

CENTRAL SUSSEX CORPORATION

Minutes of a Corporation Meeting held at 4.00 p.m. on Monday, 14th December 2009 in T11 Crawley Campus

Membership: Clive Behagg*, Patrick Berry*, Michael Easter*, Leslie Edwards*, Mark Froud*, Paul Harding (Vice-Chair)*, Annie Henry*, Tony Hyams-Parish, Peter Mansfield-Clark*, Gill Marshman*, Sylvia Meli*, Adam Passingham, John Peel (Chair)*, Zoë Richardson*, Ramesh Shingadia* and Russell Strutt*.

* = present

Also in attendance: Alice Darby, Dorothy Hatfield, Philip Roberts, Suri Araniyasundaran, Adrian Dodwell, Jenny Poore, Denise Redford (Deputy Clerk) and Nick Whitley (Clerk)

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Tony Hyams-Parish and Adam Passingham and for lateness from Annie Henry.

DECLARATIONS OF INTEREST

2. It was noted that Clive Behagg had an interest to declare as Deputy Vice Chancellor of the University of Chichester.

MEMBERSHIP

3. The Clerk advised the meeting that Gill Marshman was the unopposed candidate for the position of Support Staff Corporation Member.
4. **It was agreed to confirm Gill Marshman's appointment as a Corporation Staff Member for a second four year term of office, to commence on the 30th January 2010.**

MINUTES OF A MEETING OF 19TH OCTOBER 2009

5. The Minutes were signed as a correct record.

MATTERS ARISING

6. **Annual Health & Safety Report/19 and 28:** The Chair advised that he had originally asked for an explanatory note to be added to the Appendix detailing incidents of violence, to explain why in a particular instance concerning a disabled learner it had not been appropriate to apply disciplinary sanctions. On subsequent reflection he had concluded that this was not strictly relevant to the Annual Report and had withdrawn his request.
7. The various amendments to the Report, identified in the papers circulated prior to the meeting by the Clerk were noted.

8. It was confirmed that the Chair's signature on the Annual report would bind all the Corporation Members and it was therefore decided to put the approval of the Annual Health & Safety Report to a formal vote.
9. **It was agreed unanimously to approve the Annual Health & Safety Report for the Year to 31st July 2009 and to authorise the Chair to sign on behalf of the Corporation.**

CHAIRMAN'S ACTION

10. The Chair advised that he had signed a letter of comfort to Barclay's Bank to enable them to issue the Facility Letter formally for the £2.5m loan.
11. On the recommendation of the Governance & Search Committee he had also approved the final version of the Financial Management and Control Evaluation (FMCE) annual return for submission to the Learning & Skills Council (LSC).
12. **The Chair's Actions were ratified.**

HEALTH & SAFETY REPORT

13. Jenny Poore introduced the report. She highlighted the increase in the number of walkabout inspections being carried out. She also drew attention to the number of RIDDORs (Reporting of Injuries, Diseases and Dangerous Occurrences). While not wishing to minimise the significance and seriousness of all such accidents, it was important to remember every person sent to hospital following an accident at the College was classed as a RIDDOR.
14. A Health & Safety Consultant commissioned by FE Sussex had reviewed the College's Health and Safety procedures and had subsequently written a complimentary letter to the College, extracts from which were included in the Report.
15. A rise in workplace accidents was noted; the reasons for this were discussed. It was explained that this appeared to be due to a combination of improved reporting and some particular problems with the working practices followed.
16. It was confirmed that learners in the welding workshop were supervised during their practical sessions.
17. **The report was received.**

EQUALITY & DIVERSITY REPORT

18. The Principal introduced the report, reminding the Corporation of their duty to ensure that the College had in place the appropriate Equality Schemes required by legislation and was monitoring their impact. The report addressed this requirement.
19. He also reminded the meeting that the individual Equality Schemes were due to be incorporated into a single all-embracing Scheme during 2010.

