



**CORPORATION MEETING  
5.00pm Tuesday 9<sup>th</sup> July 2019**

Plumpton College, Stanmer Park, Lewes Road, Brighton, East Sussex, BN1 9QA

**MINUTES**

Present: Stan Stanier (Chair), Jeremy Kerswell (Principal), Julie Dougill (Vice Chair), Mike Atkinson, Leeni Lear, John Evans, Robbie Nicholle (Academic Staff Governor), Doug Jackson, Stephen Waite, Sarah Blake (Support Staff Governor) and John Moore-Bick

In attendance: James Hibbert (Deputy Principal), David Stokes (Vice Principal), Alison Kent (Vice Principal), Chris Knell (Director of Finance), Laura Holt (Clerk to the Corporation), Stephanie Melling (Head of Finance), Sam Coles (Items GOV/1819/151-154 only)

Apologies: Sally Kinsey, Suzanne Craig, Tim Laker, Ruby Franklin-Goddard (Student Governor), and Helen Key (Co-opted Member) and Bill Pepper.

Minute no.		Action by whom	Action by when
<b>GOV/18 19/151</b>	<b>Welcome and apologies</b> The Chair welcomed everyone to the meeting and thanked James Hibbert for the tour of the site where he outlined the imminent development, prior to the meeting. Apologies were received from Sally Kinsey, Suzanne Craig, Tim Laker, Ruby Franklin-Goddard (Student Governor), and Helen Key (Co-opted Member) and Bill Pepper.		
<b>GOV/18 19/152</b>	<b>Minutes of the Corporation meeting held on 21<sup>st</sup> May and 18<sup>th</sup> June and Extra Ordinary Corporation meeting on 3<sup>rd</sup> June 2019 and matters arising</b> Members considered and approved the minutes of the Corporation meetings held on 21st May and 18th June and Extra Ordinary Corporation meeting on 3rd June 2019 as an accurate record of the meeting. The minutes were signed by the Chair. Members noted the matters arising report. The Clerk reported that the following recommendations from Committees were approved by Corporation via written procedure on 26 <sup>th</sup> June 2019: <b>Approved:</b> <ul style="list-style-type: none"> <li><b>Memorandum and Articles of Association for the Subsidiary Company.</b></li> </ul>		

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	<ul style="list-style-type: none"> <li>• <b>Facilities Management Agreement subject to VAT angles and Mazars endorsement.</b></li> <li>• <b>Doug Jackson to be appointed as a governor for a four year term of office</b></li> <li>• <b>OfS Access and Participation Plan proposed financial investment</b></li> </ul>		
<b>GOV/18 19/153</b>	<p><b>Appointment of the Chair and Vice-Chair</b></p> <p>The Vice Chair chaired this section of the meeting and requested nominations for the Chair for the forthcoming year. The Clerk advised that Leeni Lear had proposed Stan Stanier as the Chair and this motion was seconded by Mike Atkinson. There were no other nominations, Stan Stanier left the meeting. Stan Stanier was unanimously elected to serve for the following 12 months. Stan Stanier returned to the meeting and thanked the Corporation for electing him as Chair. Stan encouraged governors to consider standing for Chair as he intends to stand down at the end of the year. Stan Stanier resumed Chairing the meeting.</p> <p>The Clerk advised that Leeni Lear had proposed Julie Dougill as the Vice Chair and this motion was seconded by Mike Atkinson. There were no other nominations. Julie Dougill left the meeting. Julie Dougill was unanimously elected to serve for the following 12 months. Julie returned to the meeting and thanked the Corporation for electing her as Vice-Chair.</p> <p><b>Approved: Stan Stanier to be elected as the Chair of Corporation and Julie Dougill at the Vice-Chair of Corporation for the next 12 months.</b></p>		
<b>GOV/18 19/154</b>	<p><b>Draft Teaching and Learning Strategy</b></p> <p>Sam Coles highlighted key points from the above paper including:</p> <ul style="list-style-type: none"> <li>• A holistic review of teaching, learning and assessment has evaluated the effectiveness of all of our current procedures and policies, carried out substantive primary and secondary research into the most effective strategies currently utilised in education and how they can best be applied to the specific context of our college.</li> <li>• Objectives: <ul style="list-style-type: none"> <li>○ Effective – holistic appraisal of teaching performance (measured in relation to Student attendance, retention, achievement, satisfaction and classroom practice). No notice ungraded lesson observations. Performance Management – individualised teacher target through appraisal system.</li> <li>○ Developmental – providing meaningful staff development (teacher training, coaching, CPD and lesson observation)</li> <li>○ Evidence based – targeting our work with students and teachers.</li> <li>○ Collaborative – working together with integrated systems and sharing best practice.</li> <li>○ Innovative – preparing for the future using technology.</li> </ul> </li> </ul>		

