

MINUTES OF THE CORPORATION MEETING

HELD ON WEDNESDAY 14th OCTOBER 2020 AT 6.00 P.M. MEETING 20/01

Present: Jane Farrell, Paul Herridge, Donna-Marie Janson, Simon Lindfield, Janice Robinson, Bo-Min Ryu, Lucy Townsend, Alan Walker, Brendan Ward, Aldona Wheeler

In Attendance: Peter Bailey, Elaine French, Lisa Watkin-Stevens, Louise Pennington

Apologies: Ayas Fallon-Khan, John McKee and Richard Seager

Katharine Travis, and Simon Waters were also not present.

In the Chair: Janice Robinson

1. Welcomes and Apologies for Absence

Apologies – as recorded above.

Welcomes: External Governors: Brendan Ward, Student Governors: Bo-Min Ryu and Lucy Townsend, Vice-Principal – Lisa Watkin-Stevens

At this point Janice Robinson referred to the schedule of meeting protocols which had been circulated with the meeting papers and reminded Governors of some of the Google Meets' options including the chat option to ask questions. Governors were also reminded that the meeting would be recorded.

The meeting started with an introduction from each person present for the benefit of all new Governors.

2. Membership Matters

The recommendations within the Search and Governance Committee meeting held on 24th September 2020 were endorsed, including the following:

- a) Reinstate Corporation meetings and stand down the Emergency Governance Committee (EGC) with immediate effect.
- b) Andy Breckenridge, External Governor, has resigned with immediate effect creating a vacancy on the Governing Body. Noting to discussions held at both the February 2020 and September 2020 Search and Governance Committee meetings, it was resolved that Paul Herridge (Parent Governor until end of term in December 2020) should be appointed as an External Governor which his term as a Parent Governor ends later this year.
- c) A recently retired Varndean College Member of Staff expressed an interest in joining the Governing Body. It was agreed that the candidate concerned would be an excellent appointment, but noted that there were no vacancies at present, but that at the next S & G Committee in November, further thought would be given to offering the candidate a co-opted Committee/Working Group option in the interim, until a Governor vacancy became available. **ACTION: Janice Robinson/Louise Pennington**
- d) **New Principal as ex-officio Governor** – Donna-Marie Janson's appointment as a Governor following her appointment as Principal, succeeding Philip Harland, was noted and endorsed.

- e) **Parent Governor Elections** – Dawn Howard resigned in September but the current term of office of the current Parent Governors is due to end in December and it was confirmed that an election process would be instigated in the second half of the Autumn Term to cater for both positions. **ACTION: Louise Pennington**

3. Declaration of Interests:

None record other than those notified at previous meeting declarations.

4. Minutes of the EGC Meeting held on 16th September 2020 and Corporation Meeting on 26th February 2020

The minutes of both meetings were approved by the Corporation.

5. Matters Arising and Action Points – Progress Report and Significant Risks Schedule

The progress of the following items was discussed:

- GDPR – Elaine French to organise compliance review Spring term, with outcome being reported to Audit Committee – deferred owing to Covid and also noting that the College was in the process of tendering for new internal auditors, so this would be carried forward until they have been appointed. **ACTION: Elaine French**
- Financial Regulations/Business Procedures – final amendments regarding value for money sections etc, has been discussed via e mail between Alan walker (Chair of Audit), Richard Seager (Audit Committee member) and Elaine French – the final draft will be presented to Audit Committee on 1st December 2020, prior to final approval by Corporation in December. **ACTION: Elaine French/Alan Walker/Richard Seager**
- Risk Management item regarding the request from Governors to include explanatory notes of all the College's Risk documents, to be included in the Risk Assessment document, to assist Governors' understanding. It was noted that despite the decision made at the Risk Group meeting, on reflection Elaine French had not thought that this was the appropriate place, as the risk assessments were the College operational and working documents. Alternatively, it was suggested that a Risk folder, with all the key Risk documents, could be added to the Governors' Induction and Reference folder on Moodle, for all Governors to access. It was also resolved that at the next Risk Management Group (20th October 2020) further thought should be given to how the various documents and their purpose, can be made more clear for Governors. **ACTION: Paul Herridge/Elaine French/Louise Pennington**

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

SIGNIFICANT RISKS 2020/2021– the Corporation noted the risks for 2020/2021 and agreed to bear these in mind with reference to the Meeting's business.

