

**Minutes of the Meeting of the Corporation held on
Wednesday, 11 July 2018**Present:

Kieran Stigant (Chair)
Margaret Eva OBE (Vice-Chair)
Marilyn Billingham
Tom Crowley
Andy Davies (Staff Governor)
Jane Dodsworth
Nick Fox
David Hobson
Shelagh Legrave OBE
Benjamin Phillips (Student Governor)
James Sarmecanic
Nick Sutherland
Caroline Wood
Paul Wright

In Attendance:

Sally Challis-Manning, Deputy Principal, Quality
Steve Coulthard, Chief Financial Officer
Andy Green, Executive Principal
Julie Kapsalis, Managing Director Commercial
Vicki Illingworth, Principal, Crawley College
Roger Paterson MBE, Emeritus Governor
Julie Sleeman, Chief Operating Officer
Catherine Vinall, Clerk to the Corporation
Lissie Whitaker, Co-opted Member

WELCOME AND INTRODUCTIONS

145. The Chairman welcomed new Governor, Tom Crowley, to his first Corporation meeting.

APOLOGIES FOR ABSENCE

146. Apologies for absence were received from Chris Maidment, Patrick McHale and Ryan Sallows.

DECLARATION OF INTERESTS

147. The Chairman drew the attention of Governors and those in attendance at the meeting to the requirement to declare any interests they might have in any of the items on the agenda, as detailed on the agenda sheet.

MINUTES

148. The Minutes of the Meeting of the Corporation held on Wednesday, 28 March 2018 were taken as a correct record and signed by the Chairman.

MATTERS ARISING

149. The Corporation received and noted a schedule outlining responses to actions arising from the minutes of the Meeting held on Wednesday, 28 March 2018.

Copy attached at APPENDIX 1.

Minute 141: Lease for Stockbridge Halls of Residence

150. The Corporation congratulated Julie Sleeman on the completion of the transfer of the lease of Stockbridge Halls of Residence to the University of Chichester.

PRINCIPAL AND CHIEF EXECUTIVE'S REPORT - A REVIEW OF 2017/18

151. Shelagh Legrave gave a presentation to the Corporation to provide a review of 2017/18. The Corporation also received a dashboard to provide an update on progress against the key performance indicators in the Strategic Plan.

Copy attached at APPENDIX 2.

152. Shelagh stated that the first strategic objective related to outstanding teaching, learning and assessment and progress against the majority of the KPIs would be covered by Andy Green in the next presentation. The final KPI focussed on student satisfaction and was rated as green, 95 per cent of students who responded to the end of year student survey at Chichester College had rated their teaching as good. At Crawley College 93 per cent of students who responded to the end of year student survey rated their teaching as good. Shelagh also reported that the Chichester College Group had re-gained a silver award from the HE Teaching Excellence Framework. The framework recognised a range of factors for HE including student engagement, the culture of teaching in HE and the study skills programme which helped students to develop their independence and knowledge. In addition the Group's International provision

had recently been inspected by the British Council and had been delighted to have strengths identified in ten out of the 15 areas reviewed by the British Council.

153. The second objective focussed on the College's curriculum, with the first KPI looking at progression to work, university or further education. The destination survey undertaken in February 2018 for Chichester College had found that 92 per cent of respondents had progressed to work, university or further education. Progress against the next KPI was rated as green as 80 per cent of students who applied to university had gained a place. Overall 76 per cent of students who applied had gained a place at university. The final KPI for the second objective related to HE growth. This had been also rated as green as there had been a significant increase in the number of HE applications for 2018/19.
154. The third objective was to engage employers to supply and upskill their workforce. The first KPI had been rated as red as the Group was currently rated as 60th in the national tables for success, this was up as Chichester College had been ranked at 69th the previous year. Shelagh stated that the National Achievement Rate Tables no longer provided a true comparison as the long qualification comparison had been removed. Marilyn Billingham noted that the Group had a high proportion of learners taking Level 1 programmes and Maths & English which would bring down results when compared to other colleges who did not offer such provision. Andy stated that for classroom based provision, based on 2016/17 results, Chichester College was 43rd in the country out of approximately 201 colleges. It was suggested that the key performance indicator was reviewed for the future. The other KPI related to employer satisfaction. This had been rated as red, as the target was for 85 per cent of employers to state that Chichester College Group understood their training needs. The survey undertaken in June 2018 had found that 77 per cent of employees had agreed with that statement, a drop from 81.8 per cent in the survey undertaken in 2017.
155. The next objective related to the College's commercial enterprises. The first KPI linked to First Steps and had been rated as green as it was forecast that First Steps would end the year with an increased surplus. The second KPI was concerned with the International provision and was rated amber as it was too early to determine whether International would achieve the budget set for the year. The next KPI linked to Anglia Examinations and was rated green, it was forecast that Anglia would achieve the budgeted surplus. The next KPI related to all other commercial activities and had been rated green. The calculation for this KPI had excluded the catering provision at Crawley which had not achieved the budgeted position. This had been excluded as CCG had not been aware of the issues with the service when the budget had been set. The final KPI was rated red as there had been no further progress to identify a private training provider.

