

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE CORPORATION HELD ON WEDNESDAY 14th
DECEMBER 2005 at 6 p.m.
IN THE SPORTS CENTRE CAFE**

Present: Philip Anthony, Hannah Bithell, Peter Freeman (Chairman), Melissa Gibbon, Jack Hazelgrove, Geoffrey Jarvis, Howard Kidd, Keith Murphy, Altaf Razak, Pippa Smith, Chris Thomson, Chris Wellings, Marion Wilcock and Anthony Young.

In Attendance: Maria Bailey, Anne Fielding Smith, Jutta Knapp, Louise Pennington.

The meeting was quorate.

Action

1. Membership Matters

It was agreed that the training briefing (item 2) would be taken before the Membership Matters.

The paper on pages 2 and 3 of the papers was taken as read and approved by the Corporation. PF and LEP agreed to deal with any action arising from this. **PF/LEP**

2. Training Briefing – English Speakers of Other Languages (ESOL)

Paul Riley gave the presentation, followed by a question and answer session.

3. Apologies and Welcomes

Apologies were received from Andrew Barnett, James Freeman, Tim Oates, Richard Schaverien and Ellen Walsh.

4. Minutes of the Meeting held on 21st September 2005

The minutes were approved and signed by the Chairman as a correct record. **FILE**

5. Matters Arising

Page 4, item 4, sub-item 11 F & GP Draft minutes – Acceptable IT Usage and Guidelines Staff – JHK reported that this would be brought to the next F & GP Committee in the Spring Term. **JHK**

Page 6, item 6, sub-item c – Building Programme – it was noted that a Premises Group meeting was scheduled for tomorrow (15/12/05).

6. Chairman's Report

PF gave his report to the Corporation and the following points were noted:

- a) PF attended the Further Education Chairs Forum on

18/10/05 at which student involvement in governance, selection of governors, self-assessment and Foster review, were discussion topics.

- b) Also during October there were two other meetings which PF attended – a meeting of the three Brighton & Hove College Chairs and a meeting with FE Sussex and Chairs.
- c) PF/CT attended meeting of FE Sussex, Chairs and Principals of local Colleges and the LSC representatives earlier today.
- d) PF also participated in an FE Sussex training event during November with Howard Kidd.
- e) CT/PF attended the termly meeting with the three local MPs and the other local College Principals/Chairs on 18th November.
- f) Away Day is to be scheduled for 7th February 2006 commencing at 12.30 p.m., with David Smith (LSC) giving an initial presentation.

7. Principal's Report

CT gave his report to the Meeting and the following points were noted:

- a) Peter Woods (LSC) has indicated to CT that College funding will be on the same basis as last year, namely that where the College has additional students for which funding has not been received in their first year, that funding will be given next year. Currently there are 1,671 students at BHASVIC with funding in place for 1,492. The College's budget is again stretched and a report on this will be made at the next F & GP Meeting during the Spring Term 2006.
- b) Premises Group is meeting tomorrow to proceed further with the current building works. The timetable has not been sustained for a number of reasons and the current completion date of 8th February 2006, has been projected to extend to half-term, mainly owing to the College's request for the contractors to avoid major noise and disruption during College hours.
- c) Admissions – currently acceptances are at a level 7 below last year's figure at the same time.
- d) Apprenticeship figures – CT reported that some students were very challenging with regard to behavioural issues and that three students have had to be permanently excluded and two have had to be suspended owing to unacceptable behaviour.
- e) Ofsted will be completing an annual assessment (one day), visit to BHASVIC on 11th January 2006 and will meet with management staff only.

