



**MINUTES OF THE MEETING OF THE HSDC CORPORATION
HELD ON WEDNESDAY 31ST MARCH 2021
REMOTE ACCESS VIA MICROSOFT TEAMS**

Present:

Mike Bateman (Chair)
Kev Bradshaw
Fay Brown
Stella Charman
Simon Claridge
Clive Dobbin (Vice-Chair)
Lucy Flannery
Mike Gaston (Principal)
Elspeth Mackeggie Gurney
Romy Jones
Lydia Morrison
Fraser Wilson
Joshua Winstanley (Student Governor)
Tony Wright

In attendance:

Dominic Asater – DP Finance & Facilities
Richard Barlow – DP Curriculum
Leona Berry – VP Organisational Development & People
Suki Dhesi – VP Students, Learning & Quality
Ashley Grute – AP Vocational
Rob Lawson – FEC Consultant/NLG
Jackie Eayrs – Clerk to the Corporation

Total Membership

18

Total vacancies

5 (4 x external, 1 x Student)

Total possible attendance

13

Quorum:

8

Total Present:

12 - meeting quorate (92% attendance)

It was noted that items on the agenda preceded by * would be taken as read and not discussed at the meeting unless a member wished to raise a point under a starred item.

Minute Number	Minute	Action
HSDC CORP 15/21	Board Briefing: T Levels, the first 6 months, progress update – Members of the Board received a presentation from Ashley Grute, Assistant Principal Vocational, which provided a progress update on T Levels in the first 6 months of delivery. The presentation slides, the link to a video of “conversations with HSDC T Level Student Ambassadors” and notes taken by the Clerk were circulated by email to all members following the meeting.	
HSDC CORP 16/21	Apologies for Absence & Welcome – All members present were welcomed to the meeting. Apologies for absence were received from Lydia Morrison and Dan Beale. In addition, members noted that Fay Brown and Elspeth Mackeggie Gurney would be joining the meeting a little late and Rob Lawson, FEC, was welcomed to the meeting.	
HSDC CORP 17/21	Declarations of Interest - No member declared any conflict of interest with any item on the Agenda which had not previously been declared.	
HSDC CORP 18/21	Minutes and Matters Arising from Previous Meetings: (i) Minutes of the Special Meeting of the HSDC Corporation held on 27th January 2021 - The Minutes of the special meeting held on the 27 th January 2021 were agreed as a true and accurate record. It was noted that the minutes would be held by the Clerk until lockdown restrictions had been lifted and the Chair was able to sign them.	

