

## MINUTES OF THE EASTLEIGH COLLEGE COMMITTEE

Meeting	Board meeting		
Date	25 January 2023	Time	17.00
Venue	East Avenue, Eastleigh College		
Chair	Jon Sendell		
<b>BOARD MEMBERS:</b> Jon Sendell (Chair); Paul Cox (CEO); Sophie Annett; Alison Caplin; Rupert Goodman; Sarah Harder-Collins; Phil Harris-Bridge; James Heaton-Smith; Colin O'Donoghue; Gillian Sommers; Karen Stanton; Fiona Stilwell; Bernie Topham; Victoria Whitehead; Natalie Wigman; Simon Winkworth.			
<b>IN ATTENDANCE:</b> (Peter Joddrell, Deputy Principal (Curriculum and Digital); Paul Stannard Vice Principal (Quality, Compliance, and Improvement); Nicky Tramaseur, (Director of Brand, engagement and Learner Recruitment); (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

	<b>Part B</b>
<b>2.i</b>	<p><b>APOLOGIES FOR ABSENCE</b> Victoria Whitehead, Sophie Annett, James Heaton-Smith and Fiona Stilwell had sent apologies.</p>
<b>2.ii</b>	<p><b>Welcome and introduction of new governor</b> Jon Sendell welcomed Sarah Harder-Collins to her first meeting of the Board. He noted that Gillian Sommers had agreed to be her mentor and thanked her for doing so.</p> <p>Jon Sendell reminded the Board that this would be Karen Stanton's last meeting as a governor. He thanked her profusely for her contributions and wished her luck for the future.</p> <p><b>Proposal for student governor membership</b> Jon Sendell explained that three student governors had been elected by the student body and reminded the Board that the Instrument and articles only makes provision for two. He had discussed this with Ra Hamilton-Burns and Peter Jodrell and proposed the following:</p>

	<ul style="list-style-type: none"> <li>The two full-time students – Heidi Stevens and Elle Webber<sup>1</sup> should be appointed as full Board members and members of the Standards Committee.</li> <li>The part-time student – Neil Campbell be appointed as a co-opted member of the Standards Committee.</li> </ul> <p>Jon Sendell said that the Board is committed to hearing the student voice and welcomed the contributions of student governors as part of that process and as a rich addition to the Board membership.</p> <p><b>AGREED: THE BOARD AGREED THAT HEIDI STEVENS AND ELLE WEBBER SHOULD BE APPOINTED AS FULL BOARD MEMBERS AND MEMBERS OF THE STANDARDS COMMITTEE. NEIL CAMPBELL BE APPOINTED AS A CO-OPTED MEMBER OF THE STANDARDS COMMITTEE.</b></p>
2.ii	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were none.</p>
2.iii	<p><b>MINUTES OF THE PREVIOUS MEETINGS</b></p> <p>The minutes of the Board meeting held on 14 December 2022 were agreed as a true record of the meeting and signed by the Chair.</p> <p><b>AGREED: THE BOARD AGREED THAT THE MINUTES OF THE MEETINGS HELD ON 14 DECEMBER 2022 WERE A TRUE AND ACCURATE RECORD.</b></p> <p><b>5i Ofsted update</b> – Governors thanked Paul Cox for the email update earlier that day and asked if the legal letter, mentioned as drafted in preparation, had now been sent. Paul Cox confirmed that this was the case and that an incorrect version of the Ofsted report went online on 25 January 2023, this was then replaced by another erroneous version and Ofsted has apologised and said that a correct version will be posted online tomorrow. The College is at the stage three of the published process and is exploring all avenues as the report is incorrect.</p> <p>Jon Sendell commented that there had been an <a href="#">article</a> in FE Week which reveals that Ofsted has admitted that its complaints procedure is ‘not working’ and is under review.</p> <p><b>The Board noted the passing of the electronic resolution updating the Special Committee terms of reference.</b></p> <p><b>Bank signatories</b> – Jon Sendell informed the Committee that he had approved adding Richard Allanach as a signatory on the College Lloyds’ Bank account.</p>
2.v	<p><b>MATTERS ARISING</b></p> <p><i>Ra Hamilton-Burns offered an update on the matters arising.</i></p> <p><b>iii Search minutes – 12 October 2022</b></p> <ul style="list-style-type: none"> <li>RHB to circulate the VC role description to Committee chairs and send the final version to the January Board for approval. – this was completed.</li> </ul>

<sup>1</sup> Subsequent to the meeting Elle Webber informed the Clerk that she was not able to take up the role as Student governor due to conflicting work commitments.

