

## THE SOUTH DOWNS COLLEGE CORPORATION

Minutes of the meeting held at 5.45 pm on Thursday 19 March 2009 in the Committee Room

Present: Andrew Turner (Chairman), Richard Andrews, Joshua Bulleyment, Scott Carless, Yvonne Elliott, Stephenie Linham, Donna Munday, Laxmi Neave, Michael Oakes (Principal), Philip Robinson, Patricia Thompson, Tony Welch

Apologies: Frederick Allgood, Gwen Blackett

In Attendance: John Manterfield, Clerk to the Corporation  
Julius Mach, Head of Finance  
Susan Grantham, Minuting Secretary

The Chairman welcomed Joshua Bulleyment, 1<sup>ST</sup> Year BTEC National Diploma Health and Care student and proposed student governor – Item 3 on agenda, and outlined the format of meetings.

### 763. Minutes (circulated with the agenda)

The Minutes of the meeting held on Thursday 11 December 2008 were AGREED whereupon the Chairman SIGNED the minutes.

### 764. Corporation Membership

- (i) The Clerk noted that Freddie Allgood's current term of office finished in May by agreement with him prior to the County Council elections. He had indicated he would like to continue and it was proposed to extend his term for the balance of this academic year and for the results of the elections to be reported to the July meeting.

On the proposal of the Chairman, the re-appointment of Cllr Frederick Allgood as a member of the Corporation under Clause 2(1)(a) of the Instrument of Government for the period to 31 July 2009 was unanimously AGREED.

- (ii) The Clerk reported that he had received Rina Khanom's letter of resignation owing to work commitments with effect from 24 February 2009.

The resignation of Rina Khanom as student governor with effect from 24 February 2009 was NOTED.

- (iii) On the proposal of the Chairman, the appointment of Joshua Bulleyment as student member duly nominated and elected by the students of the College, under Clause 2 (1)(f) of the Instrument of Government, for the period to 31 July 2010 (or until such time as he ceases to be a student of the College) was unanimously AGREED.

### 765. Committee Membership

The Clerk noted that the terms of office of Richard Andrews and Patricia Thompson in respect of the Audit Committee and Staff Appeals Committee respectively were shortly due to expire. Both members had expressed an interest to continue.

On the proposal of the Chairman, the following re-appointments were unanimously AGREED:

- (i) the re-appointment of Richard Andrews as a member of the Audit Committee for a period of two years until 26 March 2011.
- (ii) the re-appointment of Patricia Thompson as a member of the Staff Appeals Committee for a period of two years until 6 July 2011.

766. Remuneration Committee  
(Doc.C09/01 was circulated with the agenda)

The Chairman noted the remit of the Committee, comprising the Chairman, Vice Chairman and Chair of Audit, was to determine the salaries of the senior postholders – the Principal and the College Secretary. The Committee had looked carefully at salaries and determined them accordingly.

The minutes of the meeting held on 11 December 2008 were RECEIVED.

767. Academic Board

(i) Minutes  
(Doc. C09/02 was circulated with the agenda)

The Principal noted continuing developments towards 14-19 diplomas within the Havant Consortium, which he chairs. With effect from 1 April 2010 Hampshire County Council take responsibility in respect of 0-19 and students with learning difficulties/disabilities up to age 25. He was working closely with the Council to minimise risks in respect of the transfer of 16-19 funding from the LSC to the Council, and also with developments that might take place at Staunton Community Sports College. He noted the importance of the Anne Frank exhibition and for students to be aware of the events that had taken place. Some £500,000 was spent annually on staff development and training sessions were well organised and attended. It was important that the teaching profession are now required to register with the Institute for Learning and have a requirement to keep up to date with continued professional developments.

[Donna Munday joined the meeting at 5.55 pm]

The minutes of the meeting held on 28 January 2009 were RECEIVED.

