

**EASTLEIGH COLLEGE BOARD
MINUTES OF BOARD MEETING AND TRAINING EVENT HELD ON WEDNESDAY 29 APRIL 2015
AT 1600 HRS IN THE RED CARPET RESTAURANT**

Present:

Mr Paul Quigley (Chair)
Mrs Angela Cross-Durrant
Mrs Gail Thomas
Mrs Helen Hills (Staff Governor)
Dr Jan Edrich, (Chief Executive & Principal)
Miss Shirley Nellthorpe
Mr Alex Parmley

Mrs Kathryn Rankin
Mr Paul Sahota
Mr Daniel Lowe, (Student Governor)
Mr Jonathan Sendell,
Mr John Course
Mrs Julie Richmond (Staff Governor)

In attendance:

Mr Rob Jarvis
Mrs Katy Quinn
Dr Chris Davis, Clerk to the Board (minutes)

BOARD TRAINING EVENT

B.10.15 Presentation by Siobhan Flynn, Employment and Skills Manager, Solent Local Enterprise Partnership (Solent LEP)

Mrs Flynn gave Governors an interesting presentation on the important strategic issues relating to skills and employment within the Solent LEP's geographical area. She began by reminding Governors of the local area economy, the LEP's strategic economic plan and delivery mechanisms. She went on to explain the Solent LEP's skills strategy, describing general workforce trends, together with recent policy developments and drivers. Governors were given detailed analysis and data with regard to the Business skills survey, which identified skills gaps & skills shortages. This was then balanced with data regarding future Economic forecasts and future skills demand. To conclude Mrs Flynn focused on the current provision and apprenticeships. Questions were raised throughout the presentation, which gave the opportunity for Governors to discuss issues and raise queries over skills provision and employment possibilities in the region.

Mr Quigley thanked Mrs Flynn for her time and for providing such an enlightening presentation.

BOARD MEETING

B.11.15 GOVERNORS' MEETING TIME WITHOUT SMT

B.12.15 MEMBERSHIP AND BOARD MATTERS

i Apologies

Apologies were received from Mr Colin Davidovitz, Mr Steve Johnson and Mrs Verona Hall. Mrs Kathryn Rankin apologised for her late arrival.

ii Declarations of interests

There was a declaration of interest by Mr Alex Parmley, who made the Board aware of his interest as a employee of Eastleigh Borough Council with regard to the College's Major Redevelopment Project.

iii Minutes of last meeting

The minutes of the meeting held on 25 March 2015 were agreed as a true and accurate record and signed by Mr Quigley.

iv Matters arising

There were no matters arising.

B.13.15 GOVERNORS' MONTHLY REPORT – MARCH 2015

i Financial aspects

Mr Jarvis drew Governors' attention to the College's 16-18 Apprenticeship allocation for 2014/15, which is currently £1.352m. He went on to say that delivery is likely to exceed this allocation and so a further growth request of £150k had been submitted. The outcome of this request will not be known until the beginning of June and so no allowance for this growth is as yet included in the College's financial forecasts.

Traineeship delivery by our partners also continues to be particularly strong and our uplifted allocation of £2.52m is already fully committed. Consequently a further growth request for an additional £1m has been submitted. He confirmed that the outcome of this request will also not be known until sometime in June and so once again no allowance for this growth is as yet included in the College's financial forecasts.

Mr Jarvis updated Governors on the Major Redevelopment Project with confirmation that at a recent Eastleigh Borough Council Local Area Committee meeting, outline planning permission for the new teaching block on main campus and for the disposal of Cranbury for residential development was granted. He went on to confirm that final grant confirmation has been obtained from the Solent LEP and a formal funding agreement will be completed shortly. A loan agreement with Lloyds is also in the process of being finalised.

