



DRAFT CORPORATION MEETING
4.30pm Tuesday 22nd January 2019
BT5, Sussex Rural Business Centre, Plumpton College
MINUTES

Present: Stan Stanier (Chair), Jeremy Kerswell (Principal), Julie Dougill (Vice Chair), Tim Laker, Howard Wood, John Evans, Mike Atkinson, Bill Pepper, Claudette Atkinson (Academic Staff Governor), Helen Key (Co-opted Member) Ruby Franklin-Goddard (Student Governor) Sally Kinsey and Sarah Blake (Support Staff Governor).

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

Apologies: Leeni Lear, Stephen Waite, John Moore-Bick, Suzanne Craig and David Stokes (Vice Principal).

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GOV/18 19/65	<p>CMT Briefing: Academic Professional Services</p> <p>Alison Kent explained the rationale for the Academic Professional Services re-structure. The function, structure and new appointments were outlined for each team:</p> <ul style="list-style-type: none"> • Enquiries, Advice and Guidance • Student Records • Business Development • MIS <p>A training plan has been compiled to follow the academic cycle, for example exam training will take place in February. Questions were invited from governors:</p> <p><i>Who will be responsible for quality?</i></p> <p>Audit compliance reports will identify areas of non-compliance. The EAG Manager, MIS Manager, Student Records Manager and Director of Teaching and Learning will all be responsible for quality.</p> <p><i>Who will be responsible for contacting parents?</i></p> <p>Programme Managers will continue to have pastoral responsibility and will trigger student disciplinary action where appropriate. The student records administrators will provide administrative support to reduce the burden on</p>		

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	<p>teaching staff, e.g. sending letters to parents, take the minutes at student disciplinary meetings.</p> <p><i>Do academic staff like the new structure?</i></p> <p>There has been a positive response from academic staff. Large curriculum teams were consulted on what support they needed and helped formulate the service, which will take administration away from teaching staff.</p> <p><i>4.55pm Julie Dougill arrived</i></p> <p><i>How long will it take to fully implement the new structure and how will students be informed?</i></p> <p>It will take an academic cycle to fully underpin the processes. Student facing services will commence by February half term, with the Enquiries, Advice and Guidance team and Student records team in their newly painted offices by half term. Careers Advice and Guidance will commence with tutorials in the Spring and Summer terms.</p>		
<p>GOV/18 19/66</p>	<p>CMT Briefing: Liz Hobby</p> <p>Liz Hobby (Head of Marketing, Communications and Customer Experience) presented to Corporation, key points included:</p> <ul style="list-style-type: none"> • Lots of resource is placed in marketing, generating lots of interest, the focus will now be on conversion. • Quarter 1: <ul style="list-style-type: none"> ○ New FE Brochure ○ Final enrolment/not too late messaging ends in highest enrolling year. ○ New school liaison co-ordinator in post ○ Bakery Pop Up Event in Brighton ○ Press articles down, but a lot of good national scope pieces coming up • Information mornings and taster days – poor conversion from both types of event. October taster days will be removed. Year 10 taster days will continue in February. The June taster days will be replaced by welcome events. Changes will be made to the information events aimed at improving the customer experience. • Social media – increase in number of followers <p>Governors asked what the reasons were for failing to convert students. Where do they go and why?</p> <p>There are a large number of different reasons. A number of students were lost to Bexhill College due to travel time from Hastings/Bexhill. The college is going out to tender for buses, with a decision anticipated by Mid April.</p>		
<p>GOV/18 19/67</p>	<p>Welcome and apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies were received from Leeni Lear, Stephen Waite, John Moore-Bick, Suzanne Craig and David Stokes. The Chair advised that 'Strategies for engaging with employers and</p>		

