

MINUTES OF THE EASTLEIGH COLLEGE COMMITTEE

Meeting	Board meeting		
Date	14 December 2022	Time	17.00
Venue	Teams – due to inclement weather		
Chair	Jon Sendell		
BOARD MEMBERS: Jon Sendell (Chair); Paul Cox (CEO); Sophie Annett; Alison Caplin; Rupert Goodman; Phil Harris-Bridge; James Heaton-Smith; Colin O'Donoghue; Gillian Sommers; Karen Stanton; Fiona Stilwell; Bernie Topham; Victoria Whitehead; Natalie Wigman; Simon Winkworth.			
IN ATTENDANCE: Peter Joddrell, Deputy Principal (Curriculum and Digital); Paul Stannard Vice Principal (Quality, Compliance, and Improvement); Ra Hamilton-Burns, Governance Advisor.			

RED in the left-hand column indicates an item is confidential

BLUE in the left-hand column indicates that the item has been scrutinised by a Committee and was delegated to them

2.i	<p>Apologies</p> <p>Apologies were received from Sophie Annett and Rupert Goodman.</p>
2.ii	<p>DECLARATIONS OF INTEREST</p> <p>Jon Sendell declared an interest in Item 1.iii</p>
1	<p>Item 1.i- 1.iii were taken as confidential items</p> <p>0. Alison Caplin probationary, one year term of office has ended. Jon Sendell recommended that the Board extend her membership for a further three-year term to 27 September 2025. Alison Caplin confirmed that she is happy to continue.</p> <p>AGREED: THE BOARD AGREED TO EXTEND THE TERM OF OFFICE FOR ALISON CAPLIN TO 28 SEPTEMBER 2025</p> <p>The Chair's term of office ends on 31 December 2022. Natalie Wigman has discussed him being extended to the end of July 2023 and he should be asked if were willing to remain in that role.</p> <p>AGREED: THE BOARD AGREED TO EXTEND JON SENDELL'S TERM OF OFFICE TO 31 JULY 2022.</p>

2.i	APOLOGIES FOR ABSENCE – to note Taken before item 1
2.ii	DECLARATIONS OF INTEREST Taken before item 1
2.iii	MINUTES OF THE PREVIOUS MEETINGS The minutes of the Board meetings held on 6 July and 28 September 2022 were agreed as a true record of the meeting and signed by the Chair. Correction: Colin O'Donoghue had sent apologies to the 28 September meeting. AGREED: THE BOARD AGREED THAT THE MINUTES OF THE MEETINGS HELD ON 6 JULY AND 28 SEPTEMBER 2022 WERE A TRUE AND ACCURATE RECORD.
2.iv	APPOINTMENT OF NEW GOVERNOR <i>Paul Stannard and Peter Joddrell joined the meeting at 18.45.</i> Ra Hamilton-Burns had circulated the cv of Sarah Harder-Collins to members in advance of the meeting. The Search Committee panel had met with her and are recommending her membership of the Board. AGREED: THE BOARD AGREED TO APPOINT SARAH HARDER-COLLINS FOR AN INITIAL MEMBERSHIP PERIOD OF ONE YEAR TO 13 DECEMBER 2023.
3	STRATEGIC DISCUSSIONS These had taken place in part one of the meeting.
4	GOVERNORS' MONTHLY REPORT There were no comments on the October 2022 report. Paul Cox noted that there was a changing position outlined in his summary. 3.i Safeguarding update The graphs contain historic records. There was a process recently to review Safeguarding which received 'substantial assurance'. 3.ii Matters arising from the governors' report There were none. There will not be a November report but one in January for the month of December 2022.
5	To receive
i.	Ofsted inspection update and College response – this was taken as a confidential minute
ii.	Internal Auditors' Annual Report – <i>deferred until January 25 2022</i>
iii.	Audit Committee Annual Report - <i>deferred until January 25 2022</i>
iv.	Strategic Risk Management & Assurance Report - <i>deferred until January 25 2022</i>
v.	Search Committee Annual Report Fiona Chalk had provided a comprehensive and robust report of the activity and impact

	<p>of the Search Committee for 2021-22.</p> <p>There were no questions.</p>
6	To approve
i.	<p>Self-Assessment Report (SAR) (a) & College Development Plan (b1 and b2) Paul Stannard presented the SAR annual report and the development plan. Some changes have been noted. The report has been reviewed by Standards Committee, Natalie Wigman and Sophie Annett.</p> <p>Governors noted that for style purposes it would be better if it did not vacillate between the first and second person. The document will go to the copywriter next week</p> <p>Page 55 – gender pay. The areas identified for development are not addressed in the narrative.</p> <p>Safeguarding report – governors noted that there are 5% “do not feel safe” and there is anomaly on page 96 which says 96% of learners “feel safe”. These need to be consistent.</p> <p>Governors commented that this was an excellent report.</p> <p>AGREED: THE BOARD APPROVED THE SELF-ASSESSMENT REPORT FOR 2021-22 AND THE COLLEGE DEVELOPMENT PLAN DRAFTED IN OCTOBER 2022</p>
ii.	External Audit Management Letter – <i>deferred until January 25 2023</i>
iii.	Letter of Representation (Financial Statements & Regularity) – <i>deferred until January 25 2023</i>
iv.	Annual Report and Financial Statements 2021-22 – <i>deferred until January 25 2023</i>
v.	<p>Health and safety annual report It was noted that there were 72 accidents and not one of these had been RIDDOR reportable. Paul Cox said that there has been one RIDDOR accident in 2022/23.</p> <p>AGREED: THE BOARD AGREED TO APPROVE THE HEALTH AND SAFETY ANNUAL REPORT</p>
vi.	<p>Induction and probation procedure</p> <p>AGREED: THE BOARD AGREED THE INDUCTION AND PROBATION PROCEDURE</p>
7	To approve under the consent agenda – to approve
	<p>Recommendations from Committees – to approve en bloc</p> <p>Jon Sendell reminded governors that the structure of the Board and its committees has been designed to allow greater scrutiny for many matters to be dealt with at committee level and for recommendations to be made. This allows the Board to focus on strategic matters and capitalise on the opportunity afforded by bringing all the governors</p>

