

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CHAIRS OF COMMITTEES HELD ON WEDNESDAY 8th NOVEMBER 2006 HELD IN ROOM 151, COLLEGE HOUSE

PRESENT: Andrew Barnett, Peter Freeman (Chairman), Howard Kidd.

IN ATTENDANCE: Chris Thomson, Anne Fielding Smith and Louise Pennington.

The meeting was quorate

1. Apologies and Welcomes

Apologies were received from Richard Schaverien, Ellen Walsh and Marion Wilcock.

2. Minutes of the Meeting held on 22nd May 2006

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

3. Matters Arising

There were no matters arising.

4. Governor Self-Assessment

a) QUALITY FRAMEWORK – GOVERNANCE SELF-ASSESSMENT

The Committee considered and reviewed the document and the following amendments and comments were made in respect of the 2005/06 year:

Quality Statements:

- a) The College has revised the Strategic Plan with Governor involvement and a year long consultation process with staff. Key points of the Plan are included within the Staff Handbook. **GRADE 2.**
- b) In respect of 2005/06, the approved targets were achieved (however this position has altered slightly iro retention for the 2006/07 year). Further analysis and action is required by the College in assessing reasons for students' leaving and introducing systems to improve overall retention. It was noted that some students were completing AS levels and then choosing to leave rather than continue to A2. Apprenticeship courses are also one year courses and also have an effect on the overall retention figures. **GRADE 2.**
- c) Good systems remain in place since Grade 2 achieved at last Inspection. **GRADE 2.**
- d) Corporation ensures that self-assessment process is thorough and the Q & C Committee, in particular, tests this. The College's Self-Assessment Report is included within a single item Q & C Committee Meeting and Corporation Meeting. It was suggested that comparisons with other Colleges would be useful and AFS agreed to liaise with a selection of "outstanding" Colleges in this regard to identify best practice. **(ACTION AFS). GRADE 2.**

- e) In general financial management levels are high, but improvement could be made in the areas of forecasting and budgeting. **GRADE 2.**
- f) Governors receive comprehensive levels of management information and have also requested information to be produced in a specific format from time to time. **GRADE 2.**
- g) HR Committee receives PDR information within the annual Staff Development Report (Remuneration Committee receives PDR information iro SPHs). liP reports are also presented to Committee and Corporation as appropriate. **GRADE 2.**
- h) In recent years, in line with legislative changes, the College Management has spent time on producing up to date Policies and Procedures, E & D reports, DDA reports and EDIMS for the Governing Body to approve and note. It was agreed that this was an on-going exercise though and that further work was needed. **GRADE 2.**
- i) Policy on Harassment and Bullying for Students approved by Corporation in March 2005. This matter is monitored by both the HR (Staffing issues) and Q & C (Student issues) Committees. Again it was agreed that more work was required iro students. **GRADE 2.**
- j) Complaints Policy and Procedures approved by Corporation in July 2006. It was noted that further work with regard to reports to Governors was required for the 2006/07 year. **GRADE 2.**
- k) A Governors' Strategic Planning Away Day was held in the Spring Term 2006. Q & C Committee also receive regular management reports with regard to updates on Q & C Action Plans. SMT is in the process of producing a paper entitled "the education case" in respect of the College's plans for capital development which detail the College's values, objectives and aims etc. Following a suggestion from HK that a greater focus upon the College's strategic direction would be useful for Governors, it was agreed that in the first instance CT/AFS would prepare a paper on this and then recommend a presentation/training session/seminar or discussion group to the Chairs. **ACTION CT/AFS. GRADE 2.**
- l) The issue of best value with regard to procurement etc has been discussed at F & GP Committee. **GRADE 2.**
- m) Yes. **GRADE 2.**
- n) Yes. **GRADE 1.**
- o) Yes. **GRADE 1.**
- p) Yes. **GRADE 2.**
- q) Yes. **GRADE 1.**
- r) Further developments have been made including a SPHs' PDR Policy which was approved by Corporation in March 2005. **GRADE 2.**
- s) Yes. **GRADE 1.**

It was agreed that the revised self-assessment document should be recommended to Corporation for approval. **ACTION PF/LEP**

b) Learning and Skills Council Financial Management and Governance Self-Assessment Report Questionnaire (SARQ) for Colleges (2006/07).

