

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON WEDNESDAY 21st SEPTEMBER 2005 at 6.0 p.m. IN THE SPORTS CENTRE CAFE

Present: Philip Anthony, Peter Freeman, Melissa Gibbon, Jack Hazelgrove, Geoffrey Jarvis, Howard Kidd, John Lawrence (Chairman), Keith Murphy, Richard Schaverien, Pippa Smith, Chris Thomson, Chris Wellings, Marion Wilcock.

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

The meeting was quorate.

Action

1. Training Briefing – Ben Johnson Hill – benchmarking (Jutta Knapp)

CT gave a training session regarding the above subject, followed by a question and answer session.

2. Apologies and Welcomes

Apologies were received from Andrew Barnett, Hannah Bithell, Altaf Razak, Tim Oates, Ellen Walsh, Anthony Young.

James Freeman was welcomed to his first meeting.

3. Minutes of the Meeting held on 7th July 2005

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

4. Matters Arising

Item 10 Capital Project – CT confirmed that a further meeting of the Accord members had been held which had progressed matters further.

Item 11 Q & C draft minutes. It was noted that the pre-Corporation meeting ESOL training had been entered into the Governors' calendar of training for the 2005/06 calendar year.

Item 11 F & GP draft minutes. Acceptable IT Usage and Guidelines Staff – will be brought to the next F & GP Meeting in November 2005 and then to Corporation for approval.

Item 5 - it was noted that the title Deeds for the College were now with the College's solicitors.

5. Chairman's Report

JL gave his report to the Corporation as follows:

- a) Meeting of Chairmen of Sussex Colleges. JL reported on the discussions held at this recent meeting at which only Chairmen were present (no LSC members or Principals were represented). Topics discussed included College finance and the difficulties experienced in planning, committee structures, governor liabilities, SPHs' remuneration.
- b) Annual Meeting of Principals and Chairmen of local Colleges with the LSC. Indications arising from the LSC are that Colleges may be expected to increase their borrowings in respect of any capital projects.
- c) Remuneration Committee met yesterday (20/9/05) to complete the annual PDR and remuneration review for SPHs. Expenses for the last calendar year in respect of SPHs and Governors were also examined. SPH remuneration for the 2005/06 year was finalised, following the SPH Remuneration Policy approved by the Corporation in March 2005. JL confirmed that salary details had been passed to the individuals concerned and to Personnel department.

6. Principal's Report

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

- a) Examination Results – page 7 of the papers were noted. Detailed analysis of the results is underway at present involving the Heads of Department (HODs), Division Managers, CT and MPB. The overall results are better than last year in respect of AS and A2. It was noted that the results may change anyway as a result of various re-counts requested.

The high percentage of Psychology students was noted by the Corporation and it was queried whether there should be a increased focus upon students applying to study subjects which relate directly to the needs of employers.

- b) Recruitment – there are 144 more new students in College than planned for the current year and in total the numbers equate to 200 more students than the funding available by the LSC. CT confirmed that the LSC were likely to follow last year's outcome and transfer additional funding from Colleges which have fewer numbers than planned to Colleges which have additional students. Strategically the increased numbers will cause difficulty in planning for next year.
- c) Building Programme – The work to the front car park etc is well underway, although there have been some difficulties with the contractors which the project manager is trying to resolve, such as noise problems during College working hours. As a result, additional costs, in the region of £30,000 have been highlighted, but the Project Manager is

negotiating with the contractors advising them that this issue had been included within the contract at the outset. A report from the Quantity Surveyor (QS) is due shortly and it is likely that a meeting of the Premises Sub-Committee will be convened shortly to review the project to date.

- d) Capital – CT reported on the meeting between the LSC and the Accord and in particular the change in LSC view with regard to funding of capital projects and the possibility that Colleges may be expected to increase their borrowings in respect of any capital works. The LSC are hiring a consultant to review the situation and to determine all interested parties' requirements, within Brighton and Hove. This will take place during the period November 2005 to April 2006. The consultant will also be required to investigate the financial parameters and a common procurement policy will be examined. Following this Colleges will be assisted in preparing their formal capital bids for submission to the LSC.

7. Draft Minutes of Meetings of Committees

Premises Sub-Committee Meeting 30/6/05

JL presented the draft minutes to the Committee, the contents of which were noted.

8. Any Other Business

There was no other business.

9. Membership Matters

Election of Chairman and Vice-Chairman of Corporation

Chris Thomson took the Chair in respect of this part of the meeting and it was noted that two written nominations had been received, one in respect of Peter Freeman as Chairman and the other in respect of Marion Wilcock as Vice-Chairman.

Peter Freeman and Marion Wilcock were asked to leave the meeting.

A discussion was held and Peter and Marion's nominations were approved unanimously by the Members. At this point Peter Freeman and Marion Wilcock were asked to re-join the meeting.

Peter Freeman thanked the Corporation for supporting the nomination as Chairman and also on behalf of the Corporation passed on grateful thanks to John Lawrence for his valuable contribution to the College during his nine years as Chairman.

10. Date of Next Meeting

Wednesday 14th December 2005

11. Reserved Business

It was agreed that this should be deferred until the next meeting.

Louise Pennington
Clerk to the Corporation

CHAIRMAN.....

DATE.....