

**EASTLEIGH COLLEGE BOARD
WEDNESDAY 9 DECEMBER 2015**

**MINUTES OF BOARD MEETING & STRATEGIC PLANNING/TRAINING EVENT HELD ON
WEDNESDAY 16 SEPTEMBER 2015 AT 1630 HRS
IN ROOM A101**

Present:

Mr Paul Quigley, Chair
Mr John Course
Mrs Angela Cross-Durrant
Dr Jan Edrich, Chief Executive
Mrs Helen Hills
Mr Jonathan Sendell

Mr Alex Parmley
Miss Julie Richmond
Mrs Gail Thomas
Miss Shirley Nellthorpe
Mr Steve Johnson
Mr Paul Sahota

In attendance:

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

PART 1 – BOARD MEETING

B.24.15 GOVERNORS' MEETING TIME WITHOUT SMT

B.25.15 MEMBERSHIP AND BOARD MATTERS

a) Resignation of Councillor Colin Davidovitz and Mr Seán Woodward.

i Apologies

Apologies were received from Mrs Verona Hall and Mrs Kathryn Rankin.

ii Declarations of interests

Mr Parmley declared an interest in item B.27.15.i, regarding the major redevelopment project update.

iii Minutes of last meeting

Mrs Cross-Durrant asked that minute B.21.15.b be clarified to read "Mrs Cross-Durrant made Governors aware of significant changes to measures of performance, with respect to the 'value added' implications to the way that Colleges are to be measured in performance."

ACTION: CD

The minutes, with the amendment above, of the meeting held on 1 July 2015 were agreed as a true and accurate record and signed by Mr Quigley.

iv Matters arising

There were no matters arising.

v Review of Board's Terms of Reference and KPIs and Committee population

Governors reviewed the Board's KPIs and the Committee population.

Mr Parmley asked that a percentage figure of 40% (8 members) of the membership required to make a meeting quorate, be added to the Terms of Reference to clarify the statement.

ACTION: CD

Governors approved the Board Terms of Reference and KPIs with the amendment.

Governors approved the Committee population.

vi **Code of Good Governance for English Colleges**

Dr Davis explained the rationale behind the new Association of Colleges (AOC) Code of Good Governance for English Colleges.

An indepth discussion followed over the alternatives available to the Board. Dr Davis stated that the funding agencies will continue with the current funding conditions, that English colleges either adopt the AoC Code of Governance or alternatively have due regard to the UK Corporate Governance Code.

Comparisons were made between the two alternatives and it was felt that the new AOC Code was a way of supporting college governors and senior leadership teams in developing and maintaining excellence. It was explained that the new Code had been developed by the sector for the sector.

Governors agreed to adopt the Association of Colleges Code of Good Governance for English Colleges (March 2015).

vii **SAR 2014/15 – Board self-assessment**

Dr Davis explained how the governance part of the College's SAR process was to be developed and how this would be evaluated as part of the Support Services SAR. It would be assessed individually like any other activity within the College, therefore fulfilling continuity within already aligned protocols.

He said the board must regularly review its effectiveness ensuring continuous improvement, thereby not only enhancing its own performance but also providing an example to the college. The review should include an assessment of performance against the values and principal responsibilities.

Mr Quigley as Chair began the discussion by asking members if they would like to identify areas that might be constituted as weaknesses within the governance process. Debate followed covering a wide range of areas including Governors' understanding of college business, enabling the interrogation of the information produced in Board and Committee papers. It was agreed that perhaps more individualized training should be available on areas less familiar to an individual governor's skill profile. It was also felt that attendance at other committee meetings might benefit a wider understanding of Board business. The invitation to members of college staff with particular areas of knowledge and expertise was it was felt, also to be encouraged.

The skills matrix of the Board was also discussed and it was felt that this needed to be regularly updated and shared with other members of the Board.

A question was raised regarding the gathering of intelligence from stakeholders the college serves and how that intelligence is monitored and used. Governors felt that this was vital information that needed to be delivered to the Board to enable future strategic direction.

There was agreement that the vision and mission of the College was very clear, however with the ever changing situation within the sector it made the strategy challenging to formulate and prove realistic.

Governors will see the validated final SAR 2014/15 as in previous years. It was requested that for future Governance SARs a modified process be investigated to include a whole Board appraisal measured against the terms of reference and Code of Good Governance for English Colleges.

ACTION: CD

B.26.15 GOVERNORS' MONTHLY REPORT – JULY 2015

i Financial aspects

Mr Jarvis advised Governors of the historic cost income and expenditure account surplus for the year 2014/15, which was £472k compared with a budgeted surplus for the same period of £249k. He went on to say that the income and expenditure account was very solid with tuition fees £183k above budget and other operating expenses, which were under budget by £416k.

Mr Quigley on behalf of the Board, thanked the college's managers for the robust financial results.

Governors noted the financial aspects in the July 2015 Monthly Governors' Report.

B.27.15 TO RECEIVE

(Confidential Item)

i Property Strategy – Major Redevelopment Project update

(See confidential addendum)

Governors noted progress to date and the budget position of the Major Redevelopment Projects.

(End of Confidential Item)

ii Health & Safety annual report 2014/15

Members reviewed the annual report on Health & Safety, noting the areas inspected throughout the year, training and an analysis of accident statistics.

Governors noted the Health & Safety annual report for 2014/15.

PART 2 – STRATEGIC PLANNING/TRAINING EVENT

B.28.15 AREA REVIEWS OF POST-16 PROVISION AND FUTURE PATTERN OF COLLEGE

(Confidential Item)

(See confidential addendum)

(End of Confidential Item)

B.29.15 DATE OF NEXT MEETING

Wednesday 9 December 2015, 1700 hrs

To be preceded by meeting of Eastleigh College Ltd (1600)

Governors' Monthly Report, Financial aspects

Review committee terms of reference

Approve year end financial statements 2014-15

Annual Audit Committee report

Internal Audit Annual Report 2014-15

External Audit Management Report

Student Governors' strategic issues

Clerk's item – declassifying confidential items

Governor Risk Management Board items

College SAR 2014-2015 and quality improvement plan

The meeting closed at 1930 hrs.

