



**Minutes of the Corporation Meeting  
held on Tuesday 6<sup>th</sup> December 2016**

**Present:** Stan Stanier (Chair), David Evans (Vice Chair), Jeremy Kerswell (Principal), Howard Wood, Jeff Trunkfield, Bill Pepper, John Moore-Bick, Suzanne Craig, Claudette Atkinson (Academic Staff Governor), Julie Dougill, Mike Atkinson

**In attendance:** David Stokes (Vice Principal), Mike Groves (Director of Finance), James Hibbert (Deputy Principal), Laura Holt (Clerk to the Corporation)

**Apologies:** John Evans and Sally Kinsey

**Meeting commenced:** 5.00pm

Minute no.		Action by whom	Action by when
GOV/16 17/01	<p><b>Appointment of the Chair and Vice-Chair</b></p> <p>The Vice-Principal chaired this section of the meeting and requested nominations for the Chair for the forthcoming year. The Clerk confirmed that John Evans had proposed Stan Stanier as the Chair and this motion was seconded by Howard Wood. There were no other nominations and Stan Stanier was unanimously elected to serve for the following 12 months. Stan Stanier thanked the Corporation for electing him as Chair.</p> <p>The Clerk confirmed that John Evans had proposed David Evans as the Vice Chair and this motion was seconded by Howard Wood. There were no other nominations and David Evans was unanimously elected to serve for the following 12 months.</p> <p><b>Approved: Stan Stanier to be elected as the Chair of Corporation and David Evans at the Vice-Chair of Corporation for the next 12 months.</b></p>		
GOV/16 17/02	<p><b>Minutes of Last Meeting</b></p> <p>The Minutes of the meeting held on 19<sup>th</sup> July 2016 were approved as a correct record and signed by the Chair.</p>		
GOV/16 17/03	<p><b>Matters Arising</b></p> <p>The Chair drew members attention to the matters arising report. There are two items outstanding both have been scheduled for 2017.</p>		
GOV/16 17/04	<p><b>Minutes and Recommendations of Committee Meetings</b></p> <p>The Corporation noted the minutes of the committee meetings held since</p>		

	<p>the last meeting of the Corporation. Members considered an executive summary of the key issues discussed by each committee. The recommendations of each committee were considered by the Corporation:</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The following governors to be re-appointed for a one year term of office: <ul style="list-style-type: none"> <li>○ David Evans</li> <li>○ John Evans</li> <li>○ Mike Atkinson</li> </ul> </li> <li>• Term of office for April Jackson (FE Student Governor) be extended to December 2016, or until student governors are appointed from the Student Union, whichever is sooner. HE Student Governor post to remain vacant.</li> <li>• Bill Pepper to withdraw as a member of Farm Advisory Committee but continue to be invited to attend meetings in his capacity as college vet to avoid any potential conflict of interest.</li> </ul> <p><b>Approved:</b></p> <p>The Corporation approved the College:</p> <ul style="list-style-type: none"> <li>• Revised Financial Regulations</li> <li>• Fees policy</li> </ul> <p>It was noted that the Revised Financial Regulations are an interim measure until a single Financial Manual is created. The manual will combine information from Finance Regulations, the Finance Procedures, and related policies with financial implications.</p> <p>The Clerk reported that Elections had taken place for a Student Governor that day. Tom Walker is the successful candidate he is an HE Wine Student in his first year of study.</p>		
<p>GOV/16 17/05</p>	<p><b>Principals Report</b></p> <p><i>Staffing</i></p> <p>The new College Management Structure came in to effect from 1<sup>st</sup> August 2016, with a number of externally appointed managers and existing staff taking on new roles. This has had an impact on day to day operations whilst staff understand the boundaries of the new roles. Lots of actions have been taken to mitigate difficulties. There is a mentoring programme for new staff, a Management Development Programme and briefing sessions for Managers at different levels. This has ensured that there is greater clarity of responsibilities.</p> <p><i>Ofsted</i></p> <p>The Principal advised that he had received a formal letter from Stewart Jackson, HMI, further to the two visits he made to the college in November. The Principal was pleased to report the letter is largely positive about the progress that has been made since the inspection in May. Stewart Jackson recognised that achievement rates improved significantly for our full time students last year, and that staff at all levels realise their collective responsibility for continuing to raise standards. It was particularly pleasing</p>		

