



MEETING OF THE HSDC CORPORATION
18th DECEMBER 2024
COMMITTEE ROOM (134), SOUTH DOWNS CAMPUS
AND REMOTE ACCESS VIA MICROSOFT TEAMS

M I N U T E S

Present:

Xin Austin (remote)
 Mike Bateman (remote)
 Stella Charman
 Simon Claridge
 Clive Dobbin - Chair (remote)
 Yvanna Kenfack Donfack – Student Governor
 Mike Gaston - Principal
 Elspeth Mackeggie Gurney
 Romy Jones (remote)
 Kamlesh Pandya
 Helen Read – Staff Governor (remote)
 Mike Tiller - Staff Governor
 Tony Wright

In attendance:

Richard Barlow – DP Curriculum
 Suki Dhesi – VP SLQ (remote)
 Mark Munro – Bishop Fleming, External Audit (remote)
 Jackie Eays – Clerk to the Corporation

Total Membership: 18
Total vacancies: 2 (LM & MT)
Total possible attendance: 16
Quorum: 8
Total present: 13 – meeting quorate (81% attendance, excl. vacancies)

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HSDC CORP 72/24	<p>Apologies for Absence & Welcome: All members were welcomed to the meeting. Apologies for absence were received and accepted from Lorna Hayes, Steve Jorden, James Stefanaras and Dominic Asater. It was proposed that, as the Chair of Corporation had joined the meeting remotely, the Vice-Chair would chair the meeting and members present agreed.</p>	
HSDC CORP 73/24	<p>Declarations of Interest – Members were reminded of their duty to declare an interest, financial or otherwise, in any item on the agenda, not previously declared. No member declared any conflict of interest with any item on the agenda which had not previously been declared.</p>	
HSDC CORP 74/24	<p>Minutes and Matters Arising from Previous Meetings:</p> <ul style="list-style-type: none"> (i) Minutes of the special meeting of the HSDC Corporation held on 25th September 2024 - The Minutes of the special meeting of the HSDC Corporation held on the 25th September 2024 were agreed as a true and accurate record and were signed by the Chair. (ii) Matters arising from the special meeting of the HSDC Corporation held on the 25th September 2024 – Members noted that all matters arising had been completed. (iii) Minutes of the special meeting of the HSDC Corporation held on the 7th November 2024 – The minutes of the special meeting of the HSDC Corporation held on the 7th November 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them. (iv) Confidential minutes of the special meeting of the HSDC Corporation held on the 7th November 2024 - The confidential minutes of the special meeting of the HSDC Corporation held on the 7th November 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which 	

