

**South Downs College Corporation**

## Board of Governors

## MINUTES OF A MEETING OF THE CORPORATION

HELD ON THURSDAY 25 JUNE 2015

AT SOUTH DOWNS COLLEGE

## PART I

Present:	Mrs S Linham	Chair
	Mr I Child	Vice Chair
	Mr M Gaston	Principal
	Mrs J Vincent	
	Councillor R Bolton	
	Mr R Pearce	
	Mr T Whitlock	
	Mrs L Neave	
	Miss E Ottley	
	Dr S Mitchell	
	Mr R Crank	

In attendance:	Mr R Barlow	Vice Principal
	Mrs J Currin	Director of Finance
	Mrs R Abrey	Director of HR & Organisational Development
	Mrs D Smith	Assistant Principal (Student Services & Support)
	Mrs L Payne	Clerk to the Corporation
	Mrs S Flynn	E&S Manager (Solent LEP)

**Meeting started at 5.45 pm.**

		Action
1	<p><u>Update from Solent LEP</u></p> <p>Members received a comprehensive presentation from Siobhan Flynn from the Solent Local Enterprise Partnership. The update presentation was informative and helpful and Members raised many questions for discussion. The presentation lasted nearly an hour and there was useful debate between Siobhan and Governors on understanding the local economy and how to build on that for the future. It was felt to have been of considerable value. The Chair thanked Siobhan Flynn for her presentation.</p> <p><i>Siobhan Flynn left the meeting.</i></p>	

2	<p><u>Election of Chair and Vice Chair for 2015-16</u></p> <p>This item was presented by the Clerk, who advised Members that there had been several nominations for Mrs Linham to be Chair for the next academic year, and there were no other nominees.</p> <p><b>Members unanimously agreed to elect Mrs Linham as Chair of the Corporation for the next academic year.</b></p> <p>With regard to the Vice Chair, the Clerk advised Members that there had been nominations for Mr Crank to be elected, and no other nominees.</p> <p><b>Members unanimously agreed to elect Mr Crank as Vice Chair of the Corporation for the next academic year.</b></p> <p>Both Mrs Linham and Mr Crank confirmed they were happy to take on the respective roles of Chair and Vice Chair.</p> <p>Mrs Linham and colleagues thanked Mr Child for his work as Vice Chair of the Corporation for the last year.</p>	
3	<p><u>Apologies for Absence</u></p> <p>Mr R Showan and Mr G Jeffries had apologised for their absence. Miss R Fanner was not present.</p>	
4	<p><u>Declarations of Interest</u></p> <p>No Member declared any conflict of interest with the Agenda.</p>	
5	<p><u>Minutes of the Corporation meeting held on 12 March 2015</u></p> <p>The Minutes of the Corporation meeting held on 12 March 2015, having been previously circulated to Members, were agreed as a true record and signed by the Chair.</p> <p><b>All Members were agreed.</b></p> <p>Members recalled there was a weekly newsletter earlier in the year and felt this had been very useful. <b>The Principal said he would recommence the weekly newsletter from next term.</b></p>	Principal
6	<p><u>Matters arising from the Corporation meeting held on 12 March 2015</u></p> <p>It was noted all matters arising had been actioned.</p> <p>The Chair said it was her intention to involve staff and student Governors in all Part II business where possible. She said they would only be excluded where all Governors felt this would be appropriate but hoped this would be on a very few occasions only.</p> <p>She reminded staff and student Governors that their duty was to the Board as opposed to the body that elected them, and they must maintain confidentiality of the business in Part II meetings.</p>	

7	<p><u>Principal's Termly Report</u></p> <p>The Principal informed Members of general college developments, issues, initiatives, external influences, and key actions ongoing. The Principal highlighted the key education headlines post-election, saying that although the Government's manifesto had relatively little to say about colleges directly, it had much to say about the economy, jobs, apprenticeships, and devolution. He referred to public spending and the Chancellor's announcement of savings to the budget £900m of which applied to post-16 education, £450m in non-schools DfE and £450m in BIS. He said early indications from both departments were that they were both aiming to manage the cuts over the year by anticipating underspends in some areas and looking at savings that would not affect allocations already made, but there was much unknown and still no guarantee of protection. The Principal said there would be funding cuts for the next few years.</p> <p>The Principal went through the financial position for FE colleges nationally and referred to the FE Commissioner's letter of 11 June 2015 promoting consideration be given to looking for partners.</p> <p>The Principal highlighted the current position with GCSE Maths and English and the significant increase in the number of 16-18 year olds taking these subjects, together with the accompanying funding condition which makes these two subjects for those students who have not gained an A*-C grade previously. He explained the difficulties encountered with a growing concern for the number of students not attending to sit their exam.</p> <p>The Principal gave a brief summary on funding now and for the future showing the biggest issue as the drop in numbers at 16-18 and therefore with the college needing to plan for an additional loss of £3.03m. At the college there was a decline in student numbers of some 520. This was discussed at length.</p> <p>With regard to the review of the SLT structure, the Principal outlined the changes he had made and said whilst the cuts had been necessary the contribution made by the three key members of staff in the SLT had been considerable. He gave Members a summary of the letter received from one of the SLT Members thanking Governors for their support.</p> <p>Mr Crank felt it would be useful to have an interface with the local MP on the issues that had been raised in this discussion.</p> <p><b>All Members agreed and the Principal said he would invite the local MP to a lunch at the college and include Governors.</b></p> <p>The Chair thanked the Principal for his report.</p> <p><b>The report was noted.</b></p>	Principal

