

CORPORATION MEETING

NON CONFIDENTIAL MINUTES

October 22, 2025

2:00 PM - 3:30 PM

Exhibition Hall, Worthing College, 1 Sanditon Way, Worthing, BN14 9FD

PRESENT:

Steve Cooper (Chair), Helen Everitt, Andrew Green (CEO), Anne Gornall, David Jones (Vice-Chair), Helen Kilpatrick CB, Ian Larkham, Ian Moore, Richard Moore, David Parfitt, Peter Thompson

IN ATTENDANCE:

Christine Bianchin (Principal, Brinsbury College & Crawley College), Steve Coulthard (CFO), Eileen Darby (Director of Safeguarding & Wellbeing for Item 6 only), Helen Loftus (Principal, Chichester College), Jon Rollings (COO), Helena Thomas (Principal, Worthing College & Northbrook College), Matt Vaughan (Principal, Haywards Heath College & Brighton MET College), (Catherine Vinal (Clerk to the Corporation), Sarah Box (Governance Officer)

1. WELCOME AND APOLOGIES FOR ABSENCE

Standing item Speaker: Chair

Time: 2.00 pm

The Chair welcomed all attendees to the meeting. Apologies had been received from Steve Bassam, Chris Bennett, Sue Lal, James Sarmecanic , Steven Skinner, Tom Simmonds and Dean Spears.

2. DECLARATIONS OF INTEREST

Standing item Speaker: Chair

Committee Members were reminded that they have a responsibility to declare any interests they may have in items on the agenda and that they may be required to withdraw from the meeting where an interest is declared.

3. MINUTES

Standing item Speaker: Chair

3.1 MINUTES OF THE MEETING HELD ON WEDNESDAY, 9 JULY 2025

Decision item Speaker: Chair

The part 1 (non-confidential) minutes of the meeting which took place on Wednesday, 9 July 2025 were approved as an accurate record.

3.2 MATTERS ARISING

Information item Speaker: Chair

There were no matters arising.

4. ITEMS FOR APPROVAL

Time: 2.10 pm

The increase in accidents/incidents reporting was noted, and it was felt that this reflected the Group's positive culture around health and safety and reporting. The increase in reportable incidents from the previous year was discussed, and it was explained that due to the definition of accidents and incidents that were reportable often fairly minor injuries needed to be reported. It was confirmed that work to reduce these continued with the H&S team visiting workshops to meet with technicians and advise on ways to reduce hand tool injuries as these were biggest cause of injuries reportable to the HSE across the Group.

In response to a query on whether the 2024/25 data provided could be used to as a baseline, it was confirmed that this would be unlikely as reporting behaviour was not yet consistent enough across the Group. Once pockets of underreporting had been eliminated, it was expected that overall incident reports would increase but it was hoped that reportable incidents would decrease.

The number of offsite occurrences was noted by Governors, and it was explained specific training was in place for staff who were running an offsite visit for students. Governors were advised that the Group's extensive provision meant that there were many different aspects of health and safety to consider with farm environments, workshops, laboratories, classrooms and studios.

5.3 CCG HEALTH & SAFETY POLICY

Information item

Speaker: Jon Rollings

The updated CCG Health and Safety Policy had been circulated with minor amendments shown as track changes. A full review of the policy was planned in early 2026.

6. ITEMS FOR INFORMATION

Time: 2.30 pm

6.1 SAFEGUARDING STUDENTS, APPRENTICES AND ADULTS AT RISK POLICY

Information item

Speaker: Vicki Illingworth

Eileen Darby explained that the policy had been updated in line with Keeping Children Safe in Education (KCSIE) statutory guidance for 2025/26. Induction training and the annual safeguarding training module for staff had also been updated to reflect the changes.

6.2 CCG SAFEGUARDING AND BEHAVIOUR ANNUAL REPORT 2024/25

Information item

Speaker: Vicki Illingworth

The Safeguarding and Behaviour Annual Report 2024/25 gave an overview of the work undertaken during the year and a focus for the year ahead.

Governors were advised that the KCSIE 2025 had expanded the scope of online safety risks to include misinformation, disinformation, conspiracy theories, and AI-related exploitation.

Attendance issues remained a key focus to support and develop student attitudes and behaviours. A new attendance report would be used by all Pastoral Support Tutors and equivalent roles to aid attendance monitoring and subsequent actions. All product lines had their own DSL, and weekly meetings were held with the DSL, curriculum and pastoral teams.

It was asked how aware staff were of safeguarding procedures and policies and it was confirmed that all staff completed mandatory training and had a good understanding of safeguarding responsibilities and the procedures to be followed when reporting concerns.

In response to a query on whether the policy was adhered to following the mandatory staff training, it was explained that there was a flow of continual reminders by way of newsletters, staff forums and quality forums. This ensured that staff and volunteers were reminded of the importance of safeguarding and of their responsibilities.

6.3 MANAGEMENT ACCOUNTS 2024/25

Information item

Speaker: Steve Coulthard

The year-end management accounts for 2024/25 were received.