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	<p>were not covered elsewhere on the agenda.</p> <p>(v) Minutes of the special meeting of the HSDC Corporation held on 3rd December 2024 - The minutes of the special meeting of the HSDC Corporation held on the 3rd December 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.</p> <p>(vi) Confidential minutes of the special meeting of the HSDC Corporation held on 3rd December 2024 - The confidential minutes of the special meeting of the HSDC Corporation held on the 3rd December 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.</p> <p>(vii) Strictly confidential minutes of the special meeting of the HSDC Corporation held on 3rd December 2024 - The strictly confidential minutes of the special meeting of the HSDC Corporation held on the 3rd December 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.</p>	
<p>HSDC CORP 75/24</p>	<p>Chief Executive Reporting – Principal’s Update:</p> <p>Members of the Board had received the Principal’s Termly report which provided an update on key College developments, issues, initiatives and external influences. The Principal spoke to the report and stated that it was clearly a time of considerable challenge for the College as the Executive team endeavoured to assess the present financial position and develop a Financial Recovery Plan whilst understanding the risks and considering the options for the College going forward. This remained the priority.</p> <p>He went on to say that, nonetheless, the College also needed to continue to operate on a day-to-day operational basis, focusing on delivery and quality of provision, capital investment and the staff and student voice.</p> <p>In presenting his report, the Principal drew the following key issues to members’ attention:</p> <ul style="list-style-type: none"> • AoC and Tertiary College Group Conferences – The Principal had attended both conferences and he continued to represent FE regionally both chairing the Hampshire Colleges Group and on the Hampshire Prosperity Partnership board. A key theme was devolution, and it was noted that the White Paper had been published that week. Members were advised that a Strategic Authority had been proposed, run directly by elected Mayors. There was still a lot to be worked out, but it would be fascinating to see what it would look like in our own area. • Capital Investment – The College continued to be involved in several complex capital programmes that were summarised in the Estates Strategy Group paper due to be considered later on the agenda. • Financial Challenge – The Principal highlighted the fact that, with the present financial challenge and impending redundancies, staff morale and their view of the College as their workplace was varied throughout the organisation. He added that, at a time of great uncertainty, staff could look to other employment to seek greater security and this increased the risk of losing high quality staff in places. • Internal Audit Investigation – The Principal provided a summary of outcomes of the internal audit investigation report which had been considered at the Special Corporation meeting held on 3rd December 2024. The focus would now be to implement the findings of the review to ensure events were not repeated. • Business Case for Autoscore Moderation – The College had been working on a case for moderation for the 23/24 financial health based on cash expenditure for capital projects what would have been expected from the land sale capital receipt had it been received as originally planned. The moderation case was required to be submitted to the DfE by the end of December 2024. The College had employed Andrew Tyley who was recommended by the FEC to work on both the case for moderation and the Financial Statements. It was noted that the College was also interviewing for a more long-term interim to lead on the day-to-day operations and Financial Recovery Plan. • Land Sale – The Principal provided an update on the land sale at the South Downs campus which was also summarised in the Termly Report of the ESG. • Strategic Conversations – The Principal advised members that he and the Chair had met with Sheila Le Grave, the FE Commissioner, and Alan Krikorian, Deputy Director: 	

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	<p>London, South-East and East Anglia Place Based Team, DfE. This was predominantly to discuss the potential appetite for further structural change, ranging from the normal Structure and Prospects Appraisal to a more nuanced Local Area Review analysis with specified identified parties. The options appraisal for the Alton campus was also discussed and members noted the work was ongoing with the outcome report anticipated in January 2025.</p> <ul style="list-style-type: none"> • Working with FEC and ESFA – The Principal highlighted the fact that the College had already approached the FEC prior to the financial challenges coming to light, to work with them on securing curriculum efficiencies. That dialogue would continue but now with more urgency. If the College were to be issued with an FNTI (Financial Notice to Improve), in many ways, the same action would be taken but under closer scrutiny along with fortnightly meetings with CARD (Corporate Assurance Restructuring Directorate). Governors sought clarity on the reputational risk to the College should ‘Inadequate’ financial health score be the outcome. The Principal advised members that more colleges were receiving FNTIs than used to. If issued, it was likely to be in the FE Week and the Portsmouth News and Alton Gazette. It was difficult to gauge how or whether it would impact student recruitment negatively. <p>The Chair added that it was important to complete a thorough review of the curriculum and put together a plan that would ensure savings without impacting negatively on the student experience or the curriculum. The FEC were being very supportive, but they wanted action to be taken with sufficient pace.</p> <ul style="list-style-type: none"> • Sector Priorities – The Tertiary College Conference theme had been about the challenges and also the opportunities in the sector. These were outlined on page 3 of the Principal’s report. • Government’s Strategy for Skills and 5 Key Missions – The Principal referred to the Government’s Plan for Change in which new targets were set for the five missions outlined on page 3 of his report. He emphasised the fact that the Government risked falling short of its mission unless it invested in colleges. <p>Members of the Board reviewed and noted the contents of the Principal’s Autumn Term Report.</p>	
<p>HSDC CORP 76/24</p>	<p>Chief Executive Reporting: Progress Review of Strategic Measures:</p> <p>Members of the Board received the first progress update of the academic year for the 2024/2025 Strategic measures. The Principal emphasised the fact that this was the last year of the Drive to 25 Strategy and achievement of measures was a ‘mixed picture’ with some elements having been achieved and some remained challenging, particularly the financial targets. He went on to advise members that work to develop the new 5-year plan, Ambition 30, was well underway. The Marketing Department had produced a series of graphics which would be shared with staff in the New Year.</p> <p>Members of the Board reviewed the key issues, challenges and risks associated with the 2024/2025 Strategic Measures and noted the current position.</p>	
<p>HSDC CORP 77/24</p>	<p>Risk Register – Top Ten Risks</p> <p>Members of the Board received the Top Ten risks facing the College for consideration and review. The Principal advised members that the main focus would continue to be the Financial Recovery Plan. The FEC had provided a clear message that the staff pay to income ratio was too high (75%+) and appropriate cuts needed to be made to reduce it to 65% in line with sector norms. Governors suggested that time should be taken to fully consider how that would be achieved.</p> <p>Members reviewed and noted the contents of the paper.</p>	

