

**EASTLEIGH COLLEGE BOARD  
MINUTES OF BOARD MEETING HELD ON WEDNESDAY 1 JULY 2015 AT 1700 HRS IN  
ROOM A115**

**Present:**

Mrs Angela Cross-Durrant  
Mr Colin Davidovitz  
Mrs Helen Hills  
Miss Shirley Nellthorpe  
Mr Paul Quigley, Chair  
Mrs Gail Thomas

Mr Daniel Lowe (Student Governor)  
Mr Jonathan Sendell  
Dr Jan Edrich, Chief Executive and Principal  
Mr Alex Parmley  
Miss Julie Richmond

**In attendance:**

Mr Rob Jarvis, Finance Director  
Mrs Katy Quinn, Deputy Chief Executive (Teaching and Learning)  
Dr Chris Davis, Clerk to the Board

**B.18.15 GOVERNORS' MEETING TIME WITHOUT SMT**

**B.19.15 MEMBERSHIP AND BOARD MATTERS**

**i Apologies**

Apologies were received from Mr John Course, Mr Steve Johnson, Mrs Verona Hall, Mr Paul Sahota, Mrs Kathryn Rankin.

**ii Declarations of interests**

Dr Edrich, Miss Richmond, Mrs Hills, Mr Jarvis, Mrs Quinn and Dr Davis declared an interest in item B.23.15 iii, annual pay review. Mr Parmley declared an interest in item B.21.15, iv regarding the major redevelopment project update

**iii Minutes of last meeting**

The minutes of the meeting held on 29 April 2015 were agreed as a true and accurate record and signed by Mr Quigley.

**iv Matters arising**

Dr Edrich reported that from the schedule of nominations, two students were being considered for the Governors' prize at the annual awards ceremony in November 2015.

**v Further 4 Year Term of Office**

The Board approved a further 4-year term of office for Mr Sendell.

**vi Relinquishment of post, Student Governor – Mr Daniel Lowe**

Governors noted the relinquishment in his position as a Student Governor of Mr Daniel Lowe. Mr Quigley presented Mr Lowe with a Certificate of Contribution to the Corporation and wished him every success for the future.

**vii E-Governance**

Governors agreed to the proposal of trialling a hybrid programme using both E-papers and hard copies at the next full Board meeting in September 2015.

**viii Code of Good Governance for English Colleges 2015**

Governors agreed to acquaint themselves with the Code over the summer recess, with a view to discussing and making a decision on whether to adopt the new Code at the next Board meeting in September 2015.

## **B.20.15 GOVERNORS' MONTHLY REPORT – MAY 2015**

### **i Financial aspects**

Mr Jarvis drew Governors' attention to the Income & Expenditure account and said a historic cost surplus of £324k at the year-end was now forecast. The cash position was healthy with a forecast outturn of £2682k at the year-end.

As a result of the Chancellor's recent announcement of in year spending cuts for BIS and the DoFE and in view of the forthcoming budget on 8<sup>th</sup> July 2015, the SFA have deferred any decisions on College growth funding requests. Eastleigh's requests for £150k re 16-18 Apprenticeships and £1m re Traineeships are therefore 'on hold' until 8<sup>th</sup> July 2015.

### **ii Safeguarding update**

Mrs Quinn reported an on-going situation with a student who has been referred to the Prevent Engagement Team over concerns of being vulnerable to radicalization. She further commented on the fact that the process was working with a healthy relationship with all the external agencies.

### **iii Equality & Diversity update**

There were no Equality & Diversity issues raised.

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

## **B.21.15 TO RECEIVE**

### **i Audit Committee minutes, 3 June 2015**

Mr Davidoviz spoke about various items in the minutes of the Audit Committee meeting and confirmed that both the internal and external auditors were content with their findings.

Mr Jarvis made particular reference to the capital development scheme and the timing of any book entry with regard to a potential impairment charge on the Desborough road site. He has been in consultation with the external auditors about what the entries will be so that they are comfortable with what the College is doing. The plan agreed with the auditors is to impair the Desborough road site by £700k in 2015/16 as a one-off book entry when final grant confirmation for Phase 2 is received.

Governors noted the minutes of the Audit Committee meeting on 3 June 2015.

