

**MINUTES OF THE  
CORPORATION MEETING**

**HELD ON WEDNESDAY 4<sup>th</sup> DECEMBER 2019 AT 6.00 P.M.**

**MEETING 19/03**

Present: Andy Breckenridge, Ayas Fallon-Khan, Jane Farrell, Paul Herridge, Ethan Hilton, Dawn Howard, Izzy Langhamer, Simon Lindfield, Janice Robinson, Richard Seager, Katharine Travis, Alan Walker, Aldona Wheeler

In Attendance: Peter Bailey, Elaine French, Donna-Marie Janson, Louise Pennington

Apologies: Philip Harland, Cathy McDonnell, Katharine Travis, Simon Waters

In the Chair: Janice Robinson

**1. Welcomes and Apologies for Absence**

Apologies – as recorded above.

The Chair welcomed the two new Governors - Andy Breckenridge and Alan Walker and gave a summary of their CVs.

**2. Declaration of Interests - None recorded.**

**3. Minutes of the Meeting on 9<sup>th</sup> October 2019 Part I**

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

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

The following updates were recorded:

- GDPR – Elaine French to organise compliance review Spring term, with outcome being reported to Audit Committee. Reference was also made to the Audit Committee draft minutes November meeting **ACTION: Elaine French**
- Filming of new building: - outcome to request filming of internal fitting of STEM centre, noting that it had been too late to organise filming of the external building works. **ACTION: Elaine French**
- Financial Regulations/Business Procedures – the full review will be carried out this term and presented to the Finance Working Group in January 2020 – on going. **ACTION: Elaine French**
- Prevent Action Plan – review of College security – Donna-Marie Janson reported that all Colleges and Schools were still waiting for the Government's lock down policy before the Action Plan could be finalised. Colleges have been invited to attend a training day instead at which the policy will be launched in March 2020. Donna-Marie

Janson also invited Governors to attend a Prevent training event for Staff from 8.30 a.m. (2 hours) on 6<sup>th</sup> January **ACTION: Donna-Marie Janson**

- Environment issues – Ayas Fallon-Khan confirmed that he would be attending a meeting with the Environment Group with Donna-Marie Janson and Student representatives on Monday 9<sup>th</sup> December.
- Catering matters – this has been progressed, with a meeting between the Catering Company, Elaine French and the Student Governors.
- Smoking survey to be organised by Student Governors – to be progressed.
- Data dashboard – the errors in the report as minuted will be corrected – Pete Bailey advised that Philip Harland had made the necessary changes and that these would be reflected in future reports to Governors.

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

**SIGNIFICANT RISKS 2019/2020**– the Corporation noted the risks for 2019/2020 and agreed to bear these in mind with reference to the Meeting's business.

## 5. Chair's Report

- a) Governor Membership Matters from Search and Governance Committee 23<sup>rd</sup> October 2019

Janice Robinson reported on the following matters:

- External Governor vacancy following the resignation of Billy McInally and noting that a number of prospective candidates were being considered and Janice Robinson gave an update on candidates to date. Should existing Governors have other recommendations, it was agreed that they'd pass them to Janice Robinson.
- Search and Governance Committee vacancy – it was resolved to appoint Simon Lindfield to the Committee, following Randall Anderson's retirement. **ACTION: Louise Pennington**
- Audit Committee – Governors were reminded that Ayas Fallon-Khan was the interim Chair and that the Committee would be reviewing this at its next meeting. **ACTION: Janice Robinson**

- b) Report on Meeting of S7 College Chairs and Principals (now S8)

Janice Robinson reported on the recent meeting which she had attended on behalf of Varndean College, noting the following:

- Presentation from Bill Watkins (CEO of SFCA) who updated those present on developments nationally, including staff pay negotiations with the Unions – refer Principal's Report below; future of general applied vocational subjects, T levels; funding for SFCs and he also reported on the extra funding which Colleges have been promised for 2020/2021 and noting that although this had only been allocated for 1 year, Bill Watkins indicated that it was likely that the funding increase would continue going forward as it would be very difficult to reduce this once allocated. The funding promised will include an element of additional funding for high value courses, Level 3 English and Maths and pension liabilities, equating to approximately 9%.

