

**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

**MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 30<sup>th</sup>  
MARCH 2006 at 6.0 p.m.  
IN THE SPORTS CENTRE CAFE**

Present: Andrew Barnett, Peter Freeman (Chairman), Geoffrey Jarvis, Howard Kidd, Keith Murphy, Altaf Razak, Richard Schaverien, Chris Thomson.

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

The meeting became quorate when CT joined the meeting at 7.50 p.m.

**Action**

**2. Training Briefing – Governors’ VLE (Virtual Learning Environment) – Keith Murphy**

KM gave a presentation to the Corporation explaining the VLE and in particular the Governors’ area. A paper entitled “An overview of the DfES e-strategy”, was circulated during the session.

**3. Apologies and Welcomes**

Apologies were received from Hannah Bithell, James Freeman, Jack Hazelgrove, Tim Oates, Ellen Walsh, Chris Wellings, Jutta Knapp.

Philip Anthony, Melissa Gibbon, Pippa Smith, Marion Wilcock and Anthony Young were also not present.

**FILE**

**4. Minutes of the Meeting held on 18<sup>th</sup> January 2006**

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

**5. Matters Arising**

- 2) Annual Pay Rise 2005/06 - AFS reported that the figures relating to the proposed pay settlements had been included within the recent F & GP meeting papers. With regard to HR Committee, a paper had not been presented to the last meeting, but HR Committee had agreed that the national pay agreements should be followed if possible.

**6. Chairman’s Report**

PF gave his report to the Corporation, noting the following points:

- b) PF attended meeting on 20<sup>th</sup> February organised by the AOC and led by the DfES regarding the Foster Report and the Education White Paper. The Executive Summary of the White Paper was tabled. It was recorded that a more detailed summary had been issued by the AOC and Governors interested in studying this

- should request a copy from PF/LEP.
- c) PF, HK and CT had attended a meeting on 27<sup>th</sup> March regarding capital strategy. Indications are that BHASVIC should press ahead with plans for capital development as soon as possible following receipt of the report commissioned by Sussex LSC as considerable capital funding is likely to be available over the next three years.
  - d) AOC seminar scheduled in May to discuss the Education White Paper, which PF will aim to attend.
  - e) PF attended a meeting of the Chairs of the Sussex Colleges at Bexhill on 24<sup>th</sup> February where topics discussed included: FE strategic matters, capital funding, long term financial planning, role of FE Sussex.
  - f) The College had hosted a campaign meeting organised by local residents and parents and supported by the Students Union for the introduction of a pedestrian crossing where Dyke Road meets Old Shoreham Road. PF agreed to write on behalf of the Corporation to the local council, in support of the campaign.

PF

## 7. Principal's Report

In CT's absence, AFS presented the report to the Corporation and the following points were made:

- a) **Unison Strike:** BHASVIC staff who are members of the Union decided not to strike on Tuesday, enabling the College to operate as normal.
- b) **Admissions:** The memo to staff re Admissions for September 2006 was tabled. This was issued to staff last week in order to try to manage the potential problem arising from a significant increased interest in BHASVIC by prospective students and gives guidance to Staff and Governors regarding any queries they may receive from prospective students who have not yet received a definite place for September 2006. With regard to the College's Admissions Policy, to date the College has been able to offer firm places to those in the first three priority categories. It was also noted that the College would be reviewing the Admissions Policy for the 2007/08 academic year.
- c) **Annual Planning Review (APR):** The feedback from the Annual Planning Review by the LSC was tabled. The APR takes place three times per year and this feedback relates to the Spring monitoring review meeting. AFS reported that the feedback received also mirrors the College's assessment of its strengths and weaknesses.

## 8. Strategic Planning

The revised timetable for the final stages of developing a new Strategic Plan for 2006-09 was tabled, replacing that given on page 7 item 4.0.

The contents of the Strategic Planning Away Day minutes attached as Appendix A of the paper were also noted.

It was noted that the Meeting of the Chairs of Committees would be

reviewing the Strategic Plan on 22<sup>nd</sup> May.

## **9. CRB Checks for Staff and Governors**

AFS presented the paper to the Corporation, the contents of which were noted. It was resolved that the recommendations made in the paper and supported by the HR Committee should be approved and that all Staff should complete an enhanced CRB check, whilst Governors should complete a standard check. It was noted that Student Governors would not be required to complete the CRB check, or those Governors who are shortly due to retire.

