



PLUMPTON
COLLEGE

CORPORATION MEETING
5.10pm Tuesday 5th June 2018
BT5, Sussex Rural Business Centre, Plumpton College

Present: Stan Stanier (Chair), Jeremy Kerswell (Principal), David Evans (Vice Chair), Leeni Lear, Sarah Blake (Support Staff Governor), Mike Atkinson, John Moore-Bick, John Evans, Julie Dougill, Howard Wood, Claudette Atkinson (Academic Staff Governor)

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

Apologies: Sally Kinsey, Suzanne Craig, Bill Pepper, Jeff Trunkfield, Helen Key, and Tim Laker

Minute no.		Action by whom	Action by when
GOV/17 18/113	Welcome and apologies for absence The Chair welcomed everyone to the meeting. Apologies were received from Sally Kinsey, Suzanne Craig, Bill Pepper, Jeff Trunkfield, Helen Key, and Tim Laker.		
GOV/17 18/114	Teaching and Learning update including CPD plans Members congratulated Sam Coles on his new role as Director of Teaching, Learning and Quality. Sam Coles gave a short summary of his paper distributed in advance of the meeting and invited questions: <i>Q: Can candidates apply for teacher training directly to the college or do all applications have to go through UCAS?</i> A: Yes candidates can apply directly, although only 2 applications have been received in this way. A Governor advised that East Sussex County Council hold events for training providers which may be beneficial for the college to participate in. Sam Coles will follow up. <i>Q: What will be your biggest challenge next year?</i> A: Staff with the least capacity. <i>Q: What will make the biggest difference next year?</i> A: Coaching and mentoring. Research has shown that coaching has 40% more impact, and our observations at college support this. <i>Q: Why are tutorials not a priority for 2018/19?</i> A: The feedback from students regarding tutorials was good. The tutorial		

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	<p>programme was new for 2017/18 and will take 2-3 years to bed in. The focus for tutorials in 2018/19 will be an individualised approach, developing staff who require support.</p> <p><i>Q: The majority of the CPD planned is for academic staff. What plans do you have for support staff?</i></p> <p>A: At the end of the year there will be digital literacy training for academic and support staff which will improve IT skills to improve efficiency.</p> <p><i>Q: Do you think your plans for next year address the issues identified by Ofsted in relation to High Needs Students?</i></p> <p>A: Yes - Phaedra and her team have been reviewing the way we produce student profiles and the way that this information is presented to staff to ensure that key information is prominent. The training and coaching by the Advanced Practitioner team will address the issues identified by Ofsted. One size does not fit all, therefore an individualised approach is needed. One of our students on the Autistic Spectrum is providing training to Animal Care staff on how to help students with Autism.</p>		
<p>GOV/17 18/115</p>	<p>Resources report: IT</p> <p>Sam Howe, IT Manager, provided an update to Members, key points included:</p> <ul style="list-style-type: none"> • Revised IT strategy for the next 5 years with involvement from all college user groups including students, curriculum and Teaching and Learning Teams. • A lot of IT equipment is close to or at the end of lifecycle (18/19) • Target future IT investments in mobile devices and infrastructure to support Bring Your Own Devices. <p>Questions were invited.</p> <p><i>Q: What are the security implications of bring your own devices?</i></p> <p>A: There are systems in place to securely manage access, only devices that meet a certain criteria (anti-virus software etc.) will be provided with access. Insurance will be included within any finance package agreed with manufacturers.</p> <p><i>Q: Will the infrastructure cope?</i></p> <p>A: Additional points may be needed. Consultation will take place to ensure that there is sufficient coverage.</p> <p>Discussion took place regarding how safeguarding would be managed. Concerns were raised regarding the difference between encouraging students to bring their own device and compelling them to do so. It was stressed that this was not due to be implemented in August 2018, this was looking forward to future development, which would have a phased introduction (initially one faculty) following consultation. No student would be disadvantaged by the move, and lap tops would be provided for students where it would be a barrier to learning at the College.</p> <p><i>Q: What will be done to support entry level and level 1 students?</i></p> <p>A: Self-service lap tops will be available for students to borrow, with smart storage.</p>		

