

**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

**MEETING OF THE CORPORATION TO BE HELD ON TUESDAY  
12<sup>th</sup> DECEMBER 2006 at 6:00 pm IN THE SPORTS CENTRE**

<b>Agenda</b>	<b>Action</b>	<b>Page Number</b>
1 Membership Matters a) Election of Chair and Vice-Chair b) Other issues	Approve	<b>1</b>
2 <b>Training Briefing</b> – O’Connell Initiative - CT	Note	<b>Verbal</b>
3 Apologies and Welcomes  Welcomes: Ben Franks (Student), Robert Rosenthal (Parent) and Jabu Xulu (Parent)		
4 Minutes of the Meeting held on Thursday 13 <sup>th</sup> July 2006	Approve	<b>4</b>
5 Matters Arising		
6 Chairman’s Report	Note	<b>Verbal</b>
7 Principal’s Report	Note	<b>Verbal</b>
8 Capital Bid Development	Approve	<b>10</b>
9 Appointment of Assistant Principal (Quality and Curriculum)	Approve	<b>33</b>
10 Annual Review of Corporation Decision-Making Procedures	Approve	<b>35</b>
11 Search Committee Matters – Attendance Records, Training and Training Records, Links Visits Records, Inductions and Skills Audit	Note	<b>78</b>
12 Draft Minutes of Meetings of Committees	Note	
Meeting of the Chairs 8/11/06		<b>94</b>
Audit 14/11/06		<b>97</b>
Human Resources 20/11/06		<b>102</b>
Finance & General Purposes 21/11/06 (NB: Minutes of Premises Group meetings passed to F & GP).		<b>106</b>
Quality & Curriculum 30/11/06		<b>112</b>
Search 12/12/06 – refer to item 1		
Remuneration (14/9/06 and 8/11/06 – reported within Reserved Business)		

<u>Committee</u>	<u>Paper</u>	<u>Action</u>	
All Committees	Terms of Reference	Approve (papers within item 10)	
Meeting of the Chairs	Self-Assessment Report	Approve	<b>118</b>
Audit	Internal Audit Annual Report 2006/07	Approve	<b>168</b>
	Internal Audit Strategic Plan 06-09	Approve	<b>180</b>
	Audit Committee Annual Report 05-06	Approve	<b>201</b>
	Risk Management Annual Report	Approve	<b>203</b>
	Performance Indicators for Audit	Approve	<b>234</b>
	Review of Internal Audit Fees	Approve	<b>235</b>
Human Resources	Pay Policy	Approve	<b>236</b>
	Overseas Trip (refer F & GP)	Approve	
F & GP	Revised Budget 2006/07	Approve	<b>249</b>
	Annual Report and Financial Statements for the year ended 31/7/06		<b>250</b>
	Bank Loan	Approve	<b>284</b>
	Lettings Policy	Approve	<b>298</b>
	Health and Safety Policy	Approve	<b>299</b>
	Premises Group Minutes 2/3/06, 3/8/06 and 5/10/06	Note	<b>303</b>
	Overseas Travel by Staff	Approve	<b>304/308</b> <b>312</b>
Q & C	Self-Assessment Report (SAR)	Approve	<b>317</b>
Remuneration	Professional Development Review (PDR) of Senior Post-Holders Policy	Approve	<b>313</b>
	SPHs' Remuneration Policy	Approve	<b>314</b>

13. Any Other Business

14. Date of Next Meeting: **Thursday 29<sup>th</sup> March 2007**

15. Reserved Business – Staff and students may be asked to leave at some point during the meeting, when certain confidential issues are to be discussed.

**Papers considered by committees but not issued with these papers.** These are available from the clerk on request (01273 503945)

<u>Committee</u>	<u>Paper</u>
Meeting of the Chairs	Governing Training – included with item 7
Human Resources	Staff Development Plan 2006-07 Recruitment and Retention of Staff (including EDIMS) 2005/06 Equality and Diversity Annual Report 2005/06 JUMCoG (verbal)
Audit	Report and Financial Statements for the year ended 31 <sup>st</sup> July 2006 External Audit Management Letter Update on Internal Audit Recommendations Update on Disaster Recovery Plan
F & GP	Reconciliation of 2005/06 outturn to Budget Results for the first three months Capital Project Update (verbal) Update on Environmental Action Plan Health and Safety Update Financial Memorandum
Q & C	Commentary for Governors on Quality of Provision including Examination Results, Retention and Achievement Targets for 2005/06 and Progression of Leavers 2005/06 Equality and Diversity Implementation Measures (EDIMS) Admissions Report/Update Update on Q & C Annual Operating Priorities (verbal) Capital Bid Education Case (verbal) Q & C Summary Sheet
Remuneration	Succession Planning

Louise Pennington  
Clerk to the Corporation

Members:

Philip Anthony  
Andrew Barnett  
Huw Du Boulay  
Ben Franks  
Peter Freeman (Chair)  
Melissa Gibbon  
Jack Hazelgrove  
Howard Kidd  
Keith Murphy  
Tim Oates  
Altaf Razak  
Robert Rosenthal  
Richard Schaverien  
Chris Thomson  
Ellen Walsh  
Chris Wellings  
Marion Wilcock  
Jabu Xulu  
Vacancy (business)

In attendance:

Maria Bailey  
Anne Fielding Smith  
Jutta Knapp

Clerk:

Louise Pennington

Copies to:

Staff Room,  
OLC,  
File.