

Minutes of the 128th Meeting of the Board of Corporation of Sunderland College held on Thursday 25th May 2017 at 6.00pm in the Conference Room, City Campus

PRESENT: Mrs S Atkinson, Mr T Crompton, Ms A Fellows, Ms S Foster, Mrs C Gofton, Mrs A Hodgson, Mr R Lawson (Chair), Mr P McEldon, Mr J Phillips, Mr R Saelzer and Ms E Thinnesen

IN ATTENDANCE: Mr D Howells, Ms V Morton, Mr I Nixon and Ms E Moody (Bond Dickinson)

CLERK: Ms P Veitch

Bd/17/43 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were accepted from Mr J Barnett, Ms E Bass, Mr G Blyth, Mr H Kemp, Nigel Harrett and Ms J Quinn. Declarations of interest were received from Ms Atkinson, Ms S Foster and Mrs Gofton in relation to item 061 (in their roles as Governors of Sunderland University) and it was agreed that they would withdraw for that item. Ms Fellows also declared an interest in item 047 but was not required to withdraw.

Bd/17/44 MINUTES OF THE MEETING HELD ON 21 MARCH 2017 AND SPECIAL BOARD MEETING HELD ON 25 APRIL 2017

The minutes of both meetings were accepted as a true and accurate record and were signed by the Chair.

Bd/17/45 MATTERS ARISING

Bd/17/06: Complaints Bi-annual Report-The Policy is being reviewed and will be presented at a future meeting. The online form will be updated to also collect compliments.

Bd/17/23: Team Wearside agenda item 053.

Bd/17/29: MoU with Schools. Focus group meetings have been held and once appropriate consultation has concluded, a proposed MoU will be presented to the Board meeting in July, following consideration by the Senior Leadership Team.

It was agreed to consider the following item next.

Bd/17/47 HSFC Merger

(Redacted)

The Board:

i) (Redacted)

ii) (Redacted)

iii) Agreed the report and minute be deemed confidential.

Ms Moody left the meeting at 7pm.

Bd/17/46 EXECUTIVE REPORT

The Board

- i) Received the report.

Bd/17/48 FUNDING AND STRATEGIC PLANNING (RECURRENT ALLOCATIONS)

Overall the College has been allocated £17.773m funding, for 3,596 learners in 2017/18. This represents a reduction of £592k in funding and 113 learners compared to 2016/17. In terms of Adult Education Budget, with the exception that a very small number of 19-year old continuing learners have now been transferred into the EFA funding allocation (£18k reduction in SFA). In overall terms the reduction in funding is £610k

The Board:

- i) Noted and commented on the report; and
- ii) Agreed to deem the report confidential.

Bd/17/49 HEALTH, SAFETY & WELFARE BI-ANNUAL REPORT

Governors considered the interim submission for the period of 1 September 2016 to 17 February 2017, which detailed the accident statistics year to date, Audit and Inspections results, Health and Safety training, Fire Warden status and Enforcement Authority visits.

The Board:

- i) Reviewed and received the report;
- ii) Noted the changes that have occurred within the Health and Safety structure during the past five months; and
- iii) Agreed to continue to support the promotion of Health and Safety throughout the College in order to comply with Statutory Legislation whilst embedding Health and Safety into College culture.

Bd/17/50 PIDP (WHISTLEBLOWING) – ANNUAL REPORT AND POLICY REVIEW

The Clerk advised the Public Interest Disclosure Procedure was previously revised in consultation with Bond Dickinson. Further revisions are now proposed in relation to what may constitute a disclosure and staffing changes. During the academic year 2015-16 there were no public interest disclosures made.

The Board:

- i) Received the annual report;
- ii) Approved the updated procedure;
- iii) Noted that training will be provided to middle managers to ensure the procedure is effective.

Bd/17/51 QUALITY IMPROVEMENT PLAN (MIDYEAR REPORT)

The Board:

- i) Received the report.

Bd/17/52 CURRICULUM OFFER 2017/18

The Board:

- i) Discussed and received the report; and
- ii) Agreed to deem the report confidential.

