

## THE SOUTH DOWNS COLLEGE CORPORATION

Minutes of the meeting held at 5.45 pm on Thursday 25 February 2010 in the Committee Room

Present: Andrew Turner (Chairman), Frederick Allgood, Gwen Blackett,  
Joshua Bulleyment, Yvonne Elliott, Stephenie Linham, Donna Munday,  
Laxmi Neave, Michael Oakes (Principal), Patricia Thompson, Madeleine Wade

Apologies: Tony Welch  
Sandra Jowett

In Attendance: John Manterfield, Clerk to the Corporation  
Susan Grantham, Minuting Secretary

809. Minutes  
(circulated with the agenda)

The minutes of the meeting held on Thursday 10 December 2009 were AGREED whereupon the Chairman SIGNED the minutes.

810. Matters Arising – Adult Education – The Principal briefly informed governors of the significant cut in the adult education funding. Every college had had their adult education post-19 funding cut from between a minimum of 10% and a maximum of 25%. The College was taking appropriate action to manage the funding cut, which was at the lower end of the reductions.

811. Academic Board  
(Doc.C10/02 was circulated with the agenda)

The Principal highlighted two issues and offered to take questions.

14-19 developments – Within the Havant 14-19 Consortium, which he chairs, comprising schools, colleges and training providers, 75 children in schools were studying the new diplomas and thoroughly enjoying them. No one in the borough was studying the diploma post-16.

Extended Project – This year had been the pilot project and student governor Madeleine Wade was one of 25 students involved in the terrific evening of celebration on 27 January when the Principal presented students with bound copies of their work. A number of students were invited to write a project over the summer; some 60 students showed initial interest and 25 very bright students who are going on to some leading universities after they complete their A Levels, wrote some genuinely interesting and well-researched projects. Madeline Wade thanked the Principal, on behalf of all those involved, for the bound copies of the projects and the cheques. The Principal thanked the students for their card. He hoped the project would be repeated next year and noted it was a stretching exercise and will help students enormously with their university studies. At a recent Cambridge interview to read English the interview had been based on the extended project and resulted in the student being offered a place subject to A Level results.

[Donna Munday joined the meeting at 5.50 and Freddie Allgood at 5.55]

The minutes of the meeting of the Academic Board held on 27 January 2010 were RECEIVED.

812. Audit Committee  
(Doc.C10/01 was circulated with the agenda)

Donna Munday noted the meeting was held to specifically talk about the appointment of the Internal Audit Service (IAS). Very few companies now offer IAS to Colleges and the College Secretary had contacted six providers and four had indicated an interest in

submitting a tender. The Committee had asked the College Secretary to request all four firms to submit a tender and the closing date was yesterday. The Audit Committee had discussed the process, references required, information to give the IAS firms, for a shortlist to make presentations to the Audit Committee on 11 March. The College Secretary was providing a list of questions and score card to mark the presentations. Terms of reference were agreed, bearing in mind that these could be changed by successor funding bodies after 1 April. The College Secretary confirmed two tenders had been received and both look fully compliant and the two firms would be questioned on their presentations. He advised members that Audit Committee Minute 332 is confidential.

The minutes of the meeting held on 21 January 2010 were RECEIVED.

813. Hampshire Children's Trust – Developing Local Children's Partnerships  
(Doc.C10/03 was circulated with the agenda)

The Principal noted that the College is now more involved with Hampshire Children's Services who have a safeguarding responsibility for vulnerable children 0 -19. The Director of Children's Services, John Coughlan, is well recognised in this area of work and was seconded to Haringey following the 'Baby P' case. The paper seeks governing body agreement to become a member of the Local Children's Partnership and shall receive reports on the work of the partnership in improving outcomes for all children and young people. The Chairman considered it was a good paper and very specific to governing bodies. Paragraph 19 was particularly relevant and the Corporation should support the concept. Freddie Allgood noted that resources are important and Hampshire were adding additional administration resources to enable social workers to spend more time with the children and less time on paperwork. Since the high profile of the 'Baby P' case the number of children going into care had risen dramatically – 1200 in Hampshire – and £3 million extra is being put to support children.

