

MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 6th JULY 2022 AT 6.00 P.M. MEETING 21/06

IN THE MAIN HALL, VARNDEAN COLLEGE

- Present: Jill Arnold, Belinda Dutch, Thomas Dyer, Jane Farrell, Paul Herridge, Donna-Marie Janson, Simon Lindfield, Janice Robinson, Alan Walker, Brendan Ward, John Williams, Jason Wye
- In Attendance: James Gordon, Elaine French, Lisa Watkin-Stevens, Louise Pennington
- Apologies: Cintha Archer, Ayas Fallon-Khan, Martha Rayner, Katharine Travis, Aldona Wheeler
- In the Chair: Janice Robinson

1. Welcomes and Apologies for Absence

The meeting was quorate

Apologies – as recorded above

2. Declarations of Interest

None recorded at this time, other than those declarations notified at previous meetings and as recorded in the Register of Interests' records.

3. Minutes of the Corporation held on 18th May 2022– Part 1 (Non-Confidential)

The minutes of the meeting were approved by the Corporation and the Chair was authorised to sign these. **ACTION: Louise Pennington**

4. Matters Arising and Action Points – Progress Report and High Level Risks' Schedule

The Corporation noted the progress with actions to date and those which were on the agenda, in progress or would be taken forward in due course.

In response to a question from Governors regarding the strategic plan diagram in the paper presented to Governors at the last meeting, the Principal reported that the updates were being progressed and that once the new digital marketing assistant had been recruited (appointment underway), this would be one of the graphic tasks to be actioned.

It was noted that the action schedule would be updated to reflect any changes detailed above. **ACTION: Louise Pennington.**

HIGH LEVEL RISKS 2021/2022– the Corporation noted the risks for 2021/2022 and agreed to bear these in mind with reference to the Meeting's business.

5. Chair's Report

- Collaborative work with other Sussex Colleges – the Chair gave an update to Governors and reminded them of the collective bid details for the strategic development fund (round 2) in respect of creating new digital centres. She advised that the bid had been rejected in respect of the Sussex SFCs (but approved iro the GFE Colleges' bids), owing to the fact that it was thought the SFCs bid was too generic and insufficiently technical. Since this announcement, the SFC Sussex Principals have met with the Skills Minister and discussed this, together with the requirements for SFCs (but not Sixth form schools or academies) to comply with the new Skills Act. It's thought that having had further discussions and input from the SFCs, that a revised bid would be approved but that this would be based on only 1 SFC in the area, being allocated the capital element of the bid to develop a digital skills centre. At this stage, of the local SFCs, Bexhill and Varndean College are in the running, so negotiations are underway. The intention would be that the SFC granted the main bid, will lead the project on behalf of all Sussex SFCs, with some funding going to all SFCs, but the main grant going to the lead SFC awarded the overall grant. It was also noted that the timetable for implementation of the project was very tight. At this point the Deputy Principal reported that the focus of the bid was intended to provide training in digital skills for hospitality, retail workers (. Note check this with DM /JAG) which were needed in the local area but noting that this would be a new venture for the College but would demonstrate that the College was meeting the new requirements for SFCs to meet the Skills Act and would incorporate links to local employers.
- The Corporation was updated on the notification at the last Corporation meeting that the Chairs and Principals of Sussex Colleges had met at a facilitated workshop to consider how Colleges could improve the governance element in relation to the collaborative initiatives reported earlier, without creating additional unnecessary work. The workshop meeting concluded that a new form of governance should be sought to enable the collaborative work to be undertaken to ensure probity and the new Chief Executive of FE Sussex was tasked with investigating this on behalf of the Group.
- The Accord Group of Colleges (Varndean, BHASVIC and GBMet) met recently including both Chairs and Principals, to which Jill Arnold had been invited as Varndean College's Chair Designate. The Group met with the local MPs (Caroline Lucas and Lloyd Russell-Moyle) to discuss current issues within the sector and local community and in particular discussed Covid, Skills Act, BTECs and T Levels, mental health provision, peer on peer sexual abuse and ONS (Office for National Statistics) consideration of whether to re-designate Colleges (moving from the Private sector back to the Public sector. With regard to the SFCs need to meet the new Skills Act requirements, and noting that this was not a requirement for School or Academy Sixth Forms, the MPs agreed to lobby for some accountability measures. Regarding the issues of peer on peer sexual abuse and the mental health provision, the Chair reported that MPs have agreed to explore with the local authority what more could be done to improve the former where such abuses arises on site, which Colleges have been able to identify as more expertise was needed and secondly, Lloyd Russell Moyle advised that he was in the process of liaising with the Mental Health Trust in order to establish ways to improve mental health provision for young people in Colleges.

