

SOUTH DOWNS COLLEGE CORPORATION

MINUTES OF A MEETING OF THE BOARD

HELD ON THURSDAY 20 MARCH 2014

AT SOUTH DOWNS COLLEGE

PRESENT:	Mr A Turner	Chair
	Mrs S Linham	Vice Chair
	Mrs L Surgeon	Principal
	Mr R Bolton	
	Mr I Child	
	Mr R Crank	
	Mr G Fice	
	Mr D Hughes	
	Mrs L Neave	
	Miss E Ottley	
	Mr P Rhodes	
IN ATTENDANCE:	Mrs S Strevens	
	Mrs J Vincent	
	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 5.45 pm.	
1	<u>Apologies for Absence</u> Apologies for absence had been received from Mr T Bennett, Mr R Crank and Mr G Jeffries.	
2	<u>Declarations of Interest</u> No Member declared any conflict of interest with the Agenda.	
3	<u>Minutes of the Meeting of 12 December 2013</u> The Minutes of the meeting held on 12 December 2013, having been previously circulated to Members, were agreed as a true record and signed by the Chair. All Members were agreed.	
4	<u>Matters Arising from the meeting held on 12 December 2013</u> All matters arising were noted as actioned.	

5	<p><u>Principal's Termly Report</u></p> <p>This item was presented by the Principal. She advised Members of the activities that had taken place at the College since her last report. She reported on the STEM Strategy and the College's development of a STEM Strategy which had begun with a facilitated meeting involving representation from 11 areas chaired by NEF (New Engineering Foundation) on 22 November 2013. She confirmed NEF had now produced a draft strategy for the College which had been reviewed and the final strategy document would be available shortly and used to inform the accommodation strategy for the College and commence discussions around the curriculum offer for the future.</p> <p>The Principal referred to a key item in her report on retention and attendance. She confirmed overall retention at the College was 1.9% higher than at the same point last year, with particularly notable increases at Level 1, Level 2 and for 19+ learners. She said overall attendance at the College was currently 88.4%, slightly below the College's target of 91%.</p> <p>The Principal reported on the proposed reduction in funding for 18 year olds as a result of the Government announcement of a 2% reduction in funding that would take effect from September 2014. She said there was a national petition to protest against the principles behind the cut and gave details of how this could be accessed.</p> <p>All aspects of the Principal's report were considered and discussed. The report was noted.</p>	
6	<p><u>Search Committee 13 February 2014</u></p> <ul style="list-style-type: none"> a) There was a verbal report from the Chair of the Committee Mr Turner. He gave an outline of work done by the Search Committee at its last meeting. b) Members noted the Minutes of the Search Committee meeting held on 13 February 2014. c) It was recommended from the Committee to the Board that the Search Committee be renamed Search and Governance Committee to take account of governance issues as well as recruitment issues, and that the Committee meet termly. <p>All Members were agreed.</p>	Action Clerk
7	<p><u>Standards and Quality Committee 24 February 2014</u></p> <ul style="list-style-type: none"> a) There was a verbal report from the Chair of the Committee Mrs Linham. She gave an outline of the work done by the Standards and Quality Committee at its last meeting. b) Members noted the Minutes of the Standards and Quality Committee meeting held on 24 February 2014. 	

8	<p><u>Audit Committee 6 March 2014</u></p> <ul style="list-style-type: none"> a) There was a verbal report from the Chair of the Audit Committee Mr Fice. He gave an outline of the work done by the Audit Committee at its last meeting. b) Members noted the Minutes of the Audit Committee meeting held on 6 March 2014. c) Members were asked to approve the Risk Register recommended by the Audit Committee. <p>All Members were agreed.</p>	
9	<p><u>Finance and Employment Committee 13 March 2014</u></p> <ul style="list-style-type: none"> a) There was a verbal report from the Chair of the Finance and Employment Committee Mr Child. He gave an outline of the work done by the Finance and Employment Committee at its last meeting. b) Members noted the Minutes of the Finance and Employment Committee meeting held on 13 March 2014. c) Members were asked to agree the recommendations from the Committee: <ul style="list-style-type: none"> i) That the Fees Policy be agreed. ii) That the Mid Year Review and Revised Budget be agreed. iii) That the Student Union accounts be agreed. <p>Members agreed all the recommendations.</p>	
10	<p><u>Any Other Urgent Business</u></p> <ul style="list-style-type: none"> i) Members were reminded that the Awards Evening was on 25 April and all Governors were invited. ii) The Chair advised Members that in July he would not be seeking re-election as Chair. At that time there would be a need to elect a new Chair and Vice Chair and the Clerk would be writing to Members about the process in May. <p>On behalf of all Members, Mrs Linham thanked Mr Turner for the many years of service he had given the College.</p>	Action Clerk
11	<p><u>Date of Next Meeting</u></p> <p>Tuesday 1 July 2014 at 5.45 pm.</p>	
12	<p><u>Evaluation of the Meeting</u></p> <p>Members were pleased to complete an evaluation of the meeting.</p>	

The meeting ended at 6.30 pm.

Chair:

Date: