

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 13th JULY 2006 at 6.0 p.m. IN THE SPORTS CENTRE CAFE

Present: Andrew Barnett, Huw Du Boulay, Peter Freeman (Chair), Keith Murphy, Tim Oates, Altaf Razak, Pippa Smith, Chris Thomson, Marion Wilcock, Graham Wright and Anthony Young.

In Attendance: Anne Fielding Smith, Louise Pennington.

Action

1. Apologies and Welcomes

Apologies were received from Philip Anthony, Melissa Gibbon, Jack Hazelgrove, Howard Kidd, Richard Schaverien, Ellen Walsh, Chris Wellings, Jutta Knapp.

Huw du Boulay and Graham Wright were welcomed to their first Corporation Meeting.

2. Membership Matters

i) Appointment of two new Student Governors

It was resolved that Graham Wright and Huw Du Boulay should be appointed as Student Governors on the Finance & General Purposes Committee (Observer) and Quality and Curriculum Committee (Member) respectively, with immediate effect until the appointment of their successors in May 2007.

FILE

3. Minutes of the Meeting held on 30th March 2006

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

4. Matters Arising

Item 5) c). AOC seminar arranged to discuss the Education White Paper did not go ahead.

5. Chairman's Report

PF gave his report to the Corporation as follows:

a) Meeting with Local Residents 12th July 2006 Cardinal Newman School/Brighton & Hove Hockey Club Planning Application for All-Weather Hockey Pitches on Playing Fields

- local residents do not want the ability to access the playing fields to be removed. They are also concerned about noise and light pollution from flood lights and concerns were raised about the proposal to have a licensed clubhouse.
- It is important that residents understand that BHASVIC is not involved, particularly in the light of the College's desire for future capital development.
- The Council's Planning Committee meets next week to consider the application.
- BHASVIC which has a joint-user agreement with Cardinal Newman regarding the playing fields had not been informed about the proposals by the Council, Cardinal Newman or the Hockey Club. If the development goes ahead and a large fence is erected, there may be difficulties for BHASVIC in respect of access to parts of the field and restrictions with regard to the taking of throw-ins during football games.
- Additionally, although the public are not entitled to use the fields, it has been used by dog walkers for many years and if the size of the field is reduced, as a result of the introduction of a fenced area, then the dog fouling problem will become even more significant.
- As the College has been told by the Council that it will not answer questions at this stage, CT has had no alternative but to submit a formal objection via e mail to the Council raising various queries.
- Stanford Junior School, which also has use of the playing fields was not consulted. BHASVIC has always had a very good relationship both with the Council and with Cardinal Newman and wishes to sustain this, without the College losing any of the benefits of the current joint user agreement.

ACTION:

- MW agreed to review the planning application.
- PF will prepare a letter supporting CT's e mail objection to the Council, from the Corporation.
- PF/CT will continue to monitor and follow-up the situation with the Council and Cardinal Newman.

MW/PF/CT

At this point TO joined the meeting.

b) Meeting Sussex College Chairs

PF reported that this meeting has been postponed until September.

c) Children and Young People's Trust

As a result of the merger of the Council's education services and the primary health care services and some social services, dealing with people up to the age of 18, a new system has been established. A leaflet has been produced detailing the new system, but the Council officials omitted to include Sixth Form and FE Colleges in the area, which cater for the educational needs of over 50% of the 16-18 local population.

d) Enrichment Week

It was agreed that planning for next year's Enrichment Week (last week of Summer Term) should be to examine ways in which to involve the Governors more.

6) Principal's Report

a) Student Union – Summer Fete

Various events took place during this SU organised function including various sporting tournaments.

b) Enrichment Week

This week meets part of the College's aim to achieving E4L. A sponsored walk across the Downs has been arranged involving staff and students on 18th July.

c) Arts Festival

Another Student event involving art exhibitions, drama, concert and dance events.

d) Staff Social and Well-Being Committee

The first meeting of the above Committee was held recently. The Committee has been established to investigate ways in which certain staff pressures may be improved e.g. alleviate stress etc, but also to organise staff events. It also aims to achieve group discounts where possible at local fitness clubs etc.

e) Capital Development

CT reported that progress has been made and that this should develop significantly over the next academic year.

f) FE Sussex

A task group has been established within FE Sussex (group of Sixth Form, FE Colleges and Agricultural Colleges) in order to improve its quality of service.

g) Children and Young People's Trust

The Partnership Board (previously called the 14-19 Strategic Planning Group) has developed an action plan which will dovetail with the Children and Young People's Trust action plan.