(ii) Composition  
(Doc.C09/03 was circulated with the agenda)

The Clerk reminded members that since incorporation in April 1993 until 30 April 2006 Colleges have been required under their Articles of Government to have an Academic Board. The revised Instrument and Articles effective from 1 May 2006 and 1 January 2008 make no references to the Academic Board. Some Colleges have disbanded Academic Boards accordingly but the Principal has continued with these termly meetings which include a student representative. The composition of the Academic Board had previously been determined by the Corporation and as it was now no longer a statutory requirement it seemed reasonable for the responsibility of the composition of the Academic Board to be determined by the Principal. The current composition and membership was attached as Appendix 1 to Doc. 09/03.

On the proposal of the Chairman it was AGREED

- (i) To note revised composition of the Academic Board, and
- (ii) That the Principal be authorised to review and determine the Composition of the Board from time to time.

768. Premises Committee  
(Doc.C09/04 was circulated with the agenda)

Richard Andrews reported good progress on building works on North West Building Phase II. Capital Project funding from the LSC was now very much at risk nationally but the College has general reserves to meet the amount (£270,000). Members had heard with interest and

endorsed the proposed development of an all Weather Football Pitch, Training Area and Pavilion to the east of the College, and the bid for funding from the Football Foundation. The College Secretary advised negotiations were on-going with the borough council planning department and with the landowners. Yvonne Elliott was working on a bid with the Football Foundation which necessitated much research work to demonstrate the need by the College and the local community.

The minutes of the Premises Committee held on 29 January 2009 were RECEIVED.

#### 769. Standards and Quality Committee

- (i) Minutes of meeting held on 23 February 2009  
(Doc.C09/05 was circulated with the agenda)

The Chairman noted the Self Assessment Report, Quality Improvement Plan and Operational Targets were separate items on the agenda. He drew attention to two significant issues - minute 174, the Ofsted Annual Desk Monitoring Activity which confirmed the College's overall grading of outstanding; and minute 177 in respect of progress towards qualified teaching status of staff.

The minutes of the meeting held on 23 February 2009 were RECEIVED.

- (ii) College Self Assessment Report and Quality Improvement Plan  
(Doc. C09/06 (i) and Doc. C09/06 (ii) were circulated with the agenda)

The Principal reported that the Committee had looked at the College Self Assessment Report in detail. It was important for all governors to have an understanding of the annual self-assessment process and quality assurance cycle of the College's core business of teaching and learning. Page 1 stated the national position of the College and gradings from the last full Ofsted inspection in October 2007. This outstanding success was an important reason for the desk-based only inspection carried out in January.

The Principal gave an overview of the quality assurance process which links to the annual Operational Targets and closely involves the Principal. 14 curriculum areas, each lead by a Head of Curriculum, are represented in the Operational Targets and two separate areas of Additional Learning Support and Key Skills go across the whole curriculum. Every Head of Curriculum with his/her staff produces a self assessment which includes data on success, retention, achievement and growth and an interim grade. The report then goes through an internal assessment panel which includes the two Heads of Faculty and the Quality Manager. Late autumn Heads of curriculum have individual meetings with the Principal to talk through key strengths, weaknesses and action plan and the Principal confirms the grading. Areas of weakness inform the Operational Targets for the following year and Heads of Curriculum make presentations to the wider management group of 3-5 SMART targets, including one IT and one employer-related. The Principal also meets with his senior management team to establish college-wide operational targets with designated senior managers. In June Heads of Curriculum make presentations to review curriculum targets, and the senior management team make presentations on the College-wide targets. The final College Self-Assessment Report is presented to the Standards and Quality Committee and then to the Corporation to ensure governors have an ownership of the document. Every member of staff receives a copy of the Operational Targets. He noted an internal inspection had been undertaken earlier in the week with some external consultants and the grade 'satisfactory' is not professionally acceptable to the College.

Page 9 summarises self-assessment grades with many outstanding (Grade 1) and nothing less than good (Grade 2). Page 18 lists key strengths and what should be improved and attention was drawn to the last bullet point 'implementation of government funded work-based learning programmes' and significant and impressive work was currently taking place. Data on retention and achievement was given on page 118.

