

**Confidential (Minutes 18-20 redacted)**

**CENTRAL SUSSEX CORPORATION**

**Minutes of a Corporation Meeting held at 5.00 p.m.  
on Monday 23<sup>rd</sup> May 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, Maureen Kilminster, Jenny Poore and Nick Whitley (Clerk)

**APOLOGIES FOR ABSENCE**

1. Apologies for absence were received from Patrick Berry, Mark Froud, Tony Hyams-Parish, Umar Khan, Natalie Libby, Peter Mansfield-Clark, Nick Mercado and Zoë Richardson.

**DECLARATIONS OF INTEREST**

2. Clive Behagg declared an interest as Vice-Chancellor of the University of Chichester and Liz Gray as Regional Director 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**NOTIFICATION OF ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA**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 There had been no notification of any items to be withdrawn from the Consent Agenda.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 a minor change to the Equality & Diversity Policy, and to a minor change to the Terms of Reference of the Curriculum, Quality & Standards Committee.
5. **The Consent Agenda was approved by 10 Votes to Nil.**

**MINUTES OF A MEETING HELD ON 4<sup>th</sup> APRIL, 2011**

6. **The minutes were signed as a correct record.**

**MATTERS ARISING**

7. **Details of disciplinary action/9:** The Clerk had circulated the details.
8. **Report on increase in accidents/10:** The action was carried forward to be addressed within the Annual Report.

9. **Haywards Heath Phase 3/28:** The Principal advised that the Skills Funding Agency had given its formal consent to the College proceeding with Phase 3 of the Haywards Heath Development. The Chair of the Corporation, together with the Chairs of the Capital Committee, the Resources Committee and the Audit Committee had therefore approved the issuing of a Letter of Intent to the preferred contractor. This was to enable essential design work to be carried out as a matter of urgency so that the final price and contractual details could be negotiated for the contract to be let.
10. **Purchase of Horsham Training centre/30:** It was confirmed that the College had submitted a bid to purchase the premises on the basis of the strong business case. The closing date for bids was stated to be Thursday 26<sup>th</sup> May 2011.
11. **Recruitment of Clerk/41:** It was confirmed that the Job Description and Person Specification for the post were currently with the Vice-Chair for review.
12. **Acronym Dictionary/47:** It was confirmed that the updated acronym dictionary had been placed on the Intranet.

## STRATEGY

### PRINCIPAL'S UPDATE.

13. The Principal gave a presentation covering the Government's Response to the Wolf Report on Vocational Education, the College's strategic development of the curriculum, an update on progress on the Quality Strategy, progress following the Strategic Option Review, the appointment of a new Vice Principal for Sixth Form Haywards Heath campus and the Skills Funding Agency's consent to proceed with the final phase of the Haywards Heath Development.
14. The Corporation noted the significant strategic opportunities that the implementation of the Wolf Report would offer the College. The tight timescale of the action plan announced by the Government was based on bringing changes into effect for the 2012/2013 academic year.
15. The main area of curriculum development was the proposed establishment of a General Vocational area, which would build on the College's strong existing provision to address the challenges and opportunities of the Government's developing policy. It was not envisaged that any major reorganisation of the College's academic structure would be required.
16. The Principal drew attention to some positive collaborative developments, particularly with Northbrook College. He had agreed to a formal request that Central Sussex College's Director of Construction take on the responsibility for managing the Northbrook construction provision.
17. Liz Gray left the meeting at 6.30 p.m.
18. Redacted.
19. Redacted.
20. Redacted
21. The report was received.

## **BUSINESS REPORTS**

The following Business Reports were agreed on the Consent Agenda

### **HEALTH & SAFETY REPORT**

22. The report was received.

### **EQUALITY & DIVERSITY REPORT**

23. The report was noted.

### **REPORT OF THE RESOURCES COMMITTEE**

24. The report was received.

### **REPORT OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE**

25. The Committee's report was received.
26. The Terms of Reference of the Curriculum, Quality & Standards Committee were amended as proposed.

### **CHAIRMAN'S ACTION**

27. The only Chairman's Action taken was as stated in Minute 10 above, in accordance with the authority delegated to him and the other Chairs cited.

### **REPORT OF THE BURGESS HILL HAYWARDS HEATH LOCAL COMMUNITY BOARD (LCB) 27<sup>th</sup> APRIL 2011**

28. The report was received.

### **STAFF AND STUDENT MATTERS**

29. Annie Henry drew attention to the positive impact that changes to the INSET day programmes for academic staff were having. The prime focus now was on how staff could improve or become outstanding for teaching and learning.

### **CHAIRMAN'S UPDATE**

30. It was noted that the Chairman had engaged in 5 meetings since the last Corporation meeting (he had been out of the country for most of that period). He drew attention to a particularly effective exhibition he had attended of the College's HNC and HND student projects.

### **ANY OTHER BUSINESS**

31. Concern was raised that the College may not be able to achieve "Outstanding" status because its financial health category would be downgraded to "Satisfactory" when the College took out the additional loan to fund the Haywards Heath Phase 3 Development. It was clarified that OFSTED would discount the effect of high gearing as long as the financial management of the College was sound.

32. The Chair expressed the Corporation's thanks to Maureen Kilminster and best wishes for her future.

**CONFIDENTIALITY OF BUSINESS**

33. **No matters were raised that required to be held confidential.**

The meeting closed at 6.50 p.m.