**SPECIAL MEETING OF THE FULL CORPORATION**

**OF FAREHAM COLLEGE**

23rd September 2015

**M I N U T E S**

**Present:** Mr K Briscoe

Mr S Carter

Mr S Christian (*in attendance until item 9(i))*

Mr N Duncan

Mr P Fielon

Mr D Hart (Vice-Chair)

 Mr R Kew (Chair)

 Mrs J Lancaster

 Mr C Magee

 Dr C Thomas

 Mrs P Tilt

 Ms K Woods

**In attendance:** Mr S Dingsdale (AP)

 Mrs J Eayrs (Clerk)

 Mrs A Hinton (Exec Director HR)

 Mr A Kaye (Deputy Principal)

 Mr P Marsh (Director Capital Projects)

 Mrs J Robinson (Director of Finance)

*Members present were advised that the Chair would be arriving late to the meeting. In his absence, Mr Hart, Vice-Chair, chaired the meeting. He began by presenting Mrs Nageon de Lestang with a Governor Service Award for her six years’ service as the Teaching Staff Governor. On behalf of all members of the Board, he thanked her and commended the outstanding commitment she had displayed, the significant range of experience and skills she had brought to the Board and her strategic view and vision which had been enormously valued. Mrs Nageon de Lestang thanked all members for the award and the Vice-Chair for his kind words. She stated that she had been honoured and had felt privileged to serve as a Governor on the Fareham College Board and she left the meeting.*

**59/15 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. No interests were declared.

**60/15 Apologies for absence and welcome to new members**

 Apologies for absence were received and accepted from Miss Champion, Mr Grimwood, Mr Mansergh and Mr Ramsay. The Chair welcomed Mr Christian, newly elected Teaching Staff Governor, to his first meeting of the Board and introductions around the table were completed.

**61/15 Minutes of the meeting held on the 24th June 2015**

 The minutes of the meeting held on the 24th June 2015 were agreed as a true and accurate record and were signed by the Chair.

**62/15 Matters arising from the minutes of the meeting held on the 24th June 2015**

1. **Minute: 42/15(i): Anonymous Correspondence** – The Principal provided members with an update on the position regarding the anonymous correspondence which had been received in March 2015. He explained that the Regional Director of OFSTED had contacted the College to seek assurance that the matter had been taken seriously. The Principal had responded in full confirming that the correspondence had, indeed, been taken seriously. He had outlined the arrangements in place at the College and had advised OFSTED that Barbara Piddington from HCC had confirmed that the College’s current safeguarding practices complied with DfE legislation and guidance. Members were advised that OFSTED had responded positively by email to say that they would not be pursuing the matter any further.

**Members of the Board commended the way in which the matter had been dealt with and acknowledged that the issue had now been deemed ‘closed’.**

**63/15 Confidential minutes of the meeting held on the 24th June 2015**

 The Confidential minutes of the meeting held on the 24th June 2015 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.

*At this stage in the meeting it was agreed to re-arrange the order of the agenda as follows:*

* Item 9(i), 9(ii), 7(i), 8(i), 8(ii), 6(i), 6(ii).

**64/15 Membership Update: Teaching Staff Governor**

 Members of the Board were reminded that, at the last meeting, the Clerk had reported receipt of two nominations for Teaching Staff Member of the Corporation. As a result, an election had been required. The Clerk had also previously reported that the first election outcome had been a tied ballot of 24 votes each. As there were no arrangements for a casting vote enshrined within the Election Procedures for Staff or Student Governors the election process had been repeated.

 The Clerk reported the following election outcome:

* + Mrs Nicola Nageon de Lestang – 38 votes;
	+ Mr Steve Christian – 40 votes.

Members were advised that this meant that Mr Steve Christian was now deemed to be the Teaching Staff nominee and members were invited to confirm his appointment to the Board to serve for a three year term of office from 23rd September 2015 to 31st August 2018 or until he ceased to be a member of the teaching staff, whichever came first. In addition, it was proposed that he be invited to serve on the TSC&Q Committee of the Corporation.

