

**EASTLEIGH COLLEGE BOARD
MINUTES OF SPECIAL MEETING HELD ON WEDNESDAY 27 JANUARY 2021, 1700hrs USING
'TEAMS'**

Present:

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|--|-----------------|
| Jon Sendell (Chair) | Sophie Annett |
| Kerry Matthews | Jem Musselwhite |
| Steve Johnson | Julie Richmond |
| Bernie Topham | Sophie Annett |
| Paul Cox (Chief Executive and Principal) | |
| Mairead Taylor | |
| Rupert Goodman | |
| Colin O'Donoghue | |
| Phil Harris-Bridge | |

In Attendance:

Kevin Jones, Vice-Principal (Finance, Funding and Management Information)
Darren Coventry, Vice-Principal Commercial and Customer Services
Lou Gittens, Vice-Principal Curriculum
Paul Stannard, Vice Principal Quality
Dr Chris Davis OBE, Clerk to the Board

B.01.21 GOVERNORS' MEETING TIME WITHOUT SMT

(Confidential item)

Members of staff were not present for this item.

- i SMT Structure (To Receive)**
(See Confidential addendum)..

(End of Confidential item)

(All SMT and members of staff joined the meeting)

B.02.21 MEMBERSHIP & BOARD MATTERS

i Apologies

Apologies were received from Natalie Wigman and student governor Sian Davison. James Heaton-Smith and Lucas Reynard experienced technical difficulties, which prevented them from joining the meeting.

ii Declarations of Interests

There were no declarations of interest, financial or otherwise declared.

iii Minutes of the Last Meeting 16 December 2020

The minutes of the meeting held on 16 December 2020 were agreed and signed as a true and accurate record.

iv Matters Arising

Mr Cox said that he had provided a document on FE College mergers, which he had asked the Clerk to distribute. The action was now complete.

Mr Sendell asked if Mr Stannard had updated the Safeguarding report with the percentage of referrals to do with mental health.

Mr Stannard reported that unfortunately he had not had time to complete this action for the most recent copy of the Governors' monthly report, however he would ensure that the reporting would be in place for the following report.

Mr Harris-Bridge asked for an opportunity to better understand the KPI progress against the Business plan; he felt that a specific training opportunity would be useful for all governors to understand the process more fully.

ACTION: CD

Mr Coventry reported that a meeting had taken place between himself, Mrs Annett and Mr Johnson with on-going dialogue around reporting and subcontracting going forward. Further meetings are planned.

All other action points had been completed or would be discussed elsewhere within the agenda.

v Appointment of new Governor, Mrs Karen Stanton, Vice Chancellor Solent University

The Chair explained that a virtual meeting of Search Committee had taken place to review and recommend the appointment of Mrs Karen Stanton to the Board.

The Chair explained that Mr Cox had also applied to join the Board at Solent University, with a decision forthcoming next week at their Board meeting.

Mr Johnson asked if this was to be a permanent appointment or just for the duration of the potential merger process.

The Chair said he felt that it was a permanent appointment and would enhance not only the Board's skills matrix but also adding to the links within the City of Southampton.

Mr Musselwhite said that he felt that this was an excellent appointment and was enthused by the link up of Eastleigh College with Solent University, formally known as the Institute of Higher Education, which he said felt like a natural association.

Governors' unanimously approved the appointment of Mrs Karen Stanton as Governor of Eastleigh College

vi Retirement of Governor, Ms Gemma Baker

The Chair said that due to the exigencies of her work with the AoC, Ms Baker had made the difficult decision to resign her post as Governor at the College. In her letter to the Chair she had explained that she was now mentoring 8 colleges in the South-East and just did not have any spare capacity to provide validity to the position of Governor.

The Chair asked the Clerk to write to Ms Baker on behalf of the Board, thanking her for her hard work and input, especially as a member of the Standards Committee.

ACTION: CD

Governors' noted the retirement of Governor, Ms Gemma Baker.

vii Appointment of Mr Peter Joddrell, Deputy Principal (Curriculum and Digital)

The Chair reported that a two-day interview and assessment process had taken place to appoint a Deputy Principal (Curriculum and Digital). The process had been very competitive with a very strong field of candidates and Mr Joddrell had been successful at the final interview stage. It is planned that he will take up his appointment on the 19 April 2021.

Governors' approved the appointment of Mr Peter Joddrell, Deputy Principal (Curriculum and Digital).

(Confidential items)

B.03.21 TO RECEIVE

- i Response to Independent Investigation into potential impropriety of Subcontractor**
(See Confidential addendum).
- ii Sub-contractor dispute**
(See Confidential addendum).
- iii Eastleigh College On-Line Training Platform**
(See Confidential addendum).
- iv Quality Assurance Processes in Place for College Delivery and for Subcontractors**
(Already covered in minute B.03.21, i and ii)

B.04.21 TO APPROVE

- i In-Year Subcontractor Contracts and Amendments**
(See Confidential addendum).

Governors' approved the In Year Subcontractor Contracts and Amendments.
- ii 2019/20 Year End Financial Statements External Audit Conclusion**
(See Confidential addendum).
- iii Loan Agreement**
(See Confidential addendum).

(End of Confidential items)

iv Governance SAR 2019/20

The Clerk explained that the Governance SAR had been reviewed and recommended to the Board at their meeting on the 2 December 2020. A new process for the 2020/21 Governance SAR had also been proposed and would be introduced as an agenda item at the summer term Standards Committee meeting.

Mr Harris-Bridge felt there was a lack of acknowledgment of the degree of active challenge and support for the executive in terms of the performance of the College; he felt that this was what the role of the Governor (non-executives) was all about. There was also nothing about training and skills development of individual Governors and the Board as a whole.

Governors approved the Governance SAR 2019/20.

B.05.21 TO CONSIDER

i Confidential items (confirmation)

Governors agreed that agenda items 1, 3.i, ii, iii, iv and 4.i, ii, iii, would be determined as confidential agenda items and will be annotated as such within the minutes of the meeting.

ACTION: CD

DATE OF NEXT MEETING

B.06.21 Wednesday 24 March 2021, 1700hrs, Board/Training Event

Governors' Monthly Report – financial aspects, safeguarding update and any other matters arising

Approve tuition fee framework 2021-22

Attendance register

Financial Regulations & Procedures - to approve

Gender Pay Gap Report

Employer Engagement Strategy

The meeting concluded at 1850.