Mr Jarvis drew Governors' attention to the Income & Expenditure account and said a £330k historic cost surplus at the year-end was now forecast. The cash position was healthy with a forecast outturn of £2682k at the year-end.

ii Safeguarding update

Mrs Quinn gave Governors a brief up-date on the results of the 4x4 student feedback survey, identifying key themes from the 'Best Things about the Course' and key themes arising from the 'Things I would Change'.

An update on Safeguarding then followed with Mrs Quinn reporting that the staff induction safeguarding training had been rewritten and updated to reflect the changes in law around preventing extremism and the updated guidance on keeping children safe in education.

Mrs Quinn informed Governors that the management team within the College had all received training on the prevention of extremism. She also went on to say that the safeguarding team are now working with the local Prevent Officer to risk assess the College against the Prevent Duty.

iii Equality & Diversity update

Mrs Quinn confirmed that there were no specific updates on Equality & Diversity, however she did report that the Support Learning Manager is exploring guest speakers for wider College enrichment activities

Governors noted the financial aspects, safeguarding and Equality & Diversity updates in the March 2015 Monthly Governors' Report.

B.14.15 ANNUAL AWARDS CEREMONY, 24 NOVEMBER 2015

Dr Edrich confirmed that the event would once again be held at an offsite venue on 24 November 2015. The format would follow the same successful set-up as last year. With this in mind and in order to obtain photos/videos of nominees while they were still in College, prize-winners would need to be selected as soon as possible. Consequently Dr Edrich asked that because of the short time line, a schedule of nominations would be emailed to Governors for their timely response. All Governors agreed to this mechanism.

ACTION: JE

BOARD TRAINING EVENT

B.15.15 THE PREVENT DUTY

Mr Thom Young, Supported Learning Manager gave Governors a briefing on the updates to the College's Safeguarding and Child Protection Policy with specific regard to the Prevent Duty. His clear and systematic approach covered many areas, in particular where they are relevant to the responsibility of Governors. Topics covered in the brief included; the present situation, 'The Duty', responsibilities for Governors, resources, future risk assessment, training for staff and the various timelines for bringing this into operation. Questions were raised at the end of the briefing and Mr Young was able to provide links for more information and training through the Education & Training Foundation and the Government's own preventforfeandtraining.org.uk website.

Mr Quigley thanked Mr Young for his informative briefing and the work that he and his team are carrying out with regard to Safeguarding and Child Protection.

B.16.15 COLLEGE CURRICULUM

Mrs Quinn provided a timely presentation on the strategic overview of the curriculum within Eastleigh College. She explained that her presentation would cover the many changes throughout the sector that had been experienced over the last 4-5 years. The second part of the presentation would look at the response and impact it had had on Eastleigh College's curriculum offer and finally what the future holds for Eastleigh College and the considerations, which needed to be taken into account moving forward.

The key changes that had taken place in the past throughout the sector centred around; rigour and responsiveness, qualification reforms, quality and funding. Mrs Quinn provided detailed data showing proportion of funding per programme, detailed College income comparison figures and overall success rates for 2013/14. She explained, in terms of a local context, present demographics, local competition and local skills, using learner numbers data and both skills shortages and over supply predictions.

She concluded by focusing on the future, 'what we know so far' and 'what we don't know yet'. Her presentation looked at the potential strengths of the College, the possible weaknesses and the obvious threats that could be just around the corner. She finished by looking at the many opportunities and positive developments at Eastleigh College.

Mr Quigley thanked Mrs Quinn on behalf of the Governors for her time and for providing such an interesting and thought provoking presentation.

B.17.15 DATE OF NEXT MEETING

Wednesday 1 July 2015, 1700 hrs

Curriculum up-date

Governors' Monthly Report

Major Redevelopment Project up-date (confidential item)

Approve revenue and capital budget 2015/16 and three year financial forecasts

Approve annual pay review

College Charter

Student Governors' strategic issues (LOOP update)

Strategic Plan update

There being no further business, the Board meeting and Training Event closed at 1905 hrs.