



**MEETING OF THE HSDC CORPORATION  
WEDNESDAY 2<sup>nd</sup> APRIL 2025  
SOUTH DOWNS CAMPUS & REMOTE ACCESS VIA MICROSOFT TEAMS**

**MINUTES**


**Present:**

Mike Bateman (remote)  
Stella Charman  
Simon Claridge (remote)  
Clive Dobbin (Chair)  
Mike Gaston (Principal)  
Romy Jones (remote)  
Steve Jorden (remote)  
Elsbeth Mackeggie Gurney (remote)  
Kamlesh Pandya  
Mike Tiller  
Tony Wright (Vice-Chair) (remote)

**In attendance:**

Bhupendra Pattni – Interim DP Finance & Facilities  
Richard Barlow – DP Curriculum  
Suki Dhesi – VP SLQ (Remote)  
Debbie Collinson-Bolles – AP SEND  
Jackie Eayrs – Clerk to the Corporation

<b>Total Membership</b>	18
<b>Total vacancies</b>	4
<b>Total possible attendance</b>	14
<b>Quorum:</b>	8
<b>Total Present:</b>	11 - meeting quorate (79% excl. vacancies) (61% incl. vacancies)

Minute Number	Minute	Action
HSDC CORP 08/25	<p><b>Board Briefing: EHCPs/High Needs/SEND and Independence Hub</b> – Members of the Board received a Board Briefing presentation from Debbie Collinson-Bolles, Assistant Principal for SEND. The slides used during the presentation can be accessed by clicking on the icon below:</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Presentation_SEND HNS Update for Gove</p> <p><i>The Chair extended thanks to Debbie for her presentation and she left the meeting at 17.04 hrs.</i></p>	
HSDC CORP 09/25	<p><b>Apologies for Absence &amp; Welcome:</b></p> <p>All members present were welcomed to the meeting. Apologies for absence were received and accepted from Lorna Hayes. Members noted that the Student Governors were expected but had not yet arrived.</p>	
HSDC CORP 10/25	<p><b>Declarations of Interest</b> - No member declared any conflict of interest with any item on the agenda which had not previously been declared.</p>	
HSDC CORP 11/25	<p><b>Minutes and Matters Arising from Previous Meetings:</b></p> <p><b>(i) Minutes of the meeting of the HSDC Corporation held on the 18<sup>th</sup> December 2024</b> – The minutes of the meeting held on the 18<sup>th</sup> December 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising which were not covered elsewhere on the agenda.</p> <p><b>(ii) Minutes of the special meeting of the HSDC Corporation held on 5<sup>th</sup> February 2025</b> – The minutes of the special meeting held on the 5<sup>th</sup> February 2025 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.</p> <p><b>(iii) Confidential minutes of the special meeting of the HSDC Corporation held on the 5<sup>th</sup> February 2025</b> – The confidential minutes of the special meeting held on the 5<sup>th</sup></p>	

