

5. Estate Development

The Principal gave an update on the estate development. The Performing Arts Centre had been handed over to the college and it was intended to bring this accommodation into use at the commencement of next term.

The Piazza project was complete apart from some snagging issues. It was proving to be very popular with students.

Both the Performing Arts Centre and the Piazza Project had a slight over-run in costs and the college was still in discussion with Rok, contractors for the Performing Arts Centre re costing for the over-run on time to complete the project.

Plans are being prepared for the refurbishment of several of the older buildings and these plans and costings will be available for governors to discuss in the spring. It has been decided not to proceed with any new build next year but if circumstances permitted plans would be prepared for a further new building to be completed in 2009.

The long running dispute with Mills and Reeve continues and there is no sign at present of an agreement being reached.

6. Report of the Principal

The Report of the Principal was received (copy in the minute book)

Arising thereon:

a) The year has started well despite record numbers on roll. At present there are 1662 16-19 year old students at the college who seem to have settled down well to academic study and the social life of the college.

b) The college has been forced to close its applications list for September 2008 on 12 November having already received some 870 applications from students not at present at federation schools for approximately 470 places that will remain after students from the federation schools have been offered places. There is also a waiting list with 200 names on it and it has been decided not to consider any further applications at this stage. The aim is to have approximately 1620/1630 students on roll next autumn.

The college will be reviewing its admission procedures to try and avoid similar situations arising in future years. One of the options to be discussed would be making a request for students from the Federation schools to make their applications early in the autumn term.

b) Surrey LSC no longer has its own Executive Director. The Executive Director for Sussex has assumed this role in addition to his role in Sussex. It would appear that this decision has been taken having regard to the fact that from 2010 funding issues for the sixth form colleges will revert to the local authorities. The LSC will probably cease to function at this time.

c) Major changes in the funding methodology will take place from 2008. Early indications are that in the first year funding was unlikely to be affected greatly but it was unclear what the situation will be in future years.

In order to help governors understand the new method of funding at the college, it was agreed that the Principal would give a short presentation prior to the commencement of the Spring term meeting on the new funding methodology.

d) No decision had yet been made of where sixth form colleges were to be placed in relation to the two new educational ministries, the Department for Children, Schools and Families and the Department of Innovation, Universities and Skills. It seems logical that sixth form colleges should be placed with the Department for Children, Schools and Families having regard to the changes that will happen in 2010.

e) The very wide variety of activities that had been undertaken by students was noted.

7. Committee Reports

Reports of Committees were received as follows:

a) Remuneration - meeting held on 13 November 2007

i) Terms of Reference for the Remuneration Committee as recommended by the committee were formally **approved**. Governors also approved Terms of Reference for the Employment Panel for senior post holders.

ii) Appraisal reports of all senior postholders were entirely satisfactory.

iii) The Clerk had indicated that he was leaving his post at the end of August 2008. Governors endorsed the action that the committee was taking to find a replacement.

b) Human Resources - meeting held on 13 November 2006

i) Terms of Reference proposed for the committee were unanimously **approved**.

ii) The revised Maternity, Adoption and Paternity scheme was formally **adopted**. The scheme had been revised to take account of new legislation and regulations.

iii) Self-assessment reports had been discussed relating to staff development and equal opportunities and these would be incorporated in the overall college SAR. Governors were entirely satisfied with the comments made in the report.

c) Curriculum, Performance and Quality - meeting held 20 November 2006

i) On the recommendation of the committee the Terms of Reference for the committee were unanimously **approved**.

ii) Term dates for the academic year 2008/09 were **approved** on the recommendation of members of the committee.

iii) Departmental self-assessment reports had been discussed and these would be incorporated in the overall college SAR. Governors were entirely satisfied with the comments made in the report.

iv) The Child Protection Policy for the college had been reviewed but it was not felt that any changes were necessary. Governors endorsed this view.

v) Governors noted the discussion that had taken place in relation to the Information and Learning Technology Strategy and on the recommendation of the committee formally **endorsed** the strategy.

d) Finance and Estates – meetings held on 21 November and 10 December 2007

i) Terms of Reference proposed for the committee were unanimously **approved**.

ii) Self-assessment reports had been discussed relating to ILT systems and services and resources. These reports would be incorporated in the overall college SAR. Governors were entirely satisfied with the comments made in the report.

iii) As a result of recommendation from the LSC following a recent audit, the Health and Safety Policy and Procedures have been updated. On the recommendation of the committee, the amended Health and Safety Policy and Procedures were formally endorsed.

e) Search- meeting held on 28 November 2006

i) On the recommendation of the committee the Terms of Reference for the committee were unanimously **approved**.

ii) Members of the Corporation formally noted the appointment of Mr Desmond Houghton-Connell as the parent governor. Desmond's appointment is for a maximum period of four year but would terminate earlier if he no longer had a child on the roll of the college.

f) – Chairmans Forum meeting 23 November 2006

i) No changes to the Terms of Reference for the committee had been recommended by the committee. Members of the Corporation formally **adopted** the existing document.

ii) Terms of Reference and Standing Orders for the Corporation were still considered appropriate by the committee. Changes will be necessary when new Instrument and Articles of Government are approved centrally. Members of the Corporation fully **endorsed** this recommendation.

iii) Self Assessment reports on Governance had been discussed and comments would be incorporated in the overall college SAR.