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	<p>(ii) Matters Arising from the Minutes of the Special Meeting of the HSDC Corporation held on 27th January 2021 – Members noted that all matters arising were either not yet due or had been completed;</p> <p>(iii) Confidential minutes of the special meeting of the HSDC Corporation held on the 27th January 2021 – The confidential minutes of the special meeting of the HSDC Corporation held on the 27th January 2021 were agreed as a true and accurate record. Members noted that there were no matters arising from them;</p> <p>(iv) Minutes of the special meeting of the HSDC Corporation held on the 18th March 2021 – The minutes of the special meeting of the HSDC Corporation held on the 18th March 2021 were agreed as a true and accurate record. Members noted that there were no matters arising from them;</p> <p>(v) Confidential minutes of the special meeting of the HSDC Corporation held on the 18th March 2021 – The confidential minutes of the special meeting of the HSDC Corporation held on the 18th March 2021 were agreed as a true and accurate record. Members noted that there were no matters arising from them.</p>	
HSDC CORP 19/21	<p>Correspondence:</p> <p>(i) Letter from Richard Atkins, FE Commissioner dated 22nd February 2021 – Members received and noted the final termly letter from Richard Atkins before he retired as FE Commissioner on the 31st March 2021. In his letter to Chairs and Principals he reflected on the current position of the FE sector since his appointment, and he expressed the view that colleges were in a more optimistic and positive phase compared to 2016. In addition, revised FE Commissioner financial benchmarks had been outlined and the Principal confirmed that the DP F&F had immediately included these revised benchmarks into the College's monthly management accounts.</p> <p>Members of the Board reviewed the contents of the letter.</p>	
HSDC CORP 20/21	<p>Chief Executive Reporting – Principal's Termly Report:</p> <p>The Board had received the Principal's Termly report which informed the Board of general College developments, issues, initiatives and external influences. The Principal provided some context to illustrate the environment in which the College was currently operating:</p> <ul style="list-style-type: none"> - 13,000 lateral flow tests for students had been arranged and conducted in the last few weeks; - There was concern from teaching staff, students and parents in respect of TAGs; - There was staff anxiety about the implementation of the FSP and subsequent redundancies; - The College had been delighted to receive its plaque for achievement of the "One to Watch" status in the staff BeHeard Survey; - The financial challenges being faced by the College was a sector-wide challenge and there were now a number of colleges which had been deemed financially inadequate or who were being supported by the DfE by way of emergency loans. The Principal provided some historical background information to remind members of the influences which had contributed to the College's current financial challenges. The Principal wanted to give confidence to members of the Board that the FSP (Financial Sustainability Plan) was being implemented by SLT with pace and drive as directed by the FEC Team (Further Education Commission). <p>In presenting the spring term report, the Principal drew members' attention to the following key issues:</p> <ul style="list-style-type: none"> • Finances – HSDC's financial status was 'require improvement' but an approved FSP provided would ensure that pay costs were brought under control and the necessary savings were now being secured; • FEC Visit – The College had received notification of a one-day virtual monitoring visit by the FEC on the 15th April 2021. The Principal confirmed that requested information in preparation for the visit had been supplied; • New Strategic Oversight Meetings – Members noted that these meetings would be led by the ESFA with an FEC Representative present and would be attended by the Principal, Chair of Corporation and other governors as required. The Principal 	

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	<p>emphasised the fact that these meetings were not to be viewed as another form of intervention but a strategic conversation and it would be interesting to see how these conversations were influenced or informed by other local factors i.e the merger between Highbury College and Portsmouth Sixth Form College. The Principal confirmed that he was currently drafting a response to the consultation document in respect of the proposed merger and he would circulate it to the Board before sending it. He also highlighted his disappointment that there had been no indication in the consultation document that HSDC were also an education provider for Portsmouth with circa 1500 learners coming out of the city centre. He stated that he looked forward to the meetings and what it meant for HSDC. Members noted that the meetings were due to begin from late April 2021 with the first round being completed by May 2022;</p> <ul style="list-style-type: none"> • Short-term bids and longer-term funding – Members reviewed and noted the various capital bid deadlines which were approaching: <ul style="list-style-type: none"> - FE Capital Transformation Fund (FECTF) – 22nd March 2021; - T Levels (wave 3) building fund – 26th March 2021; - 16-18 Expansion Fund; - Institute of Technology (IoT). The Principal emphasised the fact that the College was being supported by PMc through the ESG in the careful management of the plethora of bids. ESG remained positive that the College would secure the capital to deliver the refurbishment of the first floor of the main building at the South Downs campus; • Travel to Learn Strategy – Members of the Board reviewed and noted the main themes of the Travel to Learn Strategy which was currently being developed. The Principal confirmed that the Strategy had been sent to a travel plan expert for refinement and would be presented to the ESG for consideration and approval once finalised; • Turing Scheme – Members were advised that this scheme replaced the EU's Erasmus Scheme which was no longer available in the UK following Brexit. It was noted that a total of £110m worth of funding was being made available to support projects and activities for the 2021/2022 academic year and HSDC would be submitting its own bid by the May deadline; • Institute of Technology bid – The Principal reported that the outcome of the first stage of the IoT bid was due to be notified within the next week. He reminded members that the IoT had been designed as a hub and spoke model with no new physical centre but each provider contributing a key aspect of provision to meet the IoT framework. HSDC were the partner focusing on Digital, Product Design, Games Design, Content Production, Mechatronics and AI and Manufacturing Engineering; • Teacher Assessed Grades (TAGs) - The Principal reiterated the fact that there was considerable anxiety for students, parents and staff regarding the outcomes for this summer along with significant misinformation in the public domain. He confirmed that HSDC was collaborating with national and local networks of colleges to ensure the implementation of Ofqual's guidance was both accurate and in alignment with the Sixth Form/FE sector and every effort was being made to ensure that the 'basket' of evidence was fit for purpose and provides assurance. He advised members that he had written to parents and students to outline all that the College was doing in respect of TAGs. <p>The Principal invited questions and the following points were discussed:</p> <ul style="list-style-type: none"> (i) Highbury/Portsmouth Merger – There was a brief discussion regarding whether there had been any additional funding to support this merger. The Principal confirmed that he had raised this issue with the ESFA that day. There was no evidence that any additional funding had been made available to support this merger; (ii) TAGs – The Student Governor (JW) questioned whether the student or teacher voice had contributed to the development of the TAG process. The Principal responded by explain that the College had very clear guidelines from Ofqual on what it could and couldn't do but teachers had been involved informally. He emphasised the fact that students were not permitted to influence or decide what was included in the basket of evidence. However, the Principal acknowledged that it would be 	<p>Action: Principal</p>

