

**MINUTES OF THE MEETING OF
THE CORPORATION HELD ON
WEDNESDAY, 11 DECEMBER 2019**

Present:

Dr James Sarmecanic (Chairman)
Jane Dodsworth (Vice-Chair)
Marilyn Billingham
Dr Roy Bowden
Steve Cooper
Tom Crowley
Margaret Eva OBE
Nick Fox
David Hobson
Helen Kilpatrick CB
Shelagh Legrave OBE DL
Ryan Sallows
Sophie Sargent
Nick Sutherland
Caroline Wood
Paul Wright

In Attendance:

Sally Challis-Manning, Deputy Principal, Quality and Principal of Brinsbury
Steve Coulthard, Chief Financial Officer
Andy Green, Executive Principal
Vicki Illingworth, Principal, Crawley College
Julie Kapsalis, Managing Director Commercial
Paul Riley, Principal of Worthing College and Haywards Heath College
Julie Sleeman, Director of Strategy
Catherine Vinall, Clerk to the Corporation

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Anne Curle and Roger Paterson MBE.

DECLARATION OF INTERESTS

2. 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

3. The Minutes of the Meeting of the Governing Body on Wednesday, 10 July 2019 were taken as a correct record.

CHIEF EXECUTIVE'S STRATEGIC UPDATE - AUTUMN TERM 2019/20

4. Shelagh Legrave gave a presentation to update the Corporation on progress against the objectives in the Strategic Plan, plans for the new STEM building at Crawley College and news from the FE sector. The Corporation also received a document to provide an update on progress against the key performance indicators.

Copy attached at APPENDIX 1.

5. The first objective related to outstanding teaching, learning and assessment. The majority of the KPIs would be covered by the performance report to be presented by Andy Green later in the meeting. With regard to value added results for A Levels, Shelagh stated that the score for ALPS (A Level Performance System), the value added to a student's A Level performance, for Chichester was three on a scale of 1 - 9, with 1 - 3 meaning that performance was within or exceeded the top 25 per cent of the national benchmark. For Worthing College there was work to do with an ALPS score of six which meant that performance matched the middle 50 per cent of the national benchmark. With regard to student satisfaction, the Chichester College Group induction survey was undertaken at Worthing College where 523 students took part. Of those 96 per cent of respondents felt that they had chosen the right college and 92 per cent of respondents stated that they had chosen the right course. At Chichester and Brinsbury 2,182 students had taken part in the survey. Of those 98 per cent of respondents stated that they had chosen the right college and 97 per cent the right course. At Crawley College 913 learners had taken part in the survey, 96 per cent of respondents stated that they had chosen the right course and 97 per cent the right course.
6. The second objective related to a relevant curriculum to equip students with appropriate work and life skills. The first key performance indicator relating to progression would be measured later in the year. For the target relating to HE, 83 per cent of students from Chichester who applied gained a university place and at Worthing College 87 per cent of learners who

applied gained a university place. This was against a target of 80 per cent. The KPI relating to routes in to HE was rated as amber as work continued to take place to build the curriculum. In response to a question from the Corporation, Shelagh stated that, in her opinion, the KPI linked to HE growth was achievable given local opportunities. Shelagh was pleased to report that the Group had received an assessment for Matrix accreditation during the autumn term and had regained accreditation across all sites.

7. Objective number three was to provide an education fit for employers. The first KPI was for the apprentice achievement rate to be two percentage points above the national average. The overall national average was 64 per cent and 59 per cent for timely achievement. For Chichester College Group, excluding Worthing College the overall achievement rate was 75 per cent and timely achievement rate was 62 per cent. At Worthing College the overall achievement rate was 86 per cent and timely was 80 per cent. The next KPI was linked to employer satisfaction, the results related to Chichester and Crawley only and were taken from the Department for Education employer satisfaction survey. Overall, 82 per cent of respondents had stated that Chichester College Group understood their training needs, this was against a target of 85 per cent but represented an increase in employer satisfaction compared to the previous year.
8. Objective number four related to the growth of the Group's commercial businesses. Anglia had not achieved the budgeted surplus for the year. The reasons behind Anglia's performance had been fully explored in the company's Board meeting. For both International and First Steps performance had been rated as amber, as both had been close to achieving the budgeted position for 2018/19. The KPI for commercial activities had been rated as red as it had ended the year some way behind budget. The area included the Farm at Brinsbury where it had been a challenging year.
9. The fifth objective related to staff satisfaction, performance was measured against the staff survey. The results from Crawley, Chichester and Brinsbury had been discussed at the Corporation meeting in July 2019. Since the last Corporation meeting, the staff survey at Worthing College had completed. Worthing undertook a staff survey every two years, in the period since the last survey at Worthing there had been significant changes for the College and this was reflected in the staff survey results. There was work to do and the Staff Rep system was being set up at Worthing with the first task to focus on actions arising from the staff Survey.
10. Objective number six was to create a strong College Group, there were five KPIs, all of which were rated green in relation to Chichester and Crawley. As previously stated, there was work to do on staff satisfaction at Worthing College. For student satisfaction, there would also be a focus on ensuring that students at Worthing chose the right course. Shelagh