6. Chair's Report

Janice Robinson reported on the following matters:

- a) FE White Paper – due to be issued at the end of November.

Early indications regarding the White Paper content includes the following:

- 1) Intention to transform and reform FE, to improve technical skills required to improve productivity in the UK economy and to improve access to better paid/skills jobs.
- 2) Recognition that FE sector (including SFCs) has been underfunded for at least the last 10 years, with a commitment from Government to increase investment (noting also that this underfunding has been highlighted by the recent Report from the National Audit Office on the financial sustainability of FE Colleges).
- 3) Desire from Government to have more central control over what Colleges do including restricting type and number of qualifications offered, together with increasing Government powers to deal with financially failing Colleges.
- 4) Emphasis on collaboration between Colleges and other Organisations designed to bring about a strategically planned education and training system. It's thought that Government won't expect to "manage" Colleges, but will use incentives and sanctions to encourage Colleges/other organisation to work together and different governance models may have to be considered.

b) Coastal Colleges' Initiative

Over the Summer, the Sussex Coast Colleges (includes colleges in Chichester Group, East Sussex Group, Bexhill, Brighton and Hove and Haywards Heath) have been working together to discuss options for increased collaboration, including new ways of working. With the support of CEOs and Principals, Universities and the Local Enterprise Partnership have been invited to join the Colleges in a joint initiative where we will seek to find practical solutions to area wide challenges. In the first instance initiatives are likely to be fairly small projects such as focusing upon a small area of the curriculum and the local economy, for example Health and Social Care, analysing gaps in education/training and duplication of provision, with developmental proposals for change.

c) Government Announcement about Education/Training for Unemployed

Reference was made to the recent Government announcements regarding the emerging trends in the economy and the effects of the pandemic, resulting in rising unemployment and the consequential desire from Government to provide funding for adults to be able to retrain focusing on those who don't have a Level 3 qualification or above, including or the 18/19 year olds who haven't been able to find employment. This may have implications for Varndean College, with potential changes in the curriculum, including opportunities to expand e.g. in Adult Education, Health and Social Care and other possible new income streams in order to serve the needs of the local community.

It was agreed that the early indications expected from the White Paper, should be taken into account when discussing the College's future strategy and that there could be some potential and useful opportunities for Varndean College. The ongoing promotion by the Government of T Levels was also discussed.

7. Principal's Report

a) Staffing Update

Governors noted the update provided in the Principal's report and the following additional points were recorded:

- Revised SLT structure was highlighted, since Philip Harland's retirement.
- New Staff appointments were included for Governors' information.
- Staff pay as percentage of income for this year (76.8% compared to 74.7% for the previous year) – this has increased in 2020/2021, owing to the impact of Covid and the need to reduce class size/tutor group and to ensure adequate teaching and guidance support for Students.
- Despite the impact of Covid on expenditure, the College remains financially viable but noting also the impact on some other FE Colleges, with up to 40 Colleges experiencing serious financial difficulty.
- Providing support to Staff during the pandemic, noting that significant additional stress has been placed upon Staff since March, with new ways of working (including blended learning, developing IT skills for remote teaching – Google classroom etc) and constant revision to guidelines etc. Next half term, Staff are being given an Inset day for additional IT training on Google classroom.
- Governors queried what support was being provided to SLT and it was recorded that SLT members supported each other and that the majority of Staff were also very supportive which helped SLT manage the College's business. Governors questioned whether there was any assistance/support which they could provide to SLT and the Principal agreed to give this some thought. **ACTION: Donna-Marie Janson**
- It was agreed that the Chair should prepare a message of support and appreciation from Governors and acknowledgement of the additional work etc, to be circulated to all Staff. **ACTION: Janice Robinson**
- Covid Update – a number of Staff have been tested but to date there have been no positive test outcomes. However, so far 12 Staff have had to isolate, awaiting test results, as a result of their own children having been sent home from school with symptoms. The tests have been easier to acquire, compared to earlier in the year, although some tests taken/results have gone missing.
- **53** Students have been tested but with negative results; a further **38** Students are isolating, some of whom have taken the test and are awaiting results; **56** Students are also isolating, but have not taken a test. There are **3** Students with positive tests but they have not been on site within 48 hours of testing College, so there has been no in College transmission yet. There is **1** additional Student who is expected to test positive this week, but he hasn't been in to College (developed symptoms during week learning from home). Seating plans are taken for all classes, to ensure that track and trace procedures work effectively.