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	<p><i>(John Evans and Stephanie Melling joined the meeting).</i></p> <p><i>Q: Will lesson observations replace learning walks?</i>  A: They will not replace learning walks as they have a different purpose, details of learning walks are to be confirmed.</p> <p><i>Q: Will you be issuing new instructions for lesson observations/learning walks?</i>  A: We are re-evaluating the themes as we feel we have outgrown the current framework. In the pilot, one of the Curriculum Managers found that their member of staff was drowning in areas for improvement following the second and third observations. Themes will be identified in the appraisal and every observation will feedback on that theme.</p> <p><i>Q: When we met with the FEC inspector, we were advised that we should be looking at Student progress, is this address somewhere else?</i>  A: Student progress is a high priority in the Operational Development Plan. Student progress will be tracked in mark book and monitored through Quality Reviews. Due to the way progression is calculated this will be difficult to monitor at teacher level.</p> <p><i>Q: If you are not grading lesson observations, how will you report to governors on the quality of teaching?</i>  A: Whilst grades are not awarded for individual teachers, a grade will be awarded for each area. Governors will be able to triangulate this grade with the SAR (Self Assessment Report) and other indicators.</p> <p><i>Q: Will staff have additional time for the collaborative CPD? Will they be able to observe other lessons, is there room in the timetable?</i>  Two inset days have been scheduled to provide teachers with the space and time to effectively reflect on their practice and identify ways they can work together to improve. Advanced Practitioners (AP) will work with teachers to ensure that they are able to observe other lessons, cover for lessons can be provided by AP/Curriculum Manager/Head of Faculty.</p> <p><i>Q: What are the Risks associated with the new Teaching and Learning Strategy?</i>  A: Firstly, with ungraded lesson observations, standards could slip which could impact on students learning. The risk is mitigated by the use of a broad range of measures to judge the impact our teachers are having on their students. AP's will more regularly provide support to increase standards. Secondly, there could be logistical problems with the collaborative CPD. Management are confident that arrangements are in place to allow cover in the timetable.</p> <p><i>(Sam Coles left the meeting).</i></p>		
<b>GOV/18 19/155</b>	<b>Principals Report</b> The Principal highlighted key items in his report and invited questions on his report. <u>Business Planning and Budget for 19/20</u> As the costed business plan demonstrates, and as endorsed by the FEC team, our forward planning approaches to curriculum and business planning are ever more refined and integrated. This in effect enables us to better plan the allocation of staffing based on predicted student numbers. There are currently four HR processes in progress, two to ensure that staff		

