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**MINUTES OF THE MEETING OF THE  
CORPORATION HELD ON  
TUESDAY, 14 MAY 2024**



Chichester  
College  
Group

Present:

Helen Kilpatrick CB (Chair)  
Chris Bennett  
Dr Roy Bowden  
GG Ganesan  
Andrew Green  
David Jones  
Paul Lansdowne (Staff Governor)  
Ryan Sallows  
Dr James Sarmecanic  
Steven Skinner  
Tom Simmonds  
Nick Sutherland  
Paul Wright

In Attendance:

Steve Coulthard, Chief Financial Officer  
Vicki Illingworth, Executive Principal  
Helen Loftus, Principal, Chichester College  
Dan Power, Chief Commercial Officer  
Jon Rollings, Chief Operating Officer  
Helena Thomas, Principal, Northbrook and Worthing College  
Catherine Vinall, Clerk to the Corporation

**APOLOGIES FOR ABSENCE**

124. Apologies for absence were received from Tosin Adebisi, Kam Bains, Lord Bassam, Elly Claridge, Steve Cooper, Lauri House, Richard Moore and Donna Turner-Irwin.

**DECLARATION OF INTERESTS**

125. 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.

## **APPOINTMENT OF THE NEXT CORPORATION CHAIR**

126. The Corporation received a paper on the appointment of the next Chair and the updated role description for the Chair.

Copy attached at APPENDIX 1.

### **a) The Appointment Process for the next Chair**

127. Catherine Vinall confirmed that Helen Kilpatrick had been appointed on two year term of office as Chair, with the option to extend for a further year. Helen had decided to stand-down at the end of the two years, which would be the end of July 2024. As a result, the Corporation was seeking to appoint a new Chair. Catherine asked for anyone interested in the role to contact her by Monday, 3 June. Catherine confirmed that she would be happy to discuss the role with anyone who might be considering it.

### **b) Role description for the Chair**

128. Catherine stated the review was an update on the version previously approved in 2022 and re-focussed on the core responsibilities of the Chair. It was noted that there could be greater scope for the Chair to share responsibilities with the Vice-Chair. It was

### **Resolved**

That the updated role description for the Chair of the Corporation be approved, as set out at APPENDIX 1.

## **ACCOUNTABILITY STATEMENT 2024/25**

129. The Corporation received for consideration the draft Accountability Agreement for 2024/25.

Copy attached at APPENDIX 2.

130. Vicki Illingworth reminded the Corporation that, in line with the Accountability Agreement, colleges were required to submit an annual Accountability Statement. In line with new guidance, as assessment of the Local Needs Duty had now been included in the Statement for 2024/25.
131. It was noted that the formal meeting would be followed by a Corporation away day, part of which would focus on the local needs duty, engagement with stakeholders and a discussion on the targets within the Statement. This would provide context for the needs duty assessment and Accountability Statement. In

terms of the format of the Statement, Vicki stated that the objectives had been aligned to LSIP priority areas, to evidence how the Group was aiming to meet the local skills need. It was suggested that the first paragraph under the 'Context and Place' heading should be amended to include the Group's vision. The Corporation discussed new technology available to students, some of which had been funded through the Local Skills Improvement Fund. This included immersive spaces and Bodyswaps which simulated realistic workplace scenarios where students could work through challenging situations and learn through different perspectives and by observing their own behaviour. It was suggested that a future development session could provide more detail on this technology. It was

#### **Resolved**

**That the Accountability Statement be approved in principle, subject to the amendment outlined above and further discussion on the priorities for 2024/25.**

#### **DATE OF NEXT MEETING**

132. It was noted that the next meeting of the Corporation would take place on Wednesday, 10 July 2024, at 4.00 pm, in the Conference Room at Brinsbury College.

#### **CONFIDENTIAL ITEMS**

133. 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.**