b) Strategic Plan Progression

It was confirmed that SLT had held its Strategy Planning day recently, taking into account in particular future growth options, local demographics, Domestic and International Students along with Adult Education provision and leisure, vocational and high value courses. SLT's proposals will be presented to Governors at the Strategic Event on 26th November 2020.

However, it was noted that the FE White Paper would probably not be issued in time to be taken into account at the Governors' Strategy Event.

8. Student Governors' Report

Bo-Min Ryu and Lucy Townsend presented their report to Governors and the various issues identified by Students arising from the pandemic were noted:

- During lockdown the main issue experienced by Students was the sense of uncertainty. There was also a sense of isolation for some and a consequential lack of motivation owing to being disconnected from College, whilst being expected to study from home. The virtual nature of learning has caused anxiety amongst the Student population and for some a resultant build-up of work and overdue deadlines etc. It was also reported that initially it was thought that more could have been done to help Students deal with anxiety etc and that there appeared to have been a lack of consistency from some Teachers, with different on line lesson options – Meets, Zoom, E mails etc and some Teachers had been unresponsive at times, some hadn't provided lessons on all occasions and others appeared to have set too much work.
- Now that the Students and Staff were back on site (1 week on site, 1 week at home), morale has improved and the general feeling is that the issues above experienced by Students during lockdown, have been rectified; there does seem to be a more consistent approach and Staff have been very good at providing support needed to Students, including regular "check ins" with all Students, and not just those who may have been identified as struggling and needing support; majority of remote working is via Google Meets and both Staff and Students have a good understanding of how this works.
- Until it's confirmed whether exams will be taking place next year, it would be helpful if Teachers made it clear which work was essential from an assessment point of view, so that Students can prioritise their workload.
- The 1 week on site/1 week remote working has been well-received by Students and the format is very structured and clear.
- Compliance with the Covid rules appears to be working well on site – with Students wearing face masks whilst in common areas and sanitiser and wipes being used regularly by all.
- In comparison with anecdotal evidence from Students at other Colleges, it does seem that the wellbeing of Students has been prioritised at Varndean, with regular checks by Teachers on how Students are doing etc, and the Student Governors recorded their thanks to Staff for this.
- In reviewing Students' experiences during lockdown and the continuing pandemic, the Student Governors suggested that it would be useful to create Student Subject Representatives as during the pandemic, it has been difficult to gauge Student experience and opinion of much of the Student body. By using Subject Representatives, feedback could be collected at the end of each subject lesson (once per week) by the Class Rep. and then fed back to the Student Union (and or Student Council), who could then liaise with SLT regarding any common or particular issues of concern. Subject Representation was thought to be a better means of seeking feedback rather than Tutor Groups as the majority of the latter are on line. On a practical basis, it was suggested by the Student Governors that the

feedback could be collected at the end of a lesson, once the Teacher had left to see how things were going, improvements could be identified etc.

