

**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

**MEETING OF THE CORPORATION TO BE HELD ON MONDAY 13<sup>th</sup> DECEMBER 2010 at  
6:00 PM IN THE SPORTS CENTRE**

<b>Agenda</b>	<b>Action</b>	<b>Page Number</b>
C10/25	<b>TRAINING BRIEFING:</b> Equality & Diversity	Sally Bromley
C10/26	Membership Matters	Approve
C10/27	Apologies and Welcomes	
C10/28	Minutes of the Meeting held on 7 <sup>th</sup> July 2010	Approve
C10/29	Matters Arising	Note
C10/30	Declarations of Interests	Note
C10/31	Chair's Report	Note
C10/32	Principal's Report	Note
C10/33	LSIS Organisational Health Check Report	Note
C10/34	Strategic Planning 2010/11	Note
C10/35	Draft Minutes of Meetings of Committees:	Note
	Chairs 2/11/10	
	Remuneration 12/11/10 – refer to Reserved Agenda	
	Finance & General Purposes 18/11/10	
	Human Resources 22/11/10	
	<b>Audit 06/12/10 – to follow</b>	
	Quality & Curriculum 29/11/10	
	Search 13/12/10 and refer to item C10/26	

<u>Committee</u>	<u>Paper</u>	<u>Action</u>	
Chairs	Terms of Reference	Approve	<b><u>37</u></b>
	FMCE (refer to Audit Committee)	Approve	
	Governance Self Assessment	Approve	<b><u>38</u></b>
	Annual Review of Corporation	Approve	Refer to separate document
	Decision Making Processes		
	Code of Conduct	Approve	44
	Calendar of Corporation Business	Approve	46
	Annual cycle of polices	Approve	52
	Confidential Report	Approve	56
Remuneration	Terms of Reference	Approve	<b>60</b>
F & GP	Annual Report and Financial Statements to 31/7	Approve	<b>61</b>
	Results for the First Three Months	Approve	<b>99</b>
	Updating our Accommodation Strategy	Approve	
	Student Services Centre		<b>108</b>
	Financial Memorandum	Approve	<b>112</b>
	Health and Safety Policy	Noting	<b>123</b>
	Acceptable Use of Computers	Approve	<b>144</b>
	Policy – Students	Approve	<b>150</b>
	Treasury Management Policy	Approve	<b>155</b>
	Reconciliation of 2009/2010 outturn to Budget	Noting	<b>163</b>
Human Resources	Annual Complaints Report	Noting	<b>166</b>
Audit	Internal Audit Strategic Plan 2010/2013		<b>167</b>
	FMCE	Approve	
	Audit Committee Annual Report	Approve	<b>183</b>
	Risk Management Annual Report	Approve	<b>209</b>
	Performance Indicators for Internal Audit	Approve	<b>211</b>
Q & C	*Self-Assessment Report and Action Plan	Approve	
	Educational Visits and Out of College Activities Policy and procedures/guidelines	Approve	See separate Document <b><u>243</u></b>
Search	Refer to item C10/26	Approve	
C10/36	Student Governors' Report	Oral	
C10/37	Any Other Business		

C10/38 Date of Next Meeting: **Monday 4 April 2011**

C10/39 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>
Chairs	Governing Body Self-Assessment b) summary of committee and individual Self-Assessment Governor Training
F & GP	Health and Safety Update Update on Environment Issues
Human Resources	E & D Annual Report (oral) (incl. EDIMS paper) Staff Development Review, SARAP and Plan HR SARAP Recruitment and Retention of Staff (incl. appraisal, ethnicity, Diversity etc) JUMCoG (oral)
Quality & Curriculum	Termly update on current Q & C Issues (oral) Updated Q & C Annual Operating Priorities (oral) Admissions Update (oral) Annual Report on Incidents Arising from Harassment and Bullying Policy (oral) Parent Survey
Audit	External Audit Management Letter Report and Financial Statements to 31/7 (refer F & GP) Internal Audit Annual Report 2009/2010 Updated Internal Audit Recommendations Updated Disaster Recovery Plan Fraud (oral)
Search	Refer to agenda item C10/26

Louise Pennington  
Clerk to the Corporation

Members:

Derek Betts  
Dominic Blythe  
Yvette Cannock  
Kerry Doyle  
Peter Freeman (Chair)  
Ellie Gillies  
Nick Hewlett  
Leslie Ironside  
Howard Kidd  
Rod Mallinder  
Jamal Salman  
Richard Schaverien  
Pippa Smith  
Sue Smith  
Jim Smithyes  
Chris Thomson  
Peter Tarbet  
Tom Wolfenden

In attendance:

Sally Bromley  
Anne Fielding Smith  
Jutta Knapp  
Louise Pennington

Copies to:

Staff Room,  
OLC,  
File.