The Committee reviewed and noted the questionnaire and in particular the College Assessment and Notes entries which were agreed, subject to the following comments:

- Item 4) It was agreed to change the date of appointment to Autumn Term 2006 as the annual appointment will take place at the December 2006 meeting, at the same time that the Self-Assessment Report is approved by Corporation. **ACTION LEP.**
- Item 43) LEP to add date of approval of relevant policies. **ACTION LEP.**
- Item 47) Yes.
- Item 48) F & GP to review investments. **ACTION HK/JHK.**

Item 50) iii) N/A. Following a query from AB, it was agreed that confirmation of the required position with regard to reserves iro wholesale redundancy situations should be obtained from JHK. **ACTION JHK.**

GENERAL COMMENTS:

- i) Update the table of grades on page 5 to reflect the new Common Inspection Framework (CIF) requirements (**ACTION LEP**).
- ii) LEP agreed to review, update or adapt the document for next year’s self-assessment exercise (**ACTION LEP**).
- iii) AB agreed that Q & C Committee would review the following issues – setting targets, governors’ questioning of management information and review feedback from other Colleges when available from AFS. **ACTION AB/AFS.**
- iv) It was also suggested that CT should invite one Head of Department (HOD) per year to attend the Autumn Term Q & C Committee meeting when the SAR exercise is being completed to allow for discussion and questions from Governors. **ACTION CT.**

The Committee resolved to recommend to Corporation that the grades assigned to both areas of assessment (soundness and operation of financial management and governance and its effectiveness) should be **GRADE 2. ACTION PF/LEP.**

5. Governor Training

The contents of the various training schedules were noted and the following comments were made:

- a) It was noted that fewer courses seem to have been offered to sixth form Colleges by training providers other than AOC, probably owing to poor support. LEP reported that two courses booked by Governors in recent years had been cancelled for this reason. AFS reported on several recent useful Q & C training courses which had been specifically for staff rather than governors.
- b) Improvements still required in respect of Links Visits. LEP advised that a Links Letter reminder was being circulated to all relevant Governors/Committee Members, this week. It was agreed that LEP should devise a one page questionnaire for completion by Governors after their links visit. **ACTION LEP.**
- c) New Ofsted regime. AFS reported that she had attended a recent course on the new Ofsted regime and agreed to prepare a paper/give training on this subject in due course. **ACTION AFS.**
- d) The changes at FE Sussex were discussed and CT (Vice-Chair of FE Sussex) reported that he had written a paper following a working party review of the work of FE Sussex. A report will be given to Corporation in due course. **ACTION CT.**

6. Any Other Business

None.

7. Date of Next Meeting

To be arranged as necessary.

Louise Pennington
Clerk to the Corporation

CHAIRMAN.....DATE.....

ACTIONS

SELF-ASSESSMENT

FE Sussex Quality Framework Document

- 1) item d) AFS to liaise with selection of “outstanding” Colleges to gain insight into best practice iro self-assessment. ACTION AFS
- 2) item d) LEP to raise self-assessment at the next termly Clerks’ meeting. ACTION LEP
- 3) Item k) CT/AFS to prepare brief paper on the College’s strategic direction/focus and make recommendations to Governors re the need for training session/seminar/presentation or Chairs’ discussion group. ACTION CT/AFS
- 4) Self-Assessment document, as amended, to be recommended to Corporation. ACTION PF/LEP.
- 5) Grades table to be updated to reflect latest version of CIF. ACTION LEP.
- 6) LEP to review need for/updates to document for next year’s self-assessment report. ACTION LEP.
- 7) AB and Q & C Committee to review issues relating to target setting, governors’ questioning of management information and feedback from other Colleges (re item d) above. ACTION AB.
- 8) CT to invite HOD to Autumn Term Q & C re SAR discussion for questioning by Governors and general discussion. ACTION CT.

SARQ

- 1) Item 4 – date of appointment to be updated to Autumn Term 2006. ACTION LEP.
- 2) Item 43 – add date of policies’ approval by Corporation. ACTION LEP.
- 3) Item 47 – add yes. ACTION LEP.
- 4) Item 48 – F & GP to review investments. ACTION HK/JHK
- 5) Item 50 – JHK to confirm position with regard to wholesale redundancy reserves. ACTION LEP.
- 6) Recommend SARQ as amended to Corporation for approval. ACTION PF/LEP.

TRAINING

- 1) Links visits – LEP to devise questionnaire for post-links visit. ACTION LEP.
- 2) Ofsted update – AFS to write and present report. ACTION AFS
- 3) FE Sussex – CT to update Corporation on developments. ACTION CT.