- The Student Union is meeting tomorrow to discuss their initial proposals with the aim of setting this up formally by 2021 at the latest, subject also to input from SLT.

In response the Governors and SLT thanked the Student Governors for their well-thought out report and presentation and SLT also agreed that at the initial stages of the lockdown, there had been an issue with inconsistency in Teaching provision, following different forms of delivering lessons, but agreed that since the return on site, consistency in teaching and learning, had broadly been achieved.

It was noted that Students had been surveyed to obtain opinions and feedback from first and second year Students and improvements and appreciation of the efforts made by Staff, have been recorded.

SLT thought the Subject Representatives' proposal was a good one to identify Student experiences and that Staff would welcome feedback on how the Student experience could be improved/made more user friendly etc. **ACTION: Student Governors/SLT**

It was also suggested that it would be useful for the Student Governors to speak about the experiences, issues and suggested solutions at the forthcoming Staff Inset day, if they were free. **ACTION: SLT/Student Governors**

9. Curriculum and Standards

SLT presented the papers to Corporation, the contents of which were noted and the following points were recorded:

a) Student Performance: Data Dashboard for Value Added and Exam Results

The Principal explained that although the information content remained the same, the format of the dashboard has been revised this year to improve clarity.

- The SFCA Sixth Dimension Report/algorithm was used by the College for its results/CAG (centre assessment grades), to ensure that they projections were in line with previous years and that the Students' predicted results were as accurate as possible. The College's final results for the year, showed an improvement compared to last year.
- Regarding BTEC results, currently there is no national data available to allow comparisons to be made; however, the College's BTEC outcomes have improved compared to previous years.
- International Baccalaureate (IB) – the College's overall results have maintained a consistently high score. The College is and has performed consistently above the global weighted average.
- Regarding the value added position in terms of A Level performance, the College is ranked as one of the top providers and is graded a 2 for value added, with 81% of Students being on target to achieve their aspirational grades. The College's "blue" learning, representing any curriculum areas where there is concern, the latest figures show that this is now less than 1%. The College's "red" learning which shows value added per subject and this has increased to 60% of all lessons (at the College's lowest point, this was 26% of lessons).

- The College's Teaching and Learning Advanced Level Performance System (ALPS), grade for A Levels, is 2 which is outstanding (9 being the lowest grade available).
- The BTEC results had several issues regarding grading nationally and lots of issues to resolve e.g. – where examination was cancelled, Students were given a "U" grade, with many Students missing out on their University preferences/offers. As a result, there is no value added data available for BTECs at this time.
- Following a question from Governors regarding the improvements in overall A Level grades over the last two years, Pete Bailey explained that it had taken some time for the College's Teaching and Learning to adjust and accommodate the new linear exams and changing specifications, when they were introduced a few years ago. The College has made improvements to better deal with the demands of the linear exams and has specifically focused on the "blue" areas, where the subject outcomes weren't doing so well. Increased monitoring has been implemented and the ALPS tracking system has assisted this, along with further Staff training, combined with a consistent approach to lesson observations and a deliberate focus on raising Students' aspirations, where needed.
- Regarding the BTEC qualifications, it was recognised that as other Colleges improved their results, it was more difficult to show value added compared to other Colleges which have improved.

There are re-sit examinations at present, for those Students wanting to sit their exams to aim for a better grade than the CAGs or retakes from previous years.

Congratulations were recorded to Staff and Students in such difficult times.

b) Student Enrolment and Class Sizes

Pete Bailey introduced the paper and summarised the main points therein.