156. The fifth objective was focussed on staff satisfaction and the KPIs were measured against responses provided in the Staff Survey. The results shown were those for Chichester College only as the staff survey was still open at Crawley College. Overall 95.1 per cent of respondents to the staff survey had stated that they would recommend Chichester College Group as an employer. 93.1 per cent of respondents agreed that their contribution was valued by their line manager and 92.1 per cent of respondents stated that they were encouraged to try new things without fear of failure. For the last KPI, 94.7 per cent of respondents agreed that they had the autonomy to do a good job. Progress against all of the KPIs had been rated as green, but Shelagh noted that overall positive response rates to the statements in the survey had declined. In response to a question from the Corporation, Shelagh confirmed that in the main, the same statements had been used in the Crawley College staff survey. In response to a further question, Shelagh confirmed that around 56 per cent of staff at Chichester and Brinsbury had responded to the survey.
157. The next objective was new and was to create a strong College Group. Progress against the first KPI would be presented in the next presentation. As previously reported the staff survey at Crawley was ongoing and would be reported at the next Corporation meeting. The KPI which related to growth in student numbers at Brinsbury had not been achieved. A new bus service had been introduced for Brinsbury and although there had been growth, it was not five per cent. In response to a question from Jane Dodsworth, Sally Challis-Manning stated that there was still work to do to improve the reputation of Brinsbury. Other land based colleges offered transport to their campuses and this was the reason for the new bus service to Brinsbury. The final KPI for this objective was rated green as good progress had been made to deliver the targets set out in the merger transition plans.
158. The last objective related to financial stability. The first KPI was rated green as the Group was forecast to achieve the budgeted year-end position. The next KPI related to Adult Skills and was rated red as the budget would not be achieved. Cash balances had been maintained and were rated green. The last KPI had also been rated green as good progress had been made in developing a new Estate Master Plan.
159. Shelagh stated that considerable work had also taken place in relation to the supporting areas of Human Resources, IT and Management Information Systems. In terms of systems CSpace, the student tracking system, had been introduced at Crawley. The finance system was now operating across the Group and there was a new data warehouse in place. For IT significant work had taken place to improve the IT infrastructure at Crawley and replace out-dated IT equipment. Significant work had also been undertaken by the Human Resources Team with a number of staff at Crawley moving to new terms and conditions. HR policies and procedures had also been reviewed and the Team had supported re-organisations in a number of areas at Crawley College.

160. In terms of the FE sector, Shelagh reported that she had recently joined the Principal's Reference Group (PRG), a group of serving college principals who met to support the FE Commissioner to improve performance in the sector. The PRG had spent time focussing on the introduction of T Levels. Shelagh confirmed that Chichester College Group had been selected as one of 50 college to be an early adopter of T Levels and would be offering T Levels in Construction, IT and Childcare.
161. Lastly, Shelagh summarised some of the successes for Chichester College Group in 2017/18. These included ChiSU being shortlisted for FE Student Union of the Year at the NUS awards, the introduction of the new Lu Ban course in Chinese Culinary Arts which would be offered at Crawley College and the 58th Construction & Engineering Awards Evening which had been celebrated at Crawley College. In addition students from Crawley College had seen success in the SkillBuild and SkillWeld regional finals, one winning a gold for Joinery. Brinsbury students had celebrated another successful year at the South of England Show and Shelagh was delighted that three teachers from Chichester College Group had won awards at the Sussex Teacher of the Year event.

CHICHESTER COLLEGE GROUP PERFORMANCE REPORT 2017/18

162. The Corporation received for information a presentation to provide an update on applications for 2017/18, attendance and retention rates for the year and the overall predicted success rates and apprenticeship success rates for 2017/18.

Copy attached at APPENDIX 3.

