

GOVERNING BODY
Minutes of the meeting held at 1.00pm on 18 October 2013

Present:

R Carter (Chairman)	R Millea (Vice Chairman)
M Symonds	A Maltpress
S Gerber	W Burrlock
J Bloomfield	K Golding
R Harvey	A Gordon-Stables
J Finn	D Wildridge
S Clarke	N Savvas (Principal)

In attendance:

- D J Howells (Deputy Principal)
- M Wagner (Vice Principal, Business and Community)
- L Johnson (Vice Principal, Curriculum and Quality)
- J Bridges (Clerk to the Corporation)

Standing Declaration of Interests declared by members:

R Millea is the Clerk to the Corporation at South Essex College. He is also a member of the UCS Audit Committee.

There were no interests relevant to items on the agenda declared by members.

PART I
1 Apologies for absence

Apologies for absence were received from C Manning.

2 Minutes of the meeting held on 18 July 2013

The minutes of the meeting (minute book pages F793-F803) were confirmed as a correct record subject to amending the word 'proposed' in the fourth paragraph of item 8.2, to the word 'anticipating'.

3 Matters Arising
From the Corporation meeting held on 18 July 2013

The matters arising from the meeting were summarised in the report (minute book pages F804-F805) and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.

The Vice Principal, Curriculum and Quality, confirmed that the overall success rate is 84% on long programmes (national rate is 82%). This is a 1% increase on the previous year (2011/12). Long level 3 success rates for 16-18s have significantly improved and are now around national average. Timely success for apprentices has also improved for 16-18s although success for adults aged 25+ has decreased with Health and Social Care experiencing particularly low success. The Clerk will provide members with a link to the Curriculum and Quality Committee papers for the meeting held on 11 October 2013.

K Golding joined the meeting at 1.10pm.

R Millea asked if there was an update on the 2013/14 operational plan. The Principal told the meeting that the plan is subject to review but assured governors that managers are working to the programme.

Action

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4 Performance

4.1 Performance Indicator Proposals

The report was received and **considered** by members (minute book pages F806-F810).

The current reporting format of performance indicators may not be meeting the needs of the Corporation and therefore the presentation of reports is being reviewed. The main areas to report will be curriculum performance, funding, student numbers and staffing. A task and finish group will be established to look at the performance indicators to be reported to the Corporation, those to be reported to the Committees, the comparable targets and benchmarks to be used and the agreed format for reporting purposes. It was suggested that the task and finish group comprise of the Committee Chairs, the Principal and the Vice Principal, Curriculum and Quality. The Clerk will make the necessary arrangements for the group to meet.

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5 Information and Decisions

5.1 Committee Chairs Summary Reports

The reports were received and **considered** by members (minute book pages F811-F814).

The Finance and Property Committee put to the Corporation a proposal not to construct an engineering facility for the cost of £9m. This is discussed in greater detail under Part II of the meeting which covered strategy items for the Corporation to consider.

There were no additional comments or concerns arising from the reports presented by Chairs.

5.2 Risk Management Update

The report was received and **considered** by the Corporation (minute book pages F815 to F816).

The Corporate Risk Register has been converted into a 'heat map' in order to provide members with a graphical representation of risks on a grid in relation to each other rather than provide the full register. The map is interactive to enable members to link to details on the register. It was agreed that to avoid confusion the headings ranging from 'residual' to 'high' will be removed from the map.

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The risk register is under review in light of the changes to the Senior Management Team and to ensure that the key risks for the 2013/14 academic year are identified and appropriate.

5.3 Internal Audit Plan

The report was received and **considered** by the Corporation (minute book pages F817-F844).

The internal audit service fees for the year are based on 38 days' work as determined by the recent competitive tender process for the appointment of internal auditing services. Members **approved** the recommendation by the Audit and Risk Management Committee to accept, in principle, the Internal Audit Plan for 2013/14. **Proposed** by R Millea and **seconded** by D Wildridge.

R Harvey joined the meeting at 1.45pm

6 Governance Issues

6.1 Membership

The Corporation formally noted the resignations received from B Smith and from P Dickie. The Chairman has written to them both to thank them for the work they have done for the College during their time as Governors. K Golding will stand for election to the post as Chairman of the Audit and Risk Management Committee.