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<p>HSDC CORP 79/24</p>	<p>Report of the Audit Committee:</p> <p>Members of the Board received the Report of the Audit Committee from the meeting held on the 17th December 2024. The Chair of the Committee, Xin Austin (XA), spoke to the report and raised two key issues to the Board’s attention:</p> <ul style="list-style-type: none"> • Financial Statements 23/24 – The key item considered at the meeting had been the Financial Statements 23/24 and the Key Issues Discussion Document (KIDD) which was presented by Mark Munro from Bishop Fleming, the External Auditor. The key messages around the Financial Statements 23/24 were: <ul style="list-style-type: none"> - From an External Audit perspective, there had been no significant issues identified that needed to be reported. The Audit process over the last couple of years had gone smoothly and, largely, had gone smoothly again for 23/24. - The quality of the information received, the quality of the work and the availability of staff had been good, and this had made the core audit work progress relatively smoothly and as planned. However, there had been some impact in terms of staff readiness for the audit and this had been highlighted in the report. - No material risks had been identified. - The Regularity audit opinion was unmodified and there were no issues to bring to Governors’ attention. - The Strategic Report and Going Concern accounting policy wording had been updated to reflect the position with material uncertainty. - There had been no adjustments made in respect of the audit findings that would affect the surplus or deficit in year. - There was concern about the accuracy of the monthly management accounts. Recommendations arising from the IA review which had been completed were to be implemented as a matter of urgency. - Bishop Fleming had confirmed the Financial Statements as a true and fair record. It was Bishop Fleming’s intention to issue an ‘Unmodified’ audit opinion with material uncertainty in terms of ‘Going Concern’ and an unmodified regularity assurance conclusion. - The Letters of Representation and Regularity Questionnaire were recommended for signature. - The Audit Committee had accepted the issues outlined in the KIDD and had agreed to recommend it for approval by the full Corporation. • Internal Audit Annual Report 23/24 – The Internal Auditor had concluded that there were inadequate and ineffective internal control processes due to two incidents which had taken place during the year. The Internal Auditor had acknowledged that the College had identified the weakness, an investigation had been commissioned and completed and measures to address those issues were being implemented. The Audit Committee had based its view and taken comfort from the work that had been done during the year and the audit opinions which had been provided. The College had accepted the issues identified and had put remedial action in place and, as a result, the Audit Committee had concluded that it could take confidence going forward and felt the College had an adequate control environment to deliver its objectives. <p>Members of the Corporation reviewed and noted the contents of the Audit Committee Termly Report and undertook the following:</p> <ul style="list-style-type: none"> • Reviewed the contents of the report and noted the key issues discussed at the Audit Committee meeting held on the 17th December 2024. • Noted the conclusions of the Key Issues Discussion Document (KIDD - Management Letter) from Bishop Fleming, External Audit Service Provider, in respect of the Financial Statements 2023/2024. • Noted the conclusions of the Annual Report on Risk Management to inform the Board’s view of the overall internal control framework. • Formally approved the Internal Audit Strategy Document 2024/2027 and Annual Plan for 2024/2025. • Noted the conclusions of the Annual Report of the Audit Committee, to inform the Board’s view of the overall controls framework and formally approved it for onward transmission to the ESFA with the Financial Statements. • Noted and accepted the Internal Audit Annual Report 2023/2024 from Validera. 	