This will be incorporated into the financial forecasts for the Spring Term Corporation Meeting. Account was also taken of the Government's CSR (Comprehensive Spending Review) due in late 2020.

- Demographic trends and implications for SFCs – nationally the 16-18 cohort is predicted to increase by 24% over the next 10 years, but there will be variations on this locally. The SFCA has concerns that the Department for Education has not recognised yet that this could result in a potential crisis, should adequate planning not be put in place. Accordingly, Bill Watkins will continue to lobby the relevant Government Departments. The S7 Chairs and Principals discussed how the existing Colleges could manage the predicted increase in Student numbers and discussed whether the Department for Education would look to expand good/outstanding Colleges or invest in new institutions. Janice Robinson advised that the Governing Body would need to review growth and capacity options regarding this at its next strategic planning event. Governors queried whether it was possible to obtain analysis on the future demographics, particularly for this locality (and outer areas where some Students are enrolled) and SLT explained that the Local Authority did produce demographic data, which was available on request; it was agreed that this information would be needed for a valid strategic discussion and that the data should be sought from the LA (probably post the current planning appeal outcome). It was also noted that discussions with the LA could be more productive if the 3 Accord Colleges worked collectively (Varndean, BHASVIC and Met). **ACTION: SLT**. It was also noted that some analysis could be obtained via information sent directly from the local Secondary Schools and SLT agreed to take this forward, but also suggested that the local projections were unlikely to be at the national predicted level of 24%. **ACTION: SLT**

- c) Start date for new Principal/Chief Executive

Congratulations were recorded to Donna-Marie Janson for her appointment as Principal Designate - until she succeeds Philip Harland on his retirement at the end of this academic year.

Janice Robinson confirmed that the date Donna-Marie Janson had agreed to commence her new role was 12<sup>th</sup> August which the Corporation endorsed and noted the payroll implications. This would ensure a smooth transition during the examination results' and enrolment period.

## **6. Principal's Report including Staffing Update and Strategic Plan Progression**

In the absence of Philip Harland, Donna-Marie Janson and Pete Bailey presented the report to the Corporation and the following points were recorded:

- a) Progress with Staff Pay Negotiations – Summary of update from S7 as mentioned earlier: Following a survey with SFCs, SFCA advised that the majority of Colleges can only afford to offer Staff a 1% pay rise. This compares with the current offer made to School Teachers who have been awarded 2.75%. Negotiations are continuing between the SFCA and Unions and there are indications that 2% may be agreed but over a 2 year period and also possibly based upon offering a greater percentage (of the 2% offer) pay rise to those at the lower end of the pay scale. Once agreed each College will have to review affordability and decide whether the agreement reached can be backdated. Regarding the fact that the SFCs were also

promised a one off additional funding supplement this year, this could help contribute towards the pay rise (1% currently in budget), but as this funding is only promised for 1 year only, it would be impossible to incorporate this into a fixed pay rise.

- b) 3 day SFC Teachers' strike in October and November 2019: SLT reminded Governors about the strike, confirming that this had been called owing to SFC funding rates, rather than Teachers' pay and conditions, despite the disparity between College and School teachers' pay. Regarding the latter, SLT explained that SFCs are now experiencing significant difficulty recruiting Teachers from the Secondary School sector owing to up to a £4K to £5K difference in pay levels. The differences in financial regulations between Schools and Colleges were discussed including the fact that many schools were operating with budget deficits. SLT warned that there were likely to be further strikes next year, unless the funding situation was dramatically improved.
- c) EQR (External Quality Review) – cross College reviewers have recently visited Vardean College to examine various areas. Outcomes from this will be taken forward by SLT and Governors' will be informed.

