

**SPECIAL MEETING OF THE FULL CORPORATION  
OF FAREHAM COLLEGE**

15<sup>th</sup> October 2014

**MINUTES**

**Present:** Mr K Briscoe  
Mr S Carter  
Miss E Champion  
Mr N Duncan  
Mr P Fielon  
Mr R Kew (Chair)  
Mrs J Lancaster  
Mr M Mansergh  
Mrs N Nageon de Lestang  
Miss L Quelch  
Mr J Westbrook  
Ms K Woods

**In attendance:** Mr S Dingsdale (AP)  
Mrs J Eayrs (Clerk)  
Mr P Marsh (Deputy Principal)

**58/14 Declaration of Interests**

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting.

- Mr Kew, in his capacity as a member of the Local LEP.

**59/13 Apologies for absence and welcome to new members**

Apologies for absence were received and accepted from Mr Grimwood, Mr Hart, Mrs Tilt and Mrs Hinton. The Chair welcomed Miss Champion to the meeting.

**60/14 Minutes of the meeting held on the 2<sup>nd</sup> July 2014**

The minutes of the meeting held on the 2<sup>nd</sup> July 2014 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

**61/14 Confidential minutes of the meeting held on the 2<sup>nd</sup> July 2014**

The Confidential minutes of the meeting held on the 2<sup>nd</sup> July 2014 were agreed as a true and accurate record and were signed by the Chairman. There were no matters arising from them which were not covered elsewhere on the agenda.

**62/14 Correspondence**

- (i) **Letter from Chris Birt, SFA Head of Provider Financial Management & Assurance -**  
Members of the Board received and noted the letter from Chris Birt, SFA Head of Provider

Financial Management & Assurance which confirmed the College's financial health for 2013/2014 as 'Outstanding'. Members of the Board endorsed this as a fantastic achievement and congratulations and thanks were extended to the Principal and his Executive team.

### 63/14 Principal's Corporation Update – October 2014

*Mr Carter arrived during this item (5pm).*

Members of the Board received a Corporation Update from the Principal which provided a brief overview/update in the following areas:

- **Curriculum Overview** – The Principal provided members with a summary of the College's 'curriculum footprint' and its strategy to expand it's provision, reduce dependency on state funded activity and explore new markets funded through ESF and an international recruitment programme;
- **Study Programme Implementation** – The Principal confirmed that the first year had been successfully implemented across all F.E full-time students. He went on to remind members of the principle behind the Study Programme and outlined each individual component. In particular, he drew to members' attention to the fact that it was now compulsory for 16-18 year olds to continue to study until they had achieved a level 2 in English and Mathematics. He reported that the College currently had in excess of 700 students studying each of these subjects;
- **CEMAST** – Members were advised that CEMAST had recruited well for all modes of recruitment. Students were reporting that they enjoyed studying at the Centre and the expected concerns over travel had not materialised as an issue. The Principal also reported a very successful Open Day which had taken place the previous weekend with 350 people attending the event. In addition, the College had received requests from other colleges to visit the Centre with a view to replicating it. The Chair stated that, in his view, a three year 'window' existed whereby the College would lead in this area and it was essential to optimise this position through intelligent marketing;
- **Funding** – Members were aware that SFA and EFA funding continued to be extremely tight. The Principal confirmed that messages coming from central government were not reassuring and suggested another difficult funding round ahead. The Principal reiterated the fact that the College was seeking alternative sources of funding (ESF and International students) and he outlined a number of proposed changes/realignments to the senior management strategic and operational roles and responsibilities in order to facilitate this. The Chair sought clarification on forecast revenue for international students and the Deputy Principal reported a funding value of circa £250k;
- **Observation of Teaching and Learning** – The Principal outlined the new, more holistic approach to lesson observations being introduced this academic year which moved away from the emphasis being on the grade awarded. It was envisaged this approach would open up the dialogue through observations to focus more clearly on what was good and what required improvement;
- **New College VLE: Oracle** – The new VLE (Oracle) had been launched with students from September. Members were advised that, during the last 4 weeks, Oracle had received an average of 3000 logins per day;
- **Free meals and cashless vending** – The Principal outlined the cashless payment system linked to the student/staff card which had been implemented this academic year;
- **Wellbeing Committee** – The Principal outlined the rationale behind the establishment of the Wellbeing Committee and the bringing together of three key responsibilities (Health and safety, equality and diversity and safeguarding) into one forum where intelligence and strategies could be shared across all aspects. A copy of the 2014/2015 Committee Structure chart had been provided at Appendix B to the paper;

- **Local Landscape** – The Principal provided a brief update on key local issues:
  - Appointment of new Principal at St Vincent College;
  - Fareport Training Ltd sold to Theo and Marinos Paphitis;
  - Proposal to build a University Technical College (UTC) in Portsmouth.
- **National Landscape** – The Principal advised members of the appointment of a new Minister for Skills and Equality, Nick Boles MP, and outlined his joint BIS and DfE responsibilities;
- **Marketing and Recruitment** – The Principal provided an update on recent events and schools liaison activity. Members noted that the new Marketing and Communications Manager was due to start at the College on 29<sup>th</sup> October 2014;
- **Policies and Procedures** – Members were advised that the Admissions and Progression Policy and Procedures and the Student Disciplinary Policy and Procedures had been reviewed and updated;
- **Management and Organisation Structure Chart** outlining the proposed changes was provided as Appendix A to the paper.

