



**CONFIDENTIAL CORPORATION MEETING**  
**5.20pm Tuesday 26<sup>th</sup> February 2019**  
**BT5, Sussex Rural Business Centre, Plumpton College**  
**MINUTES**

Present: Stan Stanier (Chair), Jeremy Kerswell (Principal), Julie Dougill (Vice Chair), Leeni Lear, Stephen Waite Howard Wood, John Evans, , Bill Pepper, Ruby Franklin-Goddard (Student Governor) Sally Kinsey (Via Skype), Sarah Blake (Support Staff Governor) and John Moore-Bick.

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

Apologies: Suzanne Craig, Tim Laker, Mike Atkinson and Helen Key (Co-opted Member)

Minute no.		Action by whom	Action by when
GOV/18 19/81	<b>CONFIDENTIAL ITEM</b>		
GOV/18 19/82	<b>Welcome and apologies</b> The Chair welcomed everyone to the meeting. Apologies were received from Suzanne Craig, Tim Laker, Mike Atkinson and Helen Key (Co-opted Member).		
GOV/18 19/83	<b>Minutes of the Corporation meeting held on 22<sup>nd</sup> January 2019 and matters arising</b> Members considered and approved the minutes of the Corporation meeting held on 22 <sup>nd</sup> January 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: <ul style="list-style-type: none"> <li>• <u>Health and Safety (GOV/1516/49)</u> The Deputy Principal advised that it had not been possible to source an economically viable external audit for H&amp;S. The college is trying to utilise the Landex Network for peer review. It was agreed this matter arising should be delegated to the Audit Committee to monitor <b>Action: Audit Committee to monitor progress of H&amp;S peer review / audit.</b></li> </ul>	LH/MA	Mar 19

Minute no.		Action by whom	Action by when
	<ul style="list-style-type: none"> <li>• <u>High Needs Delivery (GOV/1819/021)</u> It was agreed that a paper on High Needs delivery and costing to be presented to the May Corporation meeting. <b>Action: Paper on High Needs delivery to May Corporation meeting.</b></li> <li>• <u>Cyber security training (GOV/1819/027)</u> The Chair reminded governors to complete the above training and requested that the Clerk provide an update to the next meeting regarding outstanding Cyber security training. <b>Action: Clerk to contact all governors who have not completed cyber security training</b> <b>Action: Clerk to advise outstanding cyber security training at the next meeting.</b></li> </ul>	<p style="text-align: center;">AK</p> <p style="text-align: center;">LH</p> <p style="text-align: center;">LH</p>	<p style="text-align: center;">May 19</p> <p style="text-align: center;">Mar 19</p> <p style="text-align: center;">Mar 19</p>
<p><b>GOV/18 19/84</b></p>	<p><b>Recommendations from Committees</b> Corporation considered the recommendations from Search Committee and Remuneration Committee. <b>Approved:</b></p> <ul style="list-style-type: none"> <li>• <b>Re-appoint Bill Pepper for a final one year term of office.</b></li> <li>• <b>Sally Kinsey to withdraw from the Search and Governance Committee.</b></li> <li>• <b>John Moore-Bick to be appointed to the Search and Governance Committee.</b></li> <li>• <b>Julie Dougill to be appointed as Chair of Remuneration Committee.</b></li> <li>• <b>Approve the Staff Governor Role Description.</b></li> <li>• <b>Approve the Colleges' Senior Post Holder Remuneration Code.</b></li> <li>• <b>To approve the revised Terms of Reference for the Remuneration Committee</b></li> </ul>		
<p><b>GOV/18 19/85</b></p>	<p><b>Principals Report</b> The Principal highlighted key points in his report including:</p> <ul style="list-style-type: none"> <li>• Academic Professional Services – it has been a challenging transition period moving to the new structure. Lots of new staff are now in place and SMT meet regularly to ensure the transition is effectively managed.</li> <li>• Recruitment for 19/20 is positive</li> <li>• Student Survey – Whilst some aspects are pleasing, a number of areas are disappointing with scores lower than last year. The results of the Student Survey and the associated action plan will be presented to the next meeting. SMT and CMT are working on action plans that will be incorporated into a revised whole college Quality Improvement Plan, which will be presented to the next Corporation meeting.</li> </ul> <p>Governors asked whether the quality review meetings had revealed the reasons behind the lower scores in the student survey. SMT advised that there were different reasons for every programme.</p>		