stated that there had been a number of opportunities for students and staff to work together and share good practice since the merger with Worthing College. The first Group Student Committee meeting had taken place and Worthing College students had joined the Student Executive training day with Chichester, Brinsbury and Crawley in October 2019. For staff the Group Management Team were meeting regularly, there had been Group Quality Forum meetings for Heads and Deputy Heads of Learning and the Self-Assessment Report was for the Group.

11. The final objective related to long term financial viability, financially it had been a challenging year. The objectives relating to the budgeted deficit, adult skills budget and loan agreements had not been achieved and would be explored later in the meeting. The Group had maintained positive cash balances and after a drawn out process, had been granted planning permission for the new STEM Centre at Crawley College. The project was now over budget and would be delayed. The details would be discussed further by the Resources Committee.
12. Shelagh provided an update on the annual AoC Conference that had taken place in November. There had been no politicians present at the Conference. Chichester College Group had presented two break-out sessions, the first on culture change and the second on the student voice. Finally, Shelagh returned to the College's mission to change lives through learning and shared some of the College's good news stories. Shelagh was pleased to report that the Graduation Ceremony had seen students from Chichester, Brinsbury and Crawley graduate at Chichester Cathedral. The Group had been successful in winning some good public sector contracts drawing business from Brighton and Portsmouth. In the private sector, the Group was working with Harwoods to delivery apprenticeships and commercial courses. Crawley College continued to strengthen links with the local community and had worked with Ifield Watermill to produce signage. Worthing Netball Team had won the Active Sussex Sports Team of the Year. To date two open events had been held at Haywards Heath College and there had been 387 applications from prospective students.

CHICHESTER COLLEGE GROUP PERFORMANCE REPORT AND SELF-ASSESSMENT REPORT 2018/19

13. The Corporation received a presentation to provide an overview of the performance of teaching and learning at Chichester College Group in 2018/19, including achievement rates, A Level and AS results, maths and English results and Apprenticeship success rates. The Corporation also received a copy of Chichester College Group's Self-Assessment Report for 2018/19.
14. Copy attached at APPENDIX 2.

15. Andy Green stated that he had provided detailed performance reports for each College at the individual Quality & Stakeholder Board meetings. The presentation also provided comparisons with achievement in previous years. The achievement rates for Chichester and Brinsbury were as follows:
- Level 1 - for 16 - 18 learners achievement was 84.70 per cent, for 19+ learners it was 84.40 per cent.
 - Level 2 - for 16 - 18 learners achievement was 82.40 per cent, for 19+ learners it was 89.20 per cent.
 - Level 3 - achievement for 16 - 18 learners was 88.90 per cent. At 19+ achievement was 81.70 per cent.
16. The decline at Level 3 had been impacted by non-achievement for a group of funded learners AAT learners. At Level 1 achievement for 16 - 18 learners had declined as a number of learners had not completed short qualifications. Work was taking place to investigate student tracking issues for that course. The overall achievement rate for Chichester was 88.10 per cent and at Brinsbury 82.70 per cent. Sally Challis-Manning stated that at Brinsbury achievement had been impacted by the closure of provision in one curriculum area. In addition, issues with the refurbishment of the Forge had meant that students had not been able to start some elements of their course until January 2019 which had impacted achievement. Chichester College had recorded the highest ever pass rate for A Levels in 2018/19 at 99.5 per cent.
17. The achievement rates for Crawley College were as follows:
- Level 1 - achievement for 16 - 18 learners was 84 per cent. At 19+ achievement was 85.70 per cent.
 - Level 2 - for 16 - 18 learners achievement was 76.30 per cent. For 19+ learners achievement was 90.30 per cent.
 - Level 3 - for 16 - 18 learners achievement was 81 per cent. For 19+ learners achievement was 73.50 per cent in 2017/18.
18. The decline at Level 2 for 16 - 18 learners was due to the introduction of new technical certificates, particularly in Digital Hair & Beauty. For 16 - 18 learners at Level 3 the decline in achievement was due to non-achievement for some Engineering provision where systems and processes would be reviewed. For adults at Level 3 the cohort was small and was impacted by an issue similar to that at Chichester with the achievement of funded AAT learners. The overall achievement rate for Crawley College for 2018/19 was 85 per cent.
19. For Worthing a slightly different set of data was collected. The achievement rates for Worthing College were as follows:

- A Levels - 94.80 per cent.
 - Applied Generals Level 3 - 87.20 per cent.
 - Applied Generals Level 2 - 84.70 per cent.
20. The overall achievement rate for Worthing College for 2018/19 was 84.50 per cent.
21. Moving on to Apprenticeship achievement, Andy reported the following overall and timely achievement rates:
- Chichester and Brinsbury - overall achievement 76 per cent. Timely achievement 61 per cent. The timely issues were due to results in Health & Social Care and Construction.
 - Crawley - overall achievement 75 per cent. Timely achievement 69 per cent.
 - Worthing - overall achievement 86 per cent. Timely achievement 80 per cent.
22. In response to a question from the Corporation, Andy stated that it was likely that there would be a fall in the national average for apprenticeships due to introduction of apprenticeship Standards.
23. Andy summarised the Group achievement results by the equality and diversity measures. Achievement gaps for learners by gender, age and looked after status would be investigated through curriculum area progress meetings as gaps were greater than two per cent. In relation to the achievement for looked after learners, Andy stated that the gap for looked after learners was not as great as the national average.
24. With respect to functional skills, Andy stated that the overall achievement rate for Chichester and Brinsbury was 77.50 per cent. For Crawley it was 83.10 per cent. This was an excellent result and produced an overall functional skills achievement rate of 79.40 per cent. The overall achievement rate for Chichester College Group for 2018/19 was 86.70 per cent.
25. Finally, Sally stated that the Self-Assessment process had undertaken for the Group and used the new Ofsted Education Inspection Framework. The report provided Group grades and had been through a robust validation process, which had been supported by Governors and included external input. Chichester College Group had self-assessed overall as outstanding, with maths and English, Adults and Apprenticeships being graded as good. The Corporation passed particular thanks to Vicki Illingworth for her work at Crawley College and stated that the strong Group ethos was clearly reflected in the Self-Assessment Report.

CHICHESTER COLLEGE GROUP MANAGEMENT ACCOUNTS, FINANCIAL STATEMENTS AND MEMBERS' REPORT FOR 2018/19

26. The Corporation received for consideration the Management Accounts, Financial Statements and Members' Report for 2018/19 for Chichester College Group and the subsidiary companies, together with the Audit Findings Report from RSM UK Audit LLP, the Corporation's External Auditors. There was also a Movement Summary and a report summarising the actions required with regard to the Financial Statements and Members' Report.

Copies attached at APPENDICES 3, 4, 5, 6 and 7.