On the recommendation of the Chairman, it was AGREED unanimously

- (i) That the report by the Director of Children's Services of Hampshire County Council be RECEIVED.
- (ii) That the Corporation support the proposition contained therein – that the Governing Body agrees to become a member of the Local Children's Partnership and shall receive reports on the work of the partnership and young people.

814. Buildings and Accommodation Update  
(Doc.C10/04 was circulated with the agenda)

The College Secretary gave an update to the position reported on 12 November 2009.

North West Building 2 - The final account was virtually agreed and within the original budget. The contract outturn was expected to be approximately £1.82 million plus total project costs close to £2.15 million, plus £250,000 for furniture and fittings.

Studio Café – The original estimate was some £200,000 and final costs will be some £180,000 including furniture and fittings. The space was really popular with staff and students. The Refectory Manager has done a good job and it is a very different space from the other refectory areas.

New Football Facilities – A site had not been identified as yet. Discussions were continuing with Frank Campbell, Havant Borough Council.

Display Energy Certificate – All public buildings have to have a certificate and the College campus had improved from a Band B to C which was excellent considering the oldest buildings were built in 1974.

The report was RECEIVED.

815. Health and Safety Report 2008/2009  
(Doc.C10/05 was circulated with the agenda)

The College Secretary noted the overall context of safeguarding students and the health and safety and maintenance of a safe environment for staff and students, was of the highest importance. The accident analysis forms part of the Health and Safety report and although there had been an increase of 28% in the number of accidents/incidents compared with a 2.9% increase in full-time students, this was from a very low base figure. The College is a very safe site with thousands of students and staff on site every day. The majority of incidents were from contact sport injuries and the College takes a cautious approach and gets all incidents involving bumps to the head to hospital to be checked out. There is a wide range of hospital attendances, mainly sports related. Pages 7/8 list incidents to hands - minor cuts in the kitchens and art classes. We continue to train staff and students as to the importance of wearing relevant protection and avoiding accidents. Burns were mostly contact with hot surfaces in the kitchens. All were fairly low level injuries and yearly comparisons vary.

The Health and Safety Report for the last academic year 2008/2009 was RECEIVED.

816. College Higher Education Strategy  
(Doc. C10/06 was circulated with the agenda)

The Principal noted the College has a small number of higher education (HE) students funded by the Higher Education Funding Council for England (HEFCE) and the Council had requested that the College have a strategic plan endorsed by the governing body. He would be pleased to answer any questions. Most of the HE Strategic Plan refers to the College's Strategic Plan for courses below higher education level. Annex C indicated those courses involved and amounted to fewer than 100 students. These numbers may change as more students may choose vocationally-related courses in the future, or may choose not to do three-year degree courses at university.

In response to Yvonne Elliott the Principal also noted the College's HE provision was being inspected in March under the QAA Integrated Quality and Enhancement Review (IQER) but did not involve classroom observations to check on the teaching.

On the recommendation of the Chairman, it was unanimously AGREED to endorse the College's Higher Education Strategy for submission to the Higher Education Funding Council for England (HEFCE).

817. Operational Targets 2010  
(Doc.C10/07 was circulated with the agenda)

The Principal noted targets comprise cross College targets which a number of senior colleagues are responsible for delivering, and targets for each curriculum area. Targets are set before Christmas and progress reviewed in June. There are two faculties with a total of 15 curriculum areas and each Head of Curriculum considers with staff targets for the following year and reports back to the Principal and the wider management of the College. The targets have a direct relationship with the College's Self Assessment Report. Targets are specific and curriculum targets include one ICT-related and one employer engagement target. All link with the mission and quality statement of the strategic direction of the College. Every employee receives a copy and knows what is expected of them. The document is an important part of the College's quality assurance cycle. The Curriculum Quality Leadership Team was established by the Principal in autumn 2009 and these staff will make a presentation to governors in March on the College's Self-Assessment Report.