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<p>HSDC CORP 80/24</p>	<p>The Audit Findings Report from Bishop Fleming: <i>(Mark Munro from Bishop Fleming, External Audit Service, joined the meeting for this item)</i></p> <p>The Chair welcomed Mark Munro (MM), Bishop Fleming, to the meeting and invited him to present the Key Issues Discussion Document (KIDD) for the year ending 31st July 2024.</p> <p>MM stated that the KIDD had been considered by the Audit Committee at its meeting on 17th December 2024. This was the third year Bishop Fleming had been the College’s External Auditor, and he was pleased to report that the process had gone very smoothly. Therefore, subject to finalising routine elements, Bishop Fleming had issued an unmodified audit opinion and Regularity audit.</p> <p>MM provided a high-level summary of the KIDD and drew the following key points to members’ attention:</p> <ul style="list-style-type: none"> • The Audit opinion was an unmodified opinion with material uncertainty in terms of ‘going concern’. • The audit plan had originally been considered in June 2024. At that time, the external auditors had not been aware of the ‘going concern’ issue so the risk had not been heightened in the original plan. MM confirmed that the plan had now been updated to include the heightened risk in respect of ‘going concern’. • The wording in the Letter of Representation had been adjusted in respect of ‘going concern’ to mirror those in Note 1 of the Financial Statements. • The latest set of management accounts were to be reviewed to consider post balance sheet events, and it was common practice to do so. • The RSAQ (Regularity Self-Assessment Questionnaire) had been completed and needed to be signed after the Board meeting, this was in hand. • The quality of the information received, the quality of the work and the availability of staff had been good, and this made the core audit work progress relatively smoothly and as planned. However, there had been some impact in terms of staff readiness for the audit and this had been highlighted in the report. • Audit Risks: Management override of controls and revenue recognition – No cause for concern or material errors were identified in the Financial Statements presented. • Other areas of heightened risk: <ul style="list-style-type: none"> - Accounting for capital projects and capital grant funding – no material errors had been identified. - Pension assumptions – No material errors identified, and the main assumptions were consistent with rates being used elsewhere by actuaries. • Managing Public Money (MPM) - Nothing had come to light that indicated the College had not complied with the regulatory requirements of MPM and there were no issues to bring to the Board’s attention. • Regularity – The audit opinion was unmodified for Regularity and there were no issues to bring to the Board’s attention. • Going Concern – MM highlighted that this had been an area of much focus. The Strategic Report and Going Concern accounting policy wording had been updated to reflect the position with material uncertainty and MM was satisfied that, based on the audit work completed, this was an appropriate disclosure to include in the KIDD. • Audit Adjustments – There had been no adjustments made in respect of the audit findings that would affect the surplus or deficit in-year. There was one unadjusted difference related to an adjustment for bank interest incorrectly classified as other debtors, but this was not considered to be material to the financial statements. • Audit Insights – Journals posted throughout the year were examined to gain assurance that there was nothing unusual. Spikes and dips were explained by timings of the payroll journal postings. MM confirmed that there were no issues to give cause for concern despite the spikey profile. • Benford’s Law – Commonly occurring journal amounts throughout the year were reviewed to identify any unusual posting. A common spike was noted in digits ‘2’ and ‘3’. This related to a large number of payroll figures related to basic pay and national insurance and was within the normal course of business for the College. 	