163. Andy Green reported that the overall attendance rate for Chichester and Brinsbury for 2017/18 was 88 per cent. This matched the attendance rate for Chichester and Brinsbury in 2016/17. At Crawley the overall attendance rate at the end of 2017/18 was 81 per cent, in comparison to an attendance rate for 2016/17 of 85 per cent. Andy confirmed that considerable work was taking place at Crawley to investigate attendance, including looking at registers. The overall attendance rate for Chichester College Group for 2017/18 was 86 per cent.
164. With regard to retention rates for 2017/18, Andy reported the following for Chichester and Brinsbury:
- At Level 1 retention for 16 - 18 learners was 96.9 per cent, which matched Level 1 retention in 2016/17. For 19+ learners at Level 1 retention had increased from 98.2 per cent in comparison to 97 per cent in 2016/17;
 - At Level 2 retention for 16 - 18 learners in 2017/18 was 92.8 per cent, in comparison to 92.3 per cent for the previous year. For 19+

learners retention was 94.3 per cent, in comparison to 93.6 per cent in 2016/17;

- At Level 3 retention for 16 - 18 students was 96.2 per cent in comparison to 93.6 per cent in 2016/17. For 19+ learners retention was 94.5 per cent in comparison to 91.9 per cent in 2016/17.

165. For Crawley the retention rates were as follows:

- At Level 1 retention for 16 - 18 learners was 93.1 per cent, compared to 90.1 per cent in 2016/17. For 19+ learners at Level 1 retention was 90 per cent, a drop from 96.9 per cent in 2016/17;
- At Level 2 retention for 16 - 18 learners in 2017/18 was 93.4 per cent, in comparison to 89.4 per cent for the previous year. For 19+ learners retention was 94.2 per cent, in comparison to 89.5 per cent in 2016/17;
- At Level 3 retention for 16 - 18 students was 93.3 per cent in comparison to 94.6 per cent in 2016/17. For 19+ learners retention was 96.2 per cent in comparison to 85.7 per cent in 2016/17.

166. For Level 1 at Crawley the drop in retention was due mainly due to Maths & English and wet trades provision.

167. Turning to predicted achievement for 2017/18, Andy stated that for Chichester and Brinsbury it was 87 per cent. At Crawley the predicted achievement rate was 80.63 per cent. If the predicted achievement rate for Crawley was realised this would be an increase of around five per cent on the actual achievement rate for Crawley in 2016/17. Andy warned that this would be a challenge, particularly as there was work to do for Maths & English. At Group level these results produced a predicted achievement rate of 85.4 per cent.

168. Turning to apprenticeship achievement, Andy reminded the Corporation that predicted achievement was based on the mid-point between actual achievement and the best case scenario for the year-end position. For Chichester and Brinsbury predicted achievement was as follows:

- 16 - 18 Apprentices - 74 per cent, compared to 69.1 per cent in 2016/17.
- 19 - 23 Apprentices - 76 per cent, compared to 76.5 per cent for 2016/17.
- 24+ Apprentices - 79 per cent, compared to 74.6 per cent for 2016/17.

167. For Crawley, predicted achievement for Apprenticeships was

- 16 - 18 Apprentices - 76.1 per cent, compared to 78.2 per cent in 2016/17.

- 19 - 23 Apprentices - 81.2 per cent, compared to 71.4 per cent for 2016/17.
 - 24+ Apprentices - 79.3 per cent, compared to 68.4 per cent for 2016/17.
168. For the Group this produced an overall predicted achievement rate for Apprenticeships of 76.5 per cent. In response to a question from Caroline Wood, Julie Kapsalis stated that there had been an increase in apprenticeship numbers, which did not follow the national trend. At Chichester there had been growth with some long standing accounts and the Sales Team had won some good public sector bids. At Crawley repeat business had grown and new business was coming through. Andy Green stated that the Sales Teams were working more closely with curriculum colleagues which had helped to improve work with employers.

CORPORATION MEMBERSHIP AND COMPOSITION

i) Appointment of the Chair of the Corporation

169. Kieran Stiganted reminded the Corporation that, as reported at the previous meeting, he would be stepping down as Chairman and as a Governor at the end of July 2018. It was

Resolved

That Margaret Eva OBE be appointed as the next Chair of the Corporation from 1 August 2018 to 31 July 2019.

ii) Appointment of the Vice-Chairman of the Corporation

170. It was

Resolved

That Dr James Sarmecanic be appointed as Vice-Chairman of the Corporation from 1 August 2018 to 31 July 2019.

iii) Appointment of Student Governors

171. Catherine Vinall stated that the process for the appointment of Student Governors was set out in the Instrument & Articles of Government. Following nominations and elections by students at Chichester College, Sophie Sargent had been put forward as the next Student President and Student Governor for Chichester. Sophie had recently completed a Level 3 in Childcare and Education and had previously been a Course Rep and member of the Student Executive.