- The Chair and Chair Designate, Jill Arnold, attended a meeting of the Chairs of Secondary Schools and Colleges at the local Kings School at which discussions were held on the following topics – school organisation in light of declining demographics and the potential impact on SFCs; requirements in the Schools Bill for all schools to become part of a multi-academy trust (MAT) by 2030 and the Council has made it clear that there was no intention at this time to establish a MAT and preference was to focus upon partnerships between Schools and Colleges.

At this point, Jill Arnold recorded thanks to Janice Robinson for her help and support in her role as Chair Designate, noting that this was the Chair's last meeting.

6. Principal's Report

Donna-Marie Janson presented her report to Governors and the contents of her written report were noted. In summary, the following aspects were highlighted and additional points and questions were also recorded:

- a) **Equality Duty Annual Report – Staff** (the paper was circulated separately from the main meeting papers pack, prior to the meeting).
 - The 9 month delay in issuing the Report owing to the long term sickness within the HR Department.
 - There has been an increase in the number of Staff over the period which mainly reflects the required increase in invigilators and testers, noting that following a change in regulations those Staff had to complete a DBS (Disclosure and Barring Service) Registration for safeguarding purposes, and were added to the Single Central Record (SCR).
 - There was also a slight increase in the number of Staff classified as BAME and a smaller increase in the number of Staff declaring a disability. The gender breakdown remains unchanged and the average Staff age is 48, with the majority of Staff falling within the 50-59 category (Support and Teaching Staff).
 - Next year this report will be included within the overall EDI report.
 - In response to a question from Governors regarding plans to reduce the gender pay gap, the Principal advised that this had reduced slightly, but confirmed that work was underway, including a Support Staff pay review (including comparisons with BHASVIC), with the aim of rectifying this, noting that the majority of these Support Staff members were female. It was also recorded that the ESFA was also doing some work on the sector gender pay gap. Governors also queried the measures for determining Support Staff pay and how comparisons were made and SLT highlighted those receiving minimum wage, comparisons with the private sector (the latter being significantly higher compared to equivalent education sector roles), but noting that the College's Support Staff pay levels were in line with the SFC sector nationally, but that there was the additional difficulty of the cost of living in Brighton. The Principal explained some of the actions taken to date and issues still to be resolved, including the removal of the lowest band – band 1, noting that there had been concerns raised by other Staff at higher band levels, whose band had not improved, despite band 1 being discontinued and the fact that roles within the same band were not necessarily equitable in terms of pay. There have also been some recruitment and retention issues in respect of Support Staff, including difficulty recruiting a digital marketing

assistant and a Director of MIS; adverts have been revised with the aim of attracting suitable candidates.

- In response to a question from the Finance Committee Chair, Elaine French confirmed that changes in Support Staff pay, would be presented to Corporation via Finance Committee via the budget paper.

OTHER

IB Results – these were issued today and were broadly in line with the College's historical outcomes – overall result was 36.08 which compares with 36.87 last year (out of a total score of 45); 3 Students received 44 points and 2 Students have Oxbridge places. 1 Student had failed owing to the fact that they had not completed the required voluntary work element (to gain the IB Diploma, 30 hours of voluntary work is required) but noting that this would be resolved over the Summer holiday, enabling the Student to progress to University. Congratulations were recorded to Students and Staff for these excellent results.

