

**South Downs College Corporation
Board of Governors**

MINUTES OF A MEETING OF THE CORPORATION

HELD ON THURSDAY 1st OCTOBER 2015

AT SOUTH DOWNS COLLEGE

Present:

Mrs S Linham (Chair)	Councillor R Bolton
Mr R Crank (Vice-Chair)	Mr R Pearce
Mr I Child	Mr T Whitlock
Mr M Gaston (Principal)	Mr R Showan
Mrs J Vincent	

In attendance:

Mr R Barlow	Vice Principal
Mrs J Currin	Assistant Principal, Finance & Facilities
Mrs R Abrey	Assistant Principal, HR & OD
Mrs D Smith	Assistant Principal, Student Services & Support)
Ms P Robertson	Clerk to the Corporation

Total Membership	16
Total vacancies	6
Total possible attendance	10
Quorum:	7
Total Present:	9- meeting quorate

Meeting started at 2.30 pm.

Minute Number	Minute	Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from Shena Mitchell who was unwell. It was noted that Tony Whitlock would arrive late because he was teaching.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>No Member declared any conflict of interest with any item on the Agenda which had not previously been declared.</p>	
3.	<p><u>Minutes of the Corporation meeting held on 25th June 2015</u></p> <p>Both Part one and Part two Minutes from the meeting held on 25th June 2015, having been previously circulated to Members, were agreed as a true record and signed by the Chair.</p>	

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4.	<p><u>Matters arising from the Corporation meeting held on 25th June 2015</u></p> <p>It was noted all matters arising had been actioned. The arrangements to meet with the MP were currently under investigation and it was hoped that this could be organised for a date in January or early February 2016.</p> <p><i>At this point in the meeting the Chair informed Governors that she wish to introduce a new item to enable the Principal to provide an update on the area review process.</i></p>	
5.	<p><u>Area Reviews</u></p> <p>The Board had previously received notification of the Government's intention to undertake area-based reviews of all FE provision. The Principal informed Governors that the College had now received formal notification that the Solent area review, covering all FE and sixth form colleges within the Solent LEP, would be taking place between November 2015 and February 2016. A series of briefings had been arranged, including a pre-briefing, to which all Governors were invited, on 4th November 2015, from 7.00 pm until 9.00 pm. The Clerk would remind governors of this date and time when the venue was agreed. Steering meetings, involving all College Principals and Chairs of Boards, as well as other key stakeholders, would take place throughout the process and would be chaired by the FE Commissioner (David Collins) or the Sixth Form Colleges' Commissioner (Peter Mucklow). The review process would also include discussions with individual colleges as well as desk-based research about the local area needs. The Principal reminded the board that the driver for this review was the National Audit Office report released in the summer 2015. Government was keen to look at the current delivery models and potential cost savings as well as the introduction of the new Institute of technology model. The overall outcomes would focus on providing for fit- for- purpose and financially sustainable organisations. Given that all of the colleges included in the review were independent organisations, recommendations would come forward from the review process for consideration by each individual Board. Meanwhile, notwithstanding the impact of the Area Review, South Downs remained committed to its ongoing discussions with Havant College.</p> <p>Ron Crank reported that his own LEP, Coast to Capital, was being reviewed at a slightly earlier time and covered the</p>	<p>Action: Clerk</p>

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	<p>whole of the southern area from Chichester to Hastings College including central Sussex College so was comprehensive in scope. He agreed to share any non-confidential information with South Downs.</p> <p>There was a general discussion about the implications of the review as follows:</p> <ul style="list-style-type: none"> • Development of larger institutions - Governors questioned how far there seemed to be a move towards developing bigger colleges to secure financial sustainability. There were various views about this, but it was noted that other colleges had already moved in this direction. . • Demographic Trends - Ray Bolton reported that Hampshire County Council was currently reviewing required secondary school places due to the increase in primary school pupils and anticipated providing an additional 9000 places. This suggested a significant flow into Further Education in the future, particularly as higher birth rates appeared set to continue. The Principal reported that the Association of Colleges had raised the issue of considering increases in demographic trends beyond 2020. There was also growth within particular local areas. Julia Vincent reported that school did not expect the demographic trends to increase until 2019, so this was, therefore, a slow process. • Impact of other providers - Governors asked whether the reviews took account of other providers, such as school sixth forms and academies. The Principal explained that colleges had lobbied for all providers to be included in the reviews. However, it has now been decided that, whilst other providers would be considered and consulted as part of the process, there would not be recommendations in respect of those providers and the central focus of the area reviews was the FE sector. <p>Overall, Governors noted the current position and the Chair confirmed that they would be kept up-to-date.</p>	
6.	<p><u>Review the College's Strategic Objectives</u></p> <p><i>(Tony Whitlock arrived during discussion of this item)</i></p> <p>The Board has received a report outlining the development of the College's Strategic Plan, <i>Destination</i></p>	