172. The same process had been followed at Crawley College where Madlen Standen-Grant had been elected as the next Student President and Student Governor. Madlen was in her third year at Crawley College and was studying a Level 3 qualification in Health & Social Care. Madlen had been the Student Union's Publicity Officer in 2017/18. It was

Resolved

- i) That Sophie Sargent be appointed as Student Governor from 1 August 2018. Sophie's term of office would last until the end of her term of office as Student President at Chichester College.
- ii) That Madlen Standen-Grant be appointed as Student Governor from 1 August 2018. Madlen's term of office would last until the end of her term of office as Student President at Crawley College.

CORPORATION INSTRUMENT & ARTICLES OF GOVERNMENT

173. The Corporation received for consideration a recommendation from the Governance & Search Committee to amend the Corporation's Instrument & Articles of Government.

Copy attached at APPENDIX 4.

174. Kieran Stigant stated that the proposal was to amend Instrument 13 of the Corporation's Instrument & Articles of Government to clarify the position when Governors were joining a meeting via the telephone or electronic means. It was also proposed to amend Article 18, to remove the requirement for the Student Union accounts to be audited. The proposal was for the accounts to be reviewed by an independent examiner instead. This was due to the relatively low level of financial activity and the fact that income and expenditure was monitored by the Group Director of Student Services & Pastoral Support. It was

Resolved

That the amendments to Instrument 13 and Article 18, as set out at APPENDIX 4, be approved.

RECRUITMENT AND SELECTION OF MEMBERS OF THE CORPORATION

175. The Corporation received for consideration the updated procedure for the recruitment and selection of members of the Corporation.

Copy attached at APPENDIX 5.

176. Kieran Stigant stated that the Recruitment and Selection Procedure for members of the Corporation had been updated to reflect the new Group structure and to bring it in to line with Code of Good Governance for English Colleges. The procedure had been recommended by the Governance & Search Committee. It was

Resolved

That the Recruitment and Selection Procedure for Members of the Corporation, as set out at APPENDIX 5, be approved.

DEPARTMENT FOR EDUCATION - AMENDMENT LETTER TO THE TERM LOAN FACILITY AGREEMENT

177. The Corporation received a recommendation from the Finance & General Purposes Committee in relation to the Group's Loan Facility Agreement with the Department for Education.

Copy attached at APPENDIX 6.

178. Steve Coulthard reported that the amendments to the Group's loan facility agreement with the Department for Education were as follows:
- To standardise the loan agreement to the Public Works Loan Board rate from the ten year gilt rate;
 - A correction to the original document to rectify the termination date from 2022 to 2029; and
 - Amendments throughout the agreement to clarify wording which was ambiguous and the periods in which excess cashflow calculations would be made.
179. Steve confirmed that for Chichester College Group there was no material financial impact as a result of the amendments. After consideration it was

Resolved

- i) **That the terms and conditions set out in the Department for Education Amendment Letter to the Term Loan Facility Agreement, as set out at APPENDIX 6, be approved and accepted.**
- ii) **That Kieran Stigant (Chairman) duly execute the letter on behalf of the Corporation and ensure that the signed Letter be delivered to the Department for Education.**

CCG RISK REGISTER AND BOARD ASSURANCE FRAMEWORK

180. The Corporation received for consideration a report providing an update from the Risk Management Group, together with the revised Risk Register and Board Assurance Framework.

Copy attached at APPENDIX 7.

181. Steve Coulthard stated that the main change in the Risk Register had been to raise the overall risk rating for the Finance and MIS area to high. This was due to the budget for 2018/19 which would be discussed in detail later in the meeting. The Board Assurance Framework documents for each of the risk areas had also been considered by the Audit & Risk Committee. These provided an overview of the different levels of assurance. Steve confirmed that the Board Assurance Framework would be reviewed as part of the Internal Audit cycle in 2018/19. In response to a question from James Sarmecanic, Steve stated that the Risk Registers were reviewed by the responsible managers on a monthly basis. It was acknowledged that there were a high number of risks on the registers at present, these would be archived as merger transition plans were realised. It was

Resolved

That the Risk Register and Board Assurance Framework for Chichester College Group, as set out at APPENDIX 7, be adopted.