## 7. Student Governors' Report

Ethan Hilton and Izzy Langhamer gave the following update to Governors:

- As mentioned at the last meeting, the Student Governors met with the catering team today to take forward various issues including the following:
  - i) Recycling – there are already facilities on site to handle recycling but the College would need to organise and pay for the collection and disposal of the recycled waste.
  - ii) Catering Team have offered used coffee grounds for anyone interested in utilising these for composting.
  - iii) SU is aiming to work with the Canteen to discuss other eco-friendly and biodegradable issues and ensure that Students are fully informed.
  - iv) Catering Team are keen to establish an on-site herb garden if space can be found.
  - v) Canteen have their own nutritional advisers who would be willing to raise awareness on nutritional and dietary issues for Students, perhaps taking this forward with Tutors, if SLT agreed. The SU are keen to schedule a nutritional talk at a freshers' event in future as part of the existing wellbeing programme.
  - vi) SU survey to be organised regarding food options and suggestions e.g. meat free Mondays.
  - vii) Regarding the recycling matter referred to above, Elaine French reported that she had also discussed the issue last week, noting that there were already recycling bins in the canteen but that the College would need to investigate the collection issue in terms of cost. It was noted that Elaine French would take the matter forward with the SU and the Catering Team. **ACTION: Elaine French/Student Governors**
  - viii) As reported earlier Governors were reminded that Ayas Fallon-Khan would be attending the Environmental Working Group on Monday next week at which various issues would be discussed including new ideas such as recycling of waste water etc.

- ix) SU organised a clothes' swap on Tuesday with any leftover clothes going to charity shops.
- x) Red ribbons have been on sale for World Aids' Day and £50.45 has been raised by the SU.

## 8. Curriculum and Standards

SLT presented the papers to Corporation and the following points were recorded:

### a) College SAR and Quality Improvement Plan

- Full Report available on request.
- Pete Bailey summarised the key aspects from the Report and highlighted both curriculum areas which had achieved good results and any areas for improvement and support.
- The SAR includes a breakdown in respect of curriculum and support areas.
- Following the new Ofsted Inspection Framework, the SAR has been revised and this has reduced the number of overall pages and has incorporated new main headings. The new headings include – what it's like to be a Student, what does the College do well, what does the College do less well, what does the College need to improve and safeguarding. These aspects are followed by the detailed report and analysis but also includes the College's intent, implementation and strategic aims, together with the subject areas and non-curriculum summaries and overall grades. The report includes reference to the College's IB provision and also includes comparison information since 2017/2018.
- The SAR is followed by an action plane - the QIP (Quality Improvement Plan) which initially summarises what has been actioned from the last QIP together with proposed actions going forward.

Questions from Governors:

- Safeguarding – further training to be organised for Staff particularly regarding radicalisation and extremism, together with improved induction for Students. Donna-Marie Janson invited interested Governors to attend the 2 hour training session on the morning of 6<sup>th</sup> January and agreed to circulate information via e mail after the meeting. Ayas Fallon-Khan also mentioned that he would be willing to offer further assistance regarding this, if it would be of interest, noting his expertise in this area.  
**ACTION: DMJ**
- Pete Bailey explained the slight decline in Value Added (page 21 of papers) compared to last year in Level 3, reporting that although Value Added remained good, work had been focused upon improved those curriculum areas which required improvement, but that there were some subjects within the mid-range which tend to adjust upwards or downwards year on year. He advised that this had been the main purpose of the EQR mentioned above with the aim of finding solutions to improve consistency in Value Added within all subject areas. Furthermore it was noted that a target in the QIP included this and the connection with the quality of teaching and assessment.
- Regarding Business Studies, the improvement in BTEC achievements, was recognised.