In response to Donna Munday on Operational Targets, the Principal and Yvonne Elliott explained 'Moodle' a virtual learning environment site where students can look up lesson plans, additional material and assignments with links to relevant websites that feed into the programme of learning. Staff areas enable them to track individual learning plans (ILP). Scott Carless confirmed the site was particularly useful if you should miss a class.

In response to Scott Carless, the Principal outlined targets to improve Philosophy results.

The College's Self Assessment Report and Quality Improvement Plan were RECEIVED.

#### 770. Finance and Employment Committee

- (i) Minutes of meeting held on 5 March  
(Doc.C09/07 was circulated with the agenda)

Stephenie Linham referred to minute 461 and the College anticipated that all four funding stream targets would be met with no clawback. The adult target was most challenging and continued to be challenging. Concern was noted that additional learning support (ALS) funding was under threat. Minute 462 referred to the LSC's assessment on financial health which had previously been assessed as 'good' and now concurred with the College's assessment of 'outstanding'.

The minutes of the meeting held on 5 March 2009 were RECEIVED.

- (ii) Revised Revenue and Capital Budgets 2008/2009  
(Doc.C09/08 was circulated with the agenda)

In respect of ALS the Principal noted these funds were very important and helped many students. This year the College had spent £200,000 more than funding received and was prioritising funding for 2009/10. The funding difficulties were noted regarding the split of the former Department for Education and Skills into Department for Children, Schools and Families (pre-19) and Department for Innovation, Universities and Skills (post-19). There was no longer virement of funding where previously this was possible between 16-18 and post-19. Adults remain the challenging target and the variations page refers to additional costs of teaching adults in small groups. The College remains in a strong financial position and members were referred to the final column on page 2, the total income (£34.561 million), and pay and non-pay expenditure (£34.280 million), and retained surplus (£758,000). There was considerable doubt as to whether 10% capital support might be received from the LSC for the North West Building Phase II. £2.3 billion had been allocated for Building Colleges for the Future and the LSC had encouraged larger bids and then discovered bids totalled £3 billion. The position was noted both locally and nationally with some Colleges going ahead with building before receiving final approval. Sir Andrew Foster was now conducting a review. The Principal emphasised that South Downs never makes assumptions until the money is in the bank and the North West Building Phase II (£2.5 million) will be largely paid by October 2009 with no borrowing.

The Chairman reminded Joshua Bullement to ask for guidance on any aspects that he was unclear about and explained virement.

On the proposal of the Chairman, the revised revenue and capital budgets for 2008/2009 were unanimously AGREED and the cashflow and monitoring to 31 January 2009 were RECEIVED.

771. Audit Committee  
(Doc.C09/09 was circulated on 16 March 2009)

Donna Munday noted four internal audit reports were presented to the Committee. Key Financial Controls received substantial assurance with no recommendations; Learning Numbers for Arts and Sciences also received substantial assurance with no recommendations.

The audit on Data Security received adequate assurance and the report had been fully discussed. The significant recommendation was that laptop hard drives are not encrypted although these are mainly used by teaching staff. The Head of Finance had confirmed that he did not use a laptop. The Committee had not been happy with the adequate assurance status and wished the audit to be carried out next year to confirm a clean slate with substantial assurance.

In respect of Risk Maturity the review was carried out for auditors to have information to be able to benchmark colleges and other institutions for auditors to have examples of best practice. The College had assessed itself as 'risk managed' and auditors had made an assessment of 'risk enabled', and none of their clients had achieved 'risk managed' status. Although in practice risk is managed by the College we do not have a document that states that. The other point raised by auditors referred to the best practice of submitting the Capital Build Risk Register to the Committee and members had noted that capital projects are reviewed by the Premises Committee and two members are also members of the Audit Committee.

The minutes of the meeting on 12 March were RECEIVED with an amendment to Minute 312 (ii) to add 'It was AGREED that the Data Security Audit be repeated next year'.