### **ii Standards Committee minutes, 10 June 2015**

Mr Sendell reported that the committee had discussed various items including the Governors' data dashboard, the data sub-group, minimum levels of performance, the ILT Strategy and the new grading system for Teaching, Learning and Assessment.

Mrs Cross-Durrant made Governors aware of potential changes to the data dashboard with a switch to 'added value' measures.

Governors noted the minutes of the Standards Committee meeting on 10 June 2015.

### **iii Finance & General Purposes Committee minutes, 17 June 2015**

Mr Quigley advised Governors that many of the issues covered at the committee meeting would be raised elsewhere in the agenda and therefore did not want to duplicate further discussion.

No further matters were raised.

Governors noted the minutes of the Finance & General Purposes Committee meeting on 17 June 2015.

**(Confidential)**

**iv Major Redevelopment Project – update**

Governors received the Property Strategy progress report.

**(End of Confidential Item)**

**B.22.15 TO REVIEW**

**i Student Governors' strategic issues (LOOP update)**

Mr Lowe reported that 84 students had now completed the process with a positive score being achieved across the four areas being surveyed.

It is proposed that the Support Learning Manager will introduce this initiative into the student exit surveys at the end of their time at the College.

Mrs Quinn reported that the College had set up solution workshops, which looked at all the feedback, both positive and areas needing improvement. The response from these workshops will be shared on the College's website.

Governors reviewed the Student Governors' strategic issues (LOOP update).

**B.23.15 TO APPROVE**

**(Confidential)**

**i Revenue and capital budget 2015/16 and five year financial plan forecast**

Governors reviewed and approved the proposed Budget 2015/16 and the five year financial plan for the period 2015/16 to 2019/20.

**(End of Confidential Item)**

**ii Speech by Skills Minister, Nick Boles MP**

Dr Edrich tabled an extract from FE News with regards to a speech given by Skills Minister, Nick Boles MP.

Discussion then followed about what is seen as being a very different GFE sector post General Election and a Government obsessed with productivity and Level 3 Apprenticeships. There was also a belief that there will be radical changes post the Chancellors Budget on the 8 July and the spending review in the Autumn 2015.

Debate then followed regarding the potential for significant change and the need for merger/federation of Colleges driven by potential major changes in funding.

Mr Quigley asked Governors for approval that should any initial communication with another College regarding a possible relationship come about, that the Chair and the Chief Executive be able to explore the potential before bringing to the Board for further discussion.

Governors approved this proposal.

**(Confidential)**

**iii Annual pay review**

Governors agreed to defer the annual pay review until December 2015.

**Action: Board 9.12.15**

**(End of Confidential Item)**

**iv Amendments to Financial Regulations**

Mr Jarvis reported that there had been two minor amendments. A proposal that the finance Director and Deputy Chief Executive (Teaching and Learning) be authorised to approve the Chief Executive's expense claims and that the Finance Director's authorisation limit be reset to £125k.

Governors approved the amendments to the Financial Regulations and Procedures.

**v Major Redevelopment Project - Loan**

Mr Jarvis reminded Governors that at a previous Board meeting a decision had been taken to part finance the Major Redevelopment project by new external borrowing, comprising a revolving facility of £2.7m, crystallising at the end of the project into a term loan of £2m.

A full sealed bid tendering process had taken place and the terms of a new facility have now been agreed with Lloyds.

Mr Jarvis explained the facility, making Governors aware of the terms and the interest rate. He also alluded to the rationale of 'additional headroom' in the revolving facility.

Mr Jarvis went on to explain the covenants that will apply to the loan and said that these had been tested against the College's financial plan and are met in full.

He also highlighted the key risks to be considered inherent in entering into the loan agreement, a significant increase in interest rates and a substantial reduction in College income.

Governors approved the term of the new Lloyds loan and the resolution required by the bank.

**B.24.15 DATE OF NEXT MEETING**

**Board/Training Event**

**Wednesday 16 September 2015, 1700 hrs**

Governors' Monthly Report – financial, safeguarding and E&D updates  
Code of Good Governance for English Colleges 2015 (decision on adoption)  
Property Strategy update  
Health and Safety Annual Report  
Review of Board's operation, structure and KPIs  
Annual report on Learner Voice  
Strategic Update  
Risks of working with sub-contractors with large contract values  
Governors Self assessment  
Governors' data dashboard  
Collaborative Models

The meeting closed at 1850 hrs.