- Regarding the importance of literacy, the Corporation observed that Secondary Schools were focusing more attention upon subject specific vocabulary which in the longer term will also better prepare Students for the requirements of Sixth Form study.
- Work related opportunities for Students' – records. It was noted that there was a need for more external work placements for Students and the Corporation was reminded that the College had invested in Unifrog (since June 2018), which has been used by the Schools for some time, to monitor and record Students' work experience, career opportunities and training history. The College's feeder Schools are also sharing Students' Unifrog records to provide a more detailed picture per Student in FE. This information will provide useful support for each Student's UCAS application or career choice. Following a suggestion from Governors, it was agreed to invite Parents to offer work experience opportunities to the College in the next newsletter.  
**ACTION: Donna-Marie Janson.**
- The Student Governors reported on concerns raised by Students when Teachers were off sick as often work was left for Students but in most cases Teaching cover was not provided cover. Furthermore notification to Students of a Teacher absence was often not received in time for Students to change their travel timings to get to College, should attendance at the lesson in question, be optional (ie work set on line in the absence of the Teacher). In response SLT explained that usually where Staff were off sick, this was given in the morning before the lessons concerned which meant limited time to notify Students. Secondly within the sixth form sector, there wasn't an equivalent supply teacher facility compared to that in the School sector and it was not usually possible to find a substitute Teacher within the curriculum area to provide short notice cover. Hence it's more usual for work to be set, in the absence of a Teacher (via Moodle, e mail etc). However it was also noted that prior to Philip Harland being on sick leave, he had been working on a cover system so that this could be better managed centrally, with the involvement of the respective Heads' of Schools who would be required to check in on lessons during Teacher absences. It was also reported that on return to work, Teachers usually organised catch up lessons, together with additional support where required. Governors were reminded that Staff absence records were included in the annual HR Report. SLT agreed to consult the Student Governors to discuss the issues, prior to finalising the cover system project referred to above. **ACTION: SLT**
- Page 27 subject grades – 7 courses have been graded 3 and requiring further improvement, which compared to 11 last year.
- Referring to the EQR notification made earlier in the meeting, SLT agreed to report back in due course once recommendations have been implemented including the forthcoming review of the performance management/appraisal system in order to assist progress with improvements.

The Corporation approved the College SAR and Action Plan noting that this would be uploaded to the ESFA's portal by the due deadline. **ACTION: SLT**

## 9. Audit Committee Matters

Elaine French presented the following papers to Corporation and drew Governors' attention to the key points detailed in the Executive Summary, as follows:

### a) **Annual Report of the Audit Committee (inc. Terms of Reference) – final version to follow and approval for Committee Chair to sign once approved**

Elaine French advised that the final version had been amended as agreed at the Audit Committee (refer draft minutes) and also following further e mail discussion with Richard Seager and Ayas Fallon-Khan post the Committee meeting. In particular she referred to the section on economy, efficiencies and effectiveness and confirmed the wording had been revised in the second paragraph regarding the assurance given to Governors in terms of value for money.

The Corporation approved the Annual Report from the Audit Committee and authorised the Audit Committee Chair to sign this, noting that this would be submitted with the Annual Report and Financial Statements etc to the ESFA by the end December deadline. **ACTION: Elaine French/Ayas Fallon-Khan**

Elaine French advised that any further on-going issues regarding questions raised by the Committee with respect to value for money etc, would be taken forward at the next Audit Committee.

### b) **Annual Report and Financial statements to 31/7/19**

Reference was made to the draft Audit Committee minutes which reported on the discussions held at the last Audit Committee and the following points were recorded:

- Once approved the Annual Report and Financial Statements will be submitted to the ESFA and a copy uploaded to the College's website. **ACTION: Elaine French**
- The Corporation was advised that the digital version within the papers had a page missing (Statement of Comprehensive Income) and Elaine French went through the information on the missing page.
- Deficiency of £439K before the actuarial adjustment in respect of the LGPS liabilities (£546k). Last year the pension liability reduce which generated a surplus in the pension liability of approximately £546K, but this year the liability is now £143k. Included in the £439K operating deficit reported above, £280K relates to pension adjustments to staffing costs and £30K in respect of pension interest following revaluation and depreciation of £594K.
- Ebitda for the year was £248K.
- Financial Health score is as predicted being 190 points (good).
- In response to a question from Governors regarding the work carried out by the Audit Committee, Corporation was reminded that the Committee had not looked at the detailed financial statements in accordance with the Committee's terms of reference and were also guided by the External Auditors who were present at the meeting for the Audit Findings Report. Hence the Audit Committee's focus was upon the audit process and conclusions drawn. Hence it was important for the Corporation to consider and review the detailed accounts prior to approval. (post meeting note: it

was agreed that in future a Finance Working Group Meeting should be convened in the Autumn Term to review the detailed Financial Statements and make a recommendation to Corporation). **ACTION: Louise Pennington**

