

**MINUTES OF THE
CORPORATION MEETING**

HELD ON WEDNESDAY 23rd MAY 2018 AT 6.00 P.M.

MEETING 17/05

Present: Randall Anderson, Halima Begum, Robert Bridges, Jane Farrell, Philip Harland, Callan MacEwan, Cathy McDonnell, Janice Robinson, Katharine Travis, Simon Waters

In Attendance: Jill Arnold, Peter Bailey, Elaine French, Louise Pennington

Apologies received: Jane Alderton, Ayas Fallon-Khan, Simon Lindfield, Billy McInally, Richard Seager, Aldona Wheeler

Simon Waters left the meeting at 6.45 p.m.
Halima Begum left the meeting at 7.30 p.m.

In the Chair: Janice Robinson

1. Welcomes and Apologies for Absence

Apologies – as recorded above.

Welcomes: Student Governors.

2. Declaration of Interest

None recorded.

3. Membership Matters

Halima Begum and Callan MacEwan were appointed as Student Governors with immediate effect and for a 1 year term of office, until their successors are elected in May 2019.

4. Minutes of the Meeting on 21st March 2018 Part I and Part II

The minutes of the Meeting were approved by Corporation and the Chair authorised to sign these as a correct record of the meetings.

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

The contents of the action points' schedule were considered and the actions completed were noted, including those which were on this meeting's agenda. The following additional updates were recorded:

- Developing a card with the Strategic Aims – underway but not yet finalised. To be completed for July 2018 Corporation Meeting. **ACTION: Philip Harland**
- Risk Group power outage – considered at Risk Group on 3rd May 2018 and will be reported via the June 2018 Audit Committee. **ACTION: Elaine French**
- Teachers' pay negotiations collecting information for next year – action completed.

- Memorandum of Accord – to be signed (MET taking external advice before signing) – on going. **ACTION: Philip Harland/Janice Robinson**
- Data Protection/GDPR – Elaine French updated Governors, advising them that a data survey had been issued to all staff for completion, with a good response to date. Once all returns have been made a review of the data held by the College will be completed to ensure that there are no issues regarding security of personal data held etc. Furthermore, a data record was issued yesterday to all departments for completion and responses are awaited. The College is also working on the wording for privacy statements and the version for the website should be uploaded to the website by 25th May deadline. Elaine French confirmed that it has been widely publicised that the ICO was not expecting every organisation to be fully compliant by the deadline and the Association of Colleges (AoC) only released its model GDPR documents last week. A revised Data Protection policy will be presented to Corporation at its July 2018 meeting. **ACTION: Elaine French**

Cathy McDonnell joined the meeting.

The action schedule will be updated to reflect any changes detailed above. **ACTION: Louise Pennington.**

SIGNIFICANT RISKS 2017/2018– the risks for 2017/2018 were reviewed and would be taken into account, where appropriate when considering various items on the agenda.

It was resolved to take item 11 a) Property Report, College Capital Plan, prior to item 6 on the agenda (refer minutes below).

6. Chair's Report

Janice Robinson reported the following matter:

- Meeting with Green Varndean representatives: Janice Robinson reported that she and Simon Lindfield had had an informal meeting with two representatives from Green Varndean Group (Sue Dibb and Rosy McConnell), who had wanted to discuss the College's planning applications. Janice Robinson and Simon Lindfield listened to their concerns and answered their questions (refer notes of minutes of meeting tabled (confidential)). Janice Robinson drew Governors' attention to reports prepared by planning officers assessing our proposed land sale and encouraged Governors to read them, if they had not already done so. The Governors noted the concerns of Green Varndean. They also welcomed the fact that a meeting had taken place and that both parties had had a chance to understand each other's position.

7. Principal's Report

Refer to Other Property Matters below.

8. Student Governors' Report

It was resolved to defer this until the next meeting.

9. Curriculum and Standards

a) Student Outcomes (Data dashboard for attendance and retention, student numbers)

Philip Harland presented the paper and made the following comments:

- Summary – graphical information provided rather than data dashboard. Overall attendance is good, reported via absenteeism (unauthorised and authorised), remains similar to previous years so no issues. There are approximately 36 students with 100% attendance and the Principal will write to congratulate them at the year end.
- Retention charts are based upon period 8 ILR information which shows that the overall picture is marginally down compared to last year and compared to the sector average. However SLT confirmed that there were no issues of concern for the College. There is a difference in the In Year retention in respect of male and female students which will be investigated further by SLT.
- Learners with disability - is marginally below those without disability and the Equalities Committee will investigate the figures to see whether there is more which the College can do to support Students.
- Student numbers (information on summary sheet) – applications for January are above those recorded last year and conversion rates required to hit our target number are in line with previous years data, notwithstanding that conversion rates are known to not be as reliable when there are more applications.
- This is the first year of on line applications, which may have an impact upon comparison analysis with previous years.
- Good indicators – take into account the application numbers where prospective Students have applied solely to Varndean College and SLT confirmed that the figures looked encouraging.