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	<ul style="list-style-type: none"> • Management letter points and internal control systems – There was concern about the accuracy of the monthly management accounts. Recommendations arising from the IA review were to be implemented as a matter of urgency. In addition, during testing, it was noted that a signed contract for four out of thirty employees sampled could not be obtained. It was noted that actions were in train to address this. <p>MM confirmed that the audit work had been satisfactorily completed on each of the areas outlined above and there were no issues of concern to bring to the Board’s attention. He concluded by saying that the Financial Statements were audited retrospectively from 1st August 2023 to 31st July 2024. In that respect, the process had been relatively smooth and the day-to-day operating controls for the most part had been found to be robust. He emphasised the fact that Bishop Fleming had not completed a controls-based audit but, during their detailed field work and their work on the Financial Statements, they had not found any significant errors. MM stated that he was conscious of the environment within which the College current found itself and he hoped he had provided context to explain why a smooth process had been reported and why he was confident to sign-off an unmodified opinion.</p> <p>Members of the Board formally approved the Key Issues Discussion Document (KIDD) from Bishop Fleming.</p>	
<p>HSDC CORP 78/24</p>	<p>Termly Report of the CQL Committee:</p> <p>The Board received the Termly Report of the CQL Committee which outlined the key issues which had been considered by the Committee at the meeting held on the 18th November 2024. Romy Jones (RJ), Chair of the Committee, presented the report and drew the following to members’ attention:</p> <ul style="list-style-type: none"> • Student Union Constitution – The Committee had agreed to recommend the SU Constitution which had been updated to be more student user friendly. The main concern raised had been about how implementable it was and whether the SU Co-ordinators had time to do what was required to make it work. • The SAR 23/24 and QIP 24/25 had been through a robust process and had been scrutinised at the committee and both documents were recommended for approval. RJ highlighted the fact that retention was above national average, but the Committee had noted inconsistencies in parts of the College which needed to be addressed. • The Annual Safeguarding Report 23/24 - RJ highlighted that Safeguarding was a growing area with limited resources and it was an area in scope for consideration of further investment. The Committee had acknowledged that the College would never be able to spend enough in this area and it was deemed a ‘bottomless pit’. However, it was noted that some proposed changes would alleviate some of the capacity pressures. The VP SLQ confirmed that some staff who were under-deployed from Havant campus had been moved to support safeguarding at the South Downs campus. This intervention was being monitored, and it was hoped it would lead to less pressure on the team. Governors acknowledged that Safeguarding and student mental health were two of the Top Ten risks for the College. Members of the CQL Committee had reflected on the Annual report in detail and had agreed to recommend it for formal approval by the Board. • Annual Equity, Diversity and Inclusion Report 2023/2024 – The Committee had agreed to recommend the Annual EDI Report 23/24 for approval by the Board. <p>Members of the Board undertook the following:</p> <ol style="list-style-type: none"> Reviewed and noted the contents of the termly report. Formally approved the Student Union Constitution. Formally approved the Self-Assessment Report 2023/2024 and the Quality Improvement Plan 2024/2025. Formally approved the Annual Safeguarding Report 2023/2024. Formally approved the Annual EDI Report 2023/2024. 	

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<p>HSDC CORP 81/24</p>	<p>Termly Report of the Finance & Estates Committee:</p> <p>Members of the Board received the Report of the F&E Committee from the meeting held on 25th November 2024. The Chair of the F&E Committee, Elspeth Mackeggie Gurney (EMG) advised the Board that the situation was changing daily from a finance perspective, and she drew the following to members' attention:</p> <ul style="list-style-type: none"> • The Period 3 Management Accounts had been scrutinised and details of this were outlined in the termly report. There was nothing to cause the Board significant concern, other than the reliability of forecasting. • In respect of the Financial Statements, there had been no issue with the actual numbers being reported and comfort in this regard had been provided by the External Auditor although processes were ongoing and there were some concerns over forecasting. • An error identified on page 9 of the Management Accounts had been corrected but this was indicative of the issues that remained within the Finance Department. It was hoped these issues would be addressed and resolved by the interim Finance Lead. Interviews for this post were ongoing. • The IT Strategy had been presented, and the Committee had felt quite confident in what they were being told, particularly given Governor input to the development of the strategy. The Director of IT had demonstrated that he was clear what he wanted to achieve whilst being mindful and conscious of the restrictions around costs. There were some key priority projects which were essential to be completed and some 'nice to have' items. Potential in-year cost savings had been identified but this continued to be a 'moving target'. Governors had been confident the Director of IT had it in hand. <p>Members of the Board undertook the following:</p> <p>(i) Formally approved the Annual Report and Financial Statements for the year ended 31 July 2024 for HSDC.</p> <p>(ii) Formally approved the Key Issues Discussion Document (KIDD), Letters of Representation for the Financial Statements Audit and Regularity Assurance matters for HSDC.</p> <p>(iii) Formally approved the Regularity and Propriety Self-Assessment Questionnaire for HSDC.</p> <p>(iv) Formally approved the updated H&S Policy and the Annual H&S Report 2023/2024 as recommended by the F&E Committee.</p> <p>(v) Formally approved the IT Strategy as recommended by the F&E Committee.</p> <p>(vi) Reviewed and noted the other issues discussed, as outlined in the Termly Report.</p>	
<p>HSDC CORP 82/24</p>	<p>Management Accounts for the period ended 31st October 2024 (Period 3):</p> <p>The Board reviewed and noted the October 2024 Management Accounts. The Principal brought the following key points to members' attention:</p> <ul style="list-style-type: none"> • The College had budgeted to deliver a £683k deficit (including the costs of depreciation and interest) and an Education adjusted Earnings before Interest, Taxation, Depreciation and Amortisation (EBITDA) surplus of £322k. • At the 31st October 2024, the College was projecting it would out-turn the 24/25 financial year with a £1,843k deficit and a deficit EBITDA of £838k. This was a decrease in earnings of £1,158k against its original budget. • The College had informed the DfE of the change in the financial projection for 2024/2025, and the potential impact this would have on the financial estimate for 2025/2026. • The College was working with the FEC to review the curriculum efficiency and financial sustainability of the current curriculum plan. • Pay continued to be a real challenge. At Period 3, the College was expecting to out-turn with an adverse pay variance of £1.15m arising from: <ul style="list-style-type: none"> - £800k pay overspend, based on current pay run rate less an assumed level of vacancy factor arising from management actions. - £250k estimated overspend on agency staff. - £200k in relation to the employers' NI contribution increase (funded). • The College had implemented a rapid assessment of the level of in-year savings that could be achieved by: 	