- Two additional reporting elements have been included in the Report and Accounts for the first time – a paragraph on Brexit and a new disclosure regarding key management personnel (page 76) (two figures still to be added prior to submission – expression of Principal’s salary as a median of all staff both before and after employer’s pension costs – these are 3.87 for 2018 and 3.49 for 2019). This is a new requirement for this year’s accounts and this will enable benchmarking analysis to be utilised in a few years’ time.

The Annual Report and Financial Statements were approved by the Corporation and the Chair and Principal authorised to sign these. **ACTION: Elaine French**

### **c) Audit Completion Report**

Elaine French introduced the document, the contents of which were noted. It was confirmed that there were no significant issues raised as a result of the audit.

Attention was drawn to an unadjusted misstatement recorded within the Report and referred to in the draft Audit Committee minutes, in relation to the McCloud pension case. Although the Auditors’ actuaries had not initially taken into account this issue which affects all Colleges, when valuing the College’s pension liability for the year in question, this should have been taken into account, but as it’s been acknowledged by the auditors to be immaterial, no adjustment has had to be made in the financial statements.

The Corporation accepted the Audit Completion Report and the recommendations and comments therein.

**ACTION: Elaine French**

### **d) Letters of Representation: Financial Statements and Regularity Audit**

The Letters were approved and the Chair authorised to sign them on behalf of Corporation.

**ACTION: Elaine French**

### **e) Regularity Audit Self-Assessment Questionnaire (available on request)**

As recommended by the Audit Committee and having also been used by the auditors in their external regularity audit work, the document was approved by Corporation noting that it would also be sent to the ESFA along with the Accounts etc. **ACTION: Elaine French**

### **f) Risk Management Annual Report (and RM Action Plan)**

The contents of the Report were noted and reference was made to page 111 and 112 the latter of which included the key information regarding changes to the Risk Register for the year. The new risk P6 (construction works) in recognition of the on-going large project, where it was agreed that this should be a separate risk.

The Report was approved by Corporation.

#### **g) Risk Assurance Map Update**

Corporation noted the details of the Map and the discussions held at Risk Group and the Audit Committee. Elaine French reminded Governors that the Map incorporated the main risks as identified in the Risk Register with the accompanying assurance per risk and the means by which the risk is mitigated. It was noted that the residual risk column (reassessed risk post mitigation) remained blank and that SLT would be reviewing this column with recommendations being provided to the Risk Group/Audit Committee next year. **ACTION: Elaine French**

Following a query from the Corporation regarding the new high risk “damage to College reputation”, Elaine French reminded Governors that this was classified as high risk at the time of the planning applications and Risk Group recommended this to ensure that the potential risk was closely monitored and managed. She advised that the risk was likely to reduce next term, after the planning decision outcome.

Noting the further work required above, the Map was approved by Corporation.

#### **h) Risk Register**

The Risk Register was approved by the Corporation, noting the comments and recommendations made by the Risk Group and the Audit Committee. Elaine French agreed to confirm the key included in the document to confirm the scoring information. **ACTION: Elaine French**

#### **i) Risk Management Policy – available on request.**

Noted and approved.

#### **j) Audit Committee draft minutes of meeting held on 26<sup>th</sup> November 2019 – circulated via e mail after dispatch of main pack of meeting papers - noted**

#### **k) Risk Group Meeting draft minutes from Meeting held on 15<sup>th</sup> October and Confidential Minutes – owing to the confidential nature of the business, it was resolved to transfer the minutes to the confidential record.**

#### **l) Assurance Strategy and Plan 2019-2020**

Elaine French referred Governors to the Audit Committee draft minutes and the recommendations made therein. She also explained that the paper included was the first draft issued by Mazars which incorporated the initial suggested areas for assurance for 2019/2020, noting that the final version, post the Audit Committee recommendations, had not yet been received from Mazars.