27. With regard to the 2018/19 Management Accounts, Steve Coulthard stated that the budget had been for a deficit of £2m with an EBITDA figure of £2.4m. At the mid-year forecast this had been revised to a deficit of £2.9m, with a further re-forecast in May 2019 for a deficit of £3.3m. By the end of the year the deficit was £3.1m. The issues impacting the position had been in teaching and teaching support where apprentice income was down. There had been an issue with non-pay and challenges with the catering provision at Crawley College which had now switched to Aramark. In the Central Services there had been extraordinary adjustments relating to the merger with Worthing College. First Steps had ended the year behind budget but better than forecast. In response to a question from the Corporation, Steve Coulthard stated that a number of actions had been put in place in an effort to improve forecasting. Resources in the Finance Team had been improved with a new accountant starting in the new-year. There had been a reduction in the number of budget codes from 130 to 80, which it was hoped would focus monitoring between budget holders and the Finance Team.
28. Turning to the Statutory Accounts, Steve Coulthard stated that the table on page six of the Accounts explained the adjustments that had taken place and reconciled the underlying financial position at the year-end, which was a deficit of £2.8m. There had been an adjustment on the Group's pension assets which had been made on the advice of the Corporation's external auditors. This did not impact the operating position but reduced the total reserves in the balance sheet by approximately £2m.
29. With regard to the Audit Findings report, the review had gone well and the Audit Team were satisfied with the treatment of merger transactions and the disposal of assets at Brinsbury. It was noted that the Group had breached the EBITDA covenant set by Barclays Bank. A waiver had been granted and this would be dealt with under the meetings confidential agenda.

30. Steve Coulthard provided an update on the ESFA Funding Assurance audit which had started in September and had been covered in detail at the Audit & Risk Committee meeting and Finance & General Purposes Committee. It was the first time Chichester College Group had experienced a funding audit, it had been a challenging process, particularly in apprenticeships where funding rules had changed. Unfortunately, it had not been possible to close the audit before the Corporation meeting. If, at the end of the process, there were outstanding errors there was a risk that there would be a financial impact, it was not possible to quantify the level of potential clawback at present. If there was an impact on the 16 - 18 funding stream it was likely this would be applied to future funding allocations. A clawback on apprenticeships might impact the 2018/19 accounts and for that reason it was not possible to sign off the Statutory Accounts. It was hoped that the ESFA would be able to close off the audit before the Christmas break which would allow the Group's Statutory Accounts to be signed off. If it was not possible to finalise the accounts before Christmas the Group would need to ask for an extension. Steve Coulthard confirmed that when the audit was completed there would be a review of resources in the Information & Funding Team to focus on funding compliance. The Corporation noted that the Group's internal auditors undertook an annual review of learner numbers, Steve Coulthard commented that the external assurance for learner numbers would be reviewed. It was suggested that sign-off of the Statutory Accounts should be delegated to the Chairman and Chief Executive. Where any adjustments to the Accounts were materially adverse the Corporation would be informed before the Accounts signed off and submitted to the ESFA. It was

Resolved

That the Management Accounts for 2018/19, as set out at APPENDIX 3, be noted.

Resolved

That the Audit Findings Report presented by the Corporation's external auditors, RSM UK Audit LLP, for 2018/19, as set out at APPENDIX 5, be noted.

31. The Corporation was reminded that under the terms of FRS8 (Related Party Disclosures) any Governor who believed that he or she had any relevant interest in the Corporation's operations should declare it. No declarations of interest were made in response to this request. The Corporation were referred to the statement included at paragraph 2.4 of the covering report which the external auditors required the Corporation to agree in adopting the accounts. Any Governor who was aware of any

actual or potential non-compliance with laws and regulations as described therein was asked to declare it. In the absence of any such declaration and upon consideration it was

Resolved

- i) That the Corporation was not aware of any actual or potential non-compliance with laws and regulations that had a material effect on the ability of the College Group to conduct its business and therefore on the results and financial position to be disclosed in the financial statements for the year ended 31 July 2019;
 - ii) That no material changes had been made to the Management Accounts since the audit and the Chairman and Chief Executive were authorised to sign the Letter of Representation (Financial Statements) and Letter of Representation (Regularity); and
 - iii) That, on completion of the Funding Audit, the Financial Statements and Members Report for the financial year 2018/19, as set out at APPENDIX 4, be adopted for submission to the Education & Skills Funding Agency, following signature by the Chairman and the Chief Executive on behalf of the Corporation.
 - iv) That, where any adjustments to the Accounts were materially adverse, the Corporation would be informed before the Accounts were signed off and submitted to the ESFA.
32. With regard to the Group's subsidiary companies, Steve Coulthard reported that the Directors' Report and Financial Statements for Anglia Examinations Syndicate had been approved by the Board of Anglia Examinations at their meeting on Thursday, 21 November 2019. In terms of profit generated performance was slightly down at £159,538, compared to £171,807 for the prior year. Chichester College Services had ended the year with a profit of £321,893, compared to £231, 979 for the prior year. It had been a good year which had benefited by Worthing nursery joining for the last four months of the year. It was

Resolved

That Nick Fox be nominated to attend the Annual General Meeting for Chichester College Services Limited as the representative of the Corporation as the sole shareholder.