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	<p>follow students and two in response to business need. Less than 20 staff are affected. It is possible that there will be 5 redundancies.</p> <p><i>Q: How long is the consultation period?</i></p> <p>The college is working towards 10 working days, however some processes may be shorter, depending on responses from staff, or in some cases it might be necessary to extend the process. Sarah Jeffers (Head of HR), a highly regarded HR professional, is overseeing the processes.</p> <p><i>Q: What has been the response by the staff body?</i></p> <p>Although it has proved a shock for some members of staff across the college, plenty recognise what has been done and why and have welcomed early action. Historically the college would have left courses with low numbers open over the summer, although in most cases it is unlikely that numbers increase. Subsequent changes regarding course and staffing are more difficult to make in September.</p> <p><i>Q: How will the outcome be communicated to staff?</i></p> <p>Once all of the processes have been completed, an e-mail will be sent to all staff.</p> <p><b>Action: Clerk to forward staff communication to governors.</b></p> <p><i>Q: Have you had many resignations at the end of term?</i></p> <p>Yes and this has allowed us to take advantage of changes to limit the number of redundancies.</p> <p>There will be two fewer Curriculum Managers (CM's) at the end of the process. The FE Commissioner reported that we were top heavy with managers, with one CM responsible for only 65 students.</p> <p>The Chair read out a message he had received message from Tim Laker, who had sent his apologies for the meeting:</p> <p><i>'Following the audit meeting of last week, please can you pass on my full support with the restructure in certain departments as detailed on Jeremy's report for the staffing reductions for 2019/20 academic year. We appreciate that this level of redundancies is unsettling, but we must make sure that all areas of the college are viable and if this means making difficult decisions in this climate then that is what has to happen. The college is a business and we as governors have to make sure that the college achieves a surplus and does not break its covenants. Staffing has to be fluid, efficient and for the needs of the college going forward. Please pass on to the Senior Leadership my full support in making these difficult decisions.'</i></p> <p>The Chair reminded governors of the importance of the line between governance and management. Corporation should not become involved with individual redundancies.</p> <p>The Principal reiterated that decisions were not always purely for financial savings, but driven by business need.</p> <p>The colleges reputation and profile has risen with secondary schools over the last four years. This has been as a result of improved teaching and learning, raising standards and developing the brand. We are seeing the impact in recruitment in each of the last three years. The college will continue to work with primary schools however, the most impactful market is secondary schools. The most important time in informing careers choices is early in secondary education and this is where the college will increasingly</p>		

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	<p>focus.</p> <p>Changes are being made to the Student Services Team in response to the rise in safeguarding concerns (as detailed in Corporation reports), increased Mental Health responsibilities and concerns regarding the residential student buzz (as observed by governors during residential learning walks). The role of Student Services Manager will be replaced with:</p> <ul style="list-style-type: none"> <li>• Mental Health and Safeguarding Manager</li> <li>• Student Experience Manager</li> </ul> <p>The new structure will be more expensive but will ensure that skills and expertise are in the right places.</p> <p><i>Q: For changes to Curriculum areas driven by student recruitment, is there a time limit for recruitment?</i></p> <p>There are three checkpoints to ensure that resource is following students. The first in March when applications are compared with the Curriculum Plan. Managers then work with the marketing department to drive recruitment. The second check is in May and the third is in June. Staff are aware of the process and application numbers so there should not be any surprises.</p> <p><u>Further Education Commissioner (FEC) draft report</u></p> <p>The FEC's draft report was received last week, and as such a draft action plan in response to the recommendations and our own identified learning as a result of the process was circulated to governors in advance of the meeting. Progress against this action plan will be reported to Corporation monthly.</p> <p>Discussion took place regarding percentage of invoices with a PO number (R4). Stephanie Melling (Head of Finance) will address the issue of low use of purchase numbers. She will meet with every budget holder to ensure that there are no barriers. Governors were of the opinion that a target of 80% PO use was too low. The college should be aiming for 100% excluding exempt classes e.g. electricity.</p> <p>Governors sought clarification regarding R12.4 <i>'Markbook to be used from 19/20 to assess starting point and progress achieved in year to show distance travelled and progress from starting point.'</i> The Principal confirmed that this was specific to English and Maths and will amend the report accordingly.</p> <p>Discussion took place regarding the Governor led Task and Finish Group to develop a key performance indicator data dashboard.</p> <p><u>Staff Survey results</u></p> <p>A full analysis of the staff survey will be completed when benchmark data is available from the lead provider. The bottom 5 scores are disappointing and poor internal communication is compounding some of the other things. 190 out of 250 respondents disclosed which area they work in. There is a strong correlation between effective management and staff dissatisfaction. Governors commented on the importance of upward communication as well as downward and on the ability of middle managers to relay accurately and not blame the Senior Managers.</p> <p><i>Q: Only 42% of staff agree that adequate resources are provided by the college</i></p>		

