

Confidential (Minute 10 redacted)

CENTRAL SUSSEX CORPORATION

**Minutes of a Corporation Meeting held at 5.00 p.m.
on Thursday 14th July 2011 in T11 Crawley Campus**

Membership: John Peel (Chair)*, Clive Behagg*, Patrick Berry*, Mark Froud*, Liz Gray*, Paul Harding (Vice-Chair)*, Annie Henry*, Umar Khan*, Tony Hyams-Parish, Natalie Libby, Chris Maidment*, Peter Mansfield-Clark, Sylvia Meli, Nick Mercado*, Zoë Richardson (on sabbatical), Philip Roberts,* Ramesh Shingadia* and Russell Strutt*

* = present

Also in attendance: Suri Araniyasundaran, Adrian Dodwell, Robin Hanford, Jenny Poore and Nick Whitley (Clerk)

The Chair welcomed Robin Hanford, the Vice-President of the Student Executive at Sixth Form Haywards Heath, who was standing in for Lizzie Jay, the President, who was unable to be present.

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Tony Hyams-Parish, Natalie Libby, Peter Mansfield-Clark, Sylvia Meli and Zoë Richardson.

MEMBERSHIP – APPOINTMENT OF STUDENT MEMBER

- 1a. The Chair advised the Corporation that the new Student Executive had now been appointed for the Haywards Heath Campus. Natalie Libby's term of office would not conclude until the end of the term, **it was therefore agreed that Lizzie Jay be appointed Student Member for a period of four years to take effect from the 1st September 2011. Robin Hanford (Vice President) will be appointed to the Curriculum, Quality & Standards Committee as a Co-opted Member with effect from 1st September 2011.**

DECLARATIONS OF INTEREST

2. Clive Behagg declared an interest as Vice-Chancellor of the University of Chichester and Liz Gray as a member of staff of the Open University.

NOTIFICATION OF ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA

3. There had been no notification of any items to be withdrawn from the Consent Agenda.

APPROVAL OF CONSENT AGENDA

4. The Chair drew attention to the fact that, by approving the Consent Agenda, the Corporation would be agreeing to the College's Disability Statement and to the College Charter.
5. **The Consent Agenda was approved unanimously.**

MINUTES OF A MEETING HELD ON 4th APRIL, 2011

6. **With the addition of the word *May* (between *Thursday 26th* and *2011*) in the last line of Minute 10, the minutes were signed as a correct record.**

Paul Harding joined the meeting at 5.10 pm.

MATTERS ARISING

7. **Haywards Heath Phase 3/9:** The delegated authority agreed at the meeting of the 23rd May 2011 was extended, namely that authority be delegated to the Chair of the Corporation, together with the Chairs of the Capital Committee, the Resources Committee and the Audit Committee, to approve the arrangements to borrow £15.6 million in accordance with the approved ten year plan and to let the contract for the Phase 3 development with Mansell as the main contractor. *
8. **Purchase of Horsham Training centre /10:** It was noted that Horsham District Council had been the successful bidders for the purchase of Horsham Training Centre.
9. **Recruitment of Clerk /11:** The Chair advised the meeting that Roger Crossley had been appointed Clerk for a period of two years on a half-time basis. He would be taking up his post on the 12th September 2011, when his current role as temporary clerk at Northbrook College covering the maternity leave for that College's new Clerk would cease. The Panel were convinced that this would prove to be a strong appointment.
10. **Redacted.**

STRATEGY

PRINCIPAL'S UPDATE.

11. The Principal gave a presentation focussing on the need to review and (where necessary) reframe the College's strategies now that the Coalition's Policy context was becoming clear; the College's initiatives in enterprise education; an outline of the Higher Education White Paper as it affected the Further Education sector; developments in collaboration / federation initiatives, including shared services, and key planning and funding issues as they affected the budget for 2011/2012. As far as shared services were concerned, a business plan would be presented to the next meeting of the Corporation.

Annie Henry joined the meeting at 5.20 pm.