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GOV/17 18/116	<p>Minutes of the Corporation meeting held on 1st May 2018 and matters arising</p> <p>Members considered and approved the minutes of the Corporation meeting and the notes to the Training meeting held on 27th March 2018 as an accurate record of the meetings. The minutes and notes were signed by the Chair.</p> <p>Members considered the report of matters arising from previous meetings. All matters arising were either complete, in progress or on the main agenda with the following exceptions:</p> <ul style="list-style-type: none"> • Vice Principal appointment – The Principal reported that Alison Kent has been appointed as Vice Principal following a robust 9 stage process over 2 days. Alison is a current VP in a general FE, and has a wealth of experience from working across the land-based college sector over the past 15 years. Governors were advised that this appointment is confidential at this stage. • Health and Safety Audit – James Hibbert gave an update regarding the H&S Audit. NFU have provided a very high quote to complete the work, which previously has cost a few hundred pounds. Negotiations are currently taking place. • NLG report – Members noted the NLG report (External Review of Governance model) and associated Action Plan. <p>Action: It was agreed that the annual schedule of business for the Corporation will be shared with Governors</p> <p>Discussion took place regarding difficulties in discussing one strategic aim at a time, which may be restrictive as matters often straddle more than one aim. Members highlighted the value in having more informal discussions regarding strategy.</p> <p>Action: Chair/Principal/Clerk to consider how to ensure that Corporation has sufficient strategic focus.</p>	<p>LH</p> <p>LH/SS/J K</p>	<p>Sept 18</p> <p>Sept 18</p>
GOV/17 18/117	<p>Minutes and recommendations from Committees</p> <p><u>Search Committee</u></p> <p>Governors considered the appointment of Stephen Waite as a Governor.</p> <p>Approved</p> <p>Stephen Waite to be appointed as a Governor for one term of office of four years.</p> <p>Governors considered the role descriptors and person specification for a Governor, Co-opted Member of a Committee, Chair of Governors, Student Governor. It was agreed that the time commitment for Governors will be expressed as hours per month rather than per year. It was agreed that the text in relation to the term of office will be expanded to provide clarity around re-appointment. It was agreed that the Vice Chair's responsibilities will include feedback, in consultation with other Governors, on the performance of the Chair.</p> <p>Approved</p> <p>Subject to the above minor amendments, Corporation approved the role descriptors and person specification for:</p> <ul style="list-style-type: none"> • Governor 		

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	<ul style="list-style-type: none"> • Co-opted Member of a Committee • Chair of Governors • Student Governor <p><u>Audit Committee</u> Approved: Appointment of Mazars as external auditors, for a 3 or 4 year contract with a break clause after 2 years.</p> <p><u>College Committees</u> Members noted the minutes of the Well Being Committee.</p>		
GOV/17 18/118	<p>Principal's Report The Principal highlighted key items in his report including:</p> <ul style="list-style-type: none"> • <i>Amendments to the Staffing Structure</i> – Members noted the Staff Structure Charts. Governors asked what arrangements were in place for management of Quality whilst the Quality Manager is on maternity leave. The Principal advised that an Advanced Practitioner has been appointed to the role on a temporary basis and will perform a slightly different role supporting the Programme Managers. Discussion took place regarding the decision not to appoint a separate Curriculum Manager for forestry and the expectations of external stakeholders e.g. Forestry Commission. The Principal is confident that the current Curriculum Manager will ensure solid foundations for Forestry and the Head of Faculty, David Lamb will build external relationships based on the solid foundations. The Principal gave an update on the latest recruitment position of the vacant positions. • <i>2017/18 In-year recruitment and funding update</i> - we are likely to have a year of much lesser or minimal growth in our funded activity compared to the past two years, and any targeted growth will need to be in our apprenticeship and adult funded activity. Our recruitment position remains positive for ESFA funded students and our current acceptance position is high. • <i>East Sussex County Council and High Needs Students</i> Extensive discussion took place regarding ESCC only being willing to pay an hourly rate for supporting high students which is less than our current employment costs for LSAs. Governors asked whether the rate had been accepted by other colleges and whether there was any opportunity for collective action. The Principal advised that other colleges had accepted the rate, however employment costs in the centre of a large town would be lower than a rural location. Governors asked whether the lower rate was for new students. The Principal advised that the rate applied to students that were part way through their studies, as well as all new entrants for September. There were concerns that the college was unable to cross subsidise the shortfall in funding and that the financial position of the college should not be jeopardised. Governors would support management if they decided not to accept any further high needs students from East Sussex unless ESCC provided full funding for the students 		