- Increase in Student numbers for the new academic year, which in light of Covid, has meant that the allocation of classrooms and class sizes has had to be managed carefully, with some class sizes reducing from 24/25 to around 20 per class – out of approximately 500 classes, there are around 70/80 classes with more than 20 Students allotted.
- In previous years the set size had been increased gradually where possible, in order to improve efficiency but following the pandemic the average set size has reduced.
- The new Students' summary included in the paper was noted and that this was slightly distorted in terms of the balance between A Level Students and those doing Vocational courses, owing to the significant increase in Students enrolling on Criminology which surprisingly is classified as an applied diploma (vocational qualification) rather than an A Level.
- Should the impact of the pandemic cease next year, the College will aim to increase set sizes, to allow for financial efficiencies and an expansion in Student numbers.
- In response to a query from Governors regarding the numbers of Level 2 Students which have reduced from 210 last year, to 148 this year, Pete Bailey explained that for the 2019/2020 academic year, the College saw the Level 2 intake increase owing to Cardinal Newman and other local providers, closing their Level 2 provision, which meant that L2 Students had to find alternative institutions. Varndean College's Level 2 intake this year has returned to normal levels.

c) Student Support and Strategies during Covid

The Principal presented the paper to Governors and the following points were noted:

- The support system (amber, red, blue warning categories) has been suspended owing to Covid with the aim of providing a supportive rather than punitive system of engaging with Students, during this difficult period. As a consequence, some Staff were redeployed to make regular phone contact with Students, particularly those with Safeguarding or other concerns. The outcome of this means that the Student Support report will be different to previous years and not comparable.
- Since returning to College, any Student on an “amber” category of support (the second stage), during lockdown, has reverted to “green”, in order to signify a fresh start post lockdown, and this approach has been welcomed by Students which the Student Governors concurred. At this point the Student Governors confirmed that Students were happy to be back on site for most of their learning and that Teachers (and not just Tutors) were very good at checking up on all Students’ wellbeing.

10. Financial Update

a) Management Accounts 2019-2020: Financial Summary for the Period to July 2020 (12-20)

Elaine French presented the various papers to the Corporation and noted the following:

- Management Accounts for last year were noted along with the fact that the external auditors are completing the external audit work at present in readiness for finalising the Annual Report and Accounts.
- Income and Expenditure Account, Balance Sheet and Cash Flow schedules were noted and that these would roll forward for the next 12 months.
- Final outcome will be very similar to that predicted in the initial budget, despite the difficulties of the last few months, but with careful planning and various budget adjustments, the College has remained close to its predicted figures. At the next Corporation meeting (and post Finance Working Group and Audit Committee) Governors will be presented with the Annual Report and Financial Statements. The latest Management accounts give the most up to date picture of the College’s financial position for the year to 31st July 2020, but noting that there will be the usual accounting adjustments in respect of pensions, depreciation etc
- Income has increased by £60K compared to initial budget, £12K of which related to additional International Students’ income.
- As previously reported, the College did see a reduction in its Adult Education income earlier in the year, owing to the pandemic.
- Regarding expenditure, with some adjustments between the various departmental budgets, the College was able to accommodate the Staff pay award.
- There was an increase in costs of Staff cover owing to maternity and sickness, but again this was manageable within the overall budget.
- The additional costs and savings made, as detailed in the meeting paper were highlighted, including the cross curriculum resources adjustments reflecting the savings generated by the move from face to face to on line teaching.
- Financial Health Score – “requires improvement” as expected and Governors were forewarned of this last term and reflects the dip in the College’s current ratio – refer

previous meeting minutes for record of explanations given. ESFA are aware of the College's score as given in the financial return submitted to them last term (including updated return submitted on 1st July 2020); the new returns were requested by the ESFA last year in order that they could monitor and understand how Colleges would be able to cope in light of the pandemic. The College has had no further contact from the ESFA regarding Varndean's financial health, which probably reflects the financial situation for many other Colleges is critical. The projections for next year show that the College's financial health should return to "good".