20. Key points to note were the relatively low representation of Black and Minority Ethnic (BME) members of staff and the commitment to monitor their career progression and provide support as appropriate.
21. The Curriculum, Quality & Standards Committee had scrutinised the Equality and Diversity Self Assessment Report (SAR). It was encouraging that the overall success rates for learners with disabilities and those being helped with Additional Learner Support were higher than for the College as a whole.
22. The adult BME success rate was down by four percentage points; this was concentrated on Bangladeshi and Pakistani learners. This was being investigated further since a significant number of learners was involved. The reduction in performance by Pakistani learners was a newly emerging issue, whereas considerable work had been carried out to establish what underlying issues there may be for the Bangladeshi learners. No clear reason had emerged. Learner Satisfaction rates were high amongst those students and leaders from the local Bangladeshi community had expressed confidence in what the College was doing.
23. On a positive note, male success rates had improved and now matched female success rates at 80%.
24. The arrangements for training staff in Equality and Diversity were outlined in the report.
25. It was noted that the College was prioritising its programmes for speakers of English as a second or other language to meet the need of the local community in line with Government policy.
26. **The report was received.**

PRINCIPAL'S UPDATE

27. The Principal took the meeting through his report. He started with a brief review of the last twelve months; it had been a great year for quality; but dreadful financially. The accreditation of the College's quality was a tribute to the quality of its staff; however it must also be recognised that it had stretched their endurance to the limit.
28. The main impact of the economic downturn had been on the College's Apprenticeships and Train to Gain programmes, this had contributed to the deficit as had the delay in implementing the Human Resources (HR) Plan, because of the timing of the OFSTED (Office for Standards in Education) inspection visit.
29. Turning to the external environment and its impact on future plans for the College, he drew attention to the two main drivers for the College, namely the Local Area Statements of Need prepared by West Sussex County Council (WSCC) and the Skills for Growth White Paper.
30. WSCC had the responsibility for identifying the needs of 14-19 year olds within its area. The two priorities for development were Apprenticeships and the Foundation Learning tier.

31. It was noted that the planned growth for 16-18 Apprenticeships (32%) seemed unrealistically high; the Principal responded by stating that the College Principals were looking to persuade WSCC Officials of the importance of discussing the deliverability of targets before they were published.
32. As far as the Skills for Growth White Paper was concerned, it signalled a move away from qualifications per se, towards skills development to meet employer and employment needs. Inherent within it was a focus on apprenticeships and in particular; advanced apprenticeships. The age restriction for these had been raised to 30.
33. A further aspect of this revised focus was the importance of progression: in particular, progression through advanced apprenticeships to Higher Education (HE) or professional level qualifications.
34. The White Paper signalled that there would be funding to double advanced apprenticeships over the next two years.
35. A major shift in funding mechanisms for adults had been indicated: block grants would be phased out over the next three years. Individuals would be given so-called Skills Accounts so that they would take the decision on where to purchase training and this would be the mechanism to trigger Government funding for that individual.

Annie Henry joined the meeting at 4.45 p.m.

36. It was pointed out that the White Paper had limited currency because a general election was due to be called within a matter of months. It would be important to establish what other political parties' views were of the priorities expressed within it.
37. It was also clear that there would be cutbacks in Government funding, no matter which party came to power. The forecast 5% reduction in funding for the year 2010/2011 could prove to be three times worse in practice: a cut of £4m.
38. The Principal advised that apprenticeships had been expressed as a priority by all the main political parties. It was not clear how long it would take for a new Government's priorities and approaches to be established; however all the indications were that the first year would not see a significant reduction in funding beyond 5%. The Executive would not ignore the possibility of it being worse however. Contingency plans would be prepared to model up to a 20% reduction in funding.
39. It was noted that the major constraint on the growth of apprentices was likely to be the number of employers willing to offer apprenticeships, rather than any lack of funding.
40. **It was agreed that the Chair should send a letter of thanks to all staff, congratulating them on their achievements over the year and wishing them a Happy Christmas.**
41. The Principal then drew attention to the Table of Planning Priorities for 2010/2011. He advised the meeting that, at a recent meeting with WSCC,

Officers had informed him that the College's unfunded growth of c.100 16-18 year olds this year should be consolidated into the funding for 2010/2011.

