

Central Sussex College

Minutes of a meeting of the Board held on 21st July 2014

Present: Clive Behagg, Chris Maidment (Chair), Patrick McHale, Nick Mercado, James Sarmecanic, David Scott, Ramesh Shingadia, Sarah Wright.

In Attendance: Sam Brazier, Roger Crossley (Clerk), Richard Hailstone, Kim Morton and Dean Wynter.

Prior to the meeting, members toured the Haywards Heath building. Richard Hailstone delivered a session of training for Members on "The OfSTED Dashboard".

2013-14/55 **Apologies for absence**

Apologies for absence were received.

2013-14/56 **Declarations of Interest**

Clive Behagg declared an interest.

2013-14/57 **Minutes of the meeting held on 28th April 2014**

The minutes were agreed as a correct record of the last meeting of the Board.

The minutes were signed by the Chair.

2013-14/58 **Schedule of decisions**

Kim Morton reported a preliminary hearing on the VAT case. Clive Behagg asked for details of the case, which Kim provided.

Members noted the schedule.

Consent Agenda

2013-14/59 Members agreed to move the paper on the External Audit Planning Memorandum from the Consent Agenda.

Members approved all other items on the Consent Agenda.

2013-14/60 **External Audit Planning Memorandum**

The Chair expressed concern that this memorandum had not been approved by the Audit Committee before coming to the Board. The Clerk explained that Baker Tilly wished to start work on the external audit before the date scheduled for the next Audit Committee. It would be difficult, he said, to move that meeting forward as the internal audit reports the Committee were to consider would not be ready. Chris asked if the Executive had negotiated the memorandum. Kim replied that they had.

Chris proposed that, in order to ensure matters were dealt with correctly, the

memorandum be circulated to Audit Committee members and debated in a telephone conference in early September. Members approved this suggestion and gave delegated powers to the Committee to approve the Memorandum.

2013-14/61 Introduction by the recently-appointed Vice Principals.

Each presented an overview of their roles and duties following their new appointment.

James Sarmecanic asked each of them to provide a brief *curriculum vitae*, which they delivered orally.

Members noted the development.

2013-14/62 College dashboard project.

Kim Morton gave a presentation on the proposed 'dashboard' of information to be presented regularly to the Board. She told Members that the proposal was based on dashboards from a number of other colleges and that much of the information contained in the proposed dashboard was currently presented elsewhere in various forms to the Board and Committees already. The dashboard would bring together in one convenient place most of the data members needed, to monitor activity in the college.

After further discussion, Members noted the development and looked forward to receiving data in this form during the new academic year.

2013-14/63 Report of the visit by the College's supporting inspector.

Sarah Wright gave a presentation on the visit.

Members noted the report

2013-14/64 Estimates of Income and Expenditure for 2014-15.

Kim Morton introduced the circulated paper outlining the Estimates of Income and Expenditure for 2014-15. Chris Maidment noted that the Resources Committee had looked at the headline figures at their last meeting.

Kim outlined the shape of the proposed budget, saying that all estimates were based on the best available data (which had been closely monitored over the past year) and on the funding allocations which had been given to the College. Estimates of both income and expenditure were based on good, clean data on which reliance could be placed.

Sam outlined other issues in the Estimates, saying that a prudent approach had been adopted. All lines were based in line with reviewing the 2013-14 out-turn, adjusted for changing student numbers and grant income. Kim advised savings had, however, been made.

After further brief comment, Members approved the Estimates of Income and Expenditure for 2014-15 subject to this re-forecasting.

2013-14/65 Sub-contracted provision.

Sam Brasier introduced the circulated paper.

Members noted the table giving total provision which would be sub-contracted and approved the proposal.

2013-14/66 Management Accounts to 30th June 2014.

Sam Brasier introduced the circulated finance report. He outlined the issues of key importance to the Board, summarised in the introductory table.

After discussion, Members noted the report.

2013-14/67 Report of meetings of the Resources Committee.

Chris Maidment gave a report on the Resources Committee meetings held on 19th May and 7th July 2014. He drew attention to progress on building projects. Kim updated the report, giving details of progress on the construction of the new food court and student social areas, including the work staff had committed to with regards to minor asset realisation and recycling of stock.

Members noted the reports.

2013-14/68 Report of a meeting of the Standards Committee.

Clive Behagg gave a report on the Standards Committee meeting held on 9th June 2014.

Members noted the report.

2013-14/69 Report of a meeting of the Audit Committee.

David Scott gave a report on the Audit Committee meeting held on 23rd June 2014. He said that the main areas of discussion had been internal audit reports.

Sarah and Kim reported on the CPMT table top exercise.

Members noted the committee report.

2013-14/70 Confidential Business.

The Clerk advised matters to be kept confidential. This was agreed.

The meeting ended at 8:15 pm.