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	<p>Discussion took place regarding the reports in the press about Hadlow College. It was agreed that the Audit Committee should be tasked with investigating how we can provide assurance that the same is not happening here.</p> <p><b>Action: Audit Committee to investigate how lessons can be learned and assurance can be provided that the situation at Hadlow College could not happen here.</b></p> <p><b>Action: Chair of Governors to write to Chair of Governors at Hadlow to offer support.</b></p>	<p>AC</p> <p>SS</p>	<p>Mar 19</p> <p>Mar 19</p>
<p><b>GOV/18 19/86</b></p>	<p><b>Student Union Mid-year report</b></p> <p>Governors noted the above report. In addition Ruby Franklin Goddard provided the following additional information:</p> <ul style="list-style-type: none"> <li>• Student experience blackboards have been created to show all up and coming events in one place. This has been well received by students and will drive engagement.</li> <li>• Ruby will start attending the Student Reps meetings</li> <li>• RAG Day – 26<sup>th</sup> March. Smaller cheaper activities are planned throughout the day to ensure that all students are able to participate. The Principal advised that there will be a staff quiz, it was suggested that governors may want to enter a team.</li> </ul> <p><b>Action: Clerk to circulate date for the RAG day to all governors and details of the staff quiz when available.</b></p>	<p>LH</p>	<p>Mar 19</p>
<p><b>GOV/18 19/87</b></p>	<p><b>Monitoring performance: Retention/Attendance/Recruitment</b></p> <p>Ali Kent circulated the above report and highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• Retention is 96%</li> <li>• Attendance is disappointing at 87%. Following Quality Review meetings, CM's and HOF's will be meeting with students where attendance is below 90%. Attendance for Home Educated and Schools is low. AK will send a letter to every school and parent reinforcing college expectations.</li> <li>• Attendance for Maths and English is a concern at 84%. However we are reviewing register accuracy and timetables following an investigation into changes when students move up a level, where a student has remained on the register for the previous level.</li> <li>• A new welcome event is planned in June for school leaver applicants to support transition.</li> <li>• Achievement is starting to be tracked during the year rather than year end.</li> </ul> <p>A governor commented that the lesson observations indicate that 92% of lessons are good or better, however the student surveys are showing a different picture, why is this? SMT advised that the disappointing student survey feedback results relate to feedback on student work and students understanding their progress. There were some nice comments regarding the teaching with students commenting on well planned lessons.</p> <p><i>(Sarah Blake left the meeting)</i></p>		

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GOV/18 19/88	<p><b>Gender pay gap report</b></p> <p>The Finance Director advised that following three months of parallel running, the February payroll was completed on the new payroll system. The production of the Gender pay gap report has been delayed due to the implementation of the new HR/payroll system. It was agreed that the Gender pay gap report will be circulated via e-mail to governors. The deadline for publication of 31<sup>st</sup> March was noted.</p> <p><b>Action: Gender pay gap report to be circulated to governors via e-mail.</b></p>	CK	Mar 19
GOV/18 19/89	<p><b>Period 6 Management Accounts and College comparison paper</b></p> <p>Governors noted the period 6 management accounts. Governors asked for an explanation of the Staffing (YTD % of Income) 1.6% on the front page of the management accounts. This is the ratio of staff to income, which is 1.6% above what had been planned. This is due to income being down and staffing a little high. It is important to track staffing against income, because staff costs may be on target against budget, but if income is significantly down staffing will have to be adjusted to reflect the lower income. Governors asked why there had been a drop in income. The FD advised that £115k was due to student withdrawals. Better tracking has ensured that changes to income due to student withdrawals are shown throughout the year and there are no surprises at year end. Governors asked what the probability was that the full budget would be achieved at the end of the year. The FD responded that it would be very challenging and the college would have to work hard to deliver the budget in a tough environment. The FD outlined steps being taken to ensure even small savings were made wherever possible. The Principal is confident that a surplus will be generated at year end. Governors welcomed the college comparison paper and noted that every college has at least one red indicator. Governors would welcome receiving this paper on a regular basis.</p>		
GOV/18 19/90	<p><b>Depreciation</b></p> <p>Discussion took place regarding the depreciation policy. The Chair raised two points which had been forwarded to him by a governor who was unable to attend the meeting:</p> <p><i>Is the 8 year motor vehicle life in line with our actual experience?</i></p> <p>The FD responded that our experience is we use vehicles for longer than the depreciation proposals; of the 17 vehicles owned by the college, 14 have been fully depreciated but are still in use.</p> <p><i>It has previously been suggested it might be better to depreciate vehicles and machinery on a declining balance (rather than a straight-line) basis.</i></p> <p>The FD advised that to change the number of years we depreciate over can be accomplished in year which has been the focus. To change the accounting methodology (reducing rather than straight line) could only be done from 1st August forwards. It was agreed that this could be discussed with Auditors at year end.</p>		