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	other stakeholders' would be postponed to the next meeting as David Stokes was not present. The Chair also advised that the Teaching, Learning and Assessment item on the agenda would be taken at the start of the meeting as Sam Coles presenting the item was not attending the rest of the meeting.		
GOV/18 19/68	<p>Teaching, Learning and Assessment (including CPD plans)</p> <p>Sam Coles (Director of Teaching, Learning and Quality) highlighted key points from his paper including:</p> <ul style="list-style-type: none"> • Lesson observations completed by a core team at Faculty level, middle managers completing learning walks • 90% lessons graded good or better • Teachers in teacher training have a separate lesson observation cycle which is more supportive and developmental. • Tracking learner progress is a key priority, focusing on the use of markbook • Holistic review of Teaching and Learning to provide a more holistic well-rounded view of teacher performance, beyond a single lesson observation each year and to better integrate the appraisal process with teaching and learning performance. • College Managers piloting a range of lesson observation strategies. • There has been a move to more exam based assessment with written A-level type exams. Consideration will be given to a more secondary school model of data collection points. <p>Questions were invited from governors: <i>What are the barriers for staff not using markbook?</i> Individual confidence in using markbook, when staff are comfortable with a legacy system. There is also a leadership and management issue with a correlation between 'Requires Improvement' areas and low usage of markbook. New Curriculum Managers have been appointed in both of these areas. <i>When do you expect 100% use of Markbook?</i> By the end of term with a couple of exceptions, Vet Nursing - several cohorts of Vet Nursing students will remain on legacy systems and some horticulture courses which are not right for markbook. <i>Do parents have access to markbook?</i> In the longer term parents will have access if the student is under 18 or over 18 if an EHCP plan is in place. A student may withdraw consent when they turn 18. Quality assurance needs to take place prior to access. <i>Do you ever engage external teaching specialists?</i> Occasionally specialist are employed on an agency basis but the vast majority of teaching staff are Plumpton College employees. Guest speakers are extensively used across the college to enhance the student experience.</p> <p>Action – Alison Kent / Sam Coles to consider how governors can gain a greater insight in to quality of learner progress assessment.</p>	<p style="text-align: center;">AK/SC</p>	<p style="text-align: center;">May 19</p>
GOV/18	Minutes of the Corporation meeting held on 11th December 2018 and		

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19/69	<p>matters arising</p> <p>Members considered and approved the minutes of the Corporation meeting held on 11th December 2019 as an accurate record of the meeting. The minutes were signed by the Chair. Members noted the matters arising report discussion took place regarding the following:</p> <ul style="list-style-type: none"> • <u>Governors to spend a day following a learner</u> The Chair asked whether this was something that governors were still interested in doing. A positive response was received, however it was agreed that a full day was not necessary, half a day will be sufficient. Action: Chair/Principal/Clerk to meet to arrange for governors to spend half day following a learner. • <u>Cyber security training</u> The Chair reminded governors to complete their on-line Cyber security training. • <u>Approval of Annual Report and Accounts</u> Action: Clerk to check that the approval of the Annual Report and Accounts has been formally minuted. • <u>Link Governor Allocation</u> The Principal asked governors to focus on tracking, monitoring and evidencing learner progress at Link meetings. Approved: Corporation approved the revised Link Governor scheme 	<p>SS/JK/ LH</p> <p>LH</p>	<p>May 19</p> <p>Feb 19</p>
GOV/18 19/70	<p>Recommendations from Committees</p> <p>Corporation considered the recommendations from Search Committee and Remuneration Committee.</p> <p>Approved:</p> <ul style="list-style-type: none"> • To appoint Yvonne Hopkins as Co-opted Member of Audit Committee • Principal, Clerk and David Stokes to be awarded a 1% pay increase in line with the staff body 		
GOV/18 19/71	<p>Principals Report</p> <p>The Principal highlighted key points in his report including:</p> <ul style="list-style-type: none"> • Staffing - David Cousins has been appointed as interim Curriculum Manager for Animal Management for the rest of the academic year. Following a very successful secondment to the RAU, Becky Taylor has been appointed as Assistant Pro-Vice Chancellor at the RAU with effect from March. Ali will be conducting a review of the roles and function within our HE Central Support Team as a result. • RAU update - A new Research and Scholarly activity strategy for HE staff is due to be launched this term. The Principal and Chair are meeting with the Vice Chancellor of RAU later this term. • Employer Engagement and Apprenticeships <ul style="list-style-type: none"> ○ The first cohort of trainee apprenticeships with Bookers (Butchery/Fishmongery) starts at the end of January, with 47 		