**Members of the Board confirmed the appointment of Mr Steve Christian to the Corporation as the Teaching Staff Governor to serve for a three year period of office from 23rd September 2015 to 31st August 2018 or until he ceased to be a member of the teaching staff whichever came first and that he should be invited to serve on the TSC&Q Committee of the Board.**

**65/15 Corporation Attendance Statistics 2014/2015**

Members of the Board received a paper on the Corporation Attendance Statistics for 2014/2015. The Clerk spoke to the paper and advised members that the figures provided included data related to all meetings (including additional special meetings), calendared only meetings (excluding additional special meetings) and a sector comparison (based on data of 130 colleges).

Members reviewed the contents of the paper and noted that, during the course of the year, there had been six full Corporation meetings with the following attendance:

* 15th October 2014 (special) – 80%;
* 10th December 2014 – 87%;
* 25th February 2015 (special) – 62.5%;
* 23rd March 2015 – 87.5%;
* 29th April 2015 (special) – 44%
* 24th June 2015 – 81%.

The mean average attendance had been reported as follows:

* All meetings – 74%;
* Calendared meetings only (excluding special meetings) – 84%;
* Sector comparison (130 colleges) – 79.52%.

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

**66/15 Bishopsfield Road Campus Redevelopment Project**

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.

**67/15 Draft Year End Results at 31 July 2015**

Members of the Board received a confidential paper on the Draft Year End Results at 31 July 2015. Due to the confidential nature of the contents of the paper, this item is recorded as a separate confidential minute for Governors only.

**68/15 Budget Update 2015/2016**

Members of the Board received a confidential paper on the Budget Update 2015/2016. The Director of Finance spoke to the paper and advised members of the Board that, since the approval of the Budget in June 2015, a detailed review of the non-pay budget allocations had been completed. She continued by saying that, as a result of the review, a number of virements between cost centres had been made to better reflect planned expenditure within the overall non-pay budget headings as outlined in Appendix 1 to the paper. In addition, members were reminded that the level of 16-18 apprenticeship funding included in the budget was significantly greater than the College had received confirmation of to date (44%). The Finance Director confirmed that the College would be submitting the ‘growth point one’ claim for additional funding from the SFA, based on the College’s strong performance in 2014/2015, and it was anticipated that this would be agreed.

The Principal reminded members that the Comprehensive Spending Review (CSR) was due in November 2015 and there was a risk that the College could be faced with in-year reductions of 25%-40%. He went on to say that he and the Finance Director would undertake some financial modelling on the reduction of EFA funding for 2016/2017 and BIS SFA funding in-year to assess the potential impact on the College’s financial position.

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

**69/15 Principal’s Corporation Update – September 2015**

*(Mr Fielon left the meeting during this item 5.50pm)*

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

* **The National Landscape** – Members were provided with an update on the position regarding Devolution and the current proposals for a combined authority of Hampshire, Isle of Wight, Portsmouth and Southampton. The Principal advised members that an announcement would be made on the 5th November informing colleges whether Devolution had been granted or not;
* **Finance** – covered in detail elsewhere on the agenda.

Members reviewed four positive aspects and four challenging aspects of the following areas as part of the Principal’s revised 4x4 reporting format:
* Quality and Performance;
* Curriculum;
* Business Development;
* Teaching, Learning and Assessment;
* Human Resources;
* Students and Recruitment;
* CEMAST – The Principal stated that recruitment had started strongly at CEMAST with a target of 1100 this year. He added that transferring the Cabin Crew team down to CEMAST had significantly improved the gender balance;

There was a discussion about the PREVENT duty. The Principal advised members that Mrs Sommers was responsible for this area as part of her Safeguarding role. He went on to say that she had attended a number of specific Prevent training seminars and would be developing and incorporating the Prevent aspect of safeguarding into the relevant College policies and procedures in due course. A further discussion took place on the following:

* The need to be conscious that leafy suburban Fareham was potentially a ‘soft target’;
* How to ensure staff and student safety on both campuses;
* The challenges of developing appropriate ‘lock down’ procedures should a terrorist attack take place and how to simultaneously communicate a message to all individuals on the campus. The Principal advised members that a ‘lock down’ simulation was due to take place over the half-term period.