**Members of the Board reviewed and noted the contents of the general sector update paper.**

#### **64/14 Outcomes of Student Enrolment Process 2014/2015 and Early Indications of Outcomes for 2013/2014**

The Principal provided members of the Board with a presentation on the forecast outcomes for 2013/2014 and analysis of the 2014/2015 student enrolment process. The slides used during the presentation are an **Appendix** to these minutes.

In particular, the Principal drew Governors' attention to the following:

##### **2013/2014 Outcomes:**

- **Long Success Rate** – Overall College success rate was 84.6 (82.4 in 2012/2013 and 87.3 in 2011/2012);
- **6 Departments** were down compared to last year:
  - Construction and the Built Environment;
  - Engineering Automotive;
  - Enterprise and Digital Industries;
  - Hospitality, Travel and Tourism;
  - Sport and Uniformed Services (members were advised the Sport had an outstanding record, the drop in success rate had been due to Uniformed Services);
  - Mathematics.
- **Health, Care and Early Years** – had improved compared to last year (78 in 2103/2014 compared to 73.7 in 2012/2013) but was still an area of concern;
- **Four Departments** had significantly improved:
  - Art, Design and Fashion (+5%);
  - Engineering Technical (+9%);
  - Engineering Mechanical and Manufacturing (+13%);
  - Media and Performance (+8%);
- **A Levels** were to become linear next year which would mean 2 year outcomes.

##### **2014/2015 Recruitment Analysis:**

- Apprenticeship recruitment was good. Target reported at 621 (200+ increase);
- Full-time student numbers currently stood at 1763 (37 short of 1800 target);
- Part-time: 661;
- HE: 139;
- FT & PT numbers requiring English and Maths was increasing.

**Members thanked Mr Duncan for this presentation and noted the current position.**  
**65/14 Strategic Plan 2014-2017 and Executive Summary 2014-2017 (Final)**

Members of the Board received the Strategic Plan 2014/2017 (Final) (including annual objectives 2014/2015) for consideration and approval. The Principal spoke to the report and drew members' attention to the areas of the Strategy which had been updated since the document had last been presented to the Board in July 2014 and which now incorporated the following changes:

- The five strategic priorities had not changed;
- The purpose of the College and how it had been formed had been included;
- Indicative success which related to the College's current position had been included;
- There was a proposal that the Mission should be changed to include the geographic area of South Hampshire rather than Fareham and Gosport and this was supported by members present.

**Members of the Board formally approved the Strategic Plan 2014-2017 and the Annual Objectives 2014/2015 with the inclusion of the amendment as outlined above.**

**65/14 CEMAST Project Update**

*Mr Briscoe arrived during this item (5.50pm).*

Members of the Board received a paper on the CEMAST Project Update. The Deputy Principal spoke to the paper and drew the following key points to Governors' attention:

- The CEMAST centre had opened on schedule as planned;
- A post-project review process had been initiated;
- The contractor was dealing with snagging issues co-operatively and, generally, in a timely manner;
- PSG members had toured the building at their last meeting on the 15<sup>th</sup> September 2014;
- Delays to resolving the M&E issues had been exacerbated by the subcontractor, Marlin Electrical, going into administration;
- The latest financial report was provided at Appendix 1 to the paper. Members noted that the only outstanding income for the project was now the final RGF claim. The Deputy Principal highlighted the fact that sufficient contingency had been retained to deal with the Post Project Review enhancements;
- The BT high speed network connection had been installed just one week prior to enrolment following the application of significant pressure on BT. It was acknowledged that the delays to the road works had been a significant contributor to the delay. The Deputy Principal reported that some elements of the IT projects had slipped behind schedule e.g. student wi-fi was not yet operational but he confirmed it would be in place before October half-term;
- CEMAST continued to attract a high level of interest within the region and beyond.

**Members reviewed and noted the contents of the paper. The Chair extended his thanks and congratulations to the Deputy Principal on behalf of the Corporation for an outstanding achievement to deliver a fantastic facility on a tight timescale and on budget.**

#### **66/14 Bishopsfield Road Campus Redevelopment Update**

Members of the Board received a confidential paper on the Bishopsfield Road Campus Redevelopment Update. Due to the confidential nature of the contents of the paper, this item is recorded as a separate confidential minute for Governors only.

#### **67/14 Draft Year End Results at 31 July 2014**

Members of the Board received a confidential paper on the Draft Year End Results at 31 July 2014. Due to the confidential nature of the contents of the paper, this item is recorded as a separate confidential minute for Governors only.

#### **68/14 Business Review and Budget Update 2014/2105**

Members of the Board received a confidential paper on the Business Review and Budget Update 2014/2015. Due to the confidential nature of the contents of the paper, this item is recorded as a separate confidential minute for Governors only.

#### **69/14 Corporation Attendance Statistics 2013/2014**

Members of the Board received a paper on the Corporation Attendance Statistics for 2013/2014. Members noted that, during the course of the year, there had been five full Corporation meetings with the following attendance:

- 9<sup>th</sup> October 2013 (special meeting) – 82%;
- 11<sup>th</sup> December 2013 – 100%;
- 2<sup>nd</sup> April 2014 – 77%;
- 16<sup>th</sup> June 2014 (special meeting) – 67%
- 2<sup>nd</sup> July 2014 – 67%.

**Members reviewed and noted the contents of the paper.**

#### **70/14 Date of next meeting**

Members noted that, in accordance with the Corporation Calendar approved on the 2<sup>nd</sup> July 2014, the next meeting of the full Corporation was scheduled to take place on **Wednesday 10<sup>th</sup> December 2014 at 3.30 pm.**