Minute Number	Minute	Action
	<p>advantageous to share what could be shared with the SU so that any queries about the process could be addressed. The VP SLQ (SD) added that it was not a Policy but a template which had been provided by Ofqual and colleges were expected to delete the lines of the template that did not apply to their centre. She emphasised the fact that the College was not writing it but agreeing to it and all the advice being provided by the DfE and Ofqual was being rigorously followed.</p> <p>Members of the Board reviewed and noted the contents of the Principal's Spring Term Report.</p>	
HSDC CORP 21/21	<p>Chief Executive Reporting: Progress Review of Strategic Measures 2020/2021:</p> <p>Members of the Board received the progress update for the 2020/2021 Strategic measures which had also been reviewed by each relevant committee of the Board. The Principal drew members' attention to the one 'red' measure which related to Pay to Income Ratio. The Principal emphasised that this continued to be a challenge which endorsed the need for the FSP (Financial Sustainability Plan) to bring about the necessary staff cost savings that would be realised in 2021/2022. Members noted the likely staff to income ratio out-turn for 2020/2021 as 78%.</p> <p>Members of the Board reviewed the progress of the 2020/2021 strategic measures which had been achieved and noted the current position.</p>	
HSDC CORP 22/21	<p>HSDC Top Ten Risks:</p> <p>Members of the Board received the top ten risks facing the College. The Principal drew members' attention to the two net 'red' risks which related to:</p> <ul style="list-style-type: none"> • Staff to income ratio; and • The cash solvency position - The Principal confirmed that the position had been improved by the receipt of other income. He reminded members that March and April were the 'pinch' point each year and, although the College had an appropriate level of buffer it was a delicate situation that would need to be managed and the DP F&F would elaborate on this later in the meeting. <p>In addition, the Principal advised members that the Adult Education Budget (AEB) had been set at 90% achievement in order to avoid clawback. He assured members that there were actions in train to ensure that the College was able to achieve the 90% threshold.</p> <p>Members reviewed and noted the contents of the paper.</p>	
HSDC CORP 23/21	<p>FEC Virtual Diagnostic Assessment (VDA) Report December 2020: FINAL:</p> <p>Members of the Board received the finalised version of the FEC Report from the visit which had taken place in December 2020. The Principal confirmed that the recommendations included in the report were the same as those presented at the 27th January 2021 meeting and this was a finalised version which incorporated the changes which had been identified and requested by the College. He reminded members that the FEC follow-up visit was scheduled to take place on the 15th April 2021.</p> <p>Members received and accepted the finalised version of the FEC VDA Report: December 2020 and the recommendations enshrined within it.</p>	
HSDC CORP 24/21	<p>FEC Board Review Report:</p> <p>Members of the Board had received the draft FEC Board Review Report. Members were reminded that a recommendation arising from the FEC VDA Report was for the Board to engage in an FEC/ETF Board Review process. Rob Lawson, FEC Consultant assigned to the College to conduct review, had agreed to join the meeting to answer any questions that members may have. He confirmed that the process had included a review of the composition, structure and interaction of the Board. He had attended and observed a</p>	