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	<p>2020, and proposed strategic objectives and supporting performance measures. The Principal reminded Governors that, at the Board session in July 2015, they had reviewed the suggested strategic objectives for <i>Destination 2020</i> and the related measures. One of the outcomes from that session had been the request that the College develop a seventh objective which focused on positioning and branding for the College. The documentation which had been circulated included this.</p> <p>The Chair informed Governors that some feedback had been received from members about the objectives, but they were small points which did not detract from the overall thrust of the document. It was agreed that some minor modifications would be made and the Principal would circulate a final version, but overall, the Board was pleased to accept the revised strategic objectives and the related measures and strongly supported the overall ethos which Governors thought succinctly and effectively laid out the way forward for the College.</p>	<p>Action: Principal</p>
<p>7.</p>	<p><u>Board Business Matters</u></p> <p>The Board had received a paper outlining some Board business matters, including the Board committee structure, committee membership and approval to new members, as follows:</p> <p>i. Board Committee Structure – it was proposed that the work of the current Finance & Employment Committee should be split to form two separate committees, one focusing on Finance and Estates, and the other focusing on HR. The Chair explained that this proposal had come forward as a result of the review of the workloads of these respective committees and the key priorities for the College at this time. Ian Child stated that, as the Chair of the current Finance & Employment Committee, he particularly supported this split. The Board agreed that the committee structure would now comprise the following committees:</p> <ul style="list-style-type: none"> • Finance & Estates committee; • HR Committee; • Standards & Quality Committee; • Audit Committee; • Remuneration Committee; • Appeals Committee (standing committee used as required) 	

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	<p>ii. Scheme of Delegation - A Scheme of Delegation summarising overall responsibilities within the Articles of Government, the key areas of responsibility for each committee and the extent of the delegated powers, had been circulated to the Board. Governors queried the overall responsibility for IT and it was noted that this would fall to the Finance & Estates Committee as part of its remit for estates. However, it was agreed that this would be made more explicit on the summary of responsibilities. With this amendment, the Board agreed the Scheme of Delegation and noted that revised terms of reference would come forward to the individual committees and then to the Board for approval in due course.</p> <p>iii. Committee Membership - A schedule of proposed committee membership had been circulated and Governors were invited to report back to the Clerk if they wish to change the committee on which they were serving or had any further comments to make. The membership schedule would be finalised following any feedback.</p> <p>iv. Appointment of the new Support Staff Governor - It was noted that Laxmi Neave had recently tendered her resignation from the Board for personal reasons and arrangements had been put in train to seek nominations for the Support Staff Governor. As a result Louise Wells, Senior Curriculum Administrator, had been nominated and seconded and there were no other nominations. The Board, therefore, formally appointed Louise Wells to serve as the Support Staff Governor for the usual four-year term of office with effect from 1 October 2015.</p> <p>The Board noted that there were currently 5 vacancies on the Board, including the two Student Governor roles for which arrangements were in train for elections. The Search Committee hoped to review a number of applicants for the remaining External Governor vacancies. The Clerk would circulate the current list of Board members.</p>	<p>Action: Clerk</p> <p>Action: Governors/ Clerk</p> <p>Action: Clerk</p>
8.	<p><u>Date of Next Meeting</u></p> <p>Thursday 5th November at 5.45 pm.</p>	

Meeting ended at 3.00 pm.

Signed:.....Date:.....