The Operational Targets 2010 were RECEIVED.

#### 818. Havant Academy

The Principal gave a verbal update noting he had that afternoon returned from a meeting where he had introduced the Principal designate to the staff of the school. Julie Taylor is currently headteacher of Neville Lovett School in Fareham, a graduate from Manchester, and will be a powerful leader and role model. At that meeting, as part of the consultation process regarding TUPE, she had outlined plans for the appointment of her Senior Leadership Team which will be advertised in the Times Educational Supplement on 19 March. The Principal will interview with her for a vice principal and three assistant principals. The first Interim Governing Body meeting will be held on 1 March and Andrew Turner and Donna Munday had agreed to be trustees. The Havant Academy's consultation brochure was laid around the table. The Department for Children, Schools and Families (DCSF) had appointed consultants, Tribal. The leader of Hampshire County Council fully supports the Academy. The final funding agreement from the DCSF will be brought to the Corporation prior to it being signed by the chair of governors on behalf of South Downs College. This may be delayed by the general election and there are a number of complicated leases to be resolved. The school can accommodate 950 pupils but currently has 480 and wishes to increase to 700. It is hoped that the Building Schools for the Future programme will bring several million pounds to the Academy. The current academic results are not acceptable and there is much work to do and we owe it to the children of the community to do that. The Principal's role is to set up the Academy and catalyst for change rather than long term chairman. There will be new uniforms for September and minor building works. It will then be the role of the Academy principal and her senior leadership team. The county's plan was to close the school and the decision to radically change it is the right one. South Downs College is a non-financial sponsor, Governors do not have a responsibility and Blake Laphorn have made that clear. It will be Hampshire's first academy. It is a terrific site with lots of facilities.

Members supported the proposals and the Principal's verbal update on the Havant Academy was RECEIVED.

#### 819. Governor Training Needs and Governor Self-Assessment

The Clerk noted that governors normally consider their self-assessment report and training needs at the March meeting but this year is slightly different because of the new committee structure. Following discussions with the Chairman and the Principal it was decided this meeting will look at training needs. He sends relevant information out to governors, for example training on audit issues have been sent to the Audit Committee, and it is for governors to decide the amount of their involvement with external training. Feedback from internal training has been very positive. He proposed to send out the self-assessment questionnaire after Easter so that in June a fuller evaluation be carried out including the new committee structure.

The 2009 questionnaire was circulated and governors suggested additional questions should include:

- Safeguarding – Are governors aware of their responsibilities for Safeguarding?

The chairman invited members to notify further proposals to the Clerk.

Governors suggested topics for internal training:

- Equality and Diversity (June meeting)
- Young People's Learning Agency and Skills Funding Agency
- Funding Methodology/Finance – where the money comes from, how divided, received, monitored (Budget meeting)

The Chairman wished governors to evaluate the revised committee structure. He noted the last meeting was heavy weight with much to consider including finances and a Safeguarding presentation and perhaps the Corporation should meet more often. The

Corporation had previously said it would not strive for a high attendance rate and it was not as important for everyone to come to all the meetings, but good if everyone can.

On the recommendation of the Chairman it was AGREED

- (i) To carry out internal training, namely Equality and Diversity; Young People's Learning Agency and Skills Funding Agency; Funding Methodology/Finance.
- (ii) That the full evaluation of the revised Corporation structure be held at the June meeting and that the self-assessment questionnaire be circulated after Easter to include questions relating to the effectiveness of the committee structure and meeting format; and safeguarding.

820. Date of Next Meeting

The date of the next meeting was CONFIRMED as Thursday 25 March 2010 at 5.45 pm and the main topic would be the College's Self Assessment Report.

[The meeting was declared closed at 6.50 pm]

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