Governors noted and concurred with the view that the form that was sent to governors for their views on their own and the college performance was outdated. It was agreed that this should be reviewed and amended for next year.

g) Audit – meeting held on 3 December 2007

i) Terms of Reference proposed for the committee were unanimously **approved**.

ii) The Internal Audit Services Report for 2006/07 had been discussed. All areas audited had been assessed as good, the top rating. Just three minor observations had been raised, all grade 3. The internal audit report was **formally received**.

iii) The final copy of the Financial Statements Audit management letter had now been received and the committee was recommending that this be formally adopted. Members of the Corporation were pleased to note that only three minor issues had been raised by the auditors as part of the Regularity Audit that needed action by senior management. The management letter was formally **accepted**.

iv) Governors **approved** the Internal Audit Plan for 2007/08 as recommended by the committee.

v) Letters of Representation in relation to the financial statements audit and the regularity audit for the year ending 31 July 2007, that were recommended by the committee, were **approved** and the Chairman of the Corporation and Principal were asked to sign both letters on behalf of the Corporation.

vi) The Annual Report of the Audit Committee to the Corporation for the year 2006/07 was formally **received**.

8. Self Assessment Report & Development Plans

a) Self Assessment Report

The Governance Self Assessment Report for 2006/07 had been finalised at a recent meeting of the Chairmans Forum.

Other committees of the Corporation had considered sections relevant to that committee and had recommended that the report be approved. Members were pleased at the new format and noted the college strengths and areas for development.

This report forms part of the overall Development Plan for the college.

On the recommendation of the committees the final report on self-assessment was unanimously **adopted**.

b) Review of Development Plan 2006/07

Committees had had the opportunity of discussing the relevant sections of the documents during the current cycle of meetings.

The document for 2006/07 had been finalised and members were extremely pleased to note that the college had achieved all but a few of its objectives. All committees were recommending the adoption of the final document for this year and the Chairmans Forum was recommending that the final assessment in the five key aspects of the Plan should be 'outstanding'. Members of the Corporation unanimously **endorsed** this recommendation.

c) New Development Plan 2007/08

The Development Plan for 2007/08 had been discussed in detail at the present cycle of committees and in all cases a recommendation was made that the Corporation endorse the Development Plan for this academic year. The document will be reviewed by the senior

management team on a termly basis and members of the Corporation would receive further updates on progress at future meetings of committees and the Corporation.

The Principal highlighted various sections of the Plan and governors concurred with the targets set.

The Corporation unanimously **approved** the recommendations of the committees in relation to the Development Plan for 2007/08

9. Risk Register 2007/08

The Risk Register for 2007/08 had been discussed at the recent cycle of committee meetings. All committees were recommending that the report as circulated be endorsed. Governors **agreed** with the recommendation of the committees The Risk Register will be updated by senior management on two more occasions during the academic year and further reports would be made to committee and the Corporation in the Spring and Summer 2008.

10. College Accounts 2006/07

The Finance and Estates Committee had discussed in detail the accounts for the year ended 31 July 2007 at both its termly meeting and at a special meeting held immediately prior to the meeting of the Corporation. Some minor changes had been made in the accounts following the earlier meeting following discussions with the financial statements auditors.

The Chairman of the committee highlighted the main areas of the accounts. The college had a trading loss of £75k for the year as opposed to a forecast deficit of £203k. However, over £50k of this loss was due to the College having to make provision for anticipated shortfalls in the Surrey County council pension scheme which the support staff belong to. This amount had not been included in the budget for the year and as it was only a provision did not affect the cash position.

The college remains firmly in category 'A' for financial health.

The committee was recommending the approval of the accounts for the year 2006/07 as circulated.

After a brief discussion, it was proposed, seconded and unanimously

RESOLVED that the College Accounts for the year 2006/07, be formally **approved**, and it was agreed that the Chairman and Principal should sign off the accounts at the conclusion of the meeting.

Members wished to record their thanks and appreciation to the college staff involved with the finances at the college for the efficient manner in which the finances are managed. Governors also wished to express their thanks to members of the Audit Committee particularly Sharon Ward for additional time that had been spent to ensure that a satisfactory conclusion had been reached with the financial statements auditors.

11. Business Training Services Review

The Finance & Estates Committee had reviewed the future of the Business Training Services Unit at its termly meeting and at a special meeting of the committee held immediately prior to this meeting. The committee had considered a paper prepared by the Principal on this topic and this paper had been circulated to all governors.

Governors were informed of changes that were imminent at the unit following the resignation of Sheila Vinson to take effect from the end of the current term. Some restructuring had taken place and a replacement for Sheila had been made but at a grade commensurate with that of a Head of Faculty. The Assistant Principal Curriculum and Resources will assume responsibility for the strategic direction of BTS thus ensuring that there is one senior manager responsible for the whole of the curriculum offered by the college.

Governors were reminded that a review of the BTS is necessary because of the shortfall of funding in past years. The unit is likely to break even in the current year because it will be funded on planned and not actual enrolments but this will not continue to be the case in future years. It is hoped that the financial position will improve due to increased enrolments and in his paper the Principal set out four targets that should be met to ensure the viable continuation of the unit at least until 2009.

Senior management were now satisfied that the unit was in a stronger position than in recent years and was likely to continue in a positive way as far as can be seen. It was hoped that the newly appointed Head of the unit will be able to generate sufficient business that will enable the unit to be financially viable. SMT had agreed that it would not be possible to move the unit back to the main site because of a lack of space and it would have detrimental effect on the unit in the eyes of the adult students if this was to happen.

Governors expressed the view that the unit created a lot of goodwill and kudos for the college and that it would be a pity if it was not to continue. Several governors who had been at recent Presentation Evenings remarked how much the students successes meant to them as individuals.

After receiving a further report from the Principal at a meeting earlier in the evening, the Finance and Estates committee was recommending that the unit should continue with a further review taking place at this time next year having regard to the likely change in the method of funding from the LSC.

Governors unanimously **agreed** with this recommendation

12. Dates of future meetings

The next scheduled meetings of the Corporation would be held on 17 March and 3 July 2008, both meetings to commence at 7.00pm.