- Governors queried the projection on page 41 of the papers (first sub-total from the top), noting that this was incorrect, although the final total figure was correct and Elaine French confirmed that she would revise the figure. **ACTION: Elaine French**
- Regarding the cash flow position, Governors were reminded that the College would be monitoring the monthly figures very closely and that the next management accounts would be presented to Governors in December 2020 (current year to October 2020), including a revised cash flow forecast. As explained at previous meetings, owing to the timing of funding received from the ESFA (funding is not based on 12 equal pro rata instalments, with a lower allocation in March and April, which is common to all Colleges), combined with a reduction in International Income owing to Covid - in March 2021, the College has a potential overdraft position. This is being monitored closely by SLT and Elaine French has been keeping the bank informed, so that should it be necessary, a short term overdraft may be arranged. In response to a question from Governors, she confirmed that the bank had confirmed verbally that an overdraft facility would be available to the College if needed, although Governors thought that this should be in writing/overdraft facility should be in place as soon as possible to ensure there are no last minute issues. Elaine French explained that the bank has advised the College to discuss overdraft needs nearer the time, and that they would prefer a more up to date projection and the latest audited accounts (external audit underway at moment), confirming that the College is a "going concern". She gave assurance that the auditors would be able to confirm that the College was a going concern, regardless of the fact that there is no overdraft arrangement in writing at this point or whether an overdraft would actually be needed, although she hadn't discussed the "going concern" aspects of the audit with the external auditors yet – due shortly. **ACTION: Elaine French.** Elaine French advised that she intended to liaise with the bank, as requested by them, nearer the time, in December. She also suggested that with careful cash management, the College may not need an overdraft facility anyway. It was also confirmed that the cash position would be reviewed further by Finance Working Group at its next meeting in November.

b) Capital Developments/Property Updates

The contents of the summary update document, was noted by the Corporation including the fact that several Summer works' projects had been placed on hold, owing to the pandemic, including further developing the toilet facilities and reorganising the main Administrative Offices; all deferred projects are likely to be completed next summer, including the Ecology Garden, subject to financial constraints.

- The STEM centre has been completed and is now occupied by Staff and Students. The Opening Ceremony which was deferred owing to the lockdown, will be reorganised at some point. Details regarding the fitting out of the new Science block

was noted and in particular the work completed in order the necessary laboratory equipment etc by the Science Technician. Congratulations were recorded to Bo-Min Ryu for providing the commentary for the STEM Centre video tour of the building for the Year 11s' visits.

- Access Control System – this has been introduced at all the entrances to the site, including the Hutchins Wing. (Note: Governors' ID Passes will be reissued so that they have access rights to the buildings). **ACTION: Louise Pennington/Janine Hatcher**

c) Health and Safety Annual Report

The contents of the report prepared by Nick Stubbs, Health and Safety Officer, were noted by Corporation and in particular the College's response and management of the Government guidelines issued arising from the pandemic, which has generated a significant amount of work for Nick Stubbs and other Staff. At this point, thanks were recorded to Nick Stubbs for his valuable work and advice relating to Covid management and risk assessments.

In response to a question from the Student Governors about the lack of consistency by Teaching Staff with regard to certain practices, it was reported that Teaching Staff were required to follow the College's general guidance as set out by the Government, but that some aspects of working were for individual Staff to follow based on their professional judgement e.g. quarantining hard copy work. Regarding the latter some Staff are using a "drop box" approach, whereby Students leave their work in specific deposit boxes for Staff to then collect after a set quarantine period has passed, but noting that as this wasn't a specific requirement, it was left to individual Staff members to decide the best course of action for their subject/classes/deadline criteria etc. This also applies to wearing masks in classroom (it's obligatory to wear masks for all, in common areas, e.g. corridors); some Staff are wearing masks in class and others not as the latter believe it impedes teaching and learning

Some staff have suggested drop box approach – but have their own professional approach – and some want to mark quickly so some paper.

d) ESFA Funding Agreement – significant changes only and full version available on request

Elaine French presented the following papers to Corporation and drew Governors' attention to the key points and changes as detailed in the Executive Summary. Governors were reminded that the College was required to sign the Funding Agreement annually in order to receive funding and that every year there were usually some changes in the text.