8. Progress Report on Implications for BHASVIC of the Report from the Foster Review on Further Education, the draft Strategic Area Review, the Work of the 14-19 Strategy Group and the Brighton & Hove Learning Partnership and the draft LSC Sussex Capital Plan

CT gave a presentation to the Meeting and the following points were made:

- * Foster recommends that general further education Colleges and 6th form Colleges should specialise and concentrate on areas where shown to be good. This will mean collaboration will be needed between Colleges as it won't be possible in all cases to put together a single curriculum for all students. School 6th forms and Colleges will be in competition.
- * indication in the White Paper on Schools that schools should have increased control of their own admissions as local authorities have in many instances failed to improve standards at certain schools (25% of schools are classified at below "good"). Consequently this will increase parental influence, but may result in "sink" schools.
- * 6th Form Colleges in Sussex have been concerned for some time about the LSC's plans, particularly with regard to whether the LSC is in favour of merging certain Colleges. Henry Ball has stated that he believes that 6th Form Colleges and General Education Colleges should learn from each other and that the quality of 6th Form Colleges should be replicated in the General Education sector. He does not believe that the Consortia arrangement currently in place delivers well.
- * CT decided on balance that it was better not to attend the final consultation meeting regarding the strategic area review for Brighton & Hove, but he has written to the LSC with his concerns regarding the process. The results of the review will have an impact upon capital provision for Colleges.
- * 14-19 Strategy Group works within the Learning Partnership identifying a vision for the area. This gives 6th Form Colleges in the area, an ability to act together in a more effective way. The local College Principals believe that the Accord must deliver effectively to demonstrate to the LSC that the three Colleges are able to work as a consortium and that this will be as effective as a single College, with quality being maintained at the same time.

At this point Jack Hazelgrove left the meeting.

9. Annual Review of Corporation Decision-Making Procedures

LEP presented the paper to the Corporation, the contents of which were noted and approved.

10. Search Committee Matters – Attendance Records, Training and Training Records, Links Visits Records, Inductions and Skills Audit

The contents of the paper were noted by the Corporation and it was agreed that any specific Committee Member training needs should be identified at the next Spring term Committee meetings.

**Committee
Chairs**

Governors (excluding staff, students and Principal) were encouraged again to arrange links visits during the current academic year.

Governors

11. Draft Minutes of Meetings of Committees

Meeting of the Chairs 22/9/05

PF reported upon the details of the meeting and in particular the time spent upon the Governor self-assessment exercise which the Corporation approved. LEP agreed to pass a copy to AFS in respect of the College's SAR. **LEP**

Audit 9/11/05

GJ presented the draft minutes to Corporation and the following papers were approved by Corporation:

Internal Audit Annual Report 31/7/05
Internal Audit Strategic Plan 05/08
Audit Committee Annual Report 04/05
Risk Management Annual Report
Performance Indicators for Internal Audit

Human Resources 10/11/05

In Richard Schaverien's absence, AFS presented the draft minutes to the Corporation and the paper entitled Staff Reference Policy and Guidelines, was approved by Corporation.

Finance & General Purposes 23/11/05

HK presented the draft minutes to the Corporation and the following papers were approved:

Annual Report and Financial Statements for the year ended 31/7/05
Health and Safety Policy
Equipment Policy

The Premises Group Minutes dated 21st October 2005, were noted.

Quality and Curriculum 5/12/05

MPB presented the draft minutes to the Corporation and the following papers were approved:

Quality Assurance and Improvement Policy
Amendment to Trips Procedure.

It was noted that the Self-Assessment Report would be reviewed at the Q & C Committee meeting tomorrow (15/12/05) and that the final Report would be presented to Corporation at its meeting in January 2006, followed by submission to the LSC by 31st January deadline.

Search 6/12/05 (refer to item 1)

Matters arising from the Search Committee meeting were detailed in item 1.

12. Any Other Business

a) Student Matters

Hannah Bithell reported upon the Student Union funding raising in respect of World Aids Day, at which approximately £400 was raised.

PF reported that he had attended the recent Student Union Committee meeting.

b) Budget

HK reported that at the next F & GP Meeting, the Committee would be reviewing the current year's budget owing to recent changes which places it in a forecast deficit, from a previous £37,000 surplus. The deficit has arisen owing to various matters including a shortfall in the targeted international students, overrun of the major building project, urgent repair costs in respect of the bell tower (£25,000) and the College's water supply system (£22,000), and the national recommended pay rise in respect of teachers (approx. £17,000).

13. Date of Next Meeting

Wednesday 18th January 2006

14. Reserved Business

Please refer to separate minutes.

Louise Pennington
Clerk to the Corporation

CHAIRMAN.....

DATE.....