	<p>also that Stewart Jackson recognised the improved rigour by which staff make judgements about the quality of teaching and felt that the judgements we make are accurate and incisive, which will lead to continued improvement in this area.</p> <p>Stewart Jackson did also point out that the College needs to rapidly improve learner’s outcomes for apprenticeships and English and Maths and as such, staff have worked over the past week to devise specific improvement plans in these areas.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• <b>Letter from Stewart Jackson to be circulated to Governors</b></li> <li>• <b>Action Plans for Apprenticeships and English and Maths to be circulated to Governors</b></li> </ul> <p>Members requested in year data for English and Maths and Apprenticeships. As the next Academic Committee meeting and Corporation meeting are not until March it was agreed that Members would receive updated data in January.</p> <p><b>Action: English &amp; Maths and Apprenticeship data to be circulated in January 2017.</b></p> <p>Members questioned what impact a grade three rating from Ofsted was having on the college. The Principal advised that it impacts on the ability to recruit overseas students to HE courses.</p> <p><i>Strategic Planning</i></p> <p>The Strategic Planning process began with a joint meeting with Governors and the College Management Team. The next stage will take place in January where the College Management Team will present the headlines of their development plans to Governors. At the meeting the College mission, vision and values will also be revisited. The Principal advised that alongside the strategic planning process a review of operations at the College Out centres is also taking place.</p> <p><i>Area Review</i></p> <p>The first wave of the area reviews were completed last year and the results have now been published. The review recommended that Plumpton College remains as an independent college. A review of the Land Based Colleges in the South East Region is now taking place. This is not another area review and there is no requirement for colleges to participate. It was agreed that there was a willingness to consider how Plumpton might work together with other land based colleges and to participate in the review.</p> <p><b>Action: Working Group to explore opportunities for working with other Land Based Colleges.</b></p> <p><i>Pollution from College Farm</i></p> <p>The Principal updated members on the case of pollution from College Farm which took place on Tuesday 29th November. On the evening of 29th November, the College was alerted to an emergency with one of its slurry storage systems, which inadvertently led to waste water and slurry running</p>	<p>LH LH</p> <p>LH</p> <p>LH</p>	<p>Dec 16 Jan 17</p> <p>Jan 17</p> <p>Jun 17</p>
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	<p>off the college fields and into one of the water courses. The College is naturally devastated by the continued impact this will have on the local environment. Action was immediately taken to ensure this was effectively contained on site, meaning there has been no further contamination into the stream since Wednesday morning and the watercourse is now running clear. The College has been working proactively with the Environment Agency (EA) over the last 6 months to improve the impact of its farming activity on the local environment. It has worked closely with the EA over the weekend to implement an action plan with its contractors to pump the majority of slurry out of the river Bevern before it reached the Ouse. The EA have recognised that this has had a significant impact on helping to reduce ammonia levels in the water. The College Management Team are currently conducting an internal investigation into this matter and will be working with the new Farm Manager to commission a full review of the farming practices and system at Wales Farm. This recent episode in no way reflects the teaching and learning practice across The College's land-based provision. The College will continue to work with the EA and our ecological consultants to monitor the streams on site and are planning to meet with representatives from the EA, the Ouse and Adur River Trust and other local groups in the coming week to discuss further ways in which the College can proactively support the restoration of those areas affected.</p> <p><b>Action: Press Statement to be circulated to Governors</b></p> <p>Discussion took place regarding the cost of the remedial action, removal of the remaining slurry and potential EA fine.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• A disclosure to be added to the Annual Report and Accounts for the year end July 16 regarding this post balance sheet event.</li> </ul>	LH	Dec 16
		LH	Dec 16
<p>GOV/16 17/06</p>	<p><b>College FE Self-Assessment Report (SAR)</b> David Stokes presented the College FE Self-Assessment Report (SAR) for 2015-2016. The final assessment is good with area's for improvement.</p> <p><b>Approved:</b> <b>The Corporation approved the College FE Self-Assessment Report (SAR)</b></p> <p><i>(6.45pm Bill Pepper left the meeting)</i></p> <p><i>KPI update</i> Members noted the KPI proforma update and judgements. Following feedback from Academic Committee the template for the data report has been updated, this will be populated with data for the next meeting.</p> <p>Governors have been invited to attend the Quality Review Panels as observers.</p> <p><b>Action: Briefing paper to be circulated to Governor's attending the Quality Improvement Panels.</b></p> <p><i>Quality Improvement Plan (QIP)</i></p>	LH	Dec 16

