

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON TUESDAY 12th DECEMBER 2006 at 6.0 p.m. IN THE SPORTS CENTRE CAFE

Present: Andrew Barnett, Huw Du Boulay, Ben Franks, Peter Freeman (Chair), Melissa Gibbon, Jack Hazelgrove, Howard Kidd, Keith Murphy, Tim Oates, Robert Rosenthal, Chris Thomson, Ellen Walsh, Chris Wellings, Marion Wilcock and Jabu Xulu.

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

Action

1. Membership Matters

a) Election of Chair and Vice-Chair

CT took the Chair. Nominations were invited for Chair of the Corporation. PF was nominated by AB and seconded by HK. There were no other nominations and PF was elected unanimously as Chair for a year until the first meeting in the Autumn Term of 2007/08.

Nominations were invited for Vice-Chair of the Corporation. MW was nominated by AB and seconded by HK. There were no other nominations and MW was elected unanimously as Vice-Chair for a year until the first meeting in the Autumn Term of 2007/08.

PF took the Chair.

b) Other Issues

The Search Committee's recommendations were reviewed and agreed as follows:

- i) It was resolved that Melissa Gibbon (Governor (Support Staff) and Member of the Human Resources Committee) should serve another three year term of office ending on 31st December 2009.
- ii) Chris Wellings' term of office should be renewed for another three year period ending on 31st December 2009 (Business Governor and Member of the Finance and General Purposes Committee and the Premises Group).
- iii) Marion Wilcock's term of office should be renewed for another three year period ending on 31st December 2009 (Co-opted Governor and Member of the Audit Committee, Remuneration Committee and Search Committee).
- iv) Approval was given to PF to investigation further proposals discussed at Search Committee, held prior to the Corporation Meeting in respect of replacement Governors for Geoffrey Jarvis (Business Governor) and Tim Oates (Co-opted Governor)
- v) The results of the recent Parent Governor elections were

noted by the Corporation and it was resolved that Robert Rosenthal and Jabu Xulu should be appointed as Parent Governors with immediate effect until 31st August 2007 and 31st August 2008 respectively. Furthermore, it was resolved that Robert would join the Quality and Curriculum Committee and Jabu would join the Human Resources Committee.

- vi) Ben Franks was appointed as Student Governor with immediate effect, replacing Graham Wright who had resigned for personal reasons. Ben Franks' term of office will cease at the end of May 2007, when his successor is due to be appointed.
- vii) It was resolved that Rod Mallinder (Estates Manager at Brighton University) be co-opted to the Premises Group with immediate effect for an initial three year term, until 31st December 2009.

2. Training Briefing

CT tabled a paper to supplement the training session on the O'Connell Initiative.

3. Apologies and Welcomes

Apologies were received from Richard Schaverien.

Ben Franks (Student Governor), Robert Rosenthal (Parent Governor) and Jabu Xulu (Parent Governor) were welcomed to their first Corporation Meeting.

No apologies were received from Philip Anthony and Altaf Razak.

4. Minutes of the Meeting held on 13th July 2006

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

5. Matters Arising

- a) Item 5)a) Proposed Hockey Pitch Development on Playing Fields

CT reported that Brighton and Hove Hockey Club had received initial planning consent to build hockey pitches at the Cardinal Newman end of the playing fields. However permission from the DfES is also required in respect of the conversion of a small part of the fields into a Club House (as more than 50 sqm) and as a result all interested parties, including BHASVIC are required to agree to the proposal. Currently the Hockey Club is seeking funds to meet the costs of the development, before the three year period of planning consent ceases. It was noted that CT had requested copies of the planning proposals in order that BHASVIC may review them and consult the Chair, before giving its view.