In addition, the Principal provided members with a presentation on:

* **Forecast Outcomes for 2014/2015 -** Members reviewed and noted the forecast LR Success Rates by department compared to 2012/2013 and 2013/2014 outcomes. Members noted that 10 departments had improved compared to last year and 4 departments had declined. In addition, members reviewed the ER Success Rates by department compared to 2013/2014 outcomes. Members noted an overall increase from 61.4% in 2013/2014 to 73% in 2014/2015.
* **2015/2016 Recruitment Analysis –** Members reviewed and noted the Learner Profile for 2015/2016 as follows:
- Full-time (including Traineeships) – 1699 (54% of overall learner profile);
- Apprenticeships – 563 (18%);
- Part-time – 510 (16%);
- Part-time Full Cost – 136 (4%);
- Higher Education – 165 (5%);
- 14-16 – 92 (3%)

The slides used for this part of the Principal’s presentation are an **Appendix** to these minutes.

* **The Area Based Reviews of the Solent Region** - The Principal provided members with a presentation on The Area Based Reviews of the Solent region. He provided some background information for members and explained that the Government had announced that it intended to undertake Area Based Reviews (ABRs) of Post-16 educational and training institutions in England over the next two years. The reviews had been initiated by the Government because they were concerned about the current financial status of some colleges and their long-term sustainability, particularly in view of the fact that, with further cuts predicted, it was envisaged the picture would only worsen.

In addition, the Principal outlined other reasons that had triggered this approach as follows:
- Falling demographic;
- Quality;
- Colleges in the area in intervention/exceptional financial support and/or poor quality profile;
- Review requested by LEP, LA Colleges;
- Local plans for a Devolution bid (as previously explained).

The Principal went on to explain that the focus of the Review was to move towards fewer, often larger, more resilient and efficient providers and it was likely that Fareham College would be in the first round of the Area Reviews with notification letters from the Lead Reviewer expected imminently. He advised members that the GFE Principals had already met to discuss the possible outcomes of the Review and had agreed to maintain a dialogue over the next few weeks to try to model a locally determined proposal rather than rely on the Review process itself to come up with the best outcome for FE in the area.

The Principal outlined the process as follows:

* **Meeting 1**  - Background analysis and planning;
* **Meeting 2** – To identify opportunities for improving and rationalising curriculum, including through technology and specialisation;
* **Meeting 3** – Review potential for estate rationalisation and for delivering more efficient back office services;
* **Meeting 4** - Discuss potential savings, feasible options and recommendations. Following this meeting college Boards would be expected to meet to agree options or provide a rationale for why their college did not support the proposals;
* **Final Meeting** – Feedback on decisions from colleges and discuss implementation plans.

In addition, the Principal advised members that any outcomes/recommendations had to be paid for by the sector/colleges involved with an expected implementation date of September 2016.

At the end of the Principal’s presentation there was a discussion which included the following:

* Market forces, the demise of failing colleges and ‘natural selection’ and the transfer of those customers to the remaining providers;
* The need to secure a local solution;
* Acknowledgement that the College had moved significantly over the past five years having already undertaken many of the aspects being addressed by the Area Review i.e. rationalisation of estates footprint, curriculum and back office services;
* The potential for Judicial Review to arise from the process;
* A number of potential local solutions/models were explored;
* A summary action plan was reviewed and discussed.

**Members of the Board reviewed and noted the contents of the Principal’s Termly report and it was agreed that the Chair and the Principal should continue to explore/discuss possible models with compatible and complementary organisations in the area.**

**70/15 Date of next meeting**

 Members noted that, in accordance with the Corporation Calendar approved on the 24th June 2015, the next meeting of the full Corporation was scheduled to take place on **Wednesday 9th December 2015 at 3.30 pm.**