

**MINUTES OF THE MEETING OF THE  
CORPORATION HELD ON  
TUESDAY, 17 OCTOBER 2023**

Present:

Helen Kilpatrick CB (Chair)  
Dr Roy Bowden  
Martin Colyer  
Andrew Green  
David Jones  
Paul Lansdowne (Staff Governor)  
Dr James Sarmecanic  
Nick Sutherland  
Paul Wright

In Attendance:

Sally Challis-Manning MBE, Principal of Crawley College and Brinsbury College  
Steve Coulthard, Chief Financial Officer  
Vicki Illingworth, Executive Principal  
Helen Loftus, Principal, Chichester College  
Dan Power, Chief Commercial Officer  
Paul Riley, Principal, Worthing College and Haywards Heath College  
Jon Rollings, Chief Operating Officer  
Helena Thomas, Principal, Northbrook and Worthing College  
Catherine Vinall, Clerk to the Corporation

**APOLOGIES FOR ABSENCE**

1. Apologies for absence were received from Tosin Adebisi, Chris Bennett, Steve Cooper, Richard Moore, Ryan Sallows and Donna Turner-Irwin.

**DECLARATION OF INTERESTS**

2. The Chair 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 Corporation on Wednesday, 5 July 2023 were approved as an accurate record of the meeting.

## **CHIEF EXECUTIVE'S UPDATE**

4. Andrew Green gave a presentation to provide an update on the start of the academic year. Overall, the Group was up against the target (10,128) for 16 - 18 enrolments, which were currently at 11,241. This was likely to dip but still an excellent position to be in and would positively impact the allocation for 2024/25. There were more learners at Levels 1 and 2 which was likely to be due to the change in GCSE grade boundaries. Adult enrolments were strong and would continue to enrol through the year. There was further work to do get to underneath apprenticeship data and there were risks to manage around the number of carry-ins and achievement income.
5. Andrew was pleased to report that the five per cent pay award had been welcomed by staff, although staff recruitment continued to be a challenge, particularly in some of the support areas. In response to a question from the Corporation, Andrew stated that finances continued to be a concern. The Group was preparing for Ofsted in 2024 and this would take a great deal of work. Systems and processes were also an issue for some staff, particularly those who had joined from Northbrook and Brighton Met. The Group Leadership Team were working on the measures for the strategic plan and how progress against these would be reported to Committees and the Corporation.
6. The Corporation noted the policy update provided in the presentation.

## **ITEMS FOR APPROVAL**

### **APPOINTMENT OF CORPORATION MEMBERS**

7. The Corporation received a report on the appointment of four new Members and a Co-opted Member.

Copy attached at APPENDIX 1.

8. Catherine Vinall provided an overview of the recent round of Governor recruitment, which had been supported by Peridot Partners. After further discussion it was

## **Resolved**

- i) To appoint Kam Bains as a Governor, for a four year term of office from 1 November 2023.
- ii) To appoint Danielle Dunfield-Prayero as a Governor of Chichester College Group, for a four year term of office from 1 November 2023.
- iii) To appoint Steven Skinner as a Governor of Chichester College Group, for a four year term of office from 1 November 2023.
- iv) To appoint Gayathri Ganesan as a Governor of Chichester College Group, for a four year term of office from 1 November 2023.

## **SENIOR POST-HOLDER PAY POLICY**

9. The Corporation received for consideration the Senior Post-holder Pay Policy which had been recommended for adoption by the Remuneration Committee.

Copy attached at APPENDIX 2.

10. Catherine Vinall stated that Chichester College Group had not previously had a specific policy around senior post-holder pay. The policy had been developed from the one that had previously been in place at GB Met and updated to reference new guidance from the Department for Education following reclassification. It was

## **Resolved**

That the Senior Post-holder Pay Policy be approved, as set out at APPENDIX 2.

## **CCG APPRAISAL & PERSONAL DEVELOPMENT SCHEME**

11. The Corporation received for consideration a report on the Appraisal & Personal Development Scheme, which had been recommended for adoption by the Resources Committee.

Copy attached at APPENDIX 3.