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	<p>meeting of the Finance & Estates Committee and he had reviewed a significant number of documents which had been provided. He also thanked all members for completing the baseline survey which had been circulated which had informed the review.</p> <p>The Chair advised members that the Search & Governance Committee would initially consider the outcomes of the Report with a view to making recommendations for Governors to reflect more fully at the Governors' May Conference.</p> <p>Members reviewed and accepted the FEC Board Review Report and noted the action in respect of the Search & Governance Committee and the May Conference 2021 as outlined above.</p>	Action: Clerk to refer to S&G Com
HSDC CORP 25/21	<p>Termly Report of the Student Committee:</p> <p>Members of the Board received the Termly Report of the Student Committee from the meeting held on the 22nd February 2021. The Chair of the Committee, Stella Charman (SCh), spoke to the report and drew members' attention to the following key issues:</p> <ul style="list-style-type: none"> • The newly established Student Parliament and CBSUs (Campus-based Student Unions) were reaching the end of their first year under the new framework. The new SU officers had been elected and had just begun in post. It had been a challenging and extraordinary year to seek to make a new structure work and she paid tribute to the students for all they had managed to achieve and to the staff who had supported them; • Special thanks were recorded for the two Student Governors (Joshua Winstanley and Jasmine Savill) for their commitment and hard work attending numerous meetings and for their valuable contribution. It was noted that the new Student Governors would be elected by the Student Parliament at the meeting scheduled for 27th April 2021; • The big challenge was to make the SU arrangements work for the South Downs campus. The new structure had been adopted from the old Alton framework which worked at Havant campus but hadn't been quite so successful at the South Downs campus. The new President recently elected had already taken the decision to stand down and it was noted that an alternative approach and ways of supporting the South Downs SU were currently being explored; • Counselling and mental health was an issue that had been raised by the Student Parliament. SCh highlighted the fact that teenage years were challenging in respect of mental health but with the addition of the pandemic and various lock downs, it was no surprise that students were concerned about mental health. It was noted that the boosting of teacher training and the continued great work by the HWB (Health and Wellbeing) team across all 3 campuses was vital. It was really important to support the students and the google classroom was very impressive; • The Learner Voice report had indicated that the satisfaction with online learning had been remarkably high at 68% satisfied and only 10% dissatisfied and staff were commended for this achievement. <p>Members of the Board noted the Termly Report of the Student Committee and thanks were extended to Joshua Winstanley once more for his contribution to the Student Committee and the Chair wished him well for the future.</p>	
HSDC CORP 26/21	<p>Termly Report of the Curriculum, Quality & Learning Committee:</p> <p>Members of the Board received the Termly Report of the CQL Committee from the meeting held on the 4th March 2021. The Chair of the Committee, Romy Jones, spoke to the report and drew members' attention to the following key issues:</p> <ul style="list-style-type: none"> • Gatsby Benchmarks, particularly Work Experience (WEX), had not been progressed due to the pandemic and opportunities had been somewhat limited. It was acknowledged that the focus remained on T Level students who required WEX to achieve their qualification; • Environmental Sustainability - It had been acknowledged that environmental sustainability was not the core consideration of the CQL Committee, however, it was 	