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	February 2025 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.	
HSDC CORP 12/25	<p><b>Correspondence:</b></p> <p>(i) <b>Letter dated 18<sup>th</sup> March 2025 from DfE: HSDC Financial Statements Review 2023-2024 + Financial Dashboard Information</b> – Members received and noted the letter from the DfE on the Financial Statements review 23/24. The Principal advised members that this was a standard letter which came out at this time of year which reinforced what the College already knew. He went on to say that the letter confirmed that the financial health grade for the College for 23/24 was ‘inadequate’. The College had not met the capital moderation criteria and he outlined the reasons for this. The Principal referred members to the top of page 2 of the letter which made reference to financial control issues and material uncertainty relating to Going Concern opinion. He emphasised the fact that the College would need to secure larger savings than the £2m referenced in the letter to ensure financial sustainability for the College going forward. The ‘inadequate’ score would trigger the Financial Notice to Improve, and the Place Based Team would write separately to the College about that.</p>	
HSDC CORP 13/25	<p><b>Chief Executive Reporting – Principal’s Termly Report:</b></p> <p>Members of the Board had received the Principal’s Termly report which informed the Board of general College developments, issues, initiatives and external influences.</p> <p>In presenting the paper, the Principal stated that the College continued to be focused on its financial recovery. He drew the following key issues to members’ attention:</p> <ul style="list-style-type: none"> <li>• <b>Hampshire Safeguarding Audit</b> – Members were advised that the Safeguarding Audit which had taken place on 14<sup>th</sup> March 2025, following two confidential complaints to Ofsted, had resulted in a positive outcome with some minor recommendations. The Principal extended his thanks to the VP SLQ and the Chair of Corporation, as Safeguarding Board Champion, for their contribution to the positive outcome.</li> <li>• <b>Organisational Change Programme</b> – Members were advised that the Collective Consultation process on the proposals to ‘right-size’ the College had commenced on 4<sup>th</sup> March 2025. The Unions had taken the decision to withdraw from the process, which had been deemed highly unusual, but they had been persuaded to re-engage with the consultation process. The Principal advised that there were now daily meetings with the Unions to consider bite-sized themes of the organisational change proposals. He added that the ELT had been very transparent with the Unions about the financial landscape and the College remained committed to the collective consultation process.</li> <li>• <b>Key Consultations and Strategies</b> – The Principal provided a brief update on a number of strategies and consultations set out by the Government. Many of them fed into the local devolution plans and local government reorganization. The Principal advised members that, on the 6<sup>th</sup> February 2025, the Government had announced that Hampshire County Council, Portsmouth and Southampton City Councils and the Isle of Wight Council had been successful in their joint bid for inclusion on the Government’s fast-track Devolution Priority Programme (DPP). This meant that a Regional Mayor would be elected to head up a new Strategic Authority across the wider region. It was noted that elections for a Mayor would be held in May 2026.</li> <li>• <b>Successes</b> – The Principal drew members’ attention to the many successes that the College should be proud of and he extended his thanks to all the staff involved, including: <ul style="list-style-type: none"> <li>- Overseas trips – The Principal assured members that the bulk of trips were fully funded by students or by the Turing Scheme.</li> <li>- Alton Foundation Scholarships</li> <li>- HE and Employability Fair</li> <li>- The National Lottery Heritage Fund</li> <li>- Inspirational Young Person of Portsmouth Award (Mackenzie Bird, Havant Student)</li> </ul> </li> </ul>	

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	<p>- Space and Satellite, Alton.</p> <p><b>Members of the Board reviewed and noted the contents of the Principal’s Spring Term Report.</b></p>	
<p><b>HSDC CORP 14/25</b></p>	<p><b>Confidential - Strategic Conversation Update:</b></p> <p>Members of the Board received a confidential paper on the Strategic Conversation Update – April 2025. Due to the confidential nature of the content of the report and the related discussions, this item is recorded as a separate confidential minute for Governors only.</p>	
<p><b>HSDC CORP 15/25</b></p>	<p><b>FEC Health Check Report – February 2025:</b></p> <p>Members of the Board received the FEC Health Check Report – February 2025 for consideration and review. The Principal spoke to the report and reminded members that the Health Check had been requested by the College as part of the active support being sought through the CEFSS programme (Curriculum Efficiency and Financial Sustainability Support). He went on to say that, on the whole, he agreed with the conclusions and recommendations outlined in the report but reiterated the fact that more than £2m of savings would be required to ensure financial sustainability for the College. He referred members to page 48 of the pack which outlined the suggested actions. He added that the FEC was working closely with the College as part of the intervention and financial monitoring.</p> <p>The Principal concluded by saying that the report would now be shared with the Unions.</p> <p><b>Members reviewed and noted the contents of the Report.</b></p>	
<p><b>HSDC CORP 16/25</b></p>	<p><b>Chief Executive Reporting: Progress Review of Strategic Measures 2024/2025:</b></p> <p>Members of the Board received the progress update for the 2024/2025 Strategic Measures which had also been reviewed by each relevant committee of the Board. The Principal commented that it was a mixed picture and he highlighted the fact that the majority of issues outlined in the progress update would be considered in detail under other agenda items.</p> <p>In particular, he drew members’ attention to the measures that had been rag-rated ‘red’ as follows:</p> <p><b>People &amp; Place:</b></p> <ul style="list-style-type: none"> <li>• <b>Colleague Satisfaction Score</b> – The target of ‘one to watch’ status (min score 630) had not been achieved, a score of 598.7 had been achieved. The ELT had attended an insights meeting with Best Companies and had agreed an action plan to address the outcomes of the B Heard survey.</li> </ul> <p><b>Quality &amp; Standards:</b></p> <ul style="list-style-type: none"> <li>• <b>% QAR, English &amp; Maths and L3 ALPs distance travelled</b> – Headline predicted QAR was noted as 86% (compared to QAR target to exceed 87%). National Average was noted as 86.3%.</li> </ul> <p><b>Financial Sustainability:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff Cost to income ratio</b> – The 24/25 target of 74.7% would not be achieved. A two-year FIP to right-size the College and secure £4.5m in savings would return the pay to income ratio to 67.5%.</li> <li>• <b>EBITDA</b> – The declining EBITDA was as a result of reduced income in 23/24 and 24/25 arising from lower-than-expected enrolments in September 2022 and 2023.</li> </ul> <p><b>Community and Social Responsibility:</b></p> <ul style="list-style-type: none"> <li>• <b>Participation in Tutorial Programme</b> – The target of 86% overall had not been achieved. Tutorial attendance was noted as: 83% at South Downs, 78% at Alton and</li> </ul>	