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	<p><i>for staff. Why is this so low?</i></p> <p>A: Resourcing for student activity is not always good enough. Where student numbers have risen quickly in some areas, the increase in resourcing has not always been adequate. There have been difficult conversations this year limiting the rate of increase of the budget.</p> <p><i>Q: Do staff have a 'resources pot of money' they can bid for?</i></p> <p>A: Next year £250k has been allocated to capital projects. If this was launched to all staff, £1m worth of bids would be submitted. Key projects for IT, common rooms, Machinery, Metalsmithing and Motor Vehicle and Animal Management will be resourced (the latter very much being in response to student numbers on those two Divisions) Staff will then be able to bid for smaller projects up to £5k from the remaining budget.</p> <p><b>AgriFood Project</b></p> <p>Discussion took place regarding the above project. It was agreed that governors need to have a better understanding of the implications and risks should the Corporation decide not to proceed with the project as well as the risks of proceeding with the project. Should Corporation decide not to proceed with the project, the opportunity to gain funding for pipeline projects would also be lost. Governors considered it would be helpful if a dedicated area on PoL could be set up for the project so that all files could be viewed in one place. Governors were mindful that they should consider other major projects that might require finance over the next five years as the colleges ability to borrow money will be limited.</p> <p><b>Action – ALL governors to send all outstanding queries, or areas for further discussion to the Clerk.</b></p> <p><b>Action – Clerk to arrange an Extra Ordinary meeting to be scheduled regarding the AgriFood project and set up a dedicated area on PoL containing all of the documents relating to the project.</b></p>		
<b>GOV/18 19/156</b>	<b>Progress with Annual Operating Plan</b> Governors noted the above report.		
<b>GOV/18 19/157</b>	<b>Draft Annual Operating Plan 2019/20</b> The Annual Operating Plan for 2019/20 has not yet been finalised. This item will be deferred to the September Corporation meeting.		
<b>GOV/18 19/158</b>	<b>Costed Curriculum Plan 2019/20</b> Governors noted the above report which has been shared with the FEC and the Internal Auditors who were both very complementary about the rigour and level of detail within the plan. Discussion took place regarding contribution rates, which are reviewed on a divisional basis across all provision types rather than individual course. Discussion took place regarding the thresholds for the Red, Amber, Green rating. Further work will be completed to standardise the RAG rating for reports for 2019/20.		