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	<p>learners attending college for two days as part of their launch and induction programme.</p> <ul style="list-style-type: none"> ○ Non-levy apprenticeship recruitment has been below target for the year to date and this presents a financial risk. With the new account manager and line management arrangements in Business Development, targets and priorities are being revised for the remainder of the year and it is hoped that the shortfall can be made up. ○ Ali and Chris are working with teams on a revised tracking system for apprenticeships for us to be better able to track learners from pipeline through every aspect of their learner journey. This will ensure full compliance with ESCG as part of our sub-contract and also to better enable us to monitor recruitment and track funding and fees income. <ul style="list-style-type: none"> ● Risk Register – this is reviewed by SMT fortnightly. In response to governor feedback a column has been added to quantify the financial risk. <p>Discussion took place regarding the potential EA fine. The FD reminded members that this had been added as a contingent liability in the 2017/18 Accounts as it was not possible to quantify the fine as no precedent had been set. Factors affecting the size of the fine include the severity of the incident, the ability of the organisation to pay and the expenditure by the organisation to rectify damage. The buffer in the reforecast does allow for a contingency which would need to be used to pay the fine.</p> <p>Action: Potential EA fine to be added to the Risk Register</p> <p>Governors asked how the all staff Q&A session with the Principal went. Feedback from staff was that the Principal was very brave and answered difficult questions. The Q&A session was brought forward to dispel a number of myths and provide reassurance to staff in light of the academic professional services restructure that took place last term in particular</p>	CK	Feb 19
<p>GOV/18 19/72</p>	<p>Term 1 report: Personal Development, Behaviour and Welfare (including Student Disciplinary)</p> <p>Members noted the above report. The Deputy Principal advised that the increase in number of sanctions in December follows the trend from the previous year. It is anticipated that this is the peak and the number of sanctions will reduce in term 2. The overall rise in formal sanctions issued results from a stronger focus on academic progress and student attendance.</p>		
<p>GOV/18 19/73</p>	<p>Term 1 report: Safeguarding</p> <p>The Deputy Principal highlighted key points in the above report including:</p> <ul style="list-style-type: none"> ● Sarah Bolland, Student Services Manager is now Designated Safeguarding Lead ● The college is providing Student Social Work placements from January 2019 to build better links with outside agencies and provide further support to students. 		

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	<ul style="list-style-type: none"> Number of safeguarding concerns for term 1 2018/19 is consistent with the previous year. The Student Services Manager is delivering Suicide Prevention training to support staff and specialist LSAs in February to respond to the need of the students. <p>Questions were invited from governors: <i>Q: Is there a pattern for year 1, 2 and 3 students? Does the level of anxiety drop in later years?</i> Yes there can be high anxiety for new arrivals. <i>Q: The rise in number of sexual harassment incidents is concerning, what is the reason behind this? Can this be explained by better reporting?</i> The four concerns in the period were in relation to off-site relationships between students, relating to students understanding of notion of consent. This follows a national trend with raised awareness of consent and an increase in peer on peer safeguarding concerns. <i>Q: As a college are we doing anything to address that?</i> There are number of interventions by student services working with groups of students, including a theatre roadshow.</p>		
GOV/18 19/74	Term 1 report: Health and Safety Governors noted the above report. Governors asked how far the college is learning from other colleges. The Deputy Principal advised that there is a Landex Student Services forum at in February and through the forum 3 or 4 Health and Safety Managers are planning to meet to start to form a peer review. It is very difficult to share statistics due to the variety of ways the data is collected at colleges. Governors expressed concern regarding the drop in compliance for H&S Management Cycle returns in 2018/19 and that only 40% of safety managers had uploaded their departmental risk assessments to the shared folder to allow easy sharing of information. Governors asked whether it was a leadership and management issue. SMT assured governors that risk assessments (RA) exist, but had not been uploaded to the shared area and further investigation will take place to find out the reasons why this has not happened. The RA's differ in quality and the focus is on the low quality RA's. Feedback from Ofsted in September 2018 relating to the management of Health and Safety at the College was extremely positive. Action: Link Governor for Health and Safety to drill down further on H&S compliance	MA	Apr 19
GOV/18 19/75	Monitoring performance: Retention/Attendance (Dec data) Members noted the above report. Alison Kent advised that as of the previous day the number of appraisals completed had increased to 98%. A number of missing appraisals were due to a member of staff who has now left. The member of staff completed the appraisals before leaving. Governors asked how authorised and unauthorised absences were captured in the attendance data. Alison Kent explained that if a student does not attend a lesson for whatever		