	<p>together.</p> <p>Search and Governance, 12 October 2022</p> <ul style="list-style-type: none"> • No recommendations <p>Finance and General Purposes, 9 November 2022</p> <ol style="list-style-type: none"> Disciplinary procedure for senior postholders Subcontractor working strategy Health and safety annual report 2021-22 Tuition fee guidance and fee-level proposals <p>Standards Committee, 30 November 2022</p> <ol style="list-style-type: none"> Employer engagement strategy Safeguarding policy <p>Audit Committee</p> <ol style="list-style-type: none"> <i>The external audit findings report and the latest draft of the year-end financial statements 2021/22 – deferred to January 2022</i> <i>The Audit Committee's annual report to the board for 2021-22 – deferred to January 2022</i> The sub-contracting policy and fees The whistleblowing procedure with changes outlined <p>AGREED: THE BOARD AGREED TO APPROVE THE RECOMMENDATIONS FROM COMMITTEES AS LISTED.</p>
i.	Audit Committee minutes – 23 November 2022
ii.	<p>Finance and General Purposes minutes – 9 November 2022</p> <p>It was noted that JS had given his apologies to this meeting.</p>
iii.	<p>Search minutes – 12 October 2022</p> <p>Phil Harris-Bridge reminded the Committee that it had been agreed that the Vice Chair role description should be circulated to the Chairs of Committees for comment and ultimate recommendation to the Board</p> <p>Action: RHB to circulate the VC role description to Committee chairs and send the final version to the January Board for approval.</p>
iv.	Standards minutes – 30 November 2022
v.	<p>Report and ratification of the use of the College seal</p> <p>The Corporation seal has been used for the IoT Deed of Guarantee.</p> <p>Two copies were originally signed, dated, and sealed on 04.11.22: signed by Paul Cox, and Kevin Jones, witnessed by Paul Stannard.</p> <p>The process then had to be repeated as the DfE had requested that the Deed of Guarantee was not dated. Two further copies were then signed and sealed on 09.11.22: signed by Peter Joddrell (delegated by PC), and Kevin Jones, witnessed by Paul Stannard.</p> <p>The two originals dated 04.11.22 were disposed of in confidential waste.</p>

	<ul style="list-style-type: none"> • Board to review and approve, retrospectively, use of the Seal • Future engrossments will be sent via electronic means for review and approval of the Board. <p>AGREED: THE BOARD AGREED THAT THE USE OF THE SEAL FOR THE IOT DEED ON 9 NOVEMBER 2022 WAS APPROPRIATE</p>
vi.	<p>Proposed extraordinary Board dates for JSG matters</p> <p>The JSG had proposed that the Boards need to hold additional meetings for specific items. The following dates are proposed for extraordinary Eastleigh College meetings to be held online:</p> <p>27 February 2023 either 17.00 or 18.00 for one hour – online meeting Agenda items:</p> <ul style="list-style-type: none"> • Outcome of phase 2 DD • Note proposed name change subject to consultation <p>28 June 2023 either 17.00 or 18.00 for one hour – online meeting Agenda items:</p> <ul style="list-style-type: none"> • Finalise board appointment process (FC Board) • Note the outcome of the public consultation and in line with the statutory guidelines approve the summary report for publication by 29th June 2023 • Note that the merger process remains on track and that risks in risk register and legal DD have been addressed • Approval of draft resolution to dissolve for publication at least one month before merger date (29th June 2023). <p>July 18 2023 timing to be confirmed – provisionally 17.00 Agenda items:</p> <ul style="list-style-type: none"> • FC Corporation resolve to accept the property, rights and liabilities of EC and CCS Corporation. • EC and CCS resolve to dissolve and transfer property, rights and liabilities to FC • Signing and sealing of all documents • Approval of policies from merger date (safeguarding H&S) – FC Board only <p>Board members agreed to include these dates</p> <p>Action: RHB to amend the Board calendar to include extraordinary dates</p>
8	<p>Confidential items to approve</p> <p>The Board agreed that there were no additional items to add to those already identified.</p>
9	<p>Any other business</p> <p>Jon Sendell wished all the governors a happy Christmas and thanked them for their contributions and said it had been a joy to Chair in the past year.</p> <p>JS thanked Paul Cox and all the senior team for their hard work during the past year and recognised it had been a particularly challenging year. He wished them a well-earned, restful, festive break.</p> <p>The meeting closed at 19.00</p>

10	<p>Date of next meeting</p> <ul style="list-style-type: none"> • 25 January 2023 • 22 March 2023 • 5 July 2023 <p>Additional proposed dates for online meetings as in Item 7.vi:</p> <ul style="list-style-type: none"> • 27 February 2023 • 28 June 2023 • 18 July 2023
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approved by the Chair