

CENTRAL SUSSEX CORPORATION

Minutes of a meeting of the Central Sussex Corporation held at 4.30 p.m. on Friday, 8th April, 2005 in T11 at Crawley College

Membership: Mr. M. Allen*, Mr. P. Berry*, Mr. M. Delbridge*, Mr. M. Froud*,
Mr. P.A. Harding* and Mr. J.A. Peel (Chair)*

Also in Attendance: Mr. N.K. Whitley (Clerk)

* = present

There was a small delay in commencing the meeting. At 4.45 p.m., since the meeting was quorate, the Chairman opened proceedings.

APOLOGIES

1. There were no apologies for absence

DECLARATION OF INTERESTS

2. There were no interests to declare.

MINUTES OF A MEETING OF THE 4TH APRIL 2005

3. The minutes were signed as a correct record.
4. It was confirmed that no portion of the minutes should be held confidential and all related papers should be made available by the Clerk on request.

MATTERS ARISING NOT ON THE AGENDA

5. The Clerk informed the meeting that, following the last meeting, he had spoken to a Civil Servant from the Department of Education and Skills (DfES), who had asked that the Corporation place on record that the meeting of the 4th April had been quorate, since there had been five Members of the Corporation present and, at this stage, the total size of the Corporation numbered 12.
6. The Clerk and the Chair had since both spoken independently to the same officer of the DfES and had been informed that the Minister of State had signed the necessary Orders to dissolve both Crawley College and Haywards Heath College on 1st August 2005; these Orders had been laid before Parliament.
7. Approval had also been given for the two current Principals to be considered for the position of Principal in the first instance without going to national advertisements, on the grounds that they were both subject to the Transfer of Undertakings for Protection of Employment (TUPE).
8. **It was agreed to defer the appointment of Vice-Chair until Mr Delbridge could be present.**

DETERMINATION OF SIZE AND COMPOSITION OF CENTRAL SUSSEX CORPORATION

9. It was noted that, in the table of categories of membership for Central Sussex College, the reference to 6 Members appointed by the Secretary of State related to the 4 Business

Members and 2 Co-opted Members, and did not represent additional members. This was made clear within the Recommendation.

10. The Chair advised the meeting that he had asked Mr Allen and Mr Berry to be designated as co-opted members, on the grounds that they were both retired from business. It was recognised that this was a technical requirement, to meet the needs of the Statutory Instrument as regards categories of membership. There was in practice no distinction in role or authority to be drawn between business and co-opted members.
11. There ensued a discussion about the size and composition of the Corporation. It was recognised that a balance had to be struck between having an effective sized meeting of Corporation (which would argue for the number of Members to be kept to a minimum) and the need to have sufficient individuals carry out the full workload of the Corporation, taking into account membership of its Committees and the need to have at least one Corporation Member to sit on each Local Community Board.

Mr Delbridge joined the meeting at 5.00 pm.

12. The discussion focussed on the number of Local Authority Members to be appointed. It was noted that the responsibility for education was vested in West Sussex County Council. It was also suggested that the most appropriate forum for the District/Borough Council representatives might be Local Community Boards rather than (necessarily) the Corporation, to ensure effective local representation.
13. **It was agreed to defer a decision on both the number of Local Authority representative and as to which Authorities should be nominated.**
14. **It was agreed that, initially, the size and composition of Central Sussex Corporation should be as set out in the recommendation, namely:**

4	Business Members
2	Co-opted Members
1	Voluntary/Community Member
1	Local Authority Member
1	Student Member
1	Parent Member
1	Staff Member
<u>1</u>	Principal
<u>12</u>	TOTAL

APPOINTMENT OF VICE CHAIR

15. Mr Delbridge having joined the meeting, he confirmed that he would be willing to serve as Vice Chair.
16. **It was agreed that Mr Delbridge be appointed Vice-Chair of Central Sussex Corporation.**

DETERMINATION OF LOCAL AUTHORITY AND COMMUNITY ORGANISATIONS TO NOMINATE CORPORATION MEMBERS

17. This item was deferred (see 13 above).

ESTABLISHMENT OF SEARCH COMMITTEE

18. **It was agreed to establish a Search Committee, chaired by the Chair of the Corporation.** The membership remained to be determined.

19. It was recognised that the Search Committee could not function effectively until the Corporation had resolved its structure, including all Committees and Local Community Boards, and had prepared a matrix for Members' roles and responsibilities within that structure. The Chair agreed to produce a model for discussion at the next meeting and circulate it as soon as possible.

ESTABLISHMENT OF AUDIT COMMITTEE

20. **It was agreed that an Audit Committee be established, to be chaired by Mr Berry.**
21. The minimum terms of reference required under the Audit Code of Practice were noted.
22. Mr Berry asked that he be permitted to consider the curriculum vitae of any possible members of the Committee before any decision was made as to their membership. He was keen to have at least one member of the Committee who was currently practising as an accountant or auditor.
23. It was noted that, once the Corporation vacancies had been filled, there should be at least one more Corporation Member on the Committee, as well as any external appointments to the Committee.
24. Mr Froud offered to canvass for external professional volunteers through Sussex Enterprise; this was gratefully accepted. It was noted that this was one route by which future Members of the Corporation and/or Local Community Boards might be attracted to the College.
25. Certain general points were made about the structure and working of Committees:
- a) All main Committees should have a Membership including at least two Corporation Members.
 - b) Each Committee should consider appointing a Vice-Chair from its membership.
 - c) There should be a process review of the effectiveness of each Committee, to establish whether it was adding value. This might be extended to a review of the role of the Chairs.

ARRANGEMENTS FOR THE RECRUITMENT OF A PRINCIPAL DESIGNATE

26. **It was agreed that the Panel should consist of all six Members of the Corporation and that the meeting of the Corporation scheduled for 5th May be brought forward to Tuesday 3rd May, at 5.30 pm (or such earlier time as the Panel shall be ready to make its recommendations).**
27. There was discussion of the remuneration package that should be offered to the successful candidate.
28. **It was agreed that the level of the salary should be determined with reference to the sector benchmark, as reported in the AOC sponsored salary survey, taking into account the size, nature and location of the New College.**
29. **It was agreed that there should be no separate car allowance or bonus for the position.**
30. Details of the benchmark values would be circulated to the Corporation Members by the Clerk in conjunction with the Chair for comment.
31. **The Chair was delegated the authority to determine the salary once consensus of the Corporation Members had been achieved.**

Mr Delbridge left the meeting at 6.30 pm.

32. Mr Froud laid round copies of a revision he had made to the Principal's job description previously circulated.
33. **It was agreed that this should be sent to all Corporation Members by e-mail for urgent comment.**
34. **The Chair was delegated the authority to determine the job description, using Mr Froud's revision as a basis, in the light of the comments from Corporation Members.**

FEE POLICY

35. **The Fee Policy was approved.**
36. It was noted that it would be helpful if the method of identifying and controlling versions of the Policy were tightened and enforced systematically.

ANY OTHER BUSINESS

37. **It was agreed to cancel the provisional arrangements for our Away Day to be held on 23rd April and to reconsider arranging an Away Day when a majority of the new appointments of Corporation Members had been made.**

There being no other business, the meeting closed at 6.50 pm.