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	<p>76% at Havant. The Principal advised members that the responsibility of tutorial would be removed from teachers and new progress tutors introduced.</p> <p><b>Business and Innovation:</b></p> <ul style="list-style-type: none"> <li>• <b>Number of study programme learners @RO4</b> – Members noted that Alton campus enrolments were down by 188. The College was working with feeder schools and undertaking significant marketing activities to improve the position.</li> <li>• <b>Success of employer-led curriculum</b> – T Level retention was noted at 75.8%.</li> </ul> <p><b>Members of the Board reviewed the progress of the 2024/2025 strategic measures and noted the current position.</b></p>	
HSDC CORP 17/25	<p><b>HSDC Top Ten Risks:</b></p> <p>Members of the Board received the top ten risks facing the College. The Principal stated that, given the College’s current financial position, it was unsurprising to see a number of red risks related to financial sustainability. He went on to say that this was an area where the College was at the greatest risk in terms of achieving targets.</p> <p><b>Members reviewed and noted the contents of the paper.</b></p>	
HSDC CORP 18/25	<p><b>Termly Report of the CQL Committee:</b></p> <p>Members of the Board received the Termly Report of the CQL Committee which provided a summary of the issues which had been discussed at the meeting held on 3<sup>rd</sup> March 2025.</p> <p>The Chair, Kamlesh Pandya, drew members’ attention to the following key issues:</p> <ul style="list-style-type: none"> <li>• <b>Attendance &amp; Retention</b> – Retention had improved and was strong but attendance was affected by cancelled classes, low student motivation (VFL/English &amp; Maths) and Adults with busy lives. This remained an area to improve.</li> <li>• <b>Tutorial and English and Maths Attendance</b> – Tutorial attendance was noted as 82% and GCSE English and Maths 75% which remained an area of concern. Members were aware that the College was currently reviewing how tutorial was delivered as part of the organisational change programme.</li> <li>• <b>Predicted Pass Rate</b> – This had increased to 98% on OneGrade.</li> <li>• <b>English and Maths</b> November resit outcomes had exceeded the National Average.</li> <li>• <b>Learner Satisfaction Survey</b> – Learner feedback, on the whole had been positive.</li> <li>• <b>Student Anxiety and Mental Health</b> – It was noted that Safeguarding continued to be high risk. The number of students dealing with mental health issues had an impact on safeguarding too, in particular, domestic/family situations. The Hampshire Safeguarding Audit completed in March 2025 had confirmed that safeguarding at the College was strong and preventative rather than reactive.</li> </ul> <p><b>Members of the Board reviewed the contents of the report and noted the issues which had been discussed at the meeting held on</b></p>	
HSDC CORP 19/25	<p><b>Termly Report of the HR Committee:</b></p> <p>Members of the Board received the Termly Report of the HR Committee from the meeting held on the 17<sup>th</sup> March 2025. In the absence of the Chair, Lorna Hayes, the Vice-Chair, Simon Claridge spoke to the report. He stated that the report really highlighted what was an excellent reporting style from the Director of OD&amp;P, Charlotte Nancarrow. He went on to say that the Headlines of: Be HSDC, Be Heard, Be Developed etc were a very useful way of viewing the HR landscape. He added that, with the current intense organisational change programme in progress, there had been some clear indicators showing downward trends in some areas. These had been discussed and debated, and the Committee had agreed they were understandable given the current position. Once the restructuring was complete and the College had settled, future trends could be monitored and considered.</p>	