Steve Coulthard confirmed that accounts were positive showing that material growth in 16-18 learners, alongside support for NIC increases, had provided a positive £1,067k variance on 16-18 income. Adults and Apprenticeships income forecasts had also been exceeded and contributed to an excellent performance across the largest mainstream income lines.

Whilst the Halls of Residence income forecast was positive, key commercial income forecasts across International, First Steps and Anglia had not been achieved. As a result, commercial expenditure positions were managed down in line with the lower than forecast income. The lower than expected income had resulted in a lower overall surplus for commercial in 2024-25.

The EBITDA taken through to the External Audit was confirmed as £7.2m and this had exceeded the forecast.

Governors were advised that it was possible that the £7.2m might decrease due to a clawback on the growth payment. However, this would be a maximum of £200k and would be confirmed prior to the signing of the accounts.

There had been good control over expenditure through the year, and this would continue into 2025/26. There was a slight overspend on the pay budget. Non-pay positions had been managed well and achieved an overall positive variance.

In terms of cashflow, the closing cash balance for July 25 had been £6.6m and this included £5.2m restricted capital cash. The forecast cashflows for 2025-26 were positive and it was noted

that the balance between restricted and non-restricted cash would switch as more of the £5.2m capital condition fund was utilised in-year.

In response to a query on the Broadwater receipt, it was confirmed that the payment would be received and then repayment of the loan would take place immediately. This had been accounted for within the budget.

Governors asked to what extent was the financial viability of each individual college assessed. It was explained that this was covered in the operations summary and had been underpinned by the work to drive improvements in contribution at each college and on each curriculum area. There were no concerns to raise, but it was explained that improving contributions was more of a challenge in land based provision such as Brinsbury. The Worthing Property Strategy had set out to ensure that two Worthing sites were viable, rather than three and this was a good example of the Group's strategic decision making. It was noted that the 14-16 provision was not included in the drive to achieve 50% contribution due to its complex nature. Steve Coulthard confirmed that further work would be undertaken to apportion overheads, which would provide clarity on the performance of each area once costs had been allocated.

6.4 ENROLMENT 2025/26 UPDATE

Information item

Speaker: Steve Coulthard/Principals

An update was provided on enrolments to date and Governors were informed that the BN1 Arts subcontracting had commenced in Brighton. Construction and Sport enrolments were strong at Brighton East and Foundation Art numbers were up at the central Brighton campus.

Haywards Heath had seen a small decrease in student numbers compared to last year. It was noted that further work would be taking place to focus on driving the College's USP which included strong links with employers.

Brinsbury had seen an increase in L1 and L2 enrolments and a decline in L3, this was likely to be due to the fact that some students had not achieved the GCSE results they had hoped for.

At Crawley, there were increased numbers on L1 and L2 courses, particularly in Motor Vehicle and Health and Social Care courses. T Level numbers were down, again this could be due to GCSE maths and English results.

There was significant growth in Electrical at Chichester and arrangements had been made to repurpose a building to ensure there was space to accommodate the increase in numbers. There had also been growth in ESOL and more students resitting their GCSE maths and English. It was noted that there had been an increase in students enrolling from the Portsmouth and Hampshire area.

It was reported that the closure of Broadwater had created vibrant campuses at both West Durrington and Worthing College and headcounts had increased as a result. There had been a notable increase in Motor Vehicle enrolments at Shoreham.

There was a solid picture with HE applications as numbers were over plan and some still being processed. It was confirmed that Adult numbers were below plan and work was taking place to

fully understand the reasons for this. In addition, the Bootcamps had not yet met WSCC and BHCC targets, this was being closely monitored by the leadership team.

Governors asked how the increase in student numbers had impacted staff. It was confirmed that although it was a national issue across the sector, it continued to be a challenge for the Group. Agency staff were used to provide cover where possible and as a result the cost had increased. It was noted that a staffing contingency budget had been included in the budget for 2025/26 and this would provide support in terms of staff cover.

7. ITEMS TO NOTE

Time: 2.55 pm

7.1 WRITTEN RESOLUTION - LLOYDS BANK AMENDMENT LETTER

Information item

Speaker: Catherine Vinall

The Corporation noted the Written Resolution for Lloyds banking covenants that had been approved by a majority in July 2025.

7.2 CCG CORPORATION AND COMMITTEE MEETING DATES 2026

Information item

Speaker: n/a

The schedule of the Corporation and Committee meeting dates for 2026 were noted.

7.3 DATE OF NEXT MEETING

Scheduling

Speaker: Chair

It was confirmed that the next meeting of the Corporation was scheduled to take place on Wednesday, 10 December 2025 at 4.00 pm in the Cathedral Room at Chichester College. The meeting would be followed by Christmas Dinner in the restaurant at Chichester College.

8. ANY OTHER BUSINESS

Catherine Vinall thanked governors for attending the recent new building openings at Chichester College and the IoT at Crawley College.