	<p><b>vi Proposed extraordinary Board dates for JSG matters</b></p> <ul style="list-style-type: none"> <li>RHB to amend the Board calendar to include extraordinary dates – this was completed and circulated to Board members and SLT colleagues.</li> </ul>
<b>3.I</b>	<p><b>STRATEGIC DISCUSSIONS</b></p> <p>These had taken place in part a of the meeting.</p>
<b>4</b>	<p><b>GOVERNORS' MONTHLY REPORT – to note</b></p> <p><b>4.i Financial aspects</b></p> <p>Paul Cox had circulated the report earlier that day and the financial aspects will be reported in part A. The reporting cycle is now back on track with the report being sent to Governors in the third week.</p> <p><b>4.ii Safeguarding update</b> – PC asked governors to review this section with close attention.</p> <p><b>Cybersecurity</b> – Paul Cox reported that the College systems' firewall had been replaced before Christmas 2022 and there was an outage of only four minutes. A far superior firewall is now in place which offers a high-level of protection.</p> <p><b>3.ii Matters arising from the governors' report.</b></p> <p><b>Strategic risk three – financial compliance.</b> Governors commented that the risk is still assessed at the same rating which seems to be an anomaly given recent circumstances. Paul Cox reported that the risk management report contained an anomaly that the net risk appeared to be higher than the gross risk. Phil Harris Bridge said that a detailed discussion about 'not knowing what you don't know' might inform the process and asked that the SLT considers how this may be incorporated into risk registers. Governors had advised the College Risk Committee to 'think the unthinkable'. Paul Cox said that unknowns are considered but should they all be listed, the risk rating would be at the top rating of 25 for all risks.</p>
<b>5</b>	<b>Annual financial reports 2021-22</b>
<b>i.</b>	<i>This item was taken as a confidential minute – in Part A.</i>
<b>ii.</b>	Internal Auditors' Annual Report – <i>deferred</i>
<b>iii.</b>	Audit Committee Annual Report - <i>deferred</i>
<b>iv.</b>	External audit management letter - <i>deferred</i>
<b>v.</b>	Going Concern – <i>deferred until items 5.i-5.iv are available.</i>
<b>vi.</b>	Letter of Representation (Financial Statements & Regularity) - <i>deferred</i>
<b>vii.</b>	Annual Report and Financial Statements 2021-22 - <i>deferred</i>
<b>6</b>	<b>To approve</b>
<b>i.</b>	<p><b>Future Skills Plan and Process / Timeline for stakeholder engagement -</b></p> <p>Peter Joddrell reminded Board members that this item was first presented to the Board in December 2021. The following January 2022, Paul Cox had presented the LSIPS and skills plans which were being introduced and the analysis included details of how the College's curriculum is aligned to:</p>

- Short- and medium-term labour demand.
- Medium- to long-term labour demand.
- UK Grand Challenges.
- Industrial Strategy priorities.
- The Southampton Skills Framework.
- The Hampshire 2030 plan.
- Solent LEP & LSIP plans

This document is still in draft form and is being reviewed. It has received feedback from College colleagues and the Standards Committee. Peter Joddrell sought governors' permission to take this report to external stakeholders. He reminded the Board that in December 2022 the DfE had announced the forthcoming [accountability agreements](#) which will replace the funding agreements. Paul Cox reminded members that the accountability statement is a new requirement and must be signed by the Board by May 2023. The College believes that the accountability agreement can be incorporated into this Future Skills Plan.

Colleges also have to publish a statement on how its provision will meet the needs of the local community. There is no prescribed format and this document can incorporate elements to cover both of the requirements which the College will need to fulfil regardless of the merger.

Governors asked which stakeholders will be consulted:

- NHS – Southampton Trust
- A civic body such as the Borough Council
- Commercial stakeholders

The intention is to host a couple of online consultation sessions to invite feedback.

Governors asked if this is a standalone document or works with other education providers. The Eastleigh Accord is involved and the document states that the College is meeting regional need. The Hampshire Chamber of Commerce has been awarded the contract as the employer representative body (ERB) to lead the LSIP in the Solent region. In the future, the document might be extended to include collaborative work with other providers but the College is minded that there are some competitive issues.

Karen Stanton reported that the Universities have been asked to review their provision to make it modular, work to the lifelong learning agenda and work with FE providers.

Members asked if staff and student have been consulted. Whilst this isn't a requirement the College Heads of delivery have reviewed and provided feedback. It was suggested that as part of the stakeholder consultation, it could be taken to the student body.

It is believed that the production of this Future Skills Plan positions the College slightly ahead of current requirements.

**ACTION: RHB to send the document after this meeting to other Clerks in Hampshire to take account of the Strategic Development Fund intent.**

The Board commended the comprehensive document and thanked senior colleagues for their work in producing it.