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	<p>agreed that, as a Board, Governors should be looking at how to take this issue forward, particularly if there would soon be a requirement to include carbon footprint data in the Financial Statements. It was suggested that this could be an item for consideration and further discussion at the May Conference or a future Governors' training event;</p> <ul style="list-style-type: none"> • English & Maths – The Committee had discussed Maths and English attendance and members had questioned whether there was a predominant reason for the lack of attendance. It was noted that a number of students were repeating English and Maths and, as a result, it was not their first priority and they weren't particularly passionate about it. At the same time, it was essential to ensure that the lessons being delivered online were engaging. There had been a criticism about the way lessons were being delivered which had meant that some students may have been spending time on other work if not particularly engaged. This had been challenged at the Mid-Year QIP review sessions, which some Governors had attended, and additional work and encouragement had resulted in all lessons being delivered live online from 22nd February. The Principal confirmed that attendance had increased as a result of this change; • EDI – The Committee had discussed the plans for further integrate EDI into teaching and learning. Significant progress had been made with the action plan despite the pandemic and there would be a focus on diversity in leadership going forward. In addition, a new newsletter had been launched and more staff involvement in EDI was being encouraged; • Observation Policy – It was noted that observations had been voluntary for the first half of the year and concerns had been expressed by the Committee that the observation schedule (for every member of staff to be observed in-year) would not be completed and assurance had been sought that observations were on track. The view of the Teaching Staff Governor was sought on staff perception of the voluntary observations. Fay Brown confirmed that quite a lot of staff had already been observed and TLCs (Teaching and Learning Coaches) were continuing to observe informally or where there was cause for concern. She went on to say that it had been a challenging year for staff and everyone was tired but the quality of online learning had significantly improved. Feedback from staff had indicated that the observations were both thorough and constructive and valid feedback had been provided which had helped to improve teaching practice. Both MB and RJ confirmed that they had observed online lessons and had been impressed by what they had seen, in particular, the teaching style and student participation; • A remote teaching and learning survey had been sent to all HSDC students via Google forms. 1600 students had responded throughout January 2021. The most common barriers students reported included: <ul style="list-style-type: none"> - lack of motivation; - lack of access to a device; - wifi issues; - lack of understanding as a topic is too complicated; - cannot access Google Meet; - health issues/headaches from online learning. <p>Members of the Board reviewed and noted the contents of the report.</p>	<p>Action: Clerk</p>
HSDC CORP 27/21	<p>Termly Report of the Audit Committee:</p> <p>Members of the Board received the Termly Report of the Audit Committee from the meeting held on the 18th March 2021. In the absence of Lydia Morrison, the Chair of Audit, Clive Dobbin spoke to the paper and drew the following key issues to members' attention:</p> <ul style="list-style-type: none"> • Performance Review of RSM: Regularity and Financial Statements Audit Service Provider – The Audit Committee considered and endorsed the assessment of performance for 2019/2020 for the External Auditors. RSM were acknowledged as the sector specialists and members agreed they were very thorough and knowledgeable and they provided an excellent service; 	