33. It was further

Resolved

- i) That the Corporation endorsed the Directors Reports and Financial Statements of the two subsidiary companies;
- ii) That the Corporation continue to provide financial support as necessary to its subsidiary companies.

WORTHING COLLEGE ANNUAL REPORT AND FINANCIAL STATEMENTS TO 28 MARCH 2019

34. The Corporation received for consideration the Annual Report and Financial Statements for Worthing College to 28 March 2019, together with the Audit Findings Report from RSM UK Audit LLP, Worthing College Corporation's External Auditors.

Copies attached at APPENDICIES 8 and 9.

35. Due to the dissolution of Worthing College it had been agreed that, in order to close down the accounts, Chichester College Group Corporation should consider the year-end financial reports for Worthing College. If the Annual Report and Financial Statements for Worthing College were approved they would be signed by the Chairman and Chief Executive of Chichester College Group before submission to the Education & Skills Funding Agency. The financial statements represented eight months of the year 2018/19, therefore it was difficult to provide a comparison to the financial performance in previous years. There were no surprises in in the financial position, the College had generated a deficit before other gains and losses in the period of £575,000.
36. For the external audit, RSM Audit were also Worthing College's auditors. The audit had been undertaken by a different team to the audit team for Chichester College Group. The team had produced a comprehensive report which had been reviewed by Chichester College Group's Audit & Risk Committee. One audit and accounting issue had been identified. This related to redundancy costs and had been resolved. In addition there had been a couple of minor cut off issues and reclassifications. It was

Resolved

- i) That no material changes had been made to Worthing College's Annual Report and Financial Statements since the audit and the Chairman and Chief Executive of Chichester College Group were authorised to sign the Letter of Representation (Financial Statements) and Letter of Representation (Regularity);

- ii) That the Audit Findings Report presented by RSM UK Audit LLP, as set out at APPENDIX 9, be adopted;
- iii) That the Annual Report and Financial Statements for Worthing College for the period ended 28 March 2019, as set out at APPENDIX 8, be adopted for submission to the Education & Skills Funding Agency, following signature by the Chairman and the Chief Executive of Chichester College Group, on behalf of the Corporation.

CHICHESTER COLLEGE GROUP'S AUDIT & RISK COMMITTEE ANNUAL REPORT 2018/19

37. The Corporation received for consideration the Annual Report of Chichester College Group's Audit & Risk Committee for 2018/19.

Copy attached at APPENDIX 10.

38. Catherine Vinall stated that the report provided a summary of the work undertaken by the Audit & Risk Committee in 2018/19. The report provided a summary of the work undertaken by the Group's internal and external auditors, Mazars LLP and RSM UK Audit LLP and outlined their opinions. The report had been considered by the Audit & Risk Committee who were satisfied that the Corporation had adequate and effective internal and external audit arrangements and that it was operating effectively and in line with the Committee's terms of reference. It was

Resolved

That the Annual Report of the Audit & Risk Committee for 2018/19, as set out at APPENDIX 10, be adopted and submitted to the Education & Skills Funding Agency.

RISK MANAGEMENT AND ASSURANCE

39. The Corporation received for consideration the updated Risk Registers and Board Assurance documents.

Copy attached at APPENDIX 11.

40. Steve Coulthard stated that the overall risk environment for Chichester College Group remained high. In terms of the specific risk areas the following ratings applied:

- Finance and MIS - very high.

- Governance and reputation - moderate to high.
- HR and Corporate Services - high.
- Quality and curriculum - moderate to high.
- Commercial and growth - high.

41. With reference to the extreme rated risk in the HR and Corporate Services area, Steve confirmed that planning permission for the STEM Centre at Crawley had been granted. As such the risk remained high but was not extreme. With reference to the Assurance Framework and the ESFA Funding Assurance Audit, Steve confirmed that work would be taking place to review the external assurance provided for learner numbers. The Corporation noted that the Risk Registers and Assurance Frameworks were recommended for adoption by the Audit & Risk Committee. After further discussion it was

Resolved

That the updated Risk Registers and Assurance Frameworks, as set out at APPENDIX 11, be adopted.