**AFS/LEP**

It was also noted that the overall cost to the College would be in the region of £6,000 to be met from within existing budgetary provisions.

## **10. Draft Minutes of Meetings of Committees**

### **Premises Group 8/2/06 and 2/3/06**

PF presented the minutes to Corporation, the contents of which were noted.

It was noted that the delay in the completion of the works has arisen mainly as a result of the contractors having to work outside normal College hours, owing to noise levels and that consequently costs had risen.

### **Human Resources 2/3/06**

PF, who had acted as Chair in RS's absence, presented the draft minutes to the Corporation, the contents of which were noted.

The Staff Development Policy was approved.

It was noted that the Training Needs Review had been deferred until the next HR Committee Meeting.

### **Audit 8/3/06**

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

Re-appointment/remuneration of the Financial Statement Auditors  
Performance Indicators for Financial Statement Auditors  
Option to Discontinue Interim Regularity Audit

At this point, CT joined the meeting and PF brought CT up to date with the proceedings. Matters requiring resolution were resolved as detailed in the minutes.

### **Finance & General Purposes 15/3/06**

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

Review of Business Procedures  
Acceptable Use of Computers Policy

The paper entitled "The Update on the Property Strategy " presented to the recent F & GP Committee, was tabled. In particular it was noted that the Committee was recommending that the College arrange a bank loan totalling £250,000 to cover the outstanding balance of the DDA and Summer Works (2005) project. The project overspend mainly arose as a result of the increase in contractors time owing to the work restrictions imposed by the College arising as a result of needing to limit noise levels during the College's working day and also the additional VAT costs which had not been foreseen. It was noted that this facility would be in addition to the existing £950,000 bank loan arranged in respect of the funding of the Sports Centre project. It is intended that the period of the loan will tie in with the existing loan which was arranged over a 15 year period. It was noted that the F & GP Committee would be reviewing the loan position later in the calendar year.

JHK/HK

The recommendations of Committee were approved by the Corporation, noting that it would be more prudent to cover the shortfall via an additional loan, rather than offsetting the shortfall against reserves.

**Quality and Curriculum 20/3/06**

AB presented the Q & C draft minutes to the Meeting, the contents of which were noted. The following papers were approved:

College Charter (contact list will be kept up to date prior to circulation)  
Review of the Student Charging and Financial Support Policy  
Review of the Student Discipline Policy

The final page of the College Development Plan 2006/07, entitled "Summary Statement of Activity" was tabled and the Plan was approved. However it was noted that certain figures within the Plan may be amended prior to submission to the LSC at the end of April and it was resolved that SMT should be allowed to proceed with this, but that the Plan would be brought back to Corporation at the July meeting for confirmation of any changes.

AFS

**10. Any Other Business**

**a) Geoffrey Jarvis**

GJ passed on his thanks to the Corporation and the Audit Committee Members for their help and assistance during his time with the College over the last nine years.

PF passes on the Corporation's thanks for all GJ's hard work and commitment.

**b) Apologies**

ALL

Members were reminded that apologies should be submitted to Louise Pennington or Debbie Murray prior to the Corporation or Committee

Meetings taking place in order to ensure that a quorum is reached.

**c) VLE and Governors' Web Page**

**LEP**

Following a brief discussion it was agreed that Governor/Committee Member photographs should be included on the VLE (internal) and on the external web page. It was also agreed that minutes in draft and approved by the Chairs of the Corporation/Committees should also be included on the site.

**11. Date of Next Meeting**

**Thursday 13<sup>th</sup> July 2006**

**2. Reserved Business**

Refer to separate minutes.

Louise Pennington  
**Clerk to the Corporation**

**CHAIRMAN**.....

**DATE**.....

**Summary of Papers tabled at the Meeting**

- 2) Training Briefing - An overview of the DfES e-Strategy**
- 3) Chairman's Report – Education White Paper - Executive Summary**
- 4) Principal's Report – Feedback from Annual Planning Review (APR) and Memo to Staff re Admissions for September 2006**
- 5) Strategic Planning –Revised Timetable for the final stages of developing a new Strategic Plan for 2006-09**
- 6) Draft Minutes – Q & C final page of the CDP Summary Statement of Activity and F & GP Update on Property Strategy**

DRAFT