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	<ul style="list-style-type: none"> Contract for Re-appointment of the Regularity and Financial Statements Audit Service Provider – It was acknowledged that consideration had been given to retender for these services but as the market had shrunk and there were very few external audit firms available and RSM routinely rotated their audit lead it was agreed not to retender for these services. Having considered the performance review of the External Auditors, members of the Audit Committee agreed to recommend the re-appointment of RSM as the Regularity and Financial Statements Audit Service Provider for the 2020/2021 year. <p>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 18th March 2021. In addition, members accepted the recommendation and formally approved the re-appointment of RSM as the Regularity and Financial Statements Audit Service Provider for 2020/2021.</p>	
HSDC CORP 28/21	<p>Termly Report of the Finance & Estates Committee:</p> <p>Members of the Board received the Termly Report of the F&E Committee from the meeting held on the 10th March 2021. The Chair of the Committee, Elspeth Mackeggie Gurney, advised members that the key issues discussed at the Committee meeting were main items on the agenda and would be covered by the DP F&F. She invited any questions arising from the report.</p> <ul style="list-style-type: none"> There was a discussion in respect of the operation of the nurseries and whether other costs should be factored into the business case. Members also sought clarity on what percentage were students or staff in terms of the business rationale for having the nursery. The Principal explained that figures for the nursery were based on staff costs only with no contribution to centre. He went on to say that, historically, the nursery had been established for students but that was not the case anymore as only a small number of staff and students used the nursery. The option to close had been considered as it was not primary/core business but there had been significant objection to this proposal and the College had reconsidered its position regarding its duty to meet the needs as part of its community responsibility. As a result a full review of the nursery staff contracts and fee structure had taken place to seek to achieve a break-even position. It was noted that a further review would takek place in 2 years. The DP F&F added that the current model of the nurseries did not expect them to make a contribution to overheads. The fundamental costs related to direct costs rather than business non-pay costs. It was important that they at least ‘washed their face’ on direct costs. He went on to say that treating them as a business model together was a way of achieving this as one supported the other. He acknowledged that it was not core business but it was for the public benefit. Governors expressed the view that, if the model of increasing the fees and the impact of that made the business case viable then no more questions would be asked. However, if that wasn’t the case then further consideration should be given to a full cost assessment. The Principal responded by explaining that it had not been a formal year and if the Little Faces nursery had not had to close in December due to positive COVID cases and if there hadn’t been the extreme negative PR connected to the review proposals then the numbers coming through and the surplus made would cover the direct costs. The VP OD&P (LB) outlined the different strategies to increase numbers and she explained that operating as one large model rather than separate entities would help. It was noted that the nurseries would continue to be monitored; Members noted and discussed the positive recruitment numbers provided in the report and acknowledged that an update would be provided to the F&E Committee and the Board in the summer term meeting round. <p>Members of the Board reviewed the contents of the paper and noted the issues which had been discussed at the meeting as outlined in the report.</p>	
HSDC CORP 29/21	<p>Management Accounts for the period ended 28th February 2021:</p>	

Minute Number	Minute	Action
	<p>Members of the Board had received the Management Accounts for February 2021 for consideration and review. The DP F&F (DA) drew members' attention to the revised format of the Management Accounts and confirmed that over the next few months further improvements would be made to provide more narrative for governors and less numbers and he welcomed feedback on the current version.</p> <p>In presenting the report he drew the following to members' attention:</p> <ul style="list-style-type: none"> • The College was on target to deliver its 2020/2021 budgeted deficit of £3.128m (including the costs of depreciation and interest); • The forecast out-turn position of £3.128m included restructuring costs of £850k and was before any adjustments were made for FRS102; • The financial health of the College was estimated as 'requires improvement'; • Additional in-year income had been received for: <ul style="list-style-type: none"> - additional 16-19 enrolments in September 2020 - £446k; - Adult Education Budget for COVID training - £48k; • There had been lower than expected income from the canteen and external lettings etc, but the income was expected to be on target at £33.8m; • Funding around COVID testing remained unknown; • 2020/2021 full-year Pay costs were forecast to come in at £25.3m which was £261k over the original budget including the £1m savings target; • DA emphasised the fact that the College was strongly monitoring and controlling the variable staff pay. DA highlighted the fact that the College had spent £184k on variable pay to date compared to £301k at the same point last year. The Staff Review Panel (SRP) ensure that staff requests for variable pay hours are delivered by staff who are underutilised ; • Non-pay costs had been estimated at £9m but current forecasts reflected an out-turn position of £8m; • Key risk to income stream related to the AEB with the 90% reconciliation which equated to a £220k potential loss if the 90% was not achieved; • The cash balance held by the College at the end of March was £1.2m and the ESFA profiled funding receipt was due on the 20th April 2021. DA assured members that the working capital would be managed to ensure that the College remained comfortably solvent until the ESFA funding receipt was received; • The receipt of the land sale was now forecast to be 50% in December 2021 and the remaining 50% in July 2023. <p>Members endorsed the format changes to the Management Accounts and confirmed that they provided a much better picture of the current position and were user-friendly for financial and non-financial governors.</p> <p>Members questioned whether there would be a need for an over-draft facility but DA confirmed that the College was managing the payments to its creditors in such a way that it would still have a comfortable level of cash. It was noted that the last possible straw would be to delay the tax payment to the HMRC for 2 days but that would be an absolute last resort.</p> <p>The Chair extended thanks to the DP F&F for the way in which he had 'hit the ground running' and for familiarising himself with the key issues so quickly. Members reviewed the contents of the report and noted the current position.</p>	
HSDC CORP 30/21	<p>Financial Sustainability Plan Update: <i>(Fraser Wilson left the meeting at the end of this item 18.45 hrs).</i></p> <p>Members of the Board received a confidential paper which provided a progress update on the Financial Sustainability Plan. 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>	