	<p>Members suggested that some of the success measures were a little bland and may be difficult to demonstrate achievement. Members considered the QIP comprehensive, covering all aspects of the SAR, however it is difficult to identify the key areas for improvement that are top priority for the College from the document. Members requested a RAG rated update on progress on actions.</p> <p><b>Agreed:</b>  <b>Updated QIP to be circulated to Governors at the end of January</b></p>	JK	Jan 17
GOV/16 17/07	<p><b>Finance Report</b></p> <p>Members noted the Finance report provided by Mike Groves. The report format has been amended to include financial risks, narrative to accompany variances between budget and actual and figures now include commitments. Mike reported that the College have received a letter and dashboard from the SFA which conclude that the appropriate assessment grade, based on the College's Financial plan, is Good for 2015/16 and Outstanding for 2016/17. Mike advised that cash flow is tight and he is developing a week by week cash flow which will come into effect from 1st August 2017.</p> <p>Members commented on the very positive cash flow forecast in the future. It was noted that the cash flow did not allow for capital expenditure and Inflation has been assumed at current rates.</p> <p>Members asked what impact the recent un expected costs would have on the budget. The Principal advised that SMT were looking to make in year savings to mitigate costs.</p>		
GOV/16 17/08	<p><b>Annual Report of the Audit Committee</b></p> <p>Members considered the Annual Report of the Audit Committee</p> <p><b>Approved:</b>  <b>The Corporation approved the Annual Report of the Audit Committee</b></p>		
GOV/16 17/09	<p><b>Annual Members Report and Financial Statements</b></p> <p>As agreed earlier in the meeting (see note GOV/1617/05) an amendment is to be added to the Annual Members Report and Financial Statements regarding a post balance sheet event disclosure. It was agreed that a final version of the Annual Members Report and Financial Statements would be circulated to all members by e-mail. If there were no objections, by 12 noon on Friday 9<sup>th</sup> December, the Annual Members Report and Financial Statements would be approved by the Corporation and signed by the Chair.</p> <p><b>Agreed:</b>  <b>Annual Members Report and Financial Statements to be circulated to all members of staff.</b></p>		
GOV/16 17/10	<p><b>Risk Management Policy</b></p> <p>Members considered the revised Risk Management Policy which incorporates the Operational and Strategic Risk Management Policies in to one document.</p> <p><b>Approved:</b>  <b>The Corporation approved the Risk Management Policy</b></p>		
GOV/16	<b>Annual Operating Plan</b>		

17/11	Members considered the Annual Operating Plan. The 'Actions' have been RAG rated. Where initial steps have been taken, but the impact has not been seen yet, the item is highlighted in yellow. <b>Agreed:</b> <b>Report to be updated to show progress against target.</b>	JK	Mar 17
GOV/16 17/12	<b>Governance</b> Members noted the Governance attendance report for 2016/16 and the Governor Training schedule for 2016/17.		
GOV/16 17/13	<b>Any Other Business</b> John Moore-Bick advised that the Bishop of Lewes is visiting the College on Friday, he has a background in Agriculture. It will be interesting to learn of his vision for St Michael's parish church. John Moore-Bick provided copies of a report commissioned by Sussex Community Foundation regarding levels of deprivation (copies are also available to download via the website: <a href="http://www.sussexgiving.org.uk/about-sussex-community-foundation/sussex-uncovered-2/">http://www.sussexgiving.org.uk/about-sussex-community-foundation/sussex-uncovered-2/</a> )		

Meeting closed 7.30pm

Signature.....(Chair)

Date.....