It was also noted that the recommendations at the June 2019 Audit Committee had been revised at the November Audit Committee and the Corporation approved these proposals (Learner Numbers, GDPR advisory and Follow up), noting that the financial assurance work would be deferred by 1 year, in order to meet the internal assurance budget already allocated. **ACTION: Elaine French**

### **m) Russell Martin Academy Statement of Account**

Reference was made to the paper prepared by Elaine French together with the commentary included within the Audit Committee draft minutes, noting that details had been requested to provide assurance to Governors that the arrangement with Russell Martin Academy was making a profit or was cost neutral.

The following points were recorded:.

- a) Football coaching provided by RMA and academic teaching is provided by the College.
- b) At the outset it was thought that the Students enrolled on the RMA via Varndean College would want to enrol on the Sports BTEC but the to date the Students have opted for a combination of subjects including A Levels.
- c) Of the £4K funding received at Varndean College, £1.6K is given to RMA to cover coaching costs etc.
- d) If Students don't complete the course, then the £1.6K fee is pro-rated.
- e) Based on the analysis given in the paper for the current Year 1 and Year 2 Students, the gross contribution to the College is in the region of £60K.
- f) In the analysis some of the College's general costs have been attributed to the RMA Students.
- g) The Corporation agreed that further analysis was required to provide an accurate analysis of the income allocated and potential income lost, where RMA Students are replacing the equivalent full time times where Varndean College would retain all of the £4K fees, particularly in light of the fact that the College is currently at full capacity. It was also recognised that there was some difficulty in allocating general costs on a subject by subject basis.
- h) The Corporation confirmed that when the contract had been agreed this had been on the understanding that the arrangement would be cost neutral and that the Corporation had requested evidence to support this.

Corporation noted that the further discussion would be held in due course. **ACTION: Elaine French**

### **n) Annex D Audit Code of Practice – New Anti-Fraud requirements**

The new requirements were noted and that the Audit Committee terms of reference had been revised to make reference to this which were approved by Corporation. **ACTION: Louise Pennington**

## **10. Finance**

### **a) Financial Update: Executive Summary and Management Accounts**

Elaine French presented the financial update and the following points were highlighted:

- First 3 months' management accounts were discussed, noting funding for 1,668 Students (1,800 on roll), reflecting the lagged funding arrangement.
- Capital expenditure is on track with the budget.
- Staffing costs - 1% pay rise has been included in budget and reference was made to the discussion about regarding the national pay negotiations.

- Teachers' pension scheme funded in full by Government unlike the LGPS for support staff which as explained earlier has an increased liability this year.
- In January Elaine French will complete the annual analysis of staffing in readiness for the future financial forecasting.
- Variations in projections – small increase in insurance costs, noting that this was the final year of the current contract and that quotations from alternative providers were underway, with the aim of making a saving next year.

#### **b) ESFA Assessment of College Financial Health Grade**

Elaine French advised the Corporation that although the College's financial situation was tight, the ESFA has agreed with the College's projections that its financial health is "good" for 2018/2019 and for 2019/2020. The Ebitda is currently 3.05% and if it goes below 3%, a further 10 points will be lost on the financial health grade. Consequently the College is looking to find greater savings, particularly in central budgets to provide a more significant budget in order to maintain a "good" financial health.

There have been 3 strike days to date within the SFC sector and this has meant that Teachers are not paid for the 3 days taken.

Attention was also drawn to the benchmark data and various comparisons with other Colleges including the staff costs as percentage of income, noting that this ratio was difficult to use for comparison purposes owing to the fact that some Colleges allocate some of their staff costs to consultancy, the latter of which is not then included in this ratio.