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	<ul style="list-style-type: none"> - An immediate freeze on all non-pay expenditure unless business critical. - An immediate freeze on all staff recruitment not impacting on direct teaching and learning. - Actively seeking to replace all agency staffing commitments with permanent recruitment. - A freeze on all non-essential premises work. - A freeze on all equipment purchases. - Cease all College funded capital expenditure. Capital expenditure funded from grant to continue. - Change budget controls to CLT authorisation of expenditure. <p>Initial estimates indicated that c.£450k might be saved. Ongoing monitoring of this position would be provided in future Management Accounts.</p> <ul style="list-style-type: none"> • Even with management action, the College estimated that, without the land sale, it would have 'Inadequate' financial health in 2024/2025. • The cash balance held by the College at 31st October 2024 was £10.24m of which £2.6m was operational and £7.6m was restricted and £7.5m was held on a 30-day notice deposit account. The College estimated it would hold £1.8m of operational cash at 31st July 2025 (excluding any cash receipt from the land sale at South Downs). • The College considered it had a reasonable expectation of the capital receipt being realised before the end of the current academic year. • The College had set a restructuring target of £100k. Current expenditure was noted at £97k. Additional redundancies would result in a budget overspend. <p>The Chair of Finance advised members that she had requested more detail on expenditure which should be included from Period 4 Management Accounts so that Governors could more easily identify the variances.</p> <p>Governors queried the attitude and response of the College budget holders to the current financial position and questioned whether any training had been provided to those staff. The Principal responded by saying that not enough training had been provided. However, Jo Wilson, Finance Manager, was meeting with all budget holders individually and she would be talking through the issues with each of them. He added that staff were much more aware of the costs now, both pay and non-pay and staff were beginning to understand but there was still a long way to go.</p> <p>Members of the Board reviewed the contents of the Management Accounts (period 3) and noted the current position.</p>	
<p>HSDC CORP 83/24</p>	<p>Revised Financial Commentary 23/24 Out-turn, 24/25 Budget and 25/26 Financial Projection:</p> <p>Members of the Board received a confidential paper on the Revised Financial Commentary 23/24 Out-turn, 24/25 Budget and 25/26 Financial Projection. The Principal stated that he would presume all members had read the document. He added that all of the issues outlined in the report had already been discussed in some way during the course of the meeting, and he invited questions.</p> <p>Members of the Board reviewed the contents of the paper and supported the actions proposed by the Executive Team.</p>	
<p>HSDC CORP 84/24</p>	<p>Report of the Estates Strategy Group</p> <p>Members of the Board received the Report of the Estates Strategy Group from the meeting held on the 5th December 2024. The Chair of ESG, Simon Claridge, extended thanks to the Clerk for the comprehensive summary report and to Governor colleagues who had attended the meeting. He spoke to the report and provided a brief summary of the discussions which had taken place at the recent ESG meeting and, in particular, he drew members' attention to the following:</p>	

