

Central Sussex College

Corporation Board

Redacted

Minutes of a meeting of the Board held on Monday 7th December, 2015

Present: Chris Maidment (Chair), Rachel Booles, Anahita Henry, Janice King, Ryan Sallows, James Sarmecanic, Clive Nicholas, David Scott, Lee Harris, Sarah Wright (Principal).

In Attendance: Sam Brasier (Head of Finance), Andy Forbes (Executive Director, Business Development), Kim Morton (Deputy Chief Executive, Corporate Services), Clare Wallace (Vice Principal 14-19) and Dean Wynter (Vice Principal, Enterprise and Innovation), Rosalind LeQuesne and Yolanda Hughes (Clerk to the Corporation)

Corporation Board Training Session 4.00pm – 5.00pm

A board training session was held at the beginning of the board meeting focusing on the New Common Inspection Framework- please refer to Appendix 1 of these minutes for the presentation document.

2015-16/77 Apologies for absence

Apologies for absence were received from Clive Behagg and Ramesh Shingadia.

2015-16/78 Declarations of Interest

Nil to declare.

2015-16/79 Minutes of the meeting held on 13th July 2015

The minutes were agreed as a true and accurate record of the last meeting of the Board and signed by the Chair of Corporation.

2015-16/80 Schedule of decisions

The Chair introduced the schedule of decisions, saying that he had noted that all actions agreed at previous meetings had either been completed or appeared later on the agenda for further discussion. Members noted the schedule.

2015-16/81 Chair of Corporation

The board were informed that the term of office for the current Chair of Corporation, Mr Chris Maidment would come to an end in March 2016. Discussions took place and it was agreed by the Board that as there were no additional nominations/interest in the position of Chair of Corporation, that Chris Maidment be reappointed as Chair of Corporation for a further 3 year term of office effective March 2016 to 31st March, 2019.

It was agreed that Agenda item 11 – Standards Committee report be

brought forward.

2015-16/82 Standards Committee Minutes of Meeting held 23rd November, 2015

The board received the minutes of the Standards Committee meeting held on 23rd November 2015 and noted that there would in future be two standing agenda items covering, Courses for Concern and English & Maths.

a. Self Assessment Report 2014/2015 – Redacted version

The Principal presented the SAR for 2014/2015 which had been reviewed in detail by the Standards Committee.

Rosalind LeQuesne referred to the SAR document and stated that the ELT had taken on board the comments made by the Standards Committee and had made the relevant amendments to the draft document

It was pointed out that the SAR was not an Ofsted requirement. The SAR was for the College to self-assess all areas within the College which reflected the strengths and weaknesses for improvement in the College. Rosalind Le Quesne went through the executive summary which outlined the key strengths and the areas requiring significant improvement.

Vice Principal, Quality & Standards spoke about the massive potential at the College and commented on the fact that there were staff at the College that were committed to making a success of the College.

The governors agreed that they were far more honest and open about where the College was and what needed to be done to achieve the improvements needed.

The Board went through the SAR in detail and accepted the information provided.

Agreed

The Board formally approved the SAR for 2014/2015.

b. Quality Improvement Plan 2015/2016

Agreed

The Board formally approved the proposed QIP for 2015/2016.

2015-16/83 Governor Visits – Feedback

Janice King reported that she had been into Foundation English and Functional Skills and looked at the tools used for reporting student progress, student responses to tracking and added that this was evident during the classroom visits. She also spoke to approximately 8 students and it was evident that they knew what their assessments were, how to prepare and what their individual targets were. Mrs King stated that she was very impressed with the positive work that she had seen during her visit.

David Scott reported on his visit to Electrical Installation and Plumbing and

commented on some of the key points around staff being very motivated, issues regarding progression on the functional skills and admin issues regarding fees and enrolment. He added that the students had commented on the good teaching stating that there was a good balance of practicals and theory.

Ryan Sallows report on his visit to Construction Services where he had been given a tour of the department and the different levels of the courses had been explained. He had also spoken to some students about functional skills and the need for them to attend English & Maths and stated that it was clear that it was a challenge for this particular group of students.

Rachel Booles reported on her visit to the Haywards Heath Campus where she had been given a tour of the campus and particular programme areas.

5.55pm Rosalind LeQuesne excused from the meeting.

2015-16/84 Resources Committee - Redacted

a) Resources Committee Minutes of 30th November, 2015

b) Annual Health & Safety Report 2014/2015

Agreed

The Board formally approved the Annual Health & Safety Report as recommended by the Resources Committee.

6.10pm Head of Finance excused from the meeting.

2015-16/85 Audit Committee – Redacted

a) Audit Committee Minutes of 16th November, 2015

b) Audit Committee Terms of Reference – formally approved

c) Internal Audit Report 3 2014/2015 – formally approved

d) End of Year Accounts 2014/2015 and Management Report

e) Regularity Audit – formally approved.

6.15pm Mr Nicholas excused from the meeting.

f) Risk Register update

Mr Scott went through the risk register update as per the Audit Committee minutes.

Risk 22 – the governors asked whether the mitigation score of 10 was realistic based on the quality issues raised under the SAR report. The ELT felt the scoring was slightly optimistic and governors agreed that this should be reviewed.

Risk 19 – ELT to review the mitigation score as above.

Action

The Board accepted the amendments and additions made to the risk register but requested that the ELT review the scoring in the document and give feedback on updates to the next Audit Committee Meeting. It was also noted that the ELT would be presenting a Risk Register Policy in the Spring term.

2015-16/86 **Area Based Reviews – update**

Redacted

2014-15/76 **Confidential Business.**

It was agreed that agenda items 7, 9a, 9c, 9d be kept as a confidential record due to the commercial sensitivity of the minutes.

The meeting ended at 7.10 pm.

The next Corporation Board meeting would take place on Monday March 2016 at 5.00pm.

Signed Chris Maidment (Chair) Date