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	reason, they are marked as absent. Students are required to contact the college and explain their reason for any non-attendance. Daily absence reports are generated. If a student has not been in to college for a week, the programme manager is notified. If a student has not been in to college for two weeks the curriculum manager is notified.		
GOV/18 19/76	<p>Academic Income Monitoring Report</p> <p>The Principal is working with Alison Kent and Chris Knell on an Academic Income Monitoring Report. The RO6 return is being prepared at the moment. 16-18 student numbers are on track, 19+ student numbers are just below target (not significantly) and there has been an increase in advanced learner loans. There is a long way to go to recruit apprentices to reach target.</p> <p>Governors asked whether High Needs income was on track. Payment has been received from East Sussex County Council, payment is being chased from the other local authorities. It is likely that income for high needs students will be lower than budgeted. The college is working with East Kent College to explore alternative models for delivering High Needs provision. A report will be presented to the next meeting.</p>		
GOV/18 19/77	<p>Period 5 Management Accounts</p> <p>Governors noted the period 5 management accounts and update on the Finance Action Plan.</p> <p>John Evans reported he had had a good meeting with the Finance Director the previous week, he asked whether payment had been received from Sussex Coast College (SCC) in respect of apprenticeships. The Finance Director advised that all evidence and documentation required by SCC had been submitted. He had not checked whether payment had been received yet but payment is expected imminently.</p> <p>A governor asked what the risks were in relation to cash flow. Are the risks covered? If the cash flow position was worse than predicted how would this be covered?</p> <p>The Finance Director advised that cash flow is monitored on a daily basis. As in all colleges there is pressure on cash flow in March / April due to the timing of funding payments. There is additional pressure on cash flow due to £400k of expenditure in relation to the Coast to Capital project, which will be re-paid. Sancus have indicated that they would be willing to increase the college's loan facility to £2m. Lloyds bank are actively discussing normal banking terms including an overdraft facility with effect from August.</p> <p>A governor asked for an update on the discussions with the Auditors in relation to the approach taken in relation to the unplanned deficit.</p> <p>Following Suzanne Craig's conversation with the Audit partner, further work was completed by the Audit Manager including gathering additional evidence from the FD prior the Auditors signing off the Accounts.</p> <p>Governors noted that many of the actions agreed in the finance action plan will not yet have impacted the year to date performance.</p> <p>The FD highlighted key points from the Finance Action Plan update paper</p>		

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	<p>including:</p> <ul style="list-style-type: none"> • Training priorities • Agresso system optimisation delay due to the Finance Manager leaving. <p>Governors asked where the college is with regard to the use of purchase order numbers. The FD reported that there has been increased use of PO's since last year, although the increase has begun to slide. The FD would like to include the use of PO's in the management accounts, however this is a manual process as it has not yet been configured in Agresso.</p> <p>The Finance Director advised that consideration will need to be given to the legal framework of the college in response to the Stanmer Park walled garden project. Plumpton College is currently a single entity, about half of land based colleges have a group structure. A paper will be presented to the next Corporation meeting, it is likely that a Task and Finish Group may need to be set up to ensure that governors are close to the process.</p>		
<p>GOV/18 19/78</p>	<p>Data protection policy Members considered the above policy. Approved: Corporation approved the Data Protection Policy.</p>		
<p>GOV/18 19/79</p>	<p>Impact of Governance in January Discussion took place regarding what impact governors had made in the meeting and outside of the meeting. Tim Laker gave feedback from his informative lesson observation in Vet Nursing. He observed a level 2 post-operative care lesson. The questioning of students across the cohort was good. John Evans reported he had had a link meeting with Chris Foss (CM Wine) and Daniel Hird (Farm Manager). Stan Stanier reported that he had met with Sarah Bolland for a Safeguarding Link meeting. Howard Wood attended the Values Lunch for students and their parents to recognise students who have made an outstanding contribution to upholding our College Values, which has received positive feedback from parents. The next Values lunch will be held on 3rd May. The Principal outlined details of the stakeholder event on 29th January 2019. Action: Clerk to distribute delegate list for the stakeholder event to governors prior to the event.</p>	<p>LH</p>	<p>Jan 19</p>
<p>GOV/18 19/80</p>	<p>Any other business The Chair announced it was Claudette Atkinson (Academic Staff Governor) last meeting as she is leaving the college. He thanked her for her active and valued contribution to Corporation. The meeting closed at 7.25pm.</p>		

Signed _____ Date _____