommended to the Board for approval. The Interim Finance Director went through the Financial Statements in detail and Members raised issues for discussion.

The Management Report for the year ended 31 July 2013 from Baker Tilly was also considered. Mr Child referred to the report from Baker Tilly and their reference to incomplete material. It supported the action of the Principal in matters related to this department.

Mr Child said he was confident that the Financial Statements should be approved. Mr Fice confirmed there were no issues raised by the Auditors and reliance was placed on them that everything was in order.

The Interim Finance Director said he felt he had had all the information necessary to finalise the reports.

It was agreed for next year there would be a schedule detailing issues requiring assurance and how the assurance was completed.

Members unanimously agreed to approve the Financial Statements and Management Report from Baker Tilly for the year ended 31 July 2013.

Members agreed that the Chair and Principal be authorised to sign the accounts and report.

All Members were agreed.

8

Financial Regulations

This item was presented by the Interim Finance Director. Members had received the revised Financial Regulations and although these had been approved by the Corporation in June 2013, they had been slightly further revised to reflect changing roles and other minor amendments. **Members considered the proposed amendments and these were approved.**

All Members were agreed.

9

Search Committee 7 November 2013

a) Report from the Chair

Members had received a report from the Chair regarding the meeting on 7 November 2013 at the last Board meeting, but as the Search Committee meeting had taken place just prior to the Board meeting on 7 November, it was agreed the Minutes would be provided at this meeting.

b) Search Committee Minutes 7 November 2013

The Minutes were noted.

c) Recommendations from the Committee

i) Terms of Reference

Members **agreed** the changes to the Terms of Reference.

ii) Committee Membership

Members **agreed** the changes to the Committee Membership.

iii) Standing Orders

Members **agreed** the change to the Standing Orders to provide for meetings commencing at 5.45 pm.

iv) Code of Governance

Members had extensively discussed the Action Plan to address items in the English College's Foundation Code of Governance. It was noted that this was an ongoing Action Plan that would be considered by the Search Committee at all its future meetings until actions were complete.

It was agreed that a Search Committee be convened for February to consider the

Clerk
Search
Meeting

Action Plan for the new Code of Governance.

All Members were agreed.

10

Audit Committee 21 November 2013

- a) Report from the Chair
Mr Fice advised Members of the work of the Audit Committee in the last term.
- b) Audit Committee Minutes 21 November 2013
Members noted the Minutes of the meeting held on 21 November 2013.
- c) Recommendations from the Committee
 - i) Terms of Reference
Members **agreed** the changes to the Terms of Reference.
 - ii) Audit Committee Annual Report 2012/13
Members considered the Audit Committee Annual Report 2012/13. **This was discussed and agreed.**
 - iii) Internal Audit Report for year ended 31 July 2013
Members considered the Internal Audit Report for the year ended 31 July 2013. **This was discussed and agreed.**
 - iv) Financial Statements for the financial year ended 31 July 2013
Members considered the Financial Statements for the financial year ended 31 July 2013 under Agenda item 7.
 - v) Management Report for the year ended 31 July 2013
Members considered the Management Report from Baker Tilly for the year ended 31 July 2013 under Agenda item 7.
 - vi) Appointment of Internal Auditor
Members were asked to agree to the appointment of Mazars as internal auditors for a further one-year period. **All Members were agreed.**
 - vii) Risk Management Report
Members were asked to consider the Risk Management Report. **This was discussed and all Members agreed the Risk Management Report.** It was **agreed** an action plan would be available at the next meeting.

Principal /
Interim Finance
Director

11

Finance and Employment Committee 28 November 2013

- a) Report from the Chair
Mr Child gave a report of the work of the Committee for the last term. Mr Child said in relation to interim financial performance the Interim Finance Director was working through a number of issues that were incomplete in the Finance Department. The Interim Finance Director

said there was much work to do in the area of pay and this would continue into the New Year.

- b) Finance and Employment Committee Minutes 28 November 2013
Members noted the Minutes of the meeting held on 28 November 2013.
- c) Recommendations from the Committee
 - i) Terms of Reference
Members **agreed** changes to the Terms of Reference.
 - ii) Financial Statements for the year ended 31 July 2013
Members had approved the Financial Statements for the year ended 31 July 2013 at Agenda item 7.
 - iii) Financial Regulations
The Financial Regulations had been approved at Agenda item 8.

12 Standards and Quality Committee 2 December 2013

- a) Report from the Chair
Mrs Linham gave a report on the work of the Committee at its meeting on 2 December, in particular in relation to the consideration of the College's Self-Assessment Report .
- b) Standards and Quality Committee Minutes 2 December 2013
Members noted the minutes of the meeting held on 2 December 2013.
- c) Recommendations from the Committee
 - i) College Self-Assessment Report and Quality Improvement Plan:
The SAR and QIP had been considered under Agenda item 6.

13 Student Union Constitution

This item was presented by the President of the Student Union. Members were asked to consider and approve the changes to the Student Union Constitution. This included reviewing the Student Union Constitution, and the schedules and code of conduct. The President said the Student Union had developed the constitution to better serve the way in which South Downs College's Student Union now operates, rather than the more general view of the National Union of Students' model, which the July 2012 constitution was based upon.

Members considered the Student Union Constitution, schedules and code of conduct, and these were approved.

14 Any Other Business

No other business was raised.

15

Date of Next Meeting

Thursday 20 March 2014 at 5.45 pm.

16

Evaluation of the Meeting

Members were pleased to complete an evaluation of the meeting.

The meeting ended at 5.55 pm.

Chair:

Date: