

Central Sussex College

Minutes of a meeting of the Board held on 9th September 2013

Present Clive Behagg, Liz Gray, Anahita Henry, Tom Hother, Chris Maidment (Chair), Nick Mercado, David Russell, Elizabeth Rushton, Philip Roberts, Sarah Wright.

In Attendance: Roger Crossley (Clerk).

The meeting opened at 5:05 pm.

2013/14 / 1 **Apologies for absence**

Apologies for absence were received.

2013-14 / 2 **Declarations of Interest**

None were received prior to the meeting.

2013-14 / 3 **Governance arrangements for 2013-14**

Chris Maidment welcomed Members to the first meeting of the year. He said that the purpose of the meeting was to finalise the governance arrangements for the year. The last meeting had agreed to return to a committee based structure but some details had still to be agreed.

- i The Calendar of meetings was agreed with the Strategic Conference being moved to Friday 8th and Saturday 9th November and with no remuneration committee until the autumn of 2014.
- ii It was agreed that the conference would be held on-site at the Crawley campus.
- iii Sarah Wright outlined the interim enrolment and achievement data and agreed to e-mail out more up-to-date figures prior to the next meeting of the Board (October 21st).
- iv Liz Gray pointed out some inconsistencies.
- v Members agreed to vary the wording of the Special Committee as proposed in the circulated paper and to remove the section of the terms of reference of the Search Committee referring to Governance.
- vi Members agreed to expand the terms of reference of the Resources Committee to cover Estates and health & safety matters.
- vii Sarah Wright told Members that Andy Forbes had been asked to lead on risk management and to report on risk through the Audit Committee. Members endorsed this decision.
- viii After discussion, Members agreed that the determined number of Members of the Corporation should be increased to sixteen from fourteen, which

meant the recruitment of four additional Members, there being two current vacancies. The Clerk outlined measures to recruit new Members and suggested that the Search committee meeting should be postponed until the results of advertisement and other measures were received. This was agreed. The Clerk agreed to circulate the job description and person specification to each Member.

- ix There was discussion on the use of technology to avoid additional meetings after the success of the July telephone conference. The Clerk confirmed that a change to the Instrument of Government would be needed to allow decisions to be made over the telephone and reminded Members that a Task and Finish Group had been formed to look at the Instrument and Articles.
- x After discussion, Members agreed that papers for all committees should go to all Members as a way of avoiding 'compartmentalisation'.
- xi After discussion, Members agreed to put the measures proposed in paper 3 iv into place (ie that Members be given the opportunity at each Board meeting to shape Committee Agendas in the following cycle of meetings).
- xii The issue of membership was discussed. Members agree:
 - a) to let the Clerk know which committee s/he wished to be considered for, in preference order.
 - b) that the membership of the Special Committee should be three.
 - c) that a task and finish group be formed to finalise details of the move to committee-based governance.
- xiv It was agreed to delay appointment of a new staff Member.

2013-14 / 4 **Minutes of the meeting held on 22nd July 2013**

The minutes were agreed with an alteration to minute 2012-13 / 169 to remove the precise number of meetings of each committee.

2013-14 / 5 **Matters arising from the minutes**

121 v Sarah Wright updated Members.

152 Sarah Wright outlined progress.

2013-14 / 6 **Schedule of decisions**

Liz Gray noted that the decision to employ a changed method of self-assessment had dropped from the schedule. The Clerk explained that this measure had not been used during the autumn of 2012 but would be used at the Strategic Conference on 8th/9th November 2013 to assess governance in 2012-13 and to produce a governance improvement plan.

Members noted the schedule.

There was no other business and the meeting closed at 6:25 pm.