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HSDC CORP 31/21	<p>HSDC Indicative Budget Report 2021/2022:</p> <p>Members of the Board received a confidential paper on the HSDC Indicative Budget Report 2021/2022 for consideration and review. 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>	
HSDC CORP 32/21	<p>Termly 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 22nd March 2021. The Chair of the ESG, Simon Claridge (SC), spoke to the report and provided a brief summary of the discussions which had taken place at the recent ESG meeting.</p> <p>In particular, he drew members' attention to the following:</p> <ul style="list-style-type: none"> • The DfE Transformation Fund (FECTF) bid had been submitted on the 19th March 2021. The total bid was for £6.8m to refurbish the first and second floor of the main building and the East building on the South Downs campus. The Bid would be considered in two phases with the outcome of phase 1 being known on 14th May 2021; • The T Levels (wave 3) bid had been submitted by the deadline of 26th March 2021 with the outcome being notified by mid-July 2021; • The Alton Winter Works were due to be completed by the 14th April 2021 in time for students returning to campus after the Easter break on Monday 19th April 2021. SC confirmed that both projects (Digital Gaming Hub and Reception area) had come in under budget which allowed for some additional spend; • The Land Sale Contract had been approved by the Board at the 18th March 2021 special Corporation meeting. SC reported that the final drafting of the contract was being completed by Blake Morgan, the College's Solicitor and it was anticipated that the contract would be signed and exchanged within the next 6 weeks (by the end of April 2021); • Summer 2021 Works – SC outlined the planned summer works at the Alton and South Downs campuses for essential T Level works (wave 2). The total bid value was for £643,450 and the ESG had been content that Wilmott Dixon were appointed as the contractor for the summer 2021 T Levels work; • Havant Hockey Club – SC explained that the legal position in respect of terminating the lease had been clarified by the College's lawyers. The advice received confirmed that the College would serve notice under Section 25 specifying Ground G (occupation for its own purposes) and seek possession at the lease term end date. It had been agreed that the Chair would write to HHC to reiterate the College's position and invite them to a meeting to discuss next steps. <p>Members of the Board reviewed the contents of the report and noted the current position.</p>	
HSDC CORP 33/21	<p>Termly Report of the Search & Governance Committee: <i>(Kev Bradshaw left the meeting at this point 19.10 hrs).</i></p> <p>Members of the Board received the Termly Report of the Search and Governance Committee meeting which had been held on the 15th March 2021. The Chair of the committee, Clive Dobbin, outlined the key issues for Governors as follows:</p> <ul style="list-style-type: none"> • Outcome of the Peridot Recruitment Process – CD advised members that interviews for the successful shortlisted candidates had taken place on Friday 26th March 2021. The Chair and Vice-Chair had been impressed by the work Peridot had completed on the Board's behalf and those interviewed each had an outstanding record. As a result of those interviews the Board was being asked to formally approve the following candidates for appointment to the Board: <ul style="list-style-type: none"> - Xin Austin – to be invited to serve on the Audit Committee; 	