CHICHESTER COLLEGE GROUP'S REMUNERATION COMMITTEE ANNUAL REPORT 2018/19

42. The Corporation received for consideration the Annual Report of Chichester College Group's Remuneration Committee for 2018/19.

Copy attached at APPENDIX 12.

43. Catherine Vinall stated that under the Colleges' Senior Post Holder Remuneration Code, there was a new requirement to produce an annual report from the Remuneration Committee. The report provided an overview of the approach to Senior Post Holder remuneration at Chichester College Group, a comparison of salaries and overview of the performance related pay scheme which operated at the Group. If approved by the Corporation the report would be submitted to the ESFA with the accounts pack for 2018/19. It was

Resolved

That the Annual Report of the Remuneration Committee for 2018/19, as set out at APPENDIX 12, be adopted and submitted to the Education & Skills Funding Agency.

CHICHESTER COLLEGE GROUP SENIOR POST-HOLDER PERFORMANCE RELATED PAY SCHEME POLICY

44. The Corporation received for consideration the updated Senior Post-holder Performance Related Pay Scheme Policy.

Copy attached at APPENDIX 13.

45. Catherine Vinall stated that the Policy had been updated to reflect changes to Senior Post Holder titles. The Policy had also been amended to formalise the change to the Scheme to offer a performance related element of ten per cent, as opposed to 15 per cent.

Resolved

That the updated Chichester College Group Performance Related Pay Scheme Policy, as set out at APPENDIX 13, be adopted.

MEMBERSHIP OF CHICHESTER COLLEGE GROUP CORPORATION

46. The Corporation received for consideration a proposal to re-appoint Caroline Wood for a second four year term of office from 1 January 2020. It was

Resolved

To re-appoint Caroline Wood as a Governor, for a second term of four years from 1 January 2020, subject to annual review.

EDUCATION & SKILLS FUNDING AGENCY ASSESSMENT OF FINANCIAL HEALTH 2019 - 2021

a) ESFA Chichester College Group Financial Plan 2019 to 2021

47. The Corporation received a copy of the letter from the Education & Skills Funding Agency outlining their response to the College's Financial Plan 2019 to 2021, together with the Education & Skills Funding Agency Financial Dashboard.

Copy attached at APPENDIX 14.

48. Shelagh Legrave stated that the Education & Skills Funding Agency (ESFA) letter provided an assessment of the Group's Financial Plan for 2019 to 2021. The letter confirmed the ESFA's opinion that the Group's financial health required improvement both for 2018/19 and the current budget year, 2019/20. Shelagh confirmed that there were no surprises in the assessment as the Group faced an ongoing challenge to deliver it's

financial plans and reduce the deficit. The data in the graphs provided by the ESFA provided useful comparisons with the rest of the sector. The information showed that Chichester College Group's staff costs were above the national medium and work continued to bring those costs down. The Group's borrowing was reducing, although the average for the sector was high.

b) ESFA Early Intervention Policy

49. The Corporation received and noted a copy of a letter from the ESFA regarding Early Intervention.

Copy attached at APPENDIX 15.

50. Shelagh Legrave stated that the letter from the ESFA was to inform Chichester College Group that the Group met one or more of the financial triggers for early intervention. This was a formality and related to the Group's assessment that financial health required improvement. Shelagh confirmed that the College Group was meeting each quarter with the ESFA to monitor the financial position and plans relating to the mergers with Central Sussex College and Worthing College.

MANAGEMENT ACCOUNTS TO 31 OCTOBER 2019

51. The Corporation received for information the Management Accounts for the period to 31 October 2019.

Copy attached at APPENDIX 16.

52. Steve Coulthard reminded the Corporation that the budget for 2019/20 was for a deficit of £1.6m. The first set of accounts showed a reasonable start to the year with a deficit of £910,000 against a budgeted deficit of £811,000. It was noted the enrolment data was not complete and for this reason an accrual had been made in relation to apprenticeships. Pay costs were being closely monitored and, at the end of October, were under budget. There was a concern that non-pay costs were over budget, again this position was being closely monitored. It was

Resolved

That the update on the position reported in the Management Accounts for the period to 31 October 2019, be noted.