b) Progression on the AoC Road Map to Sustainability

- A number of sustainability actions are underway, noting that the carbon literacy qualification was now embedded in the curriculum, with 125 Students having achieved this to date. The College anticipates that it will be awarded the bronze medal shortly and once SLT members have all passed the qualification, this would generate gold medal status. SLT will continue to take the various actions forward over the next 3 years.
- The carbon emission targets are robust, with some challenges for SLT to resolve such as existing boilers and issues arising from the temporary hut accommodation. SLT are working on a plan for taking this forward, with the aim of achieving a grant to support the work involved. In response to a question from Governors regarding the need to replace the existing boilers, Elaine French advised that a consultant had been appointed to provide options for the College and that once SLT has reviewed proposals, recommendations will be included in the Accommodation Master Plan, after which bid documentation will be drafted in order to apply for grant funding; the Corporation will be kept informed.
- The College has a Sustainability Group comprising both Staff and Student Members which meets regularly.
- The development of the biodiversity area on site continues to progress and an ecology garden is also being planned, with work to be taken forward over the Summer.
- A KPI report will be prepared and presented to Governors next term. **ACTION: DMJ**

7. Student Governors' Report

Thomas Dyer presented the following update to Governors:

- Update on Student Union Cultural Day – having reflected on this event the SU decided to extend this to a Cultural Week with each day focusing upon different cultural aspects.
- S7 Conference was held on Monday 4th July at Varndean College, with other S7 Colleges visiting. Discussions were held on how to better manage and improve

transparency with Corporations, noting that Varndean College was the only Student Union which does appoint the Student Union Presidents as the Student Governors. The S7 Group agreed that the Varndean model was less likely to hinder communications between the SUs and Governing Bodies. The event also focused upon sustainability matters.

- The SU is aiming to hold an Open Forum event every half term to enable Students to feedback on issues affecting them, including grievances, suggestions for improvements etc
- Year 10 Event involving Students.
- Leavers' Event organised by the SU including food provision, in house music and DJ etc

The Corporation thanked Thomas Dyer for his update.

8) Curriculum and Standards

The Deputy Principal and Vice-Principal updated Governors as follows, referring to the respective meeting papers:

a) College Appraisal Process

- The contents of the summary paper front sheet were noted by the Committee, particularly the changes made this year with the aim of simplifying the overall process and to remove some of the inconsistencies between the Teaching and Support Staff processes.
- Plans for next year include a focus on developing equality processes and a move away from paper based to an online system
- Referring to the quality improvement plan, it's the intention to bring various aspects – lesson observations, teaching and learning projects, into the appraisal process in respect of Teaching Staff.
- Links to professional standards have been incorporated into both the Support and Teaching Staff process, and providing a self-evaluation element for Teachers (against their professional standards' criteria), with a skills checklist for Support Staff relating to their area of work.
- Job Descriptions are being reviewed and updated as necessary.
- The aim is to complete the appraisal review process and present any changes for consultation with the JCC (Joint Consultative Committee – involving Unions) meeting in October and once agreed, will be implemented.
- In response to a question from the Corporation, the Deputy Principal confirmed that the main purpose of the appraisal system, was to focus upon Staff professional development, removing the link to pay progression.
- The Corporation also queried whether the new appraisal process, could be benchmarked with others in the sector and the Deputy Principal agreed to investigate this in consultation with S7 Colleges and the SFCA. **ACTION: James Gordon**

b) High Needs Students Report

The number of Students presenting with high needs which has increased year on year was highlighted from the graphs, particularly in the areas of examination access, together with a significant increase in Students with a health care plan (EHCP). Some of the support put into place by the College were noted as highlighted in the