6. Chairman's Report

PF gave his report to the Corporation as follows:

a) Chairs of FE Colleges in Sussex

PF reported upon the meeting above, held two weeks ago at Varndean College with Paul Loman as Chair. The Chairs were given a tour of the new Links College which has been funded by Brighton and Hove Council on the Varndean site to provide learning facilities for 16-19 year olds with severe learning difficulties. Although this new facility is on Varndean College land and connected to it via a bridge, it is not part of Varndean College. The Chairs discussed various issues including a useful exchange on the capital development proposals of the various Colleges.

b) AOC Organised Meeting in London in September

PF reported on discussion topics at the meeting above with other Chairs and Principals, including the Education White Paper produced earlier this year. Concern was expressed about the pressures upon Colleges to merge certain functions common within local Colleges and the future of the LSC.

7. Principal's Report

CT gave his report to the Corporation and the following matters were noted:

- a) Future of Sixth Form Colleges** – it was noted that the recent Education White paper did not relate specifically to Sixth Form Colleges, but that the more recent Leitch Report covers the issues of educational needs at all levels and the lack of basic skills. In particular it addresses the position with regard to those individuals not in education, employment or training within the 14-19 age band.
- b) Qualification changes** – The new initiatives coming directly from Government and associated issues regarding alternatives to the traditional A Level were noted and in particular the IB, A * grades at A Level and Pre-University qualifications/courses. It was agreed that it was important for BHASVIC to keep up to date and prepared to act quickly, should certain routes be favoured by Government and students alike.

At this point RR left the meeting.

8. Capital Bid Development

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

- a) Thanks were passed on to MPB for the work done in leading the educational case for the

- Accord.
- b) Approvals from Corporation required in due course were noted, namely – designs for detailed planning permission, capital bid to the LSC and the appointment of a design team or equivalent.
 - c) It was also noted that 50% of the costs required in preparation of the bid will be met by the LSC, with the balance falling to the College and being met by a bank loan. Detailed costs will be presented to the next F & GP Committee.
 - d) The Corporation endorsed the College's preparation of a capital bid and in particular its application for outline planning permission and the broad plans for provision given in item 3.0 on page 2 of the papers (The Education Case). However it was noted that the Education Case had yet to be finalised and that further work would be done by SMT on this, particularly with regard to the detailed demographics and the percentage for which each of the College's within the Accord anticipates provision.
 - e) Premises Group of the F & GP Committee is meeting on 21st December 2006 to decide the timetable and procedures for the Appointment of Consultants and the Appointment of the Project Manager.
 - f) It was reiterated that the LSC required the Accord to submit its educational case and to that extent BHASVIC is dependent upon the other two Colleges in the Accord. A meeting with local LSC representatives, SMT, PF and the regional property adviser (Isabelle Wragg) is scheduled for 20th December 2006.

CT/JHK

The paper as recommended was approved by the Corporation and without prejudice to the powers of the Premises Group.

RR re-joined the meeting.

9. Appointment of Assistant Principal (Quality and Curriculum)

AFS presented the paper to the Corporation, the contents of which were noted. It was agreed that the Selection Panel should comprise Peter Freeman, Marion Wilcock, Howard Kidd, Chris Thomson and Anne Fielding Smith and authority was granted to the Panel to conduct the selection process and make a recommendation to Corporation at a meeting scheduled following the interview process on **Thursday 8th February 2007 at 6.00 p.m.**

AFS

Furthermore, the Corporation approved the selection procedure detailed on page 34 of the papers.

It was noted that the College's Personnel Department would provide guidance to the Panel throughout the process of interview and

appointment.

10. Annual Review of Corporation Decision-Making Procedures

LEP presented the paper to the Corporation, the contents of which were noted and approved, including the terms of reference and the job descriptions of the Principal and Clerk to the Corporation.

11. Search Committee Matters – Attendance Records, Training and Training Records, Links Visits Records, Inductions and Skills Audit

Govs./LEP

The papers were presented by PF and LEP and these were noted by the Corporation.