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<b>GOV/18 19/159</b>	<p><b>Budget</b></p> <p>The Finance Director gave a presentation giving an overview of the Corporation papers circulated in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• Corporation Stanmer update</li> <li>• Corporation Budget (9a)</li> <li>• ESFA Financial Planning Checklist (9c)</li> <li>• Corporation budget paper (9b)</li> <li>• Corporation Depreciation paper (8d)</li> <li>• Corporation Reserves policy paper (8c)</li> </ul> <p><u>Revenue Budget</u></p> <p>A sensitivity analysis is included. The 'draft budget' is the likely figure. Each line on the budget has a different sensitivity analysis based on an assessment of the likelihood. The budget has been prepared on a bottom up basis and is prudent.</p> <p><i>Q: Have you delayed any staffing decisions to ensure that a surplus is achieved in 2018/19, which could impact on this budget?</i></p> <p>A: No, difficult decisions regarding staffing are being made now as reported in the Principals update.</p> <p><i>Q: What are the risks?</i></p> <p>A: Environment Agency Fine as a post balance sheet event.</p> <p>The Finance Director outlined the demographic and interest assumptions underpinning the 5 year overview. Whilst staff costs increase, the staffing ratio decreases.</p> <p><i>Q: Is a £2m income from One Garden realistic? Who wrote the business plan?</i></p> <p>A: The Business Plan was written by the Finance Director, working closely with a commercial project group of staff across college but independently verified by Edward Berry who has over 35 years of proven experience and expertise in business, marketing and sales and a thorough knowledge of food and drink ; retail, production and foodservice. There are 500,000 visits to Stanmer Park in its current state. One ice-cream van at open day took £6k. The net contribution of One Garden Brighton is £500k.</p> <p><i>Q: There is hardly any growth in college income over 5 years, most of the increase in income is from One Garden Brighton.</i></p> <p>A: The ESFA are asking colleges to be conservative. The 16-18 projections are based on demographics.</p> <p>Discussion took place regarding the need for Corporation to drive growth and challenge SMT to grow in years 3-5 and the difficulties with planning 5 years ahead, nevertheless recognising the need to plan if you want to grow in future years.</p> <p><u>Capital Budget</u></p> <p>5 Year Capital Programme</p> <ul style="list-style-type: none"> <li>• £3.6m capital expenditure (£1,575k Stanmer Project and £250k per annum Resource Bids)</li> <li>• £0.8m Stanmer capital grant funding <ul style="list-style-type: none"> <li>◦ £775k Rural Tourism and Leader Grants</li> </ul> </li> <li>• £0.8m Stanmer loan funding (Lloyds loan – in negotiation)</li> <li>• £0.3m capital disposal (outside of operating budget) (£250k sale of</li> </ul>		

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	<p>Flimwell (marketed at £270k) £234k profit on disposal less £16k undepreciated value)</p> <p><u>Borrowing</u>  Borrowing to increase from £2.2m to £4m. The Finance Director has started to negotiate a new loan with the bank in respect of:</p> <ul style="list-style-type: none"> <li>• £2.2m existing facility for the West Wing development (this is currently unsecured and will be refinanced against the West Wing building)</li> <li>• £0.8m Stanmer requirement</li> <li>• £1.0 working capital following FEC feedback to solve the short term liquidity challenge.</li> </ul> <p>Head of Terms for the new loan will be bought to the September Corporation meeting.  <i>Q: Is Agri Food included?</i>  A: No</p> <p><u>Cash flow</u>  The target of minimum cash holding at one months payroll will be achieved by November 2019.</p> <p><u>ESFA Financial Planning Checklist</u></p> <ul style="list-style-type: none"> <li>• £0.8m -Target minimum cash holding at 1 month's payroll - Achieved in 19/20 and maintained throughout the period</li> <li>• £1.0m -Target operating cash flows per annum of no less than £1m. - Achieved with £1.1m to £1.6m operating cashflow in each year</li> <li>• £1.5-£2.5m -Target cash range to hold as at 31st July 2022, reflecting the need to improve the College's liquidity - Achieved with £3.5m by July 2022, allowing headroom for investment decisions</li> <li>• £2.5-£3.5m -Target cash range to hold as at 31st July 2024, reflecting the need to balance investment decisions against increased liquidity. - Achieved with £5.0m by July 2024, pre-Agrifood decision</li> <li>• 3+%-Target operating surplus of at least 3% of income over the 5 year budget - Partially achieved with 1% achieved in 19/20 growing to 3% achieved in 23/24 Ambition to return to a 3-5% range in future, for annual review</li> <li>• 50% -Target staff costs (including agency costs) at an average of no more than 50% of income over the 5 year budget. Partially achieved with College funded staff costs at an average of 48% and total costs included grant funded and One Garden at an average of 53% over the period</li> <li>• 33+%-Target total unrestricted reserves of at least 33% of income in each year. Achieved with unrestricted reserves excluding revaluation between 42% and 49%</li> <li>• 65% -Limit dependence on the sector funding agencies (ESFA and OFS) to 65% of external operating funding. Achieved with funding income including apprenticeships between 53% and 48%</li> </ul> <p><b>Approved</b></p> <ul style="list-style-type: none"> <li>• <b>Corporation approved the budget for 2019/20, including a capital allocation of £250k and 5-year financial plan.</b></li> </ul> <p>Corporation sanctioned a submission to the ESFA based on the approved</p>		