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	<p><b>Members of the Board reviewed and noted the contents of the report and the issues discussed at the HR Committee meeting held on the 17<sup>th</sup> March 2025.</b></p>	
<p><b>HSDC CORP 20/25</b></p>	<p><b>Termly Report of the Audit Committee:</b></p> <p>Members of the Board received the Termly Report of the Audit Committee from the meeting held on the 13<sup>th</sup> March 2025. In the absence of the Chair, Ian Child, the Chair invited questions from members present.</p> <p>In reviewing the paper members agreed that the phishing simulations were a good idea and requested that governors be included in the future.</p> <ul style="list-style-type: none"> <li>• <b>Performance Review of External Audit Service Provider</b> - Bishop Fleming had been appointed in December 2021 following a competitive tender process. The Committee had reviewed the performance the External Auditor which had been excellent and there were no issues of concern.</li> <li>• <b>Contract and Reappointment of the External Audit Service 25/26</b> - The Audit Committee had agreed to formally recommend the re-appointment of Bishop Fleming as the Regularity and Financial Statements Audit Service Provider for the 24/25 year (the year ending 31<sup>st</sup> July 2025).</li> </ul> <p><b>Members of the Board reviewed the contents of the report and noted the issues which had been discussed by the Audit Committee at its meeting on the 13<sup>th</sup> March 2025 and formally approved the re-appointment of Bishop Fleming as the Regularity and Financial Statements Audit Service Provider for the 24/25 year (the year ending 31<sup>st</sup> July 2025).</b></p>	
<p><b>HSDC CORP 21/25</b></p>	<p><b>Termly Report of the Finance &amp; Estates Committee:</b></p> <p>Members of the Board received the Termly Report of the F&amp;E Committee from the meeting held on the 20<sup>th</sup> March 2025. The Chair, Clive Dobbin, advised members that the January 2025 Management Accounts had been scrutinised in detail and challenged at the meeting and members had been happy with the responses provided.</p> <p>The report was taken as read and, given that the Indicative Budget was a substantive item on the main agenda and the February 2025 Management Accounts had been presented to the Board, it was agreed that it would be a better use of time to move to those items.</p> <p><b>Members of the Board reviewed the contents of the paper and noted the issues which had been discussed at the F&amp;E Committee meeting as outlined in the report.</b></p>	
<p><b>HSDC CORP 22/25</b></p>	<p><b>Termly Report of the Joint Finance &amp; HR Committee:</b></p> <p>Members of the Board had received the Termly Report of the Joint Finance &amp; HR Committee which provided a summary of the discussions at the meeting held on the 31<sup>st</sup> March 2025. The Chair outlined the following key points for the Board's attention:</p> <ul style="list-style-type: none"> <li>• The FEC Health Check had recommended "renaming and reframing" the name of the Joint Finance &amp; HR Committee. Members had agreed to rename the Committee the Recovery, Sustainability and Accountability (RSA) Committee. The updated Terms of Reference had been agreed, and they had been provided to the Board for information/reference.</li> <li>• Two clear actions had come out of the Monday meeting related to ELT providing a more detailed report on agency staffing costs, cover and how the SRP operated and clarification in respect of the element of the land sale receipt which would be repaid to operational cash if approved by the DfE.</li> </ul> <p><b>Members of the Board reviewed and noted the contents of the summary report.</b></p>	