11. Policies and Other Documents

The following policies and documents were considered and noted or approved as detailed below.

a) Health and Safety Policy

The full policy was available by a link in the agenda but the new section regarding Covid 19 and other potential pandemics, was noted and approved.

b) Annual Report of Complaints and Compliments

The contents of the Report were noted by the Corporation.

The Principal highlighted the fact that Varndean had received fewer complaints arising from examinations and especially so when compared to other Colleges' Centre Assessment Grades (CAGs).

c) Attendance and Fitness to Study – noted.

The policy had had information regarding attendance issues (Covid absences criteria etc) arising during the pandemic – page 2 of policy (page 57 of papers) which was endorsed.

d) Summary of Policies 2019/2020 – noted.

The policies which remained outstanding owing to additional work pressures on all Staff following the pandemic, were noted and that SLT continued to review these and to focus on revisions/new policies in order of urgency/priority. It was also noted that usually, other than for information, only policies requiring Corporation approval, were brought to Governing Body meetings. Annually a summary of all policies (Corporation and SLT approved policies) was presented to Governors for information to ensure that everyone was kept informed.

Thanks were recorded to Janine Hatcher for preparing the report.

12. Date of Next Meeting

Wednesday 9th December 2020 at 6.00 p.m.

Strategy Event 26th November at 5.00 p.m. – 8.00 p.m. (for strategic discussions about the future development of the College) – details to follow about whether the event will be on site or held remote (the latter with breakout session options).

13. Any Other Business

a) Parking Consultation – Surrenden Area

In response to a question from Governors, raised at the last EGC Meeting and a subsequent reminder, SLT reported on feedback regarding the Local Authority Parking Consultation which will undoubtedly impact upon College Staff parking, many of whom park in the nearby roads, as there are insufficient parking places on site for all Staff.

In summary the latest details are as follows:

- Surrenden roads likely to have a “light touch” parking scheme in operation, but this will impact Staff parking options.
- The outcome from the consultation process is due to be presented to the respective local council Committee in late November, with the intention of implementing the new parking rules from June 2021.
- Governors queried whether it was likely to impact upon Student numbers or whether funds ought to be put aside for potential parking areas on site, subject to planning,

the lack of which may be very difficult to obtain, if not already submitted via the consultation process. It was thought unlikely that the change in parking would affect Students as the majority arrive via public transport or on foot. However, it was agreed that this would have an impact on Staff and at this point reference to the Link College parking places allocated on Varndean College site was discussed, particularly in light of the comparison of Staff at both Colleges, with far fewer Staff working at the Link College, but with currently a fairly equal proportion of parking places per College.

- Visitors to the College will also be affected by any change in parking.
- It was agreed that if needed, funding for additional parking spaces, should be taken into account in future budgets, notwithstanding the fact that the “Green” Council are unlikely to approve any planning application to increase parking spaces on site.

ACTION: Elaine French

- At this point it was noted that the College had signed up to the Local Authority travel plan which was part of the planning conditions associated to the STEM Centre application and thereby to promote other forms of transport – cycling, public transport etc
- The Student Governor reported that she had decided to opt for Varndean College owing to the fact that she had been awarded a discretionary learning grant which paid for her travel costs and that it might be useful to promote the grant with prospective first year students, who have far to travel.

b) Remote Governing Body Meetings

Referring to the draft Search and Governance Committee meeting minutes (separately circulated), it was noted that the Committee had recommended that Governing Body meetings for the next 6 months approximately, whilst the pandemic continues, should be held remotely, unless a Chair and majority of Committee/Group members opts to meet face to face on site and subject to the latest Government Guidelines.

14. Part II Confidential business

The contents of the Search and Governance draft minutes, circulated separately, were noted and as discussed under Membership Matters above.

15. Enclosures

- a) **Meeting dates for 2020 - 2021** – reminder previously circulated – noted.

Chair.....

Date.....

Louise Pennington 14/10/20