42. The anticipated reduction in Government funding of 5% (c. £1.5m) was being modelled on the basis of achieving efficiency savings of £1m and an increase in net income of £500k from non-qualification commercial income. A 1% pay increase was being factored into the modelling, in line with public statements about public sector pay.
43. Steps were being taken by Central Sussex College with Northbrook and City College Brighton to develop joint back office facilities. It was proposed to second Jenny Poore to Northbrook College for two days a week to work with them as their strategic lead for HR and to work-up a model for a joint back office for HR. It was envisaged that City College Brighton would join in with this arrangements later in the year.
44. The Finance Directors of the Sussex Colleges were working together to develop opportunities for joint procurement.
45. It was noted that the proposed efficiencies including raising group sizes and a concern was aired that this might lead to a reduction in quality. The Principal responded by stating that there needed to be a cap on the maximum number of learners per group, to prevent any such deterioration in quality; however as long as this did not exceed 22 to 24 the quality would not be endangered. Currently the average group size across the College was approximately 14; a further growth in full time students of 100, would not take it above 15.
46. It was commented that any joint back office arrangements were likely to involve additional expenditure at the outset, to secure longer term savings. The Principal advised that FE Sussex had secured some funding to support the development of joint schemes. It was noted that there were conflicting pressures from Government, particularly in respect of procurement. There was a drive to make purchases locally; however this was rarely the cheapest option, and was unlikely to fulfil the requirements of joint procurement, which was also a Government priority.
47. Doubt was cast as to the realistic likelihood of an additional net income of £500k being achieved from commercial income, given the College's previous track record in this respect. It was stressed that there were risks associated with this forecast, which had been discussed at the last meeting of the Task & Finish Group (Strategy). Nevertheless there were real opportunities within certain niche markets, which the College would be looking to exploit.
48. It was pointed out that the financial targets would be difficult to achieve. The proposals for joint back offices were unlikely to deliver all the savings required in the longer term; it would be necessary to rethink the way all the support services were run.
49. The Principal suggested that it would help the Executive if a small group drawn from the Resources Committee could meet with members of the Executive during the latter part of January to help look at ways of managing a 20% reduction in Government funding.
50. It was pointed out that, at Haywards Heath, students were already experiencing a lack of resources in terms of social space, access to

computers etc. The Principal responded by stating that this had come about because of the halt to the Phase 3 building project. The problems were recognised by management and steps had been taken to open up several of the rooms in the old mothballed part of the campus, to equip them with IT facilities over Christmas to take the pressure off the Learning Resources Centre (LRC) and the social spaces.

51. It was pointed out that increasing class sizes would inevitably add to the pressures experienced by staff, with additional marking and the extra time needed to provide high quality feedback to the learners.
52. The Principal responded by stressing that he had been talking at an overall, cross College level. He was aware that there were groups that were at the maximum size commensurate with the high quality learning experience he and the Corporation wanted and expected for learners. Nevertheless there were many classes with much smaller numbers. The business planning process, which was about to begin, would be used to identify which groups could grow and which were already at an optimum size.
53. It was also pointed out that additional support staff may be needed to support larger groups; however the Principal stressed that the needs varied. There were parts of the College that were operating below the recommended group sizes. He confirmed that courses would be looked at on an individual basis to reflect the different constraints and requirements. He also acknowledged that there were pressures on space at the main Crawley campus as well as at Haywards Heath.
54. It was then decided to consider the recommendation from the Resources Committee that Jenny Poore be seconded.
55. **It was agreed to authorise the Principal to agree arrangements with Northbrook College and City College Brighton & Hove to second Jenny Poore part-time to develop a model for a joint back-office HR service.**
56. The Principal then drew attention to the College's Self Assessment Report (SAR). This had been reviewed in detail by the Curriculum, Quality & Standards (CQ&S) Committee; however he proposed to give an overview of it from his perspective as Principal. He was particularly proud of the continuous momentum of improvement achieved by the College since merger, to the point that the success rates for all its long courses now matched those of the top ten percent of Colleges across the country. This was a tribute to the staff of the College and he echoed the CQ&S Committee in wanting the significance of the staff's achievement to be acknowledged formally.
57. While there was little likelihood of OFSTED coming to inspect the College in the near future, it was important not to lose sight of the points for improvement that had been raised at the last inspection. Four of the six main criticisms made by OFSTED had now largely been addressed. The two remaining areas for improvement were enrichment and the poor quality of some of the College's premises.
58. The Principal was particularly pleased to note the improvements achieved by Crawley and Associated Campuses; added to which Crawley and Burgess Hill were largely responsible for the significant improvements in Work Based

Learning and in consequence, the achievement of the College's Training Quality Standard accreditation.

