

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MEETING OF THE CORPORATION TO BE HELD ON THURSDAY 11th DECEMBER 2008 at
6:00 pm IN THE SPORTS CENTRE**

Agenda	Action	Page Number
C08/28 Membership Matters a) Election of Chair and Vice-Chair b) Other issues	Approve	Oral
C08/29 Training Briefing – Machinery of Government - CT	Note	Oral
C08/30 Apologies and Welcomes Apologies: Richard Schaverien Welcomes: Helen Andrews and Elizabeth Lamb		
C08/31 Minutes of the Meeting held on 10 th July 2008	Approve	1
C08/32 Matters Arising		
C08/33 Chair's Report a) Confidentiality Report	Note	Oral 8
C08/34 Principal's Report	Note	Oral
C08/35 Strategic Planning	Note	12
C08/36 Freedom of Information – New Model Publication Scheme	Approve	24
C08/37 Executing Contracts under Seal	Approve	32
C08/38 Annual Review of Corporation Decision-Making Procedures	Note	34
C08/39 Search Committee Matters – Attendance Analysis, Training Records, Skills Audit Analysis	Note	74
C08/40 Draft Minutes of Meetings of Committees: Remuneration Committee 17/9/08 – reported within Reserved Business Audit 6/11/08 Chairs 13/11/08 Finance & General Purposes 17/11/08		93 99 104

Premises Group of the F & GP
 Committee – refer to Reserved
 Business
 Human Resources 18/11/08
 Quality & Curriculum 24/11/08
 Search 11/12/08 – refer to item
 C08/28 and C08/39

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110

<u>Committee</u>	<u>Paper</u>	<u>Action</u>		
All Committees	Terms of Reference	Approve (papers within item C08/38)		
Remuneration	SPHs' Professional Development Review Policy and Procedures Remuneration Policy of SPHs	Approve Approve	116 119	
Audit	Internal Audit Annual Report 2007/2008 Internal Audit Strategic Plan 08-11 Financial Management and Control Evaluation (FMCE) Audit Committee Annual Report Risk Management Annual Report Performance Indicators for Audit	Approve Approve Approve Approve Approve Approve	} Refer to separate pack entitled Audit Committee Papers	
Chairs	Financial Management and Control Evaluation (FMCE) Annex A (refer F & GP) Governance Self-Assessment (SAR) Corporation Committees' Self Assessment form Individual Governor Self- Assessment Form Job Description of Principal and Clerk Role Specification of Chair and Vice Chair	Refer to Audit Approve Approve Approve Approve Approve		123 126 128 131 135
F & GP	Annual Report and Financial Statements for the year ended 31/7/08 Health and Safety Policy Results for the first three months Capital Project Update – approve the appointment of the Preferred Contractor – Millers. Treasury Management Policy	Approve Approve Approve Approve Approve		} Refer to separate pack entitled F&GP Committee Papers
Human Resources	Absence Management Policy	Approve		

	Disciplinary (Misconduct and Capability) Policy and Procedures	Approve	143
	Grievance Policy and Procedures	Approve	151
Q & C	Self-Assessment Report (SAR) and Action Plan	Approve	} Refer to separate pack entitled Q&C Committee Papers
	Learner Voice Strategy	Approve	
	Student Attendance Policy	Approve	

C08/41 Any Other Business

C08/42 Date of Next Meeting: **Wednesday 25th February 2009 (Capital Project AiD),**

Thursday 26th March 2009

C08/43 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	Instrument and Articles – Responsibilities of Governors (included for Information) Governing Training (schedules included with Search Committee papers)
Audit	Report and Financial Statements for the year ended 31/7/08 (refer F & GP Committee) External Audit Management Letter Update on Internal Audit Recommendations Update on Disaster Recovery Planning
Human Resources	Equality and Diversity Scheme Annual Report (oral) Staff Development SARAP 07/08 Staff Development Plan 08-09 Recruitment and Retention of Staff (incl. EDIMS) 07/08 JUMCoG – oral report
F & GP	Reconciliation of 2007/08 outturn to Budget Update on Environment Issues Health and Safety Update Financial Memorandum Review of Insurance Policies

Premises Group	9/9/08 – Project Managers' Report 14/10/08 – Project Managers' Report 25/11/08 – Project Managers' Report
Q & C	SAR Summary Sheet (included with SAR) Examination Results Annual Operating Priorities Q & C Summary Sheet for Governors (included with SAR) 2008-2009 Admissions Update
Remuneration	Expenses of Governors and Senior Postholders 07/08 Succession Planning Professional Development Review of SPHs (oral) (Reserved Business) Remuneration of SPHs (oral) (Reserved Business)
Search	Refer to agenda item C08/28 and C08/39

Louise Pennington
Clerk to the Corporation

Members:

Helen Andrews
Vanessa Brown
Nigel Fisher
Peter Freeman (Chair)
Rosa Friend
Melissa Gibbon
Yvonne Hillier
Howard Kidd
Elizabeth Lamb
Jamal Salman
Richard Schaverien
Pippa Smith
Chris Thomson
Chloe Tomlinson
Chris Wellings
Marion Wilcock
Sam Wolfe
External Vacancy x 2

In attendance:

Sally Bromley
Anne Fielding Smith
Jutta Knapp

Clerk:

Louise Pennington

Copies to:

Staff Room,
OLC,
File.