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	<p>- Ashwin Patel – to be invited to serve on the Audit Committee;</p> <p>- Kamlesh Pandya – to be invited to serve on the Finance & Estates Committee.</p> <p>All three members would serve a four-year term of office from 31st March 2021 to the 30th March 2025;</p> <ul style="list-style-type: none"> • External Governor: Lorna Hayes – CD declared an interest and advised members that Lorna Hayes was known to him in a professional capacity and he had made the introduction to the Board. He went on to say that Lorna was currently the Chief Operating Officer at Churches Fire Security Ltd in Southampton and members of the S&G Committee had been impressed with her business background and her motivation for the role and had agreed that she would be a great asset to the Board. As a result, members agreed to recommend her appointment to the Corporation for a four-year term of office from 31st March 2021 to 30th March 2025; • Resignation – CD informed members that Liz Cooper had resigned her role as Governor on the 30th March. As a result, Kamlesh Pandya had been recommended to be appointed as a full Governor rather than a co-opted member on the F&E Committee. It was noted that the Search & Governance Committee would review the vacancy position on all the Corporation Committees at its summer term meeting. <p>Members reviewed the contents of the paper and formally undertook the following:</p> <ul style="list-style-type: none"> • Noted the current membership position outlined in Appendix A to the paper; • Formally approved the recommendation that Xin Austin, Lorna Hayes, Ashwin Patel and Kamlesh Pandya be appointed to the Board as External Governors to serve for a four-year term of office from 31st March 2021 to 30th March 2025; • Noted the position regarding the memberships which were due to come under review during the 2020/2021 and 2021/2022 academic year and the related actions; • Formally approved the Corporation Committee membership as outlined in Appendix B to the paper. 	Action: Clerk
HSDC CORP 34/21	<p>Preparations for Governance Self-Assessment:</p> <p>Members of the Board received a paper on Preparations for the Governance/Board Self-Assessment for 2020/2021 which outlined the proposed arrangements for the self-assessment process for the current year.</p> <p>Members of the Board formally approved the arrangements for the Board Self-Assessment process, the use of the questionnaire attached as Appendix A to the paper and the action to be taken in preparation for it.</p>	Action: Clerk
HSDC CORP 35/21	<p>College Recognition and Reward Scheme:</p> <p>The College had previously implemented a Recognition and Reward Scheme to enable all staff to recognise and appreciate colleagues' contribution in the workplace. An element of the Scheme is the Governors' Termly Award and, prior to the meeting, members were asked to consider the nominations and vote for a winner to receive the award.</p> <p>The Clerk reported the outcome of the Board vote and members endorsed Pet Budd as the winner of the Spring Term Governors' Award.</p>	Action: Clerk
HSDC CORP 36/21	<p>Items for note and information:</p> <ul style="list-style-type: none"> (i) Report of the HR Committee - Members of the Board received and noted the Report of the HR Committee and the issues discussed at the meeting held on the 15th March 2021; (ii) Report of the HE Committee – Members of the Board received and noted the Report of the HE Committee and the issues discussed at the meeting on the 1st March 2021; (iii) Staff Liaison Committee – Members of the Board reviewed and noted the minutes from the Staff Liaison Committee meeting which had taken place on the 11th February 2021. 	

Minute Number	Minute	Action
HSDC CORP 37/21	Date of next meeting – Members noted that the next meeting was scheduled to take place on Wednesday 30th June 2021 at 16.45 hrs. Members noted that the May Governors' Conference 2021 was scheduled to take place on the 14 th and 15 th May 2021 with further details to be circulated by the Clerk in due course.	Action: Clerk

There being no other business, the meeting closed at 19.18 hrs

Signed:

Date:.....