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	<ul style="list-style-type: none"> • There were a number of projects currently in progress across all 3 campuses which were being well managed and advised on by Peter Marsh Consulting (PMc) and a summary of progress for each project was outlined in the termly report. • Land Sale – A significant amount of time had been spent discussing the land sale. Every effort would continue to be made to conclude this matter. It was hoped the P4P planning application would be considered by Havant Borough Council (HBC) at one of the two January 2025 planning meetings. The Principal added that P4P had already spent a considerable sum on this development. If the application was not considered in January 2025, the College would need to put additional pressure on P4P to make an interim payment, particularly if they wished to extend the long stop date again. <p>Members of the Board reviewed the contents of the report and noted the progress achieved to date in the delivery of the Estates Strategy.</p>	
<p>HSDC CORP 85/24</p>	<p>Termly Report of the HR Committee:</p> <p>Members of the Board received the Termly Report of the HR Committee from the meeting held on 28th November 2024. In the absence of the Chair of the Committee, Lorna Hayes, members reviewed and noted the current position.</p> <p>Members of the Board reviewed and noted the contents of the HR Committee Termly Report.</p>	
<p>HSDC CORP 86/24</p>	<p>Termly Report of the Search & Governance Committee:</p> <p>Members of the Board received the Termly Report of the Search & Governance Committee from the meeting held on the 16th October 2024. The Chair of the S&G Committee, Tony Wright (TW), spoke to the report and drew the following to members’ attention:</p> <ul style="list-style-type: none"> • Membership Position - Lucy Flannery had now left the Board and Stella Charman had filled her vacancy. TW officially welcomed Stella to the Board as a full Governor. • Review of Membership - There were a number of terms of office due to come to an end and the Clerk would seek members’ intentions in due course. • Recruitment Strategy - A recruitment strategy had been developed to address the vacancy position for those Governors whose service was completing or for vacancies which had arisen or would arise during the course of the year. • External Board Review (EBR) – The Committee had considered the recommendations arising from the External Board Review process and prioritised those that would make the most difference. The proposed action plan was agreed and recommended to the Board for approval and implementation in 24/25. <p>Members of the Board:</p> <ul style="list-style-type: none"> (i) Reviewed the contents of the report and noted the current membership position as outlined in Appendix A to the paper. (ii) Formally approved the membership of Corporation Committees for 24/25 as outlined in Appendix B to the paper. (iii) Formally endorsed the Governors’ Training Programme for 24/25 as outlined in Appendix C to the paper. (iv) Formally approved the EBR Action Plan 24/25 as recommended by the Search & Governance Committee. (v) Members reviewed and noted the other issues considered by the Committee as outlined in the report. 	
<p>HSDC CORP 87/24</p>	<p>Annual Report of the Search & Governance Committee 2023/2024</p> <p>Members of the Board had received the Annual Report of the Search & Governance Committee 2023/2024 for consideration and review. As part of the annual review and evaluation cycle completed in June 2020, the Committee had agreed to establish an Annual Report of the Search & Governance Committee to outline the key issues considered and summarise the work of the Committee during the year to provide a formalised channel for discussion and query at Board level.</p>	