Minute Number	Minute	Action
HSDC CORP 23/25	<p><b>Management Accounts for the period ended 28<sup>th</sup> February 2025:</b></p> <p>Members of the Board had received the Period 7 Management Accounts for February 2025 for consideration and review. The Interim DP F&amp;F, Bhupendra Pattni (BP) drew the following key points to members' attention:</p> <ul style="list-style-type: none"> <li>• The new format for the monthly Management Accounts, including the recommendations made by the FEC continued to be used.</li> <li>• <b>Financial Performance</b> – BP advised a forecast deficit of £2.663m (Education Specific EBITDA) for the year to July 2025, against a target surplus of £322k in the original budget approved in July 2024.</li> <li>• The deficit position had increased due to: <ul style="list-style-type: none"> <li>- Estimated costs of restructuring/redundancy of £1.1m.</li> <li>- The correction of £381k of Educational Visits income.</li> <li>- ESFA clawbacks related to apprenticeship funding and AEB (Adult Education Budget) from 22/23; and</li> <li>- Known variances to expenditure.</li> </ul> </li> <li>• All changes to the forecast out-turn for 24/25 were outlined in the Finance Bridge Table on page 121 of the pack.</li> <li>• Cash balances at 28<sup>th</sup> February 2025 were noted as £1.055m (operational cash) and £7.126m (capital restricted cash). BP advised members that operational and restricted cash balances were being notified to the Principal on a daily basis.</li> <li>• The College had contacted the ESFA for reprofiling support to mitigate against the forecast operational cash shortfall in July 2025.</li> <li>• The land sale had not concluded and, therefore, for prudence it had not been included in the cashflow. BP assured members that the College was not dependent on it and would achieve its financial recovery without it.</li> <li>• The College had not recruited to its T Level target of 491 (124 below target) and, as a result, the T Level clawback had been confirmed as £201k (originally anticipated to be £160k).</li> <li>• The College's financial health remained 'Inadequate'. Governors were reminded that the College had submitted a business case in December 2024 to seek to moderate the financial health autoscore from 'Inadequate' to 'Requires Improvement'. BP advised members that this had been declined, and the College had been notified that it would receive a Formal Notice to Improve (FNTI).</li> <li>• The 24/25 forecast out-turn deficit of £2.663m was based on the following assumptions: <ul style="list-style-type: none"> <li>- The College had based budgets on the original financial forecasts approved by the Board in July 2024, with the ESFA allocation for 16-18 learners being set at 4564 learners.</li> <li>- Income targets were achieved.</li> <li>- The College remained within the revised Pay and Non-Pay forecast out-turn.</li> <li>- The 19+ achievement funding did not fall below the target achievement rate.</li> <li>- The ESFA approved financial reprofiling support of £2.5m from May 2025.</li> <li>- The Management Accounts continued to be presented on a cash accounting basis with a recommendation to move to an accruals method for the 25/26 year being presented to Finance &amp; Estates Committee in due course.</li> </ul> </li> <li>• BP explained why the request to the ESFA for reprofiling support had increased from £2m to £2.5m. This related to: <ul style="list-style-type: none"> <li>- 22/23 clawbacks of £72k</li> <li>- T Level clawback of £201k</li> <li>- NI and minimum wage increase funding not now being received until September 2025 (£200k).</li> </ul> This totalled £473k. </li> <li>• BP referred members to the 'Actions to improve financial performance' on page 117 and stated that, to date, £150k of in-year non-pay savings had been secured against a target of £450k.</li> <li>• BP outlined the 'best', 'worst' and 'likely' case scenario out-turn positions. The period 7 Management Accounts had been prepared on a 'likely' case scenario (£2.663m deficit out-turn position). Governors were advised that all income</li> </ul>	