12. It was noted that Universities and Colleges would, increasingly, be measured and judged on their students' success in gaining employment.
13. Annie Henry and Umar Khan gave very positive feedback on the Enterprise Education pilot from a staff and a participant's perspective. This had culminated in several presentations to a "Dragon's Den" style panel of entrepreneurs (albeit run on a more supportive basis than the television original) which had resulted in two ideas which had real potential to become businesses. What was lacking was "incubator space" within the College to support the students to take their ideas further. It was

recognised that such a facility must be considered seriously in the future to support the enterprise education initiative. It was confirmed that enterprise education should be understood to embrace the third sector as well as profit-making initiatives.

14. **The report was received.**

BUDGET AND THREE YEAR FINANCIAL FORECAST

15. Suri Araniyasundaran gave a presentation covering the key risks and sensitivities underlying the proposed budget and three year forecast, which formed the first three years of the ten year financial forecast.
16. **The budget for 2011/2012 and the associated three-year financial forecast were approved.**
17. It was agreed that a Special Corporation meeting would be convened as part of the AwayDay, scheduled for 4th February 2012.

BUSINESS REPORTS

The following Business Reports were agreed on the Consent Agenda:

HEALTH & SAFETY REPORT

18. **The report was received.**

EQUALITY & DIVERSITY REPORT

19. **The report was noted.**

REPORT OF THE RESOURCES COMMITTEE

20. **The report was received.**
21. **The franchise programme with BIMM for 2011/2012 was approved for up to 95 16-18 year old learners, with a maximum payment to BIMM not to exceed £450k (including for Apprenticeship provision) and that authority was given to the Principal to sign the agreement.**
22. **The College's Disability Statement for 2011 was approved.**

REPORT OF THE AUDIT COMMITTEE

23. **The report was received.**

REPORT OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE

24. **The Committee's report was received.**
25. **The College Charter was approved.**

GOVERNANCE

CHAIRMAN'S ACTION

26. **The only Chairman's Action taken was to appoint Roger Crossley as Clerk; this action was ratified.**

REPORT OF THE GOVERNANCE & SEARCH COMMITTEE

27. The Chair highlighted a number of points from the report, including the fact that the Committee had recommended that he agree to an extension of his Chairmanship and membership of the Corporation until 2014, to provide continuity during these uncertain and changing times.
28. **The report was noted.**
29. **Nick Mercado was appointed to the Curriculum, Quality & Standards Committee.**
30. **It was agreed to appoint Liz Gray and Chris Maidment as joint Vice-Chairs of the Corporation.**
31. **It was noted that the Association of Colleges, with the support of the Skills Funding Agency, would be issuing a Code of Governance for Corporation to consider adopting.**

REPORT OF THE BURGESS HILL HAYWARDS HEATH LOCAL COMMUNITY BOARD (LCB) 27th JUNE 2011

32. **The report was received under the Consent Agenda.**

STAFF AND STUDENT MATTERS

33. Nick Mercado and Annie Henry drew attention to the extensive and positive work being carried out by staff to enrol students in advance of the new academic year and to prepare for the coming term.
34. Robin Hanford said that the Haywards Heath Student Executive were delighted to be given the opportunity to talk to new applicants to the Haywards Heath. He also identified some instances where communication with students at Haywards Heath could be improved; these would be taken up at the LCB and with the Executive. Umar Khan drew attention to ways in which the Student Executive at Crawley campus was planning to revitalise its representative structures, which the Principal welcomed.

CHAIRMAN'S UPDATE

35. It was noted that the Chairman had engaged in 9 meetings (including the Clerk interviews) since the last Corporation meeting. Among these were a Sussex Chairs meeting attended by Geoff Russell of the Skills Funding Agency.

ANY OTHER BUSINESS

36. It was agreed to appoint Denise Redford as Acting Clerk between the 1st August 2011 (when the current Clerk retired) and the 12th September, when Roger Crossley took up his new post.

CONFIDENTIALITY OF BUSINESS

37. **It was agreed that references in the Principal's slides to details about collaborative activities including shared services should remain confidential on commercial grounds, since they were not in the public domain at this time.**

The meeting closed at 7.20 p.m.

****NB. Minute 7 amended at Corporation Meeting on 13th October 2011.***