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	<p>support. The Principal advised that legal advice was being sought. Concerns were raised that other Local Authorities may also adjust their rates. Governors requested a risk analysis of the wider implication. The Principal advised that modelling was underway.</p> <ul style="list-style-type: none"> • <i>EA refusal of Mitigation proposal</i> – The Principal outlined the reasons the EA had refused the proposal. A copy of the letter will be forwarded to Governors. 	<p>JK</p> <p>LH</p>	<p>Jul 18</p> <p>Jun 18</p>
<p>GOV/17 18/119</p>	<p>Finance Report</p> <p>Members noted the Legal Entity briefing and a Governor sent observations on the paper to the Finance Director via e-mail.</p> <p>Members noted the sale of 7,816 Dairy Crest shares on the 4th May 2018.</p> <p>Members considered the period 9 management accounts. Members would like to see income and expenditure split by High Needs Students, FE, HE and Apprenticeships. The FD will consider for 2018/19.</p> <p>Discussion took place regarding the staffing ratio, which will vary throughout the year due to peaks in income and peaks in staffing.</p> <p>Governors asked whether the variance between actual and budget will be smaller for next year. The FD responded that it was all to do with ambition. The budget was set at an ambitious 5% surplus, with a reforecast of 2% surplus, the surplus achieved will be the largest in recent years.</p> <p>Discussion took place regarding the improvement in credit control.</p> <p><i>Howard Wood and John Moore-Bick left the meeting.</i></p>		
<p>GOV/17 18/120</p>	<p>Progress within the Annual Operation Plan 2017/18</p> <p>Members considered the progress made within the Annual Operational Plan September 2017 – August 2018. Management reported that generally speaking there were a lot of positives. A lot of actions were complete, without key managers in place, and many obstacles had been overcome. There was recognition that we were not where we want to be in some areas. Governors recognised that delivery of the plan was dependent upon a full Senior Management team. Governors would expect to see some red and amber items, if all items were green then there would be concerns whether the plan was ambitious enough.</p> <p>Discussion took place regarding the Annual Operating Plan for 2018/19, which will be shorter, sharper and more focused. This will be the focus of the forthcoming away days for CMT and SMT.</p> <p>A Governor asked where the Environmental Policy and its target setting sits in the Operational Plan. The Deputy Principal responded that the Environmental Policy isn't covered by the Operational Plan. The Annual Report will be used to appraise performance and agree an appropriate suite of targets.</p>		
<p>GOV/17 18/121</p>	<p>Project Highlight Reports</p> <p><u>Stanmer Park</u></p> <p>Members noted the project highlight report. Discussion took place regarding agreeing the final costs and opportunities to bid for additional</p>		

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	<p>funding e.g. tourism board in relation to the café and a bid to the WARR partnership.</p> <p>Action: FD to share application to WARR partnership with John Evans</p> <p>Governors questioned whether there would be any loss of benefits on completion of the project due to reductions in cost.</p> <p>The Deputy Principal advised that the specification will give a 'wow' factor and will not detract from planting. Internal floor space has not been affected. Examples were given on how cost had been reduced.</p> <p>Governors asked what the risks of delay were. The Deputy Principal advised that the dates were on the BHCC critical path and the Project Manager was mindful of the timeframe. The dates are listed as key dates for the contractor. This may risk a higher price as contractors may have to factor in bringing in the cost external expertise in meet deadlines when they bid for the work.</p> <p>Governors asked whether there were any plans to put up a notice to inform the public of the plans for the site. The Deputy Principal explained that the marketing teams were working together and would agree a sign when there is certainty around times (expected December 2018). The Deputy Principal is engaging with 'friends society's' to ensure the local community is kept informed on the project.</p> <p><u>GDPR</u></p> <p>Members noted the project highlight report for GDPR.</p>	CH	Jun 18
GOV/17 18/122	<p>Site Master Plan – Green Oak Farm</p> <p>Members considered the paper recommending the sale of Green Oak Farm.</p> <p>Approved</p> <p>Corporation authorised the SMT to accept the offer and undertake the sale process of Green Oak Farm located in Brightling, nr Robertsbridge, East Sussex.</p>		
GOV/17 18/124	<p>Any other Business</p> <p>A Governor reported that some parents had complained that the theme of the summer ball promoted gambling and have withdrawn their student. SMT reported that the Golden Casino theme had been selected by students, and has proven to be a good ice breaker. No money will be gambled, chips will be supplied.</p>		

7.30pm – meeting closed.

Signed _____



Date _____