report, including assessments enabling earlier identification, transitional support and support plans in place prior to the start of teaching. In response to a question from Governors regarding the increase in EHCP, Lisa-Watkin-Stevens responded that she thought this reflected that the College was receiving a greater number of such applications in the local area, rather than mirroring the national picture. The greater pressure and cost (not covered in funding) placed upon the College in respect of providing the additional support in this area was noted together with the issue of potential litigation in some difficult cases where the College is named as the educational provider, but was unable to offer a place. It was also explained that Varndean College was similar in its intake to other local Colleges with similar missions such as Bexhill. Jason Wye (who in addition to his responsibilities as the Physics Head of Department, was also the Deputy Examinations Officer), explained that the need for specific access arrangements for some Students had increased by 65% and that this could become unmanageable if it continues to increase. In response, Lisa Watkin-Stevens advised that it was generally thought the increase reflected the repercussions following Covid and was therefore unlikely to prevail year on year; fewer cases have been identified this year during the admissions process. Governors expressed some concern that Varndean College was not receiving additional funding for the additional support required and that it appeared that there was a greater percentage of High Needs Students applying to Varndean, compared to other local Colleges. The Principal advised that this matter had been discussed during the DfE annual strategy conversation and it had been acknowledged and understood how much Varndean had been doing in the City, in this area. Referring to page 25 of the papers regarding learning support provision and reference to 640 learning coaches, it was explained to Governors that this reflected the fact that 640 Student had accessed intervention or a series of sessions with a learning coach; this provision will continue for next year, noting that additional funding had been offered to all Colleges for this purpose and that Varndean was making full use of this.

c) Student Survey and Tutorial Survey Results

The Deputy Principal reported that the College hadn't instigated a full Student survey for 2 years owing to the pandemic, which has meant that some of the comparative data is more out of date than usual (from October 2019) with some questions also having been revised, so not being comparable either.

49% of Students completed the survey this year, which is a slight reduction compared to 2019.

Separate surveys were completed per subject area and 95% of those Students who responded, thought they were treated fairly by their Teacher/s.

Other key points:

- Students appeared to be more aware of the grade to which they were working towards as a final outcome and this has meant that Students have managed their work better with target grades now providing a more accurate outcome.
- Some Students have felt that they are not being set sufficient work – noting that this year's survey was the first time in which this question was included.

- New initiative from next year – planned study slots will be incorporated into Students' timetables rather than leaving as “free time” to help Students manage their time better.
- SLT is aiming to remind all Teaching Staff of the range of teaching methods available as there have been some limited teaching methods used, possibly reflecting the consequences from the impact of Covid restrictions.
- Tutorials – attendance and progress is tracked online via “My Varndean” enabling Tutors to closely monitor Students' development and any issues which need addressing. Tutorials have also developed in terms of the information provided to those Students not progressing to Higher Education, but preferring to following employment pathways.
- The timing of Student surveys has been revised following consultation with the SU which had reported that Students thought there were too many surveys and SLT has also slightly revised the timing for issuing surveys.

d) Update on Curriculum (T Levels)

The Deputy Principal reported on the request for an update from Governors at the last Corporation meeting and he summarised the key points as recorded in the paper:

- Specialist nature of T Levels were noted and that these were not designed for borderline Level 3 Students.
- T Level courses require a 45 day placement which is also assessed as part of the final grade.
- The College already offers Health and Social Care and Early Years' qualifications, but going forward it's only able to offer these as T Levels, hence the College will move from BTECs in these 2 areas. However, there are some concerns that some Students may struggle to achieve the standard required for T Level, so this is being reviewed by SLT to determine how best to manage this issue.
- The College is also looking at providing a Craft and Design T Level, which is very specialised and focused upon jewellery making, textiles, fashion design etc, enabling all those enrolled to have an introduction into all aspects, but will then be required to specialise in one area fairly early on in the course (ie after one term). The College has now registered to provide this course and is working with the AoC and ETF (Education Training Foundation) on implementation, funding and other developments such as access to employer links.
- The introduction of the additional T Levels has presented the College with challenges relating to timetabling as these are in addition to the existing A Level provision such as visual arts; this aspect is currently under review to identify how to manage the scheduling.
- Regarding T Level funding, Colleges have access to the T Level capital funding in respect of new building and refurbishment needs, together with specialist equipment etc. The cost of running the T Level courses was also noted, being more expensive than the College's existing provisions.
- In response to a question regarding the decision to investigate Craft and Design as opposed to other potential options such as broadcast and media, the Deputy Principal confirmed that the decision reflected the creative micro-industry in the local area and that some Staff had contacts in these areas.

- Uncertainties regarding T Level implementation remain, including whether sufficient Students will apply for the courses etc, so progress will be monitored very closely.

Thanks were recorded to the Deputy Principal and Vice-Principal for their reports.