#### **c) Property Matters: Capital Project Updates**

Elaine French agreed that a written report would be made for all future meetings but explained that this hadn't been possible this time owing to pressure of work. **ACTION: Elaine French**

The following update was given:

- STEM centre works broadly progressing on target – 3 week behind schedule owing to weather issues, but Elaine French that there was a contingency in the programme to allow for some delay.
- 18<sup>th</sup> March is the completion date but the College is not looking to make use of the space fully until after the Easter holiday; hence official opening is scheduled for 24<sup>th</sup> April 2020 with Professor Robert Winston opening the new building. Governors were asked to put this date in their diaries. **ACTION: Elaine French/Governors**
- Scaffolding is in process of being removed.
- Working on interior of building now including cabling etc, with laboratory fit out due to start in mid-February.
- STEM Centre naming – currently it's thought that it will be called the STEM Centre as it's already being referred to this by Staff and Students and this also reflects the function of the new building.
- Planning Appeal update – in response to a question from the Corporation, Elaine French confirmed that the deadline for input on the appeal stage, was 5<sup>th</sup> December and the College's Planning Consultant had submitted formal rebuttal in respect of the

key responses received to the appeal, to the Planning Inspector today. It's likely that the outcome will be announced by the end of February 2020.

- Following a suggestion regarding information provided to Governors on the capital works' progress, which is currently based mainly on summary reports given at Corporation meetings twice per term, consideration was also given to the possibility of receiving formal reports and analysis including risk details from the Project Manager. Following a discussion it was agreed that Alan Walker would liaise and meet with Elaine French to review the Project Manager's reports to College Management to ensure that the information was in sufficient detail and report back to Corporation.
- It was noted that other Colleges had an Accommodation or Premises Group which met to review project progress on a regular basis.
- Following a question from Corporation regarding the consultants' fees and construction costs, Elaine French confirmed that the former was 6% of the total construction costs, with other consultants' fees in addition to the 6% and Alan Walker agreed to discuss the details with Elaine French at their meeting too. **ACTION: Elaine French/Alan Walker**
- Noting the meeting agreed above, Corporation thought that regular written reports to Corporation on the project progress would suffice, subject to any significant changes or issues, being reported earlier by SLT to Governors. Furthermore where any detailed matters need consideration, an Accommodation Working Group meeting would be convened.

## **11. Search and Governance**

Janice Robinson introduced the items considered at the Search and Governance Committee and the following reports were noted or approved as appropriate, with reference being made to the draft Committee minutes.

- a) Self-Assessment (Governance SAR) – approved**
- b) FOI Publication Scheme (refer to latest version on website) – housekeeping changes approved**
- c) Confidentiality Report – approved**
- d) Draft Minutes of Meeting held on 23<sup>rd</sup> October 2019 – confidential - noted**
- e) Governor Link Arrangements – Thursday 16<sup>th</sup> January 2020 8.40 a.m. – 12.50 p.m. – this was noted and Governors agreed to put the date in their diaries, with further details to follow.**

## **12. Policies and Other Documents**

- a) SPH Remuneration Policy**

The Corporation approved the policy as revised, noting that the Remuneration Committee has proposed that the way in which the Principal's salary is set has been revised in order that it tracks the market rate via the SFCA survey information.

### **13. Date of Next Meeting**

Following discussions recorded earlier in the Meeting, it was noted that there would be 2 meetings in the Spring Term on the following dates:

**Wednesday 26<sup>th</sup> February 2020 at 6.00 p.m.**

**Wednesday 25<sup>th</sup> March 2020 at 6.00 p.m.** (for strategic discussions about the future development of the College, following by supper)

At this point it was also noted that the Finance Working Group meeting currently scheduled for 21<sup>st</sup> January 2020, would need to be changed in light of the preparatory work for the new IFMC. **ACTION: Elaine French/Louise Pennington**

### **14. Any Other Business - None**

### **15. Part II Confidential business**

The confidential minutes as detailed below were noted and approved by the Corporation and the Chair authorised to sign them.

- a) **Minutes 9<sup>th</sup> October 2019 (2 versions)**
- b) **Special Corporation Meeting Minutes 14<sup>th</sup> November 2019 – external Governors only**

### **16. Enclosures – noted**

- a) **Meeting dates for Spring and Summer Terms 2020**
- b) **Examination Results 2019 leaflet and Update Autumn 2019 – Handout at Meeting**

Chair.....

Date.....

Louise Pennington 4/12/19