**AGREED: THE BOARD APPROVED THE FUTURE SKILLS PLAN AND PROCESS / TIMELINE FOR STAKEHOLDER ENGAGEMENT**

ii.	<p><b>IoT and T Level update</b></p> <p>Peter Joddrell reminded governors that the two reports detail two substantial curriculum developments which offer the opportunity of substantial curriculum funding.</p> <p><b>T levels</b> – The document offered an update on the College’s intention to introduce T levels from September 2023. Other local colleges were in the first wave of early adopters and Eastleigh College took the view that it was not prudent to use the learners as guinea pigs and that it needed to be proven to be at least as good as existing level 3 provision. The main level 3 qualification has now been defunded but there are still options working with vendor qualifications and smaller modular courses as an alternative to T levels.</p> <p>The College now plans to deliver T Levels:</p> <p style="padding-left: 40px;"><b>2023/24</b> Education and Childcare</p> <p style="padding-left: 40px;"><b>2024/5</b> Business and Administration Engineering and Manufacturing (to be reviewed in light of merger) Hair and Beauty Health and Social (Adult Nursing)</p> <p>It is not expected that introduction of T Level would increase enrolment as it is likely to replace defunded Level 3 courses.</p> <p>Governors asked why BTEC courses are being defunded. It is thought that this will force people into T Levels. A suite of smaller qualifications paired with vendor qualifications may allow the College to offer an alternative to learners.</p> <p>The Board asked which local providers are offering T Levels currently:</p> <ul style="list-style-type: none"> <li>• Barton Peveril College does not want to deliver T Levels as they have limited classroom space and do not want to dedicate them to specific courses.</li> <li>• City College Southampton had planned to offer Health and Social in September and had bid but were not successful.</li> <li>• Fareham, Chichester and Havant and South Downs are the largest deliverers of T Levels within the ‘local’ region.</li> </ul> <p>Governors asked if there is an intention to prevent duplication of provision. Colleges have been advised to consider this when bidding and to mention the intended merger and model standalone or merged provision needs and learner numbers.</p> <p>The NHS Trust has shared that some other colleges offering T levels have not worked with employers to ensure that there are work opportunities for learners post completion of courses. Eastleigh College is already working closely with the local Trust and members commended the College for considering the needs of employers and working with them to ensure that provision would meet these.</p> <p>Paul Cox explained that learners now complete courses which have been developed with intent clearly in mind. He cited the nursing courses which have the potential to lead to degree apprenticeship courses and have been successful. Employers are able to spot and nurture talent for roles in their organisations in collaboration with the College. The Employer Board and NHS Trust are very positive about the College’s work in this area. As an example, for the Early Years T Level next year there is already a developed bank of employers willing to provide placements.</p>

	<p>Karen Stanton said that universities now recognise the T Level and this links well to the skills plan. PC said this policy is a cross-party initiative and the DfE is structured to support this and that this is unlikely to change should a change of government occur no later than January 2025.</p> <p><b>IoT</b> – The South Coast Institute of Technology is a collaboration between five Further Education providers, two Higher Education establishments and key employer stakeholders. It became fully licenced by the DfE on 11 November 2022.</p> <p>Eastleigh College is focussing on digital and logistics. Funds will be used to develop the main hall and add a mezzanine level and teaching areas. There will be a large open space for flexible learning. Once the College passed RIBA stage 2 the College considered continuing to work with Peter Marsh Consulting but this did not offer options for best value for money. They decided to work with Andrew Chapman who has led the project delivery in the past. The College contribution will be circa £100k on a project value of circa £1m.</p> <p>Digital will be the first provision to be offered as part of the IoT offer. Logistics will be next as the College had been developing this for a number of years but had been hampered by the pandemic. It is intended that this should be rebranded as a two-year logistics qualification at Level 3 with a view to offer a higher level course as part of the IoT going forward. Given the Solent Freeport close to the College, there will be substantial work and progression opportunities for learners completing these courses.</p>
iii.	<p><b>University Centre Update</b></p> <p>Eastleigh College is exploring the use of University Centre status as part of its identity and has submitted an application to the DfE. It will not be a separate legal entity and will not be registered at Companies House. The application is being supported by the University of Portsmouth and an outcome is expected by March 2023.</p> <p>HE learner numbers continue to grow and this branding will support this growth. There are options on the naming of the application if the original application does not succeed. Merger partners are aware that the College is pursuing this status.</p> <p>The Board noted the report.</p>
7	<p><b>To approve under the consent agenda – to approve</b></p>
	<p><b>Recommendations from Committee Chairs</b></p> <p>Ra Hamilton-Burns reminded members that it had been agreed at the December 14 2022 meeting that the draft role description for Vice Chairs of Committees would be circulated to Committee Chairs for their review. This had been done and was now included for recommendation. Governors were invited to comment on the role description and particularly the Vice Chairs of Committees were consulted. There were no questions.</p> <p><b>AGREED: THE BOARD AGREED TO APPROVE THE ROLE DESCRIPTION FOR VICE CHAIRS OF COMMITTEES.</b></p> <p>The Board then moved to the Part A agenda at 18.00 and thanked Eastleigh staff colleagues who withdrew. Paul Cox also left the meeting.</p>

8	<b>Confidential items to approve</b> The Board agreed that there were no additional items to add to those already identified.
9	<b>Any other business</b>  Part B of the meeting closed at 18.00
10	<b>Date of next meeting</b>  <div style="margin-left: 40px;"> <b>In person meetings:</b> <ul style="list-style-type: none"> <li>• 22 March 2023</li> <li>• 5 July 2023</li> </ul> </div> <div style="margin-left: 40px;"> <b>Additional proposed dates for online meetings for JSG items:</b> <ul style="list-style-type: none"> <li>• 27 February 2023</li> <li>• 28 June 2023</li> <li>• 18 July 2023</li> </ul> </div>