



College

USP College Corporation

Minutes of the Meeting held on Tuesday 28 September 2021

Meeting held at Xtend Digital Centre, Canvey Island

Meeting commenced: 14.30hrs

Meeting ended: 15.00hrs

Present

Gordon Haines	Independent Member	Chair
Phillip Lennon	Independent Member	Vice Chair
Ian Hockey	Independent Member	
Roger Key	Independent Member	
Andy Williams	Independent Member	
Jacob Smith	Independent Member	(attending remotely)
Vikki Liohier	Independent Member	
Malcolm Bell	Independent Member	(attending remotely)
Tony Wenden	Independent Member	
Julie Snelling	Staff Member	
David O'Donovan	Staff Member	
Dan Pearson	Principal & CEO	
Nicole Dragos	Student Member	
Mils Balcombe	Student Member	

Apologies

Ralph Henderson	Independent Member
Nicola Curtis	Independent Member
Sean Cotter	Independent Member

In attendance

Steve Hendy	Chief Operating Officer
John Revill	Vice Principal Funding & Business Planning
Mark Silverman	Interim Quality Consultant

Clerk

Sue Glover	Clerk to the Corporation
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The Chair of the Corporation welcomed everyone to the meeting, in particular the new Student Members, Nicole and Mils, who were attending their first meeting of the Board

Before the meeting commenced, members were asked to confirm that they had received and read the updated version of the statutory guidance from the Department for Education 'Keeping Children Safe in Education (September 2021)', which had been communicated to all members by the Clerk. All members confirmed that they had read and received the document and completed the online knowledge checker. It was recognised that some staff may have literacy issues or struggle to access and or use an electronic device to complete the online knowledge checker. In such cases, such, for Estates and Catering staff, a decision was made for alternative confirmation of understanding.

041/21 Declarations of Interest

Members and staff were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

There were no declarations of interest.

042/21

Apologies for absence

Apologies for absence were received from

- Ralph Henderson
- Nicola Curtis
- Sean Cotter

Agreed

The Corporation Board agreed to accept the apologies for absence

043/21

Unconfirmed open minutes of the meeting of the Corporation Board held on 13 July 2021

The minutes of the meeting were approved and signed as a correct record.

044/21

Matters arising and action points from the minutes of the previous meeting

The Board reviewed the schedule of actions outstanding from the previous meeting, noting those that will be carried over.

It was agreed that all other Action Points had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

045/21

Higher Education – Endorsement of Chair’s Action

The Clerk to the Corporation presented, for endorsement, details of the Chair’s Action taken since the last meeting of the Corporation Board.

Members were reminded that, in accordance with the Delegation of Powers of the Corporation of USP College, set out in the Manual of Governance, the Corporation has delegated authority to the Chair of the Corporation to take action on behalf of the Corporation on occasions when issues arise outside of a scheduled meeting. Any Chair’s Action taken is to be endorsed by the Corporation Board at the next scheduled meeting.

The Board was advised that

- as a result of a decision by the College’s Admissions Committee, the College took the decision to close the Foundation Degree in Business Management course due to viability
- there were four accepted offers on this course and the College implemented the HE Student Protection Plan to offer IAG to the affected students
- as these students had accepted the offer of study, the College was required to report this as a reportable events submission to the Office for Students (OfS) with approval from the governing body
- as this was required to be submitted to the OfS before the next meeting of the governing body, the Chair of the Corporation gave agreement under Chair’s Action on 7 September 2021

In response to questions, members were advised that the submission made had been acceptable to the OfS.

Resolved

The Board endorsed the Chair’s Action taken on 7 September 2021 to close the Foundation Degree in Business Management course

046/21

Any Other Business

Members acknowledged the recent letter from the new interim Chief Executive of the ESFA dated 22 September 2021 to accounting officers in college corporations with a copy to chairs of governing bodies, which had been circulated by the Clerk. The letter highlighted the effects of Covid-19 and included reference to the supplementary bulletin to the Post-16 Audit Code of Practice and members were advised that this would be presented to the Risk and Audit Committee at their next meeting.

There was no other business.

047/21

Schedule of Meetings 2021/22

Tuesday 14 December 2021 – **main Corporation Board**

Tuesday 8 February 2022 – Training & Development

Tuesday 29 March 2022 – **main Corporation Board**

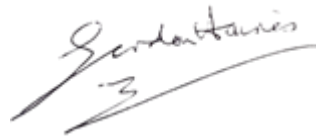
Tuesday 10 May 2022 – Training & Development

Tuesday 12 July 2022 – **main Corporation Board**

All meetings commence at 4pm.

As there was no further business, the Chair declared the meeting closed.

SIGNED AS A CORRECT RECORD:

A handwritten signature in black ink, appearing to read 'J. Gendall', with a horizontal line underneath.

DATE: 14 December 2021