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	<p>opportunities were being explored, and cost pressures were being considered and managed/mitigated stringently.</p> <ul style="list-style-type: none"> <li>• <b>Financial KPIs</b> – Members reviewed the key financial benchmarks used by the FEC outlined on page 118 of the pack. In particular, BP highlighted the pay costs to income ratio which was forecast to out-turn at almost 78.4% for 24/25 which was considered very high for the sector (sector average noted as 64% - 68%). Cash days in hand had seen a small improvement, financial health remained ‘Inadequate’ and borrowings remained at nil.</li> <li>• <b>Income</b> – BP confirmed a £395k negative variance on income, which was outlined on p119 of the pack.</li> <li>• <b>Non-pay Expenditure</b> – BP reported a negative variance of £510k on the total forecast non-pay expenditure, as outlined on p119 of the pack.</li> <li>• <b>Pay Expenditure</b> – The out-turn total pay expenditure for 24/25 was expected to be £30.619m by 31<sup>st</sup> July 2025 against a budget of £28.379m which reflected an adverse variance of £2.24m (which included £1.15m of planned redundancy costs).</li> <li>• BP reported a condition of funding adjustment to next year’s allocation related to English and Maths. He stated that this would be reported in full in due course.</li> <li>• The Finance Bridge – Budget to Forecast Out-turn on page 121 was reviewed.</li> <li>• The Cashflow included the ESFA reprofiling sum. In July 2026 the College’s operational cash would be c.£1m.</li> </ul> <p><b>Members of the Board reviewed the Period 7 Management Accounts (February 2025) and noted the current position.</b></p>	
<p><b>HSDC CORP 24/25</b></p>	<p><b>HSDC Indicative Budget Out-turn for 2024/2025, Indicative Budget 2025/2026, Financial Forecast 2026/2027 and Financial Improvement Plan:</b></p> <p>Members of the Board received a confidential HSDC Indicative Budget Report which included:</p> <ul style="list-style-type: none"> <li>- The Indicative Budget Out-turn 2024/2025</li> <li>- The Indicative Budget 2025/2026</li> <li>- The Financial Forecast 2026/2027; and</li> <li>- Financial Improvement Plan for consideration and review.</li> </ul> <p>Due to the confidential nature of the contents of the report and the related discussions, this minute is recorded as a separate confidential minute of Governors only.</p>	
<p><b>HSDC CORP 25/25</b></p>	<p><b>Termly Report of the Estates Strategy Group:</b></p> <p>Members of the Board received the Report of the Estates Strategy Group from the meeting held on the 24<sup>th</sup> March 2025. The Chair, Simon Claridge (SC), advised members that work continued at pace, to spend all the capital funds by the deadline of 31<sup>st</sup> March 2026.</p> <p>He spoke to the report and drew members’ attention to the following key points:</p> <ul style="list-style-type: none"> <li>• <b>Havant ‘New Build’</b> – Members of the Board were reminded that the College had been successful in securing a bid for a new three-story building next to the Business Block on the Havant campus which would comprise 10 general purpose and IT classrooms. SC reported that good progress was being made and practical completion planned for April/May 2025. The new building would be ready for use by the College in June 2025.</li> <li>• <b>Havant A, B and Science Block Façade Replacement Project</b> – Members were reminded that the A&amp;B Block cladding project was part of the FECTF project list to address the condition of the facades, to make them more energy efficient and to improve the aesthetically. SC reported that the College had been working hard with PMC to ensure the disruption to students was carefully managed.</li> <li>• <b>Summer Works 2025</b> – SC advised members that there were a considerable number of projects scheduled to take place across all 3 campuses in the summer holiday period, outside of the two main projects outlined above.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Land Sale</b> – SC advised members that every effort continued to be made to conclude the land sale. He went on to say that the Places For People (PFP) Planning Application had now been lodged with the LPA and all relevant information was on the planning portal.</li> </ul> <p>The Chair of ESG concluded by saying that there was a lot going on and the ESG were meeting regularly and working hard to keep projects progressing as much as possible.</p> <p>The Principal advised members that he had received notification that week of a further capital allocation of £1.897m (FECCA – Further Education College Condition Allocation) which was required to be spent by 31<sup>st</sup> March 2028.</p> <p><b>Members of the Board reviewed the contents of the report and noted the current position.</b></p>	