59. He drew attention to the fact that three areas had improved retention by ten percentage points; however they had not managed to ensure that all those additional learners that had been retained had also achieved their qualification aims. This would require further attention in those three areas.
60. The success rates at Entry Level and Level 1 courses had dipped; this was being addressed during the current year. The other main area of focus was added value for A2 Level programmes.
61. The difficulty that had been experienced in sustaining the high quality of the College's Level 1 provision highlighted the task faced by the College as it moved towards becoming an Outstanding College, as did the fluctuation of areas graded Outstanding from one year to the next. It only needed a key member of staff or manager to leave or fall ill for the quality of the provision to slip back. The College needed to develop better and more robust cover and succession arrangements. It was essential to find ways of supporting the faculties in difficult times.
62. **The report was received.**

REPORT OF THE RESOURCES COMMITTEE

63. Patrick Berry introduced the report, indicating that the Committee had spent considerable time discussing the accounts. In summary, the outcome was quite appalling and must not be repeated.
64. One of the main areas of concern had been the pension deficit. There was no doubt that the next revaluation (due as at the 31st March 2010) would lead to a substantial increase in contribution rates, to meet the Pension Fund liabilities for non-teaching staff.
65. The Overdraft facility had been used extensively during the past year and would be needed again over the current months. Lloyds TSB had offered to extend the existing terms for a further year and it would be necessary to agree this to secure the College's solvency over the next months. It was the view of the Resources Committee however, that a request be made for an increase from the present maximum of £1.25m to £1.5m to provide the College with a larger safety net.
66. The conversion of part of the revolving loan from Barclays Bank to a ten year loan of £2.5m had been agreed at the last Corporation meeting; Barclays were requesting that one clause, which was designed for a construction project, be deleted. It was in the College's interest to agree to this point.
67. The Committee had considered the practicalities of tendering for the College's insurance arrangements; as a result it was asking for delegated authority to appoint insurers at its July meeting in advance of the last Corporation meeting of the year.
68. It was acknowledged that it would be difficult to achieve savings in insurance costs through the FE Sussex joint procurement exercise; the College was

already using the services of a national purchasing consortium for this exercise.

69. **The report was received.**
70. **The offer by Lloyds TSB to extend the overdraft facility of up to £1.25m for a further year was accepted.**
71. **The Executive Director (Corporate Services) was instructed to apply for an increase in the overdraft facility to £1.5m to give comfort to the Corporation that there is an increased safety margin for cash flow management.**
72. There was produced to the meeting a Letter of Variation amending the terms and conditions of a facility letter dated 18th July 2007 where the Bank agreed to provide a loan to Central Sussex College.
73. **It was resolved:**
 - i) **That the amended terms and conditions of the Loan as set out in the Letter of Variation are hereby approved and accepted.**
 - ii) **That Russell Strutt and Nick Whitley are authorised to sign on behalf of Central Sussex College the copy of the said Letter of Variation to indicate acceptance of the amended terms and conditions.**
74. **It was agreed to approve the Fee Policy for 2010/2011.**

REPORT OF THE AUDIT COMMITTEE MEETING

75. Mark Froud introduced the report giving an assurance on behalf of the Audit Committee that the accounts before the meeting were correctly drawn up and could properly be approved.
76. Most of the meeting had been spent focussing on the accounts. There were four matters that had required addressing before the auditors could sign the accounts on a "going concern" basis. These were the payment to the Learning & Skills Council (LSC) of the £500k promised as a grant towards the cost of abortive fees; this payment had been received by the College on the 30th November. The agreement by Barclays Bank to convert £2.5m of the revolving loan into a ten year loan; this had been agreed at the previous Corporation meeting. The agreement by Lloyds TSB to a renewal of the overdraft; the Bank's offer had been secured and the Corporation had just accepted it. Finally; the waiver by Lloyds TSB of any penalty for the breach of covenant at the 31st July 2009. The bank had promised, prior to the Audit Committee that it would send a letter revising the terms of the covenant to meet this requirement; this letter had now been received.
77. The Committee had reviewed the two control points raised by KPMG in their Management Letter. Both of these had been remedied by Management.
78. Mark Froud then drew attention to the Letter of Representation, which was a signed statement confirming to the auditors that the Corporation Members had informed them of everything that they were aware of that was of significance for the accounts.