8	<u>Standards and Quality Committee 27 April 2015</u> <ul style="list-style-type: none"> <li>a) Report from the Chair Mrs Linham reported on the work of the Standards and Quality Committee in the last term.</li> <li>b) Members noted the Minutes of S&amp;Q Committee meeting held on 27 April 2015.</li> </ul>	
9	<u>Audit Committee 14 May 2015</u> <ul style="list-style-type: none"> <li>a) Report from the Chair Mr Pearce reported on the work of the Audit Committee in the last term.</li> <li>b) Members noted the Minutes of the Audit Committee meeting held on 14 May 2015.</li> <li>c) Recommendations from the Committee Members were asked to agree: <ul style="list-style-type: none"> <li>i) The Risk Management Policy – <b>all Members were agreed.</b></li> <li>ii) The External Audit Plan – <b>all Members were agreed.</b></li> <li>iii) That TIAA be appointed as Internal Auditors – <b>all Members were agreed.</b></li> </ul> </li> </ul>	
10	<u>Search and Governance Committee 4 June 2015</u> <ul style="list-style-type: none"> <li>a) Report from the Chair Mrs Linham reported on the work of the Search and Governance Committee in the last term.</li> <li>b) Members noted the Minutes of the Search and Governance Committee meeting held on 4 June 2015.</li> <li>c) Recommendations from the Committee <ul style="list-style-type: none"> <li>i) Members were asked to agree a further term as co-opted Member for Mr Fice – <b>all Members were agreed.</b></li> <li>ii) Members were asked to agree a further term as co-opted Member for Mrs Lay – <b>all Members were agreed.</b></li> <li>iii) Members agreed to recommend the Code of Good Governance to the Board in principle as there were some clauses they would wish to amend, in particular the clause relating to a Governor only having two terms of office – <b>all Members were agreed.</b></li> </ul> </li> </ul>	

11	<p><u>Finance and Employment Committee 15 June 2015</u></p> <ul style="list-style-type: none"> <li>a) Report from the Chair Mr Child reported on the work of the Finance and Employment Committee in the last term.</li> <li>b) Members noted the Minutes of the Finance and Employment Committee meeting held on 15 June 2015.</li> <li>c) Recommendations from the Committee <ul style="list-style-type: none"> <li>i) Members were asked to approve: <ul style="list-style-type: none"> <li>1.1 The Capability Procedure – <b>all Members were agreed.</b></li> <li>1.2 The Dignity and Respect at Work Procedure – <b>all Members were agreed.</b></li> </ul> </li> <li>ii) The Income and Expenditure Budgets and Capital Investment Proposals for the next academic year were on the Agenda to be considered at item 12.</li> </ul> </li> </ul>	
12	<p><u>2015/16 Income and Expenditure Budgets and Capital Investment Proposals</u></p> <p>This item was presented by the Director of Finance. Members had received the Budget Commentary which included:</p> <ul style="list-style-type: none"> <li>a) Learner Number Forecast Underpinning Financial Plans</li> <li>b) Income &amp; Expenditure Budgets prior to Financial Recovery Plan Actions</li> <li>c) Summary Staffing Establishment</li> <li>d) Capital Expenditure Plans</li> <li>e) Cash Flow Forecast prior to Financial Recovery Plan Actions</li> <li>f) Summary of Key Indicators</li> <li>g) Headline Financial Recovery Plan Requirements.</li> </ul> <p>The Director of Finance went through all the areas of the Budget Commentary and there were questions from Members. She said the Budget Commentary and accompanying appendices set out the assumptions which had been made in arriving at the proposed budgets for the coming year and subsequent financial years. She said that prior to financial recovery actions, the college's income and expenditure position would be a deficit of £399k in 2015/16, rising to £2.54m in 2018/19. The headline financial recovery plan requirements indicated how this financial position could be restored to one which would meet the objectives.</p> <p>The Director of Finance also referred to the SFA Financial Plan Template, in their prescribed template format, had been completed to date. It was noted there would be some further discussion on the budgets in the Part II Agenda.</p> <p>Members were asked to:</p> <ul style="list-style-type: none"> <li>i) Receive and discuss the Budget Commentary and associated appendices – <b>these were done.</b></li> </ul>	

	<p>ii) Approve the Income and Expenditure Budgets post recovery plan actions providing for a surplus of £188k in 2015/16 prior to restructuring costs – <b>all Members were agreed.</b></p> <p>iii) Note that the college was required to provide financial plans for 2014/15 to 2016/17 to the SFA in a prescribed template format by no later than 31 July 2015, but that the template had not yet been fully populated due to the SFA not yet issuing the Financial Planning Handbook – <b>this was noted.</b></p>	
13	<p><u>Any Urgent Business</u></p> <p>The Chair thanked the Student Governor Emily Ottley for her diligent work with the Board over the last year and wishes her well at Cambridge University for the future. All Members supported this.</p>	
14	<p><u>Date of Next Meeting</u></p> <p>Thursday 1 October 2015 – however it was noted there would be a training event on Thursday 16 July 2015 from 2pm to 7pm.</p>	
15	<p><u>Evaluation of the Meeting</u></p> <p>Members were pleased to complete an evaluation of the meeting.</p>	

**Meeting ended at 8.15 pm.**

Signed: .....

Date: .....