It was also noted that the Search Committee had met prior to the Corporation meeting to review these records and it was agreed that all Governors (excluding staff and students) should try to arrange a links visit during the academic year. In conjunction with this it was noted that virtually all Governors had now submitted their CRB application and supporting documentation to the Personnel Department for processing.

Govs.

Govs.

Governors were invited to submit suggestions to PF/LEP regarding suitable individuals to be considered by the Corporation as Committee Members or Governors and that not only would it be important to have the necessary skills, but also the time to devote to governance work.

Governors were also reminded to advise the Chair/Clerk to the Corporation should they be unable to attend a Corporation or Committee meeting.

LEP

12. Draft Minutes of Meetings of Committees

Meeting of the Chairs 8/11/06

PF presented the minutes of the Chairs' meeting on 8th November 2006, the contents of which were noted. The Self-Assessment Reports were approved, subject to page 148, item 19 of the SARQ – Chair of Audit is a Certified Accountant.

Audit 14/11/06

EW and MW presented the Minutes of the Audit Committee meeting and the details were noted. The following items were approved:

Internal Audit Annual Report 2006/07
Internal Audit Strategic Plan 06-09
Audit Committee Annual Report 05-06
Risk Management Annual Report
Performance Indicators for Audit
Review of Internal Audit Fees

JHK/EW

It was noted that next term a re-tendering of internal auditors would be instigated in order to ensure that proper procedures are following with

regard to the appointment of auditors. It was emphasised that the College was very happy with the current service provided by Hampshire Audit Services.

Human Resources 20/11/06

AFS presented the minutes of the HR Committee meeting in the absence of RS and these were noted.

The Pay Policy was approved by Corporation.

It was noted that the Committee had received training in Child Protection from Kay Dawes, Student Services Manager and that Andrew Barnett (Chair of Q & C) had also attended.

Finance & General Purposes 21/11/06

HK presented the minutes which were noted by the Corporation. The following items were approved by Corporation:

Revised Budget 2006/07

Annual Report and Financial Statements for the year ended 31/7/06

Bank Loan (and in particular the formal resolution required by the bank as detailed on page 297 was approved),

Lettings Policy,

Health and Safety Policy

Overseas Staff Travel

The contents of the Premises Group minutes of the minutes of 2/3/06, 3/8/06 and 5/10/06 were noted.

Quality and Curriculum 30/11/06

AB presented the draft minutes to Corporation for noting.

The Self-Assessment Report was discussed and approved by Corporation. It was noted that AFS/MPB had produced two reports this year – one in the LSC required format and a further report giving more explanatory details and tailored to Governors' needs. LEP agreed to circulate the latter version, not included with these papers (as approval not required) in the next Governors' mailshot, together with a covering memorandum. Although this paper is not deemed confidential it was resolved that it should only be circulated to Governors.

LEP

AFS advised that the College did view other Colleges SARs via the FE Sussex Quality Management Group, of which she is a Member.

Search 12/12/06

Refer to Item 1 Membership Matters

Remuneration 14/9/06 and 8/11/06

It was noted that the Remuneration Committee business would be reported within Reserved Business.

The revised Professional Development Review (PDR) of Senior Post-Holders Policy and the SPHs' Remuneration Policy were approved.

13. Any Other Business

a) PF Links' Visit

PF reported on his recent visits to see four Heads of Division and to take part in a lesson in the Politics Department. He was grateful to the staff and students concerned and enthusiastic about what he had learned.

b) Tim Oates

The Corporation passed on its thanks to Tim for his long service and very useful assistance, particularly to the Quality and Curriculum Committee and congratulated him on his new job and related move to Cambridge.

c) Student Christmas Concert

Governors were invited to attend the Concert, scheduled for Wednesday 13th December at 7.30 p.m. in the Main Hall.

14. Date of Next Meeting

Thursday 29th March 2007

15. Reserved Business

Refer to separate minutes.

Louise Pennington
Clerk to the Corporation

CHAIRMAN.....

DATE.....