9.Finance

The Vice-Principal (Resources) and Chair of Finance Committee (Simon Lindfield) presented the following items to the Corporation:

- a) Draft Minutes from Meeting Held on 16th June 2022 – noted**
- b) Financial Updates and Management Accounts**
 - i) Executive Summary to Management Accounts**
 - ii) Income and Expenditure**
 - iii) Balance Sheet**
 - iv) Cashflow**
- c) Budget 2022-2023 and forecast 2023/2024**
 - i) Executive Summary**
 - ii) Proposed Budget**
 - iii) Projected Balance Sheet**
 - iv) High Level Review of Capital Expenditure Requirements for 2022/2023 and 2023/2024**

Attention was drawn to greater narrative within the paper front sheets, following the Finance Committee meeting, with the intention of assisting non-Finance Committee members and encourage questions.

The Management Accounts for the current year to the end of May 2022 were referenced and noting that these remained on target, with very little movement since the last version and still on target to achieve a good financial health rating of 200 points.

Simon Lindfield referred to the key discussion areas and items recommended to Corporation for approval, particularly drawing attention to next year's budget and the following year's financial forecast. He highlighted the summary narrative prepared by Elaine French noting that the financial health score was "good" for both the budget and forecast. The budget allocation in respect of capital expenditure remains understandably quite low but this could be boosted depending upon the outcome of any capital bid submissions over the next year. The improvements in the budgetary position particularly owing to the significant increase in International income.

In addition to the detailed narrative provided in the front sheet and the points already reported above, attention was drawn to the following:

- Financial health – good
- Funding grant information is based on ESFA figures agreed.

- International Income – reliable assessment of year end outturn but likely to be higher than the budget figure. A significant proportion of income has already been received by the College as fees are paid up front.
- Staffing costs – difficult to predict the final allocations at present as national pay negotiations are still underway and the final agreement won't be known until later in the next academic year. At this point, reference was made to the uncertainty surrounding the potential for industrial action led by the Teachers' Unions. A 3% pay award has been included in the budget, with 2% pay rise for the following year.
- Account has been taken of inflation particularly in respect of key expenses – utilities etc, but noting that the College's utility costs have been fixed for next year.
- Regarding inflation the DfE has indicated that account may be partly taken of inflation in future funding offers, but not until the year after next.
- In response to a question from Governors regarding the consultancy fees, it was resolved to transfer the minute to confidential record owing to the sensitive nature of the discussion – **refer Part II minutes**.
- Regarding Staff pay it was recognised that any decisions in respect of this, once the outcome of the national pay negotiations are known, will have to be considered in light of the College's financial position and the Finance Committee would review this prior to making recommendations to Corporation, based on affordability.
- Referring to the financial forecast figures, it was acknowledged that this was based broadly on next year's budget, with a 2% pay award incorporated.

The Corporation approved the budget for next year, together with the following year financial forecast, noting that the figures would be included in the financial return submission to the ESFA.

d) Costing Model and Financial Sustainability Action Plan and Benchmarking Report including Contribution rate methodology/analysis

e) ESFA College Governing Body Finance Dashboard

f) Benchmarking reports

The contents of the papers in respect of items d, e and f were noted by the Corporation and the following points highlighted, following by questions:

Item d – the majority of entries were in “green” reflecting that they were actioned or on track, with a few aspects marked “amber”, where there is work to be done or to be agreed. Attention was drawn to the Staff cost ratio recognising that in light of inflation and the ongoing pay negotiations, it would be difficult to keep this at 74% or lower. Once the pay awards have been agreed and subject to discussion and recommendations at future Corporation meetings, the pay increase agreed will have an impact on the College's cash position.

Adult Education – this remains a work in progress, with some actions needed to grow income and Governors were reminded that the Principal had updated Governors at the last meeting on the proposed revised staffing structure, quality assurance activities to ensure that the quality of courses resulting in qualifications are at the same level as those delivered

during the day time courses. Regarding the latter, the intention is to move all those teaching evening courses, on to Teaching contracts with appraisal processes embedded. There are also plans underway to extend the evening leisure courses post Covid.

Item e – ESFA dashboard – sent to the College for the attention of Governors for information and reflects the financials as reported in the previous year’s Finance Record; this will be available on line in future for all Governors to access.