Minute Number	Minute	Action
	<p>Members of the Board reviewed and endorsed the Annual Report of the Search & Governance Committee 2023/2024.</p>	
<p>HSDC CORP 88/24</p>	<p>Governor Links Termly Report – Autumn 2024:</p> <p>Members were aware that all Governors had been assigned as a ‘Link’ to an area across all 3 campuses with a named Link Manager and an ELT Lead. The Board had continued with the structured approach to Link Area visits with arrangements being made for Governors to attend at least ONE visit per term. Prior to each visit, Governors were provided with an informal ‘Feedback’ form to complete which was then presented to ELT for review. In addition, the ELT had established a standing agenda item for each meeting for any impact of governance to be identified and recorded.</p> <p>Members of the Board received and noted a report which outlined the governor activity during the Autumn term 2024. It was noted that there had been significant activity across the whole College during the term which had included:</p> <ul style="list-style-type: none"> • Introduction/EDI briefing meeting. • Environmental sustainability progress review. • SAR/QIP Presentation sessions. • Business Support SAR/QIP review meeting. • Interviews for interim finance lead. • Student Feedback session at Alton campus. • 50th Anniversary Dinner. • Opening of the Space and Satellite Hub. • Attendance at Open Evening at South Downs campus. <p>Members discussed the recent Student Feedback session which had taken place at the Alton campus and the following points were raised:</p> <ul style="list-style-type: none"> • Governors had been extremely heartened by the positive feedback received and how articulate the students had been. They had confirmed that they were really pleased with the College and what it provided, and it had been a great session. • Students had provided constructive feedback and had outlined so many reasons to choose Alton. Members wished Marketing had been present at the session. Members also agreed it was important to share these messages on social media platforms. Students were the people to share their story and experience. • Positive comments had been received from a High Needs student who had attended the session. They had expressed the view that Alton was much more accepting and welcoming as a college. Other students in the group had suggested that High Needs students should be more integrated into the college community and interact more with other students. <p>Members of the Board reviewed the contents of the report and noted that there had been significant Governor activity during the Autumn Term 2024.</p>	
<p>HSDC CORP 89/24</p>	<p>Report from Board Champions:</p> <p>Verbal reports were received from Board Champions as follows:</p> <ul style="list-style-type: none"> • Skills Champion – Tony Wright advised members that he had attended a Social Care Summit which had been a very positive experience which he had thoroughly enjoyed and he had learnt a lot. He explained that a number of organisations had been invited to tell the College what was required when putting together a social care programme. Everyone wanted to be involved and the DP Curriculum and his team had come away with a lot of good positive information/feedback on how the programme should be developed. • Health & Safety Champion – Mike Bateman provided assurance to the Board that Health & Safety was in good hands with the Director of Facilities. The College took a professional and thorough approach to Health & Safety, and he was pleased to confirm that he had no concerns and was confident that this area was being managed to a satisfactory level. 	

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	<ul style="list-style-type: none"> • Environmental Sustainability Champion – Mike Bateman advised members that this area had ‘run out of steam’ somewhat and progress had recently been limited. He added that the DP F&F had not had the time to commit to progressing this important area of work during this academic year. He went on to say that there had been some positive contributions in respect of environmental sustainability through the College’s Estates strategy, enhancing the campuses as a whole with solar panels etc. Mike B highlighted the fact that it was important to continue to pursue this important agenda and there had to be commitment and buy-in from all areas of the College. Consideration was given to who could lead this given the current situation with the DP F&F. It was agreed that there was no easy solution, but Mike B was happy to discuss how this matter could be taken forward in the New Year. • HE Champion – Simon Claridge confirmed that he had attended a recent HEAG (Higher Education Advisory Group) meeting and the HE SAR/QIP review session which had been positive, and which demonstrated the success of this area and confirmed that the College was on top of most of the provision. Simon went on to say that, at that meeting, the 14-16 provision had also been reviewed which had been quite an eye-opener for him and he suggested that it could be considered for a training session for Governors or a Board Briefing. The DP Curriculum advised members that this was an element of the curriculum which was being looked at as part of the curriculum efficiency review. <p>Members of the Board noted the Champion updates for the Autumn term 2024.</p>	
HSDC CORP 90/24	<p>Report of the Remuneration Committee meeting:</p> <p>Members were advised that the Remuneration Committee meeting had been moved to accommodate the emergency Board meeting which had been convened on the 7th November 2024 and would now take place in the Spring term. As a result, the outcomes of that meeting would be reported to the spring term meeting of the Corporation scheduled for 2nd April 2025.</p>	
HSDC CORP 91/24	<p>Urgent Business – No urgent business had been notified to the Chair.</p>	
HSDC CORP 92/24	<p>Date of next meeting – The date of the next meeting was noted as 2nd April 2025 at 16.45hrs. Members were reminded of the Governors’ training session and Special Corporation meeting (if required) on the 5th February 2025.</p>	

There being no other business, the Chair closed the meeting at 17.58 hrs.

Signed:

Date:.....