772. Operational Targets 2009  
(Doc.C09/10 was circulated with the agenda)

The Chairman noted that the Principal had covered Operational Targets under agenda Item 8 (ii) (Minute 769 (ii)).

The Operational Targets 2009 were RECEIVED.

773. Corporation Self-Assessment and Review of Training Needs  
(Doc.C09/11 was circulated with the agenda)

The College Secretary noted the 14 questions were scored 1-5. 'The corporation (and its committees) receives sufficient detailed reports for members to be assured of the quality of provision.' scored 1 and the majority of questions scored closed to 1. Questions 11 and 12 scored not so good but still between 1 – 2 (outstanding – good). There were no specially identified features. One training need had been identified – continual updates for any new initiatives that the College is considering, as and when they arise. Donna Munday noted she had made this comment which should read 'continued updates'. Stephenie Linham noted 9 areas had improved. Members discussed how to improve the least best scoring questions which referred to procedures for the selection of new members; and that the Corporation reviews its membership against that of the balance of the College community. It was noted there was still a vacancy in respect of Havant Borough Council.

The Chairman referred to the current structure, i.e. main meetings and committee meetings at which business gets done, which had been in place at least since 1988. He considered that most of members' knowledge arose from the committees and much of the Corporation business was about receiving minutes of these meetings. He noted that Rob Roberts had made an excellent presentation to the Standards and Quality Committee recently and it was a real privilege to listen to him over the years and this opportunity was not shared by all. He outlined a proposal for a new model where the Corporation would continue with essential committees – Audit, Search, Remuneration – and discontinue with Finance and Employment, and Standards and Quality, but have more Corporation meetings at which

these are dedicated subjects. In this way all governors would consider all documents and attend the meetings resulting in a better understanding about quality and finance issues. Each meeting would be chaired by reason of expertise in that particular area.

Tony Welch gave his support. He considered it was an interesting proposition and both quality and finance are at the heart of what the Corporation is about. He noted the time taken for intense debate at these meetings would need to be carefully controlled to allow all business on an agenda to be covered. Richard Andrews found the idea attractive and proposed a trial to see if sufficient members attended. Philip Robinson noted many meetings are tied into College business needs at different times of the year. Agendas would need to be carefully mapped and the Clerk's input was very important. There could be designated correspondents – for example he currently concentrates on Standards and Quality as it is his committee and could rely on others for other committees.

The Principal thought it a very good suggestion and would offer the facility to be more involved in the core business of the College. Decisions in respect of premises issues cannot be made without knowing the financial position. Ofsted had made a comment about how governors are informed across the piece. Unless governors are on a particular committee they are less confident about the College and the proposed structure would enable more governors to engage on a debate. More meetings may be required but would give people the opportunity to understand the College better. Stephenie Linham found the proposal attractive.

It was AGREED that the Clerk would look at a structure to present to the July meeting with a view to implementation in 2009/2010.

The analysis of the Corporation's Self Assessment was RECEIVED.

774. Health and Safety Report 2007/2008  
(Doc.C09/11 was circulated with the agenda)

The College Secretary noted the report on the last academic year was in the same format as previous years. It showed a decrease of 7.8% in the number of accidents/incidents reported compared with a 2.8% increase in full-time students. There had been a slight increase of incidents reported involving hands of catering students. There were no serious injuries. There is a strong structure in place with a Health and Safety Manager who reports to the College Secretary and a number of risk assessors who carry out risk assessments. All areas of the College have an annual safety inspection and two-yearly safety audits are carried out to ensure processes are in place and due consideration given to health and safety measures as part of College culture. An application was being made this week to the British Safety Council and the College was in line to receive the award for 2008 for the sixteenth successive year. Stephenie Linham noted that a number of injuries related to the Sports and Public Services curriculum area.

The Health and Safety Report for the last academic year was RECEIVED.

775. Date of Next Meeting

The date of the next meeting was CONFIRMED as Thursday 9 July 2009 at 5.45 pm

[The meeting was declared closed at 7.25 pm.]

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