INTERNAL AUDIT STRATEGY AND OPERATIONAL PLAN 2018/19

182. The Corporation received for consideration the Internal Audit Strategy and Operational Plan for 2018/19 produced by the Corporation's Internal Auditors, Mazars LLP.

Copy attached at APPENDIX 8.

183. Steve Coulthard stated that the Internal Audit Strategy and Plan for 2018/19 was a standard plan based on the Group's Risk Register. The plan included areas which were reviewed annually such as Core Financial Systems, Subcontracting and Learner Number Systems. Other areas which would be looked at were IT Security and GDPR. Steve confirmed that the total number of audit days had been maintained at 59 days. It was

Resolved

That the Internal Audit Strategy and Operational Plan produced by Mazars LLP for 2018/19, as set out at APPENDIX 8, be adopted.

CCG SICKNESS ABSENCE MANAGEMENT POLICY AND PROCEDURE

184. The Corporation received for a recommendation from the Resources Committee to approve the Chichester College Group Sickness Absence Management Policy and Procedure.

Copy attached at APPENDIX 9.

185. Julie Sleeman stated that the Sickness Absence management Policy and Procedure had been reviewed as part of a process to review all the HR policies and procedures following the merger with Central Sussex College. In the main the procedure was similar to the process in place at Chichester College prior to the merger. The approach was different to that which had been in place at Central Sussex College. The main change for Chichester College was to sick pay entitlement where proposed scheme for new staff was less generous than that which had previously been in place. In response to a question from Caroline Wood, Julie Sleeman stated that the new sick pay entitlement would apply to new staff only. A full consultation had taken place with staff at Chichester and Crawley and with Trade Union Reps. Some staff had expressed unhappiness at the proposal but after researching sick pay offered at other colleges it was felt that the scheme should be amended. After further discussion it was

Resolved

That the Chichester College Group Sickness Absence Management Policy and Procedure, as set out at APPENDIX 9, be approved.

CHICHESTER COLLEGE GROUP STUDENTS' UNION CONSTITUTION

186. The Corporation received a recommendation from the Governance & Search Committee to approve the Chichester College Group Students' Union Constitution.

Copy attached at APPENDIX 10.

187. Catherine Vinall stated that the Students' Union Constitution had been reviewed in the light of the merger with Central Sussex College. The changes reflected the new Group structure and the structure of the Student Executive at Crawley College, which included a Student President. Catherine confirmed that the

Student Executive at Chichester College and Crawley College had been consulted over the proposed changes and were supportive of the new Constitution. It was

Resolved

That the Chichester College Group Students' Union Constitution, as set out at APPENDIX 10, be approved.

MANAGEMENT ACCOUNTS TO 31 MAY 2018

188. The Corporation received the Management Accounts for the period to 31 May 2018.

Copy attached at APPENDIX 11.

189. Steve Coulthard confirmed that to the end of May 2018 there was a year to date deficit of £1,942k, which was £271,000 ahead of the year to date target. The full year budget was to achieve a deficit of £2.9m. In response to a question from the Corporation, Steve stated that he felt the position would hold to the end of year. There was still some activity to come through before the end of the year but Steve estimated that the year-end position would be a deficit of around £2.7m. In terms of specific areas, the issue in Commercial was the International position. The area had predicted a surplus of £132,000 but at the end of May were in a deficit position which was unlikely to turn around by the end of July. In the main the issue had been with International groups where student numbers had been down. In response to a question from the Corporation, Steve confirmed that the Central Services line included income from the disposal of land at Brinsbury. In response to a further question, Steve stated that negotiations over dilapidations for Stockbridge Halls had concluded, with the exception of a minor issue. Looking at the Commercial area in detail, Steve stated that the refectories line was significantly behind budget. This was due to catering operations at Crawley College. Steve confirmed that the area was being reviewed and had been discussed in detail at the Finance & General Purposes Committee.

INTERNAL AUDIT REPORTS

190. The Corporation received for information a summary of the internal audit reports completed during the summer term, together with the Internal Audit Progress Report from Mazars LLP for Learner Number Systems, Governance & Risk Management, Key Financial Systems and Follow Ups.

Copies attached at APPENDIX 12.