12. Jon Rollings stated that a review of Chichester College's performance management scheme had taken place, with a number of changes proposed. The scheme had refocused on appraisal and staff development, hence the new name. Other changes included:

- The removal of the attendance category. It was felt that Group had robust processes in place to management attendance and sickness. This element of the previous scheme had been unpopular with staff.
  - To introduce a section focused on completion of the mandatory training modules to support compliance.
  - Amend conditions around additional leave for staff who were at the top of the scale to match it to the requirements around an increment.
13. Jon confirmed that the principles outlined in the Corporation paper would be developed into a policy and procedure. After further discussion it was

**Resolved**

That the principles for the Appraisal and Personal Development Scheme, as set out at APPENDIX 3, be approved.

**ITEMS FOR INFORMATION**

**SAFEGUARDING STUDENTS AND ADULTS AT RISK POLICY**

14. The Corporation received and noted the Group's updated Safeguarding Students and Adults at Risk Policy.
- Copy attached at APPENDIX 4.
15. Vicki Illingworth reminded the Corporation that the Safeguarding Students and Adults at Risk Policy was updated annually in line with Keeping Children Safe in Education. In response to a question about student lanyards, Sally Challis-Manning confirmed that lanyards had been introduced at Crawley and had generally been accepted. Jon Rollings stated that this was part of a wider piece of work on access and site security.

**SAFEGUARDING ANNUAL REPORT 2022/23**

16. The Corporation received for information the Group's Safeguarding Annual Report for 2022/23.
- Copy attached at APPENDIX 5.
17. Vicki Illingworth stated that the annual report provided an overview of the safeguarding and Prevent work which had taken place across the Group in the year 2022/23. The Corporation noted the work taking place on some sites to minimise entry points and trial the use of lanyards. There was a discussion about staff completion of mandatory training modules, which it was noted would be

picked up in the new Appraisal and Development Scheme. The Corporation noted the impact of the work of the Safeguarding and Wellbeing Teams and passed their thanks on to those staff for the support they provided to students.

### **HEALTH & SAFETY ANNUAL REPORT 2022/23**

18. The Corporation received and noted the Group's Health & Safety Annual Report for 2022/23.

Copy attached at APPENDIX 6.

19. Jon Rollings stated that the report had been produced in a new format based on that provided by the Health & Safety Executive. The Corporation noted that the Resources Committee had also received the report. In response to a question about the increase in reportable incidents, Jon confirmed that there had been a change in the determination of what was reportable. In terms of low level reporting, there was further work to do in terms of the culture of what was reported. This would help to improve record keeping and ultimately improve health and safety support to staff.

### **UPDATE ON EXTERNAL GOVERNANCE REVIEW**

20. The Corporation received and noted a verbal update on the external governance review.

### **ITEMS TO NOTE**

#### **STAFF PAY AWARD 2023/24 - WRITTEN RESOLUTION**

21. The Corporation received and noted the written resolution in relation to the staff pay award for 2023/24, which was approved on Wednesday, 4 October 2023.

Copy attached at APPENDIX 7.

#### **CCG CORPORATION AND COMMITTEE MEETING DATES 2024**

22. The Corporation received and noted the meeting dates for 2024.

Copy attached at APPENDIX 8.

## **DATE OF NEXT MEETING**

23. It was noted that the next meeting of the Corporation would take place on Wednesday, 13 December 2023, at 4.00 pm. It would be followed by Christmas Dinner in Restaurant 64 at Chichester College.

## **ANY OTHER BUSINESS**

### **Agenda Planning**

24. It was proposed to introduce a formal 'to note' section at Corporation meetings which would cover items which would be circulated with meeting papers but would only be discussed where Governors raised queries prior to the meeting. The Corporation also discussed the use of comments on PDF documents as a way of raising questions which could be resolved outside of the meeting. It was agreed that the Clerk would explore this further. It was

### **Resolved**

**To include a formal noting section on meeting agendas. Any Governors wishing to raise questions about items listed for noting should contact the Clerk prior to the meeting with their comments.**

### **Martin Colyer**

25. It was noted that Martin Colyer would be standing down at the end of October 2023. On behalf of the Corporation, the Chair thanked Martin for his service and the contribution he had made, particularly in chairing the Audit & Risk Committee.

## **CONFIDENTIAL ITEMS**

26. It was

### **Resolved**

**That in view of the confidential nature of the business to be transacted, the minutes for the remainder of the meeting be recorded on a confidential basis.**