79. It was commented that, while being held responsible for the operation of the College's share of the Local Government Pension Scheme the Corporation was not able to influence or change the Scheme or the basis on which it was managed.
80. Mark Froud confirmed that the Committee had discussed this with the auditors, who had confirmed that it was for the Corporation to identify whether the assumptions used in the valuation were appropriate and if not, to raise it with the Pensions Provider (West Sussex County Council) (WSSC).
81. The Committee had concluded that, with a full triennial valuation due shortly it would be more appropriate to raise any concerns within that context.
82. It was also acknowledged that the auditors had provided a table showing a range of assumptions used by different actuaries across the sector; this gave comfort since it demonstrated that the actuaries appointed by WSSC had used assumptions that fell within that range.
83. Mark Froud confirmed that the Audit Committee would look at this again for 2009/2010.
84. He then drew attention to the review of risk management carried out by the Committee. The Risk Management Group which was the internal Group that reviewed the Risk Register had met several times during the year; however the Risk Assurance Group had not met for a year, primarily because there was little point in its reviewing the Risk Register from a strategic perspective until the uncertainty over the capital programme had been resolved.
85. The Risk Assurance Group had met prior to the Audit Committee and had reviewed the Risk Register with a particular focus on the top risks.
86. Following discussion at the Committee, it was agreed to propose that the Corporation Members engage in an exercise to identify the strategic risks facing the College, preferably as part of the Corporation Away Day. Once these had been identified and scored, the Executive would be asked to take them away and address the mitigation and controls that either existed or could be put in place. Corporation Members would then review the Register and rescore the risks in the light of the mitigation or controls, to establish whether the residual or net risk was: acceptable, required further attention, or outside the control of the College.
87. The Audit Committee had established a timetable for a tendering exercise to appoint internal and external auditors at the end of their five-year term of office. The independence of the Clerk had been reviewed and in audit parlance had been deemed "adequate".
88. Mark Froud drew attention to the Annual Report from the Committee.
89. Finally, the Committee had reviewed the performance of the Financial Statements Auditors. Overall the Committee considered that they had done a good job. There was one matter that had exercised the Committee and that was the suggestion that the auditors may wish to charge an additional sum for the work they had carried out this year to confirm the "going concern" basis for the accounts. While the Committee would like to place on record its

appreciation for the good job performed by the auditors, it was not considered appropriate to pay any additional fee.

Zoe Richardson declared an interest as an Audit Manager for Baker Tilly

90. It was noted that the Statement of Responsibilities of the Members of the Corporation made reference to the Corporation having responsibility for the contents of the College's website. While it was recognised that this was in the context of the publication of the Annual Report and Accounts on the website (which the auditors specifically excluded from their responsibility), the control of the website had not hitherto been reviewed within the internal audit programme. The Audit Committee was therefore asked to have a review of the website carried out by the internal audit team.
91. **The report was received.**
92. **The Audit Committee's Annual report was received.**
93. **It was agreed to re-appoint KPMG as Financial Statements' Auditors for the financial year ending 31st July 2010, subject to their agreeing that there would be no additional fees charged for the audit of 2008/2009.**

ANNUAL REPORT AND ACCOUNTS

94. **It was agreed unanimously, following a vote, to approve the Annual Report and Accounts for the year ended 31st July 2009.**

LETTER OF REPRESENTATION

95. **It was agreed unanimously, following a vote, to authorise the Chair of Corporation to sign the Letter of Representation on behalf of the Corporation Members.**

REPORT OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE

96. Clive Behagg introduced the report, focussing initially on the Self Assessment Report (SAR). He drew attention to the diagram showing the process for preparing the SAR. In the view of the Committee it was a very robust document, extensive in scope and relentlessly evidence based. It was a very good report; the overall judgement was that the College remained a good College with good provision.
97. The SAR should enable the Committee to inform the Corporation of any areas of risk. It included a table giving the grades for this year and last year's SAR for each of the Faculty and Curriculum Areas and the Committee had scrutinised this, focussing particularly on the reasons for any movement between years, either up or down.
98. There was a clear awareness among senior managers and the staff of the quality issues. One of the key focal points had been the development of the Teaching Observation Scheme; this had been discussed at length, both within the College and at the Committee, following critical comments during the OFSTED inspection visit. The Scheme was central to the plans that the College was unfolding as it moved towards becoming Outstanding. This was a fundamental aspiration of the College, notwithstanding a situation of funding

cuts and a drive for efficiency savings. The continuing dialogue on pedagogy and interaction between teachers and students became critical in such an environment.