<p><b>HSDC CORP 26/25</b></p>	<p><b>Termly Report of the Search &amp; Governance Committee:</b></p> <p>Members of the Board received the Termly Report of the Search and Governance Committee from the meeting which had been held on the 27<sup>th</sup> February 2025. The Chair, Tony Wright (TW), spoke to the report and outlined the key issues for Governors as follows:</p> <ul style="list-style-type: none"> <li>• <b>Membership Position</b> – There were currently three External Governor vacancies and one Support Staff Governor vacancy on the Board and actions were in train to address this. If all recommendations within the report were approved, there would be two External Governor vacancies only. TW outlined the new appointments and re-appointments as recommended by the S&amp;G Committee.</li> <li>• <b>External Board Review Action Plan</b> – A progress update on the EBR action plan was reviewed. Members noted that a number of actions had already been completed with the remainder on track to be implemented by 31<sup>st</sup> July 2025.</li> <li>• <b>Preparations for the Governance/Board Self-Assessment 2024/2025</b> – TW outlined the proposed arrangements for the Governance Self-Assessment for 24/25.</li> </ul> <p><b>Members of the Board reviewed the contents of the paper and formally undertook the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Reviewed and noted the current membership position outlined in Appendix A to the paper.</b></li> <li>• <b>Noted the progress which had been achieved in implementing the actions arising from the External Board Review.</b></li> <li>• <b>Formally approved the recommendation that Ian Child be appointed to the Board as a full Governor for a 12-month period until 30<sup>th</sup> April 2026.</b></li> <li>• <b>Formally approved the re-appointment of Lorna Hayes and Kamlesh Pandya to the Board to serve for a second 4-year term of office from 2<sup>nd</sup> April 2025 to 30<sup>th</sup> April 2029.</b></li> <li>• <b>Formally confirmed the appointment of Melanie Luck as the Support Staff Governor, to serve for a 3-year term of office from 2<sup>nd</sup> April 2025 to 30<sup>th</sup> April 2028.</b></li> <li>• <b>Formally approved the recommendation that Mike Bateman and Simon Claridge extend their term of office for one year to 31<sup>st</sup> July 2026 to see out the work of the ESG.</b></li> <li>• <b>Members approved the membership of Corporation Committees outlined in Appendix B to the report.</b></li> </ul>	
<p><b>HSDC CORP 27/25</b></p>	<p><b>Termly Report on Governor Links:</b></p> <p>Members of the Board received and noted a report which outlined the governor activity during the Spring term 2025 and which included comments/feedback provided at the Student Focus Group meetings which had taken place on the 12<sup>th</sup> February 2025 at the South Downs campus.</p>	

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	The Principal extended thanks to Governors for their involvement and engagement with the College.	
HSDC CORP 28/25	<p><b>Strictly Confidential Items:</b> <i>(Staff and Student Governors and Executive Officers withdrew from the meeting).</i></p> <p><b>(i) Report of the Remuneration Committee Meeting held on 27<sup>th</sup> February 2025</b> <b>(ii) Annual Report of the Remuneration Committee 2023/2024</b></p> <p>External Governors had received a separate strictly confidential PDF pack of papers via email. Due to the strictly confidential nature of the contents of these reports and related discussions, these items are recorded as separate strictly confidential minutes for External Governors only.</p>	
HSDC CORP 29/25	<p><b>Date of next meeting</b> – Members noted that the next meeting was scheduled to take place on <b>Wednesday 9<sup>th</sup> July 2025 at 16.45 hrs.</b> Members were reminded that the May Governors’ Conference 2025 was scheduled to take place on Friday 23<sup>rd</sup> May 2025 at Sparsholt College.</p>	

**There being no other business, the meeting closed at 19.28 hrs**

**Signed:** .....

**Date:**.....