10. Finance

Elaine French introduced the papers and made the following comments:

a) Financial Update including Dashboard and Management Accounts (period 8)

There has been very little change since the last set of accounts (period 7), with a slightly smaller surplus of approximately £150,000. The latter enables the College to remain within a financial health score of “strong”, with 210 points (NB: good is 180 onwards and outstanding is 240 points plus).

The most significant difference within this period is that there is a better indication of the final examination costs as at the year-end which until now has been difficult to forecast. Currently there is a £5,000 additional amount compared to the budgeted figure included.

b) Explanatory Note for Governors re impact on figures from pension (Matters Arising item).

Governors were reminded that this paper had been produced by Elaine French, with input from Simon Lindfield, following a request from Governors in the Autumn Term and it

demonstrated how pension costs and liabilities arising from the Local Government Pension Scheme (LGPS (re: Support Staff pensions) impacted upon the College's financial position. The Corporation also noted that the pension liability in respect of the LGPS pension was no longer included within the ESFA's financial health calculation for Colleges.

Questions and Answers:

- Employers' contribution costs are treated as a direct cost to College and increase annually as the LGPS contribution increases annually (by 0.5%). However it was suggested that following favourable improvements in the stock market, pensions are returning to profit which may result in improvement in the short term pension liability position.
- Teachers' pension scheme liabilities (TPS: Teachers' Pension Scheme) were likely to increase next April and the College has factored this into next year's budget (to be presented to Governors at the July Corporation meeting).

Governors recorded their thanks to Elaine French for the explanation provided, together with Simon Lindfield's input to the note.

c) ESFA Funding Letter and Allocation Statement

The Corporation noted the ESFA's confirmation of funding which the College will receive for 2018/2019, noting that this will be included within next year's budget (to be presented to the July 2018 Corporation meeting).

Other observations/highlights:

- Adult funding would remain the same as the current year, reflecting the College's delivery.
- Similar funding in respect of discretionary funding bursaries (Student funding assistance (advanced learner loans) e.g. travel and child care costs)
- 16-18 year olds – funded for 1,610 students.
- Slight reduction this year in respect of disadvantaged funding for the number of occurrences credited for students who do not yet have a pass in GCSE Maths, English or both. Although the reduction does not tie in with our calculations, it may reflect the fact that the College has been accredited in the past with too many Students in the category, with adjustments having been made via the ILR record.
- Other discretionary bursary funding has reduced again this year reflecting the fact that historically the College has underspent year on year.

11. Property Report

Philip Harland and Elaine French introduced the various documents and the following points were recorded.

It was resolved that this item should be transferred to confidential minutes.

Confidentiality criterion item h "information not otherwise covered above (confidentiality standing orders) but considered to be commercially sensitive".

Item 11 c) Finance Working Group draft Minutes from 13th April 2018 Meeting

In the absence of Simon Lindfield, Chair of the FWG, Janice Robinson presented the draft minutes to the Meeting and summarised the key discussions held and progress since 13th April. She confirmed that the Group had held this additional meeting (scheduled meeting June 11th to review budget and financial forecast), to look at the plans for the STEM centre and temporary modular unit, taking in to account timescales etc. The meeting had recommended that Philip Harland would submit an accommodation paper to Corporation (refer above).

Janice Robinson referred to the draft minutes and explained that subsequently to the discussions recorded, it had been decided not to proceed with the initial proposals presented by SLT and that a more gradual development process should be followed.

The Group also reviewed the first version of the budget and considered the impact of capital expenditure on the College's financial health grade, noting that the grade was predicted to remain "good".

12. Policies

The following policies were approved, with comments recorded as detailed below:

a) Admissions 16-18

The wording from the Admissions policy will be included within the 2019/2020 prospectus. The minor changes were highlighted by Jill Arnold who explained that the changes reflected the transfer in respect of GCSE qualification grades to numbers 1 – 9, together with other minor amendments. Furthermore it was reported that a caveat would be included to inform Students that there may be other changes within the policy up until November 2019. There has also been a change regarding the pre-advanced courses from 4 to 3 courses available per Student.

b) Employment Protection

It was noted that reference on the front page summary sheet to "redundancy policy" should in fact read "retirement policy".

12. Date of Next Meeting - Wednesday 11th July 2018 at 6.00 p.m

13. Any Other Business

There was no other business.

14. Confidential Business

At this point, it was resolved that owing to the confidential nature of the business that Staff and Student Members and SLT should leave the meeting at this point.

a) SPH Remuneration Committee Report and Recommendations

As the meeting was no longer quorate notes were made (refer confidential business) so that a decisions based on the Committee's recommendations, would be deferred until the next quorate Corporation meeting.

Refer to separate notes.

Chair.....

Date.....

Louise Pennington 23/05/18