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	figures.		
<b>GOV/18 19/160</b>	<p><b>Finance</b> <u>Depreciation</u> Audit Committee and link governors have worked with the Finance Director over the course of the year to assess each building asset and asset component on a line by line basis to determine the appropriate depreciation policy.</p> <p>The Finance Director proposed that the College adopts a building depreciation policy of; up to 50 years. The use of a range is to allow the College to depreciate buildings that are easily adaptable for a range of teaching or office uses to be depreciated over 50 years. It also allows for more specialist buildings or those at risk of obsolesce to be depreciated over 30 years as standard, with some buildings depreciated over even shorter periods where appropriate such as the pig unit.</p> <p>The auditors reviewed the accounting policies for 11 other land based colleges across the South of England. 5 colleges depreciated their buildings over 50 years, 3 used between 20 and 50 years depending on the type of building, and 2 used between 10 and 50 years. The auditors concluded that Plumpton’s policy of depreciating over 10 to 30 years is therefore at the conservative end of the spectrum.</p> <p>In addition to the changes to depreciation policy, Audit Committee will incorporate an annual review of impairment to ensure that all assets are reviewed and their balance sheet value reduced if there are concerns about the value in use by the College or the market value if sold.</p> <p><b>Approved:</b> <b>Corporation approved a buildings depreciation policy of up to 50 years</b></p> <p><u>Reserves</u> Throughout 2018/19 Audit Committee and link governors have worked with the Finance Director to agree a reserves policy. <u>2018/19 Reserves Policy</u> The College recognises the importance of reserves in the financial stability of any organisation, and ensures that there are adequate reserves to support the College’s core activities. The College considers the needs of investing in its strategic and maintaining adequate reserves and liquidity. The reserves targets for strategic period 2017 to 31st July 2024 are;</p> <ul style="list-style-type: none"> <li>• £0.8m – Target minimum cash holding at 1 month’s payroll, currently £0.6m June 2019.</li> <li>• £1m – Target operating cash flows per annum at an average of no less than £1m.</li> <li>• £1.5-£2.5m – Target cash range to hold as at 31st July 2022, reflecting the need to improve the College’s liquidity.</li> <li>• £2.5-£3.5m – Target cash range to hold as at 31st July 2024, reflecting the need to balance investment decisions against increased liquidity.</li> <li>• 3+% - Target operating surplus on average of at least 3% of income over the 5 year budget.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• 33+% - Minimum threshold unrestricted reserves of at least 33% of income in each year.</li> </ul> <p><u>2018/19 Detailed Financial Objectives</u> In addition to the reserves policy, the annual report will include the following detailed financial objectives;</p> <ul style="list-style-type: none"> <li>• 50% - Target staff costs (including agency costs) at an average of no more than 50% of turnover over the 5 year budget.</li> <li>• 65% - Limit dependence on the sector funding agencies (ESFA and HEFCE/OFS) to 65% of external operating and capital funding.</li> <li>• Increase academic income through growth in student numbers to mitigate cuts in grant funding levels.</li> <li>• Ensure that all courses and other income-generating activities make a positive financial contribution, with a 60% benchmark for curriculum planning.</li> <li>• Adopt accounting policies which are at the conservative end of the FE accounting spectrum</li> <li>• Maintain the confidence of ESFA and professional advisors by ensuring all financial and non-financial returns are accurate and submitted on time.</li> <li>• Further improvements to the monthly management accounts; specifically improvements to rolling 24 month cashflow, the range of KPI's and integrated risk reporting.</li> </ul> <p><b>Approved:</b> <b>Corporation approved the 2018/19 Reserves Policy and 2018/19 Detailed Financial Objectives</b></p> <p><u>Management Accounts</u> The June Management Accounts were uploaded to the governor portal. It had not been possible to circulate the accounts in advance of the meeting as the meeting was held on working day 7 (the date of publication of the accounts). The Finance Director highlighted key points:</p> <ul style="list-style-type: none"> <li>• Year to date surplus £72k against a forecast for the year of £93k.</li> <li>• July is typically a loss making month.</li> <li>• June income and expenditure was worse than forecast due to an unexpected water bill over a number of years (£74k), a number of part time courses not running (71k), apprenticeship enrolment delays (£35k)</li> </ul> <p><i>Q: What is the cash outlook?</i> It is going to be tight, delays to project funding are having an impact. £200k will be drawn down from Sancus.</p> <p><i>Q: Have redundancy costs been included?</i> A: Yes</p> <p><b>Action – July Management Accounts to be circulated to Governors over the summer.</b></p>		
GOV/18 19/161	<b>Personal Development, Behaviour and Welfare (including Student Disciplinary)</b>		

