

Central Sussex College

Minutes of a meeting of the Board held on 21st October 2013

Present: Clive Behagg (from 5:35), Liz Gray (Chair), Anahita Henry, Nick Mercado, David Russell (from 5:40), Elizabeth Rushton, Philip Roberts, Laura Taylor, Sarah Wright.

In Attendance: Tina Bailey, Roger Crossley (Clerk), Adrian Dodwell, Andy Forbes, Vincent Gabbe, Rachel Jones, Kim Morton,

The meeting opened at 5:00 pm.

2013/14/7 **Apologies for absence**

Apologies for absence were received.

2013-14/8 **Declarations of Interest**

None were received prior to the meeting.

2013-14/9 **Disposal of assets**

Vincent Gabbe made an oral report on progress on the disposal of assets.

Sarah Wright proposed that she should continue to monitor the situation and to hold discussions but that minimum expenditure should continue to be incurred for the time being.

Members approved Sarah's proposal.

Members noted the report.

2013-14/10 **Minutes of the meeting held on 9th September 2013**

The minutes were agreed with some minor textual amendments and:

2013-14/3 iv: delete 'especially' (line 2) and insert 'for example';

2013-14/11 **Schedule of decisions**

- i Members noted the schedule of decisions and agreed that the re-drafted Financial regulations should be brought to the Resources Committee for approval.
- ii The Clerk introduced the circulated paper setting out responses to the consultation with staff and students on the method of selecting staff and students for appointment as Members. Members noted that all responses were in favour of moving from election to selection on the same basis as external Members and, after discussion, agreed to move to this system. The first selection would take place this autumn for a Staff Member to take office from 1st January.

- iii The Clerk introduced the circulated paper setting out responses to the request for 'preferences' for committees. After consultation with the Corporation Chair he recommended the membership set out in the circulated table. Members noted that with four new Members to be appointed, the membership of committees could be amended as soon as the new Members were ready for committee membership.
- iv The Clerk introduced the circulated paper setting out amended terms of reference of the Resources Committee. After brief discussion, these were agreed.

2013-14/12 Health and Safety Report for the year ending 31st July 2013.

The Principal introduced the circulated paper.

Members noted the report.

2013-14/13 Update on the Recovery Plan.

The Principal introduced the circulated paper. She said that two aspects would be covered.

Steve Hutchinson introduced the Finance Report for 2012-13.

The year-end accounts are almost finalised with only the depreciation issue mentioned earlier and dilapidations on Burgess Hill premises to be resolved.

Steve spoke on the key performance indicators line by line.

Rachel Jones introduced the Recruitment Report. She outlined recruitment cohort-by-cohort.

Adrian Dodwell introduced the Quality Report. He updated some of the circulated figures and tabled four new papers.

The Chair thanked each of the Executives who had contributed to the report.

2013-14/14 Marketing Report.

Andy Forbes introduced the circulated paper. He outlined changes in approach since the last report in February. A number of full-cost programmes had proved to be not viable and had either not been offered for this academic year or would be discontinued. Members noted the improved format of the report.

David Russell asked if, at a future meeting, a context for full-cost work could be given: who are the key employers, the key sectors and the key skills gaps. This was agreed.

Members noted the report.

2013-14/15 Sub-contractors.

Andy Forbes introduced the circulated paper, which set out the proposals for sub-contracting in academic year 2013-14 with contractors and sums involved. After discussion, Members agreed the proposed contracts.

2013-14/16 Management Accounts.

Steve Hutchinson introduced the circulated management accounts to 30th September 2013. He led Members through the income and expenditure accounts and the balance sheet.

After discussion, Members noted the management accounts.

2013-14/17 Audit Committee Report.

Liz Rushton introduced the circulated paper.

Members noted the report.

2013-14/18 Risk Monitoring.

Andy Forbes introduced the circulated paper, which set out the revised method of identifying risks and mitigating measures. Members noted this is a work in progress and agreed to receive further reports through the Audit Committee.

2013-14/19 Confidential Business.

The Clerk advised that the update on the Plan and the Management Accounts should remain confidential. This was agreed.