99. The Committee had received a headline report on its franchise provision with the Brighton Institute of Modern Music (BIMM). This had indicated that some of the quality issues identified in previous years had been successfully addressed. Given the size and importance of the franchise, the Committee had asked for a further fuller report to establish how best the Committee could monitor its performance.
100. There had been a significant discussion of the draft Higher Education (HE) Strategy. Notwithstanding his interest as Deputy Vice-Chancellor of Chichester University, Clive Behagg had questioned the extent to which the College's HE Strategy should be integrated with its support for the University Centre Crawley. The Committee had concluded that the majority of the references to the University Centre and its rationale should be placed as an appendix to the College's Strategy, so that the latter could stand independent scrutiny.
101. **The report was received.**
102. **It was agreed unanimously following a vote, to approve the Self Assessment Report for submission to the LSC.**
103. **The Corporation agreed to delegate authority to the Chair of the Curriculum, Quality & Standards Committee and the Chair of Corporation jointly to approve the Higher Education Strategy for submission to the Higher Education Funding Council for England (HEFCE).**

REPORT OF THE TASK & FINISH GROUP (STRATEGY)

104. The Principal took the meeting through the report.
105. In summary, he explained that the Group had concluded that the Principal had sufficient delegated authority to start developing commercial work within niche markets, but that the longer term vision needed to be worked through before any consideration could be given to establishing a commercial arm through a company.
106. There had been a helpful discussion of issues of branding.
107. It had been agreed to hold a further meeting to consider the long-term vision; it was hoped that this could be arranged before the Away Day in February.
108. **It was also agreed that a Task & Finish Group be convened to consider the implications of 20% efficiency savings;** it was confirmed that the membership of the Groups need not overlap.
109. **The report was noted.**

BURGESS HILL & HAYWARDS HEATH LCB REPORT

110. The Principal advised the meeting that the Board had reviewed the Haywards Heath SAR in considerable detail and had been satisfied that it was a robust evaluation.
111. The proposal to develop an Enterprise Sixth Form at Oakmeeds Colleges had been reviewed. The scheme was supported in principle; however the Board considered that the proposals needed considerable further work before they could be put into effect. The school had now agreed to defer the introduction of an Enterprise Sixth Form for a year.
112. It was noted that there was a consortium of schools in Birmingham and an initiative in East Sussex that could provide useful lessons. Steps were being taken to learn from their experience.
113. The Principal reassured the meeting that measures were in hand to ensure no young people were disadvantaged by the delay in establishing a vocational sixth form in Burgess Hill. As far as Level 3 applicants were concerned, there was a strong tradition of their travelling outside Burgess Hill to access provision. The less academically inclined young people were also less inclined to travel for further study. The College had been awarded specific additional money to cater for NEETs (Not in Education, Employment or Training) in the Burgess Hill area to commence this January. This provision would be delivered locally.
114. **The report was received.**

REPORT OF THE GOVERNANCE & SEARCH COMMITTEE

115. The Chair introduced the report. He drew particular attention to the fact that OFSTED was now looking more closely at the impact Corporations and their Membership had on raising standards and providing strategic leadership. The profile of governing bodies and their approach to self assessment of governance had never been higher.
116. The Committee had asked the Vice-Chair to incorporate the College's governance arrangements within his review of succession planning. In anticipation of this, it had been agreed to widen the membership of the Governance & Search Committee to include Peter Mansfield-Clark and Annie Henry. It had also been decided that the quorum for the Committee meetings should be raised.
117. The Committee was recommending that the determined membership of the Corporation be reduced to 16 pending the Committee's review of the skills analysis and succession needs of the Corporation.
118. **It was agreed to reduce the Corporation's determined membership to 16.**
119. **It was agreed to convene a Task & Finish Group (Governance) to be chaired by Paul Harding.**

120. It was agreed that the Principal and Clive Behagg should represent the College on a joint Committee with Oakmeeds Community College for the establishment of an Enterprise Sixth Form.
121. **It was agreed to establish a Capital Committee to be chaired by Paul Harding.**
122. The Governance & Search Committee's Terms of Reference were revised (copy attached to the minutes) and its quorum for meetings was determined at three, not including the Principal.

CHAIRMAN'S UPDATE

123. Since the last Corporation Meeting the Chair had attended three Standing Committees, one Task& Finish meeting and two meetings on the potential University Centre in Crawley. He (along with members of the SMT) had attended the Association of Colleges' Conference in Birmingham, he had also chaired a meeting of the Sussex Colleges Chairs. He had attended two College Awards Evenings, one meeting of the Local Economic Action Group and three of CADIA on behalf of the College.
124. He encouraged all Members of the Corporation to attend Awards Evenings whenever they could, not just to encourage staff and students but because it was an enjoyable way of learning more about the College's activities.

ANY OTHER BUSINESS

There being no other business the meeting closed at 6.25 p.m.