191. Steve Coulthard reported that since the last Corporation meeting four areas had been reviewed. The review of Learner Number Systems had concluded that the College Group was partially compliant with funding rules for 16 - 18 learners and 19+ learners, learner loans and apprenticeships. One significant recommendation had been made and this related to how work experience was recorded. The audit of Governance and Risk Management concluded that substantial assurance could be placed on the effectiveness of internal controls in those areas, six housekeeping recommendations had been made. The review of Key Financial Controls concluded that adequate assurance could be placed on purchase ordering processes and substantial assurance could be placed on key reconciliations, BACS, Journals and Income & Debtors. One significant recommendation had been made and this related to purchase ordering processes.
192. With regards to the review of Follow Ups, Steve stated that a number of recommendations continued to be outstanding. A process had been put in place to monitor a report on follow up audit recommendations each term at Group Leadership meetings and it was hoped this would bring down the number of overdue recommendations.

COMMITTEE MEMBERSHIP 2018/19

193. Catherine Vinall stated that Chris Maidment would be retiring from the Corporation at the end of the calendar year. As a result there would be a vacancy for the Chair of the Audit & Risk Committee. The Governance & Search Committee had recommended the proposal that Dr James Sarmecanic take on the role as Chair of Audit & Risk. It was confirmed that this would mean that James would step down as a member of the Finance & General Purposes Committee. After further discussion it was

Resolved

That Dr James Sarmecanic be appointed as the next Chairman of Chichester College Group Audit & Risk Committee.

CALENDAR OF MEETINGS 2018/19 AND 2019

194. The Corporation received and noted the calendar of meetings for 2018/19 and 2019.

Copy attached at APPENDIX 13.

SUMMARY OF COMMITTEE BUSINESS

195. The Corporation received for information a summary of business considered at the Standing Committees during the Summer Term.

Copy attached at APPENDIX 14.

196. The report provided an overview of the business considered at Committee and Board meetings which had taken place during the summer term. If anyone required a full copy of the minutes these were available from the Clerk. Members of the Corporation were welcome to observe any of the Committee or Board meetings if they wished and should contact the Clerk to make arrangements.
197. Marilyn Billingham reported that this had been the first year for the new Quality and Stakeholder Boards. At Chichester the Board was fairly well established as it was a legacy of the former Quality & Curriculum Committee. At Crawley work was taking place to engage new members and a new stakeholder had recently joined the Board. Simon Pringle was the CEO of a local software company and was committed to education and developing links between Crawley College and IT sector.
198. Marilyn thanked members of the Group Leadership Team, in particular Andy Green, Vicki Illingworth and Sally Challis-Manning for the huge amount of work that was taking place at Crawley College in terms of development of the curriculum and the quality of teaching, learning and assessment. Crawley Quality & Stakeholder Board had been fully briefed on the work taking place at Crawley and the measures in place to determine the success of that work.
199. Catherine Vinall stated that a Student Committee had not yet been established at Crawley College. During the summer term members of Crawley College Student Experience Team and Student Executive had attended Chichester College's Student Committee and had given an update on the work taking place at Crawley College to re-invigorate the student voice.

DATES OF FUTURE MEETINGS

200. It was noted that the next meeting of the Corporation would take place on Wednesday, 12 December 2018. The next Corporation strategy/development event would take place on Tuesday, 16 October 2018 at 2.00 pm.

ANY OTHER BUSINESS

Governor Retirements - Kieran Stigant and Benjamin Phillips

201. Shelagh Legrave OBE stated that this was the last meeting for Kieran Stigant who had been a member of the Corporation for three years and Chairman for the past year. Kieran had been an invaluable support to Chichester College Group both as a Governor and as Chairman in the first year post-merger. Kieran thanked the Corporation for their support during his time as Chairman and stated that it had been a pleasure to be a member of the Corporation.
202. Kieran Stigant stated that this was also the last meeting for Benjamin Phillips as his term of office as Student Governor and Student President would end at the end of the current academic year. On behalf of the Corporation, Kieran thanked Benjamin for the commitment and dedication he had given to both roles.
203. It was

Resolved

That the appreciation of the Corporation for the commitment of Kieran Stigant and Benjamin Phillips to the work of the Corporation be placed on record.

Roger Paterson MBE

204. On behalf of the Corporation, Shelagh Legrave congratulated Roger Paterson on the award of his MBE. This was in recognition of Roger's voluntary service to the rural community.

CONFIDENTIAL BUSINESS

205. It was

Resolved

That, in view of the confidential nature of the business to be dealt with, the Minutes for the remainder of the meeting be recorded on a confidential basis and remain so unless and until they become public in the ordinary course of the Corporation's business.