Bd/17/53 SUBCONTRACTING/PARTNERSHIPS TERMLY UPDATE

(Redacted)

The Board

- i) (Redacted)
- ii) (Redacted)
- iii) (Redacted)
- iv) Agreed to deem the report and minute confidential.

Bd/17/54 BUDGETARY CONTROL STATEMENTS

There is an operating surplus for the seven months to 28 February 2017 of £200k (including exceptional restructuring), which is in line with the budgeted figure.

Governors discussed the timeliness of the report, and arrangements concerning the travel agency which is operated by College staff and students. Governors went on to consider the strain on fund due to the business restructure and the liquidity/gearing ratios.

The Board:

- i) Noted and commented on the report.

Bd/17/55 ESTATES AND FINANCING UPDATE

(Redacted)

The Board:

- i) Noted and commented on the report; and
- ii) Agreed to deem the report and minute confidential.

Bd/17/56 INCOME DIVERSIFICATION BUSINESS PLAN

The Executive Director, Commercial Activity provided an update on the commercial and non-mainstream income stream targets for 2016/17 which are in the main, currently forecast to be achieved on track.

Governors discussed the data and there was a detailed discussion regarding the transparency of the contribution towards costs. It was concluded that further analysis would enable Governors to better understand the position, albeit Governors recognised that the College's systems would need further interrogation, however it was agreed that a follow up report clarifying how contribution is measured will be provided to a future meeting of the Resources and Capital Projects Committee.

The Board:

- i) Received the report for consideration and comment; and
- ii) Agreed that future reporting on the identified revenue streams be embedded in the pre-existing reports submitted to the Board of Governors;
- iii) Agreed to deem the report confidential.

The Student Governor left the meeting at 8pm

Bd/17/57 APPOINTMENT AND REMUNERATION OF INTERNAL AUDITORS

The Vice Principal Finance and Resources confirmed that as agreed at the last Board meeting, a special Audit Committee was convened which agreed to terminate the contract with RSM for internal audit services. RSM have been notified and proposed an immediate termination, which was subsequently agreed with the Chair of the Committee.

Governors sought confirmation that any new arrangements would not exceed the cost of the original contract with RSM. The Vice principal Finance and Resources confirmed that KPMG have been requested to provide a number of different proposals which will be considered by the Audit Committee.

The Board:

- i) Received the verbal update.

Bd/17/58 RECOMMENDATIONS OF THE GOVERNANCE COMMITTEE

The Board:

- i) Discussed progress in relation to the recruitment of HSFC Governors to date;
- ii) Agreed that interviews with the 3 applicants be conducted by the Governance Committee; and
- iii) Noted the interim arrangement and recruitment process for a new Clerk.

BD/17/59 EFFICIENCY AND QUALITY PROGRAMME 2016/17

The Board:

- i) Received the update.

Bd/17/60 EMPLOYMENT TRIBUNAL OUTCOME UPDATE

The Board:

- i) Received the update.

It was agreed to consider the following items next.

Bd/17/62 APPROVED MINUTES FROM COMMITTEES

The Board received the minutes.

Bd/17/63 ANY OTHER BUSINESS

Governors were advised of a serious incident that has occurred which is currently under an internal investigation. The matter has independently been referred to Children's Services at Sunderland City Council.

The Principal provided an update on increased security measures that the College is taking in response to the terrorist attack in Manchester earlier in the week.

Finally, as this was the Clerk's last meeting, the Chair gave thanks on behalf of the Board for her valuable contribution to improving governance at the College and presented a gift.

Bd/17/64 DATE, TIME AND VENUE OF NEXT MEETING

The next scheduled meeting will take place at 6pm on Tuesday 4th July 2017 in the Conference Room at City Campus.

Mrs Atkinson, Ms S Foster and Mrs C Gofton left the meeting at 8.40pm

Bd/17/61 ST PETERS CAMPUS (CLOSED)

The meeting closed at 8.51pm