Item f – the contents of the paper and summary front sheet were noted by the Corporation and following a question from Governors, Elaine French explained that in some of the benchmarking data, it wasn’t always possible to make realistic comparisons owing to the fact that College’s may not be consistent in their methods of recording each element of Staff pay for example, although the overall benchmark data does provide a useful comparison.

Elaine French drew attention to page 75 of the papers which presents analysis by College type – GFE, FE and SFC etc and the graphical presentation of this information, demonstrated how stable the SFC sector was over the last few years in respect of the operating surplus/deficit ratio.

g) Property Matters including Summer Works

The Corporation was reminded that the Accommodation Master Plan was being developed with outline planning permission being progressed; currently the College’s consultants are having a pre-application meeting with the architects etc and completing the various requirements such as ecology and highways assessment, the latter of which is also involving a meeting with the local council’s Planning Department (on Friday morning). The pre-application meeting with the Planning Department will consider the outline planning proposals and aspects to be taken into account in the decision-making process. Next week the College’s appointed bid-writing firm (recommended by other Colleges and the SFCA) will be meeting with members of SLT for an initial discussion and to view the College together with the Accommodation Master Plan, before a final decision is made on whether to appoint this company to write the bid/s.

The next stage will be to progress the outline planning application and then work with the architect and other consultants on how to organise phased plans based on the Master Plan for the purpose of submitted bids. The first bid – CIF (Conditions Improvement Fund) is due to be announced by the DfE in December and there are also likely to be various capacity funding available during the Autumn Term.

In response to a question from Corporation regarding the Master Plan, SLT confirmed that the proposals had not yet been costed and that further information was necessary from the various consultants. It was noted that each bid would be restricted to a maximum amount per College (details not yet known) and that Colleges were expected to make a proportional contribution to the overall costs. The impact of inflation and the significant increase in costs of raw materials was also noted; hence the need to prioritise and breakdown the Master Plan into phased projects.

10. Audit Matters:

The Vice-Principal (Resources) and Chair of Audit Committee (Alan Walker) introduced the various report, followed by questions

RM – refer papers agreed and changes as per minute Are next 4 lines of text meant to be here? Not clear what they mean....

Approved – endorsed, and noted?

JF good outcome?

Plans, RR and note reports taken place internal audit?

a) Draft Minutes from Meeting held on 21st June 2022 – noted.

b) External Auditors Strategy and Memorandum/Plan and Reappointment and Remuneration of the External Auditors

The Chair recommended that the External Auditors (Mazars) be recommend for reappointed based on the remuneration included in their Plan, confirming that Audit Committee had reviewed the Plan and recommended this to Corporation for approval, also noting that the increase in fees (£3K) was reasonable for the sector and reflected the increase in scope required for next year. The Corporation endorsed the recommendations. **ACTION: Elaine French**

c) Internal Auditors

- i) Assurance Strategy and Plan**
- ii) Overall Financial Controls**
- iii) GDPR**
- iv) Follow Up Review**

It was noted that the Internal Auditors were in their second year, following their appointment (page 77 of the minutes, item 5b) and to date both SLT and the Audit Committee had been very impressed with their work and the quality of their reporting. The proposed work for next year was agreed, noting that one area for review was governance with the aim of providing assurance that the Corporation was ready for the new requirement to have an External Board Review, every three years – date to be agreed.

A summary of the various internal audits completed over this year (as listed above) were noted particularly the strong conclusions achieved. Thanks were recorded to Elaine French and her team.

d) Risk Management

- i) Risk Register/Action Plan**
- ii) Corporation Assurance Framework Map**

The Corporation approved the revised documents in line with the Audit Committee's recommendations. **ACTION: Elaine French**

11. Search and Governance Committee:

- a) **Draft Minutes from Meeting held on – 23rd June 2022 – noted and refer for verbal items listed below**
- b) **Membership Matters**

Janice Robinson, Chair of S & G Committee reported on the various Governor membership discussions held and recommendations made for Corporation approval, as detailed below:

- Audit Committee – co-opted Member vacancy: John O’Sullivan to be appointed.
- Governor vacancy (following retirement of Janice Robinson) – Christine Lewis to be appointed as a Governor subject to a satisfactory meeting with her and the Chair of Governors, Chair Designate and Principal. **ACTION: Chair**
- Chair Designate (Jill Arnold) elected earlier in the year as Chair Designate and then Chair following Janice Robinson’s retirement (last meeting today): it was resolved that Jill Arnold should be appointed to join the Search and Governance Committee, Accommodation Working Group and the SPH Remuneration Committee with immediate effect. It was also resolved that Brendan Ward would be appointed as the S & G Committee Chair and that Paul Herridge should join the Accommodation Working Group and be appointed Chair (revision to AWG Terms of Reference agreed), all with immediate effect.

At this point the Corporation discussed the issue of improving the Board’s diversity and were reminded that the Corporation had advertised for the Chair Designate role, widely in the local area with the aim of attracting diverse candidates, and referred to the Corporation’s Governor Recruitment and Succession Planning Policy.

It was also noted that the Principal had completed a Citizens UK course and it was hoped that this might be useful in enabling the Corporation to seek prospective candidates and improve the Board’s diversity. Secondly, the College has also developed connections with the Black FE Leadership Group and is on the Diversity Working Group.

- c) **Link/Lead Governor Job Description and appointment – Quality and Curriculum and Careers**

The S & G Committee’s recommendation to appoint John Williams’ as the Quality and Curriculum and Careers Lead Governor, was approved by the Corporation, along with the new role description. It was noted that the intention would be for the Lead Governor to work at strategic level with the Deputy and Vice-Principal, in relation to the curriculum, quality matters and careers, and would also have some involvement at the higher level of the self-assessment process, with timings to be agreed with SLT. **ACTION: John Williams/James Gordon/Lisa Watkin-Stevens**

- d) **AoC Code of Good Governance – progress update** – The update on progress with the Code was noted.
- e) **Annual Appraisal of Chair and Vice-Chair** – The new questionnaire had been drafted and circulated to Governors and SLT Members with feedback due to be reported to Janice Robinson, noting that this year this new process was being tested,

owing to the fact that Janice Robinson's was retiring as Chair. An update would be given at the next S & G Committee in the Autumn Term. **ACTION: Chair/Vice-Chair**

- f) **Collaborative Governance with Sussex Colleges-** reference was made to the Chair's report above.
- g) **External Board Review- think have 1 in after Christmas –** Reference was made to the S & G minutes reflecting the discussion held and it was agreed that a date for the EBR should be fixed once the new Chair, Jill Arnold, had had chance to settle into her new role. The details regarding budget, focus and provider (noting that some providers had not yet released their proposals, including the SFCA), would be agreed next term. At this point reference was made to the FEC visit and diagnostics assessment carried out last year, noting that this had included a Board Review (pre-new guidance) with one of the NLGs (National Leader of Governance), Elton d'Souza, who had worked with the Chair and Clerk last year. Governors were reminded that the EBR was less of a compliance exercise and more about governance development. **ACTION: Chair/Principal/S & G Committee**
- h) **Skills Audit -** noted as detailed in the S & G minutes, including the revised template.

12. Policies and Other Documents – the content of the various policies were taken as read by the Corporation and all were approved. There were no further questions.

Executive Summary 12 a, b and c – noted.

- a) **Risk Management Policy**
- b) **Information Security Policy**
- c) **New CCTV Policy**

Executive Summary 12d – noted.

- d) **Child Protection and Safeguarding Policies –** it was noted that the 2 separate policies had been combined and that the wording complied with best practice and legislation.

13. Date of Next Meeting: TBA

14. Any Other Business – None.

15. Part II Confidential business

Owing to the sensitive nature of the business to be reported by the Remuneration Committee, it was resolved that following items a) and b) below, Staff and Student Governors, together with SLT and the Clerk, should leave the meeting at that point

The Meeting remained quorate.

Refer to Part II Confidential Minutes.

a) **Part II Confidential Minutes from the last Meeting May 2022 – approved.**

b) **Matters Arising – None.**

c) **SPH Remuneration Committee 6th July 2022**

Chair.....

Date.....

Louise Pennington 6/07/22