The nomination and election of the new FE Student Governor process will commence this month in anticipation of the successful candidate joining the Board for the December meeting. The meeting was told that there were 16 potential candidates for the role. The HE Student Governor nomination and election process will take place at the same time.

J Finn has agreed to take on the task of looking into how the Corporation can develop student engagement. She will bring ideas and proposals for governors to consider at the Conference to be held in January 2014.

The vacancies created by the departure of B Smith and P Dickie will not be filled in anticipation of exploring governance structures at the Governors' Conference in January 2014. The relevant Committee Terms of Reference and the Standing Orders will be amended to reflect the reduced number of Committee members and these will be considered at the Corporation meeting to be held in December 2013.

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6.2 Register of Interests

All members have completed their register entries to confirm their continued eligibility to serve on the Board. The register is now available, as required, for public inspection on request.

6.3 Governors' Conference

The Governors' Conference will be held at the Bedford Lodge Hotel in Newmarket on Thursday 16 and Friday 17 January 2014.

Day one will focus on developing a new College Strategic Plan. Day two will focus on Governance and the Corporation's appetite for risk. The final agenda will be brought to the Corporation at the 13 December 2013 meeting. The Clerk will contact members in due course concerning accommodation arrangements for the Conference.

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7 Governors' Reports and Information

7.1 Representational Activities

R Millea has been nominated and elected to join the AoC Governors' Council as of 1 January 2014.

7.2 Training, Development and Faculty Link Activities

Governors' activities included attending a variety of meetings with the Technology and New Media Faculty Team and Student Representatives from across the College and from the faculties of Business Art and Service Industries and Health and Humanities.

PART II

8 Strategy

8.1 Quality – ‘Journey to Outstanding’

The Vice Principal, Curriculum and Quality delivered a presentation to members to explain the College’s ‘journey to outstanding’. The journey will result in improved outcomes for learners through effective teaching, learning and assessment and leadership and management.

Outcomes for learners will be at the centre of the Quality Improvement Plan focussing on Retention, Attendance, Achievement, Maths and English, Progression, Destinations and Work Related Experience.

The focus of Teaching, Learning and Assessment will be to improve, achieve high grades, listen and respond to the student voice and integrate opportunity for independent study.

The improvement plan for Leadership and Management will focus on improved Information Advice and Guidance and Admissions processes, the physical resources available, self-assessment processes, timetabling and curriculum planning.

Members also received an analysis of the College’s current offer and details of its market share in these areas. The presentation outlined where opportunities to diversify the curriculum offer could be achieved.

8.2 Market Positioning

The Vice Principal, Business and Community delivered a presentation that provided a basis for a strategic discussion on the future direction of the College. Proposals considered included opportunities to establish an Umbrella Academy Trust, sponsor a Multi Academy Trust, develop College provision across Suffolk localities and grow Higher Education provision.

Roger Inman of Stone King Solicitors joined the meeting to explain academy structures in detail to the Corporation.

Members gave their approval to the Senior Management Team to proceed with their investigations into developing an Umbrella Trust and Multi Academy Trust sponsorship status and to support the strategy to develop the College’s provision in Ipswich, Thetford and Newmarket. **Proposed** by J Finn and **seconded** by S Gerber.

Progress and further strategy discussions with the Corporation will take place at the meeting to be held in December and at the Governors’ Conference in January 2014.

8.3 Shared Services

Members **considered** how the College can deliver shared services to other partners and any future Multi Academy Trust. There may be opportunities to provide high level services to partners who are not able to invest in these resources themselves. Such opportunities will be considered further by the Corporation when more details are known.

8.4 Property Strategy

Further to the proposal made by the Finance and Property Committee that the Corporation should not proceed with the construction of a new building, including an engineering facility, at a cost of £9m members asked the Senior

Management Team to develop a property strategy for consideration at the next meeting. It was concluded that no reputational risk would exist if the College were not to proceed with the £9m building and surrender the £3m capital grant awarded. The core principle underlining the new strategy will be the needs of future students and the College's ability to provide the facilities to meet them.

9 Any other business

- Members suggested that Committee meetings be held in other areas of the College other than the Conference room in the Gateway building (TG1.16). The Clerk will discuss room arrangements with the Committee Chairs.

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10 Meeting review

No comments received.

Date of next meeting

Friday 13 December 2013 at 2.00pm. Room TG1.16

Meeting ended at 5.00pm