53. The Corporation received for information the Chichester College Internal Audit Annual Report 2018/19 from Mazars LLP.

Copy attached at APPENDIX 17.

54. Steve Coulthard stated that the Internal Auditor's annual report provided an overview of the internal audit work undertaken during 2018/19. The report included a range of benchmarking data comparing the Group's performance against the Mazars client base. The annual report had concluded that Chichester College Group's governance, risk assessment and internal control arrangements were adequate and effective to manage the achievement of the College's objectives. None of the weaknesses or exceptions identified as part of the internal audit work were considered fundamental. The report highlighted that the Group had received partial compliance in the Learner Number Systems review. This was the area which was subject to the ongoing ESFA Funding Assurance audit. In response to a question from the Corporation, Steve confirmed that discussions about the format of future Learner Number reviews would be undertaken were ongoing.

CHICHESTER COLLEGE GROUP CURRICULUM STRATEGY

55. Vicki Illingworth gave a presentation on Chichester College Group's Curriculum Strategy.

Copy attached at APPENDIX 18.

56. Vicki stated that the starting point for developing the Curriculum Strategy was to reflect the different communities and identities of each College within Chichester College Group. Work had taken place with all Heads of Learning to determine the rationale for the curriculum offered by each area and to review the changes that would be made to funded provision for 2020/21. This work had developed the curriculum vision and intent. The curriculum vision was subject to quality assurance processes involving students, staff and employers, provided a curriculum which embodied the knowledge, skills and behaviours to support students through College and towards independence and maximised the opportunities for all learners. The curriculum intent was the knowledge and understanding gained by learners at every level. It was informed by a range of influences, including employer input, internal progression, LEP priorities, learner destinations and applications from students. The curriculum priorities reflected the Group's curriculum strategy and top level strategic objective, it included providing high quality teaching and learning, growth in student numbers, HE growth, apprenticeship growth and inclusivity of offer.

57. Vicki reminded the Corporation that curriculum and budget planning took place on an annual cycle. The review of the Curriculum Strategy had provided an opportunity to refresh the Group's approach to curriculum planning. It also enabled the Group to align the offer across different campuses providing a collaborative offer, focusing on growth plans, for example for apprenticeships and integrated the new T Level and T Level Transition programme offer. The first stage of curriculum planning was research and development which started in July and ran through to the end of the calendar year. Between January and March the curriculum framework and expectations were agreed and budget planning started during this phase. From April to June final headline and deep dive checks took place, for example against guided learning hours, course costings and delivery models. Vicki confirmed that for 2020/21 this process had taken place across the Group.

UPDATE ON THE OPENING OF HAYWARDS HEATH COLLEGE

58. Shelagh Legrave gave a verbal update on the plans to open Haywards Heath College. There had been two open events at the College and 387 applications had been received to date. In response to a question from the Committee, Steve Coulthard confirmed that negotiations regarding funding arrangements were ongoing. In response to a further question, Shelagh stated that the capacity of the building was approximately 1,300 learners. The Group's business plan had been based on a student population of between 800 and 900 students at the end of the first five years after the College opened.
59. Contractors, Kier, were continuing to work on damp issues and were ahead of schedule. Work on the fit out and IT systems was also ongoing. It was not possible for Chichester College Group to start work on site until a licence was in place. The Corporation discussed access to the site for emergency services. It was confirmed that there would be one access point to the campus. Further discussion about a second access point for emergency vehicles would take place outside the meeting. A further discussion on the heads of terms was minuted under the confidential agenda.

SUMMARY OF COMMITTEE AND BOARD MEETINGS

60. The Corporation received and noted a summary of the business which had been undertaken by the Standing Committees during the autumn term 2019/20.

Copy attached at APPENDIX 19.

61. Catherine Vinall reminded the Corporation that members were welcome to observe any of the Committee or Board meetings. If they wished to attend they should contact the Clerk to make arrangements.

DATES OF FUTURE MEETINGS

62. It was noted that the next meeting of the Corporation would take place on Wednesday, 1 April 2020 at 4.00 pm. The date for the next Governor Development Event was Tuesday, 11 February 2020 at 2.00 pm, venue to be confirmed.

CONFIDENTIAL BUSINESS

63. 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.