

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON WEDNESDAY 18th JANUARY 2006 at 6.0 p.m. IN THE SPORTS CENTRE CAFE

Present: Andrew Barnett, Peter Freeman (Chairman), Melissa Gibbon, Geoffrey Jarvis, Howard Kidd, Keith Murphy, Tim Oates, Richard Schaverien, Pippa Smith, Chris Thomson, Chris Wellings.

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

The meeting was quorate.

Action

1. Apologies and Welcomes

Apologies were received from Philip Anthony, Hannah Bithell, James Freeman, Jack Hazelgrove, Altaf Razak, Marion Wilcock, Ellen Walsh, Anthony Young and Jutta Knapp.

2. Minutes of the Meeting held on 14th December 2005

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

3. Matters Arising

- a) Item 5) Acceptable IT Usage and Guidelines Staff – for next F & GP Meeting.
- b) Item 7) b) Building Project - PF and CT are meeting next week with one of the directors of the building contractors
- c) Item 7) e) A summary of the Annual Assessment Visit (AAV) made by the College, was tabled at the meeting for information. A report from Ofsted is expected in due course giving their views in writing. The key points are that i) College has progressed since last Inspection, ii) College is correctly identifying its strengths and weaknesses and SAR is a good basis for action, iii) actions which the College has taken and proposed to take are tailored to the issues identified. The Inspector also suggested that CT obtain a copy of a document issued by LSDA entitled Sustaining Excellence.
- d) Item 10) Links visits – individual Governors are asked to arrange these.

4. Self-Assessment Report (SAR) for 2004-2005

AB recommended the paper to the Corporation confirming that the Quality and Curriculum Committee had reviewed the draft SAR in detail at its December 2005 meeting and had suggested a number of amendments and additions.

A number of points were made:

- a) the final SAR has to be submitted to the LSC by 31st January 2006.
- b) It is clear that any areas of weakness have been identified and action has been taken to improve matters.
- c) Format of the SAR is set by the Common Inspection Framework.
- d) The findings of the AAV tie in with the details within the SAR.

PF passed on the Corporation's thanks to all those who had contributed towards the document with particular thanks to AFS and MPB.

The SAR was approved by the Corporation.

5. Annual Pay Rise 2005-2006

AFS presented the paper to the Corporation and the following points were noted:

- a) Normally the Corporation approves sufficient finance for pay rises when the budget is presented for approval annually, but the national agreement reached recently was not expected to go through in this form and hence the full amount required was not included within the budget presented in the Summer Term.
- b) The College would like to follow nationally recommended agreements with regard to salary increases.
- c) The Chairmen of the F & GP Committee and the HR Committee both support the proposed pay settlements and it is intended that a paper will be presented to the next F & GP and HR Committee meetings. **AFS**
- d) The budgetary effects of the proposed pay settlements and various other additional budgetary issues, as disclosed under AOB at the last Corporation Meeting in December 2005, will be dealt with at the next F & GP Committee, later this term.
- e) It was noted that the majority of other local Colleges were not following the national agreements owing to financial constraints, which would mean that some teaching staff at BHASVIC would be in an enhanced position with regard to salary, compared to other local Colleges.

The proposal was approved by the Corporation, noting that F & GP Committee would review the effect on the overall budget at its next meeting.

6. Draft Minutes of Meetings of Committees

Quality and Curriculum Committee 15/12/05

AB presented the draft minutes to Corporation noting that the meeting had met to deal with the detailed review of the SAR.

Premises Group 15/12/05

PF presented the draft minutes to Corporation and it was noted that all action items had been assigned to the Project Manager.

CT reported upon the difficulties experienced by the College with regard to the timeliness of the works carried out by the contractor and that separate meetings had been scheduled for next week with the contractor and the project manager to try to resolve these.

7. Any Other Business

- a) Child Protection - Following the recent issues highlighted in the press, AFS noted that the College had a Child Protection Policy (approved in 2005) and College's Staff Recruitment and Selection Policy (approved in 2004) in place which had been reviewed by Q & C Committee and HR Committee respectively, before being recommended to Corporation for approval. It was also recorded that all new members of staff are required to complete CRB checks (since 2003), but it was noted that long-serving members of staff had not had CRB checks as the legislation introducing CRB checks was not retrospective. With regard to supply teachers, the College relies on the supply agency to CRB vet its teachers. Trainee teachers are also CRB checked and any visitors to College who have contact with students (e.g. Ofsted, LSC etc), are not left alone with students anyway. TO explained that all staff at QCA who may be going into schools as researchers or who have access to students' details (names, addresses etc), are CRB checked by QCA, but it is not clear whether this is the case for all organisations who complete research or other activities within schools.

It was also noted that although Governors are not currently CRB checked, that they are not left alone with students at any time and for example, when links visits are arranged, Governors are assigned to specific members of staff during their visits. It was agreed that it was important to manage the risk correctly, particularly where individuals are not CRB checked and may be in contact with students or have access to information relating to students. The HR Committee was asked to consider whether our policies needed amendment.

RS/AFS

AFS agreed to review the CRB position with regard to BHASVIC staff, taking account of the issues raised above.

AFS

- b) Learning Support Inspection - AFS reported upon another recent Ofsted visit in respect of the Learning Support department at BHASVIC, as part of a national learning support survey in Colleges. This has proved useful for BHASVIC following the recent appointment of a new Head of Learning Support Department. The informal feedback raised issues that College Management had already identified, namely the suitability of the accommodation and the scope for encouraging students to become more independent learners. It was also identified that it was difficult to identify the quality of provision when the national statistics were not available for comparison purposes.

8. Date of Next Meeting

Thursday 30th March 2006

9. Reserved Business

There was no reserved business.

Louise Pennington
Clerk to the Corporation

CHAIRMAN.....

DATE.....