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	Governors noted the above report.		
<b>GOV/18 19/162</b>	<p><b>Annual Reports</b>  <u>Complaints and Compliments</u>  Governors noted the above report.  <b>Action – Principal to share separate complements report (being prepared as part of the Environment Agency prosecution dossier).</b></p> <p><u>Annual Safeguarding Report</u>  The rising trend of level 3 safeguarding and mental health referrals is being seen across the sector. The college has responded to the demand by making strategic changes to staffing in student services as outlined in the Principals report.</p>		
<b>GOV/18 19/163</b>	<p><b>Impact of Governance in May and June</b>  Governors shared their link activity with the group:  Leeni Lear will be undertaking a pilot to ‘follow a cohort’. Discussion took place regarding the objectives of the pilot. It was agreed that the objective was to really understand the learners experiences and gain a greater understanding of the wider college experience. Visits should link to priorities in the Operational Development Plan e.g. tutorials.  Julie Dougill reported that she had met with Sam Coles (Director of Teaching, Learning and Quality) and Rebecca Doody (Quality Manager) regarding tutorials. It was a really positive meeting looking at why change was needed, what changes have been made and how effectiveness will be measured.  Stephen Waite visited the college as part of the National Plant Monitoring Scheme in June. Students on level 2 and level 3 countryside management participate in the monitoring visit. The students were engaging and great ambassadors for the college.  Stan Stanier thanked all governors that participated in the FEC diagnostic visit.  Sarah Blake and Jeremy reported that the class of ‘59 had held a reunion at the college. They had lunch and visited parts of the college including the forge, where they bought all of the students work that was for sale.  John Evans advised when he spoke with CEO from Bookers he had spoken highly of the apprenticeship provision at Plumpton. John advised that he was aware that the Account Manager was leaving Plumpton and asked what risk that posed. The Principal responded that a partnership has been developed between Bookers and the college that was not dependant on one person. A new Account Manager has been appointed.</p>		
<b>GOV/18 19/164</b>	<p><b>Review of 2018/19 Governance Quality Improvement Plan (QIP) and process for governance Self Assessment Report (SAR) and QIP</b>  Governors noted the update on the Governance QIP which had been monitored by Search and Governance Committee throughout the year.  The Clerk outlined the process for the 2018/19 Governance SAR which will be informed by the governor survey, one to one governor meetings,</p>		

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	appraisal of the Chair, FEC report, self-assessment against governance code and considerations of the 10 characteristics of a good college outlined in the FEC letter. The Governance QIP for 2019/20 will be informed by the Governance SAR. Both reports will be considered by Search and Governance Committee on 1 <sup>st</sup> October and presented to Corporation at the October Corporation meeting.		
<b>GOV/18 19/164</b>	<p><b>Any other business</b></p> <p><b>CONFIDENTIAL</b></p> <p>The Principal thanked governors for all of their support during a tough year.</p> <p><b>Action - Period 13 accounts to be circulated to governors as soon as they are available.</b></p>		
	Meeting closed at 7.20pm		

Signed \_\_\_\_\_ Date \_\_\_\_\_