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	<p><b>Approved:</b></p> <ul style="list-style-type: none"> <li>• <b>Depreciation of machinery and equipment is increased from 4 to 8 years.</b></li> <li>• <b>Depreciation of vehicles, both motor and farm, is increased from 4 to 8 years.</b></li> <li>• <b>Current asset categories are amended with 'Motor vehicles and general equipment' split from 1st August 2019.</b></li> <li>• <b>Leases, building, computer equipment and fixtures and fittings continue to be depreciated on current terms.</b></li> </ul>		
GOV/18 19/91	<b><u>CONFIDENTIAL ITEM</u></b>		
GOV/18 19/92	<p><b>Governor confidence in financial reporting</b></p> <p>'Improved confidence in financial reporting' has been identified as an area for improvement in the Governance QIP. Search and Governance Committee monitor progress within the QIP and requested feedback from governors.</p> <p>Governors were impressed with the openness and honesty of the reporting and willingness to admit and learn from mistakes. CMT engagement with the management accounts and an increased focus on training and development for budget holders has increased governor confidence in the reporting. Governors are more confident in the reporting than at the beginning of the academic year.</p> <p>The Finance Director invited governors to contact him directly in between meetings if they have any concerns or would like to look in more detail.</p> <p><b>Action:</b></p> <p><b>Governors to discuss budget control and management at Link Governor meetings.</b></p>	<b>All</b>	<b>On going</b>
GOV/18 19/93	<p><b>Strategies for engaging with employers and other stakeholders</b></p> <p>David Stokes summarised the Stakeholder Engagement paper. The college has numerous and wide ranging stakeholders. Internal stakeholder relationships are supported by a range of software solutions. External stakeholder relationships are less consistently recorded and managed. SMT prioritise and 'own' the most strategic relationships. The college is now engaging with more stakeholders with higher regional and national profiles. The intention is to more consistently record, categorise, prioritise and communicate with all stakeholders, through consistent strategy, policy and procedures. Furthermore to more robustly evaluate the value from each stakeholder relationship to maximise benefit to the college. The plan is to implement this following an evaluation of approaches to facilitate stakeholder relationships, including an option to introduce a CRM package / system.</p> <p>Discussion took place regarding the implementation of a CRM. Governors suggested talking to other colleges to see what systems they are using, as most CRM's are commercially based and the wrong CRM can waste time and</p>		

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	money.		
GOV/18 19/94	<b><u>CONFIDENTIAL</u></b>		
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GOV/18 19/96	<p><b>Approval of policies - Substance Misuse Supply and Possession Policy</b>  The Deputy Principal advised that the amended policy provides clarity regarding students consuming alcohol off site and then returning to site. Discussion took place regarding the consumption of alcohol whilst on college business and the college selling alcohol on site as a licenced premises.</p> <p><b>Approved:</b>  <b>Substance Misuse Supply and Possession Policy</b>  The Freedom of Information policy will be presented to the next meeting.</p>		
GOV/18 19/97	<p><b>Impact of Governance in February</b>  Stan Stanier and Julie Dougill attended a Quality Review meeting for Foundation Learning, Home Educated and Schools, and also a Quality Review meeting for Teacher Training reported. Julie gave feedback to all governors:</p> <p>A thorough professional dialogue was had with Programme Managers and Course Managers facilitated by Ali Kent. Ali was joined by range of SLT members of staff. Staff were fully prepared and briefed on the agenda for the meeting which had a focus on attendance and progress of learners. Data and weekly registers were referenced in the meeting and individual department QIPs. Staff knew their students very well and between those present could begin to address concerns, problem solve collectively and clarify any outstanding data/register issues. At risk students were discussed sensitively. Such meetings provided the SMT with valuable information on progress of learners, to identify any trends across the college programme areas etc.</p> <p>As a governor this meeting helped to provide Julie with an insight into 'getting to know the college in greater depth'. More importantly, Julie has now seen a number of such meetings and is confident that the meetings are all thorough, they dig deeply into the issues to address, ensure that actions from the previous meeting have been addressed and are consistently managed.</p> <p>In response to attending the quality review, Julie suggested that governors should consider the following:</p> <p>As numbers of Home educated learners increase in the college what is the impact on staffing in the college to meet their support needs (they are often a vulnerable group of learners)? Will staffing now in place be enough if numbers increase? Do they have access to finance bursaries / financial assistance? What is the impact on the college safeguarding team? How</p>		

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	<p>much funding do such learners bring in and do we have a target for enrolment for 19/20? Do we have an enrolment target for teacher training especially as we develop a distance learning package? Monitoring of college behaviour policy?</p> <p>SMT advised that in response to staff have requests additional training on managing the behaviour of 14-16 year olds will be arranged. The college disciplinary policy forms part of the new staff induction. Teams are using the policy very well regarding student behaviour, and this year there has been increased use of the policy regarding attendance.</p> <p><b>Action:</b>  <b>Briefing on Home Educated Students to be added to the schedule of business for Corporation.</b></p> <p>Bill Pepper reported on his visit to the Animal Care department. Staff are looking forward to their new leader starting which is great news as staff morale in the department has been low.</p> <p>Stephen Waite had met with Alison Kent regarding HE. It was satisfying to see sensible systems in place. Changes in funding and regulation were noted.</p> <p>Discussion took place regarding the Annual Strategic Review: Raising Ambition and driving success evening. There was very positive feedback from governors, with great engagement from stakeholders and excellent presentations from the students.</p>	LH	Mar 19
<b>GOV/18 19/98</b>	<b>Any other business</b> The meeting closed at 7.42pm.		

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