The Accord (BHASVIC, Varndean and City Colleges) have agreed this week that the action plan devised above, should be adopted.

The Partnership Board has established a Curriculum Group to deal with the action plan and Maria Bailey is the Chair of the Group.

7. Strategic Plan 2006-2009

CT presented the paper to the Corporation, explaining the amendments and new sections which had been made following the various consultation processes with staff and governors.

The Plan was approved by the Corporation.

8. Implementing the College Accommodation Masterplan

CT presented the paper to the Corporation and the following points were noted: **CT**

- The education case has been agreed but detailed work is still to be done by a group led by Maria Bailey within the 14-19 Partnership on the new curriculum.
- Property case will be updated to reflect the student numbers, advice of the regional property adviser and the new capital financing arrangements.
- Financial case is more complicated as the College will have to show a positive net present value on its scheme without growth in student numbers. Borrowings will be to be at least 30% of the College's annual turnover.
- Consultants will need to be appointed to prepare the capital bid.
- Nick Evans Architects (NEA) who prepared the existing Masterplan have tendered to update it (cost £4,000) and 0.5% of the estimated total cost of preparing the capital application (50% of which could be met by the LSC) (cost £7,000).
- Consideration should be given to achieving a high environmental specification within the Masterplan, subject to financial constraints.
- Consultation with staff and students should be sustained throughout the process.
- It was noted that it would be advisable to obtain a tender in respect of any legal work.
- It was recorded that NEA has taken into account the EU Procurement legislation.

It was agreed that the Premises Group of the Finance & General Purposes Committee should meet soon with delegated powers to take decisions on the next steps. It should also review its terms of reference and membership to allow decisions to be made quickly on progressing the Masterplan.

The paper was approved.

9. Corporation Standing Orders (re:revised Instrument and Articles)

LEP presented the paper to the Corporation and the revisions to the Corporation Standing Orders were approved. LEP was thanked for her attention to detail on this.

CT/LEP

10. Draft Minutes of Meetings of Committees

Audit 10/5/06

AR presented the draft minutes to the Corporation and the following items were approved:

Re-appointment and Remuneration of Internal Auditors.

Chairs of Committees 22/5/06

PF presented the draft minutes to the Corporation which were noted.

Search 22/5/06

PR reported upon the recent Search Committee meeting and in summary advised the following:

- a) MW has agreed to serve another three year term of office when her existing term of office ceases at 31st December 2006, which the Corporation approved.
- b) CW's current term of office is also due to cease on 31st December 2006 – PF to liaise with him to determine whether he is interested in continuing to serve for another three year term.
- c) JH – LEA appointed Governor's term of office is due to cease on 31st May 2007.
- d) A new business governor is being sought to replace the position vacated by Geoffrey Jarvis.
- e) The Search Committee is in the process of considering various individuals as Members and co-opted Committee Members and will reported back as soon as final recommendations are agreed.

PF/LEP

Finance & General Purposes 28/6/06

PF presented the draft minutes to the Corporation in HK's absence, the contents of which were noted.

The following matters were approved:

Results for the first nine months

Budget 2006/07

Three year financial forecast 2006/09

Summer Estates Work (in particular agreeing to a loan of £300,000 being negotiated with the bank)

Update on DDA Summer Works

Property Strategy

Planned Maintenance Programme (agreed but noted that this may be altered depending upon the capital bid timetable)

Environment Policy and Action Plan

Quality and Curriculum 19/6/06

AB presented the draft minutes to the Corporation, the contents of which

were noted and the following matters approved:

- Admissions Policy and Procedures
- Child Protection Policy and Procedures
- Disclosure Policy and Procedures
- Disability Statement

Human Resources 4/7/06

PF presented the draft minutes to the Corporation in the absence of RS. The following items were approved:

- Complaints Policy
- Professional Development Review Policy.

11. Any Other Business

a) Specialised Diplomas

TO gave an update on plans for specialised diplomas.

b) Tim Oates – retiring as Governor at 31/12/06

The Corporation noted Tim Oates’ forthcoming retirement date.

c) Parent Governors

The Corporation also passed on thanks to Pippa Smith and Anthony Young, whose terms of office will cease at 31st August 2006.

d) Duke of Edinburgh Arts Award

PS reported upon the above awards which may be of interest to BHASVIC. The Silver award is equivalent to a GCSE. The Awards are organised jointly by the Arts Council and Trinity Guildhall (artsaward.org.uk) for 11-25 year olds.

12. Date of Next Meeting

Tuesday 12th December 2006

13. Reserved Business

Refer to separate minutes.

Louise Pennington
Clerk to the Corporation

CHAIRMAN.....

DATE.....

