

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MEETING OF THE CORPORATION TO BE HELD ON WEDNESDAY 9th DECEMBER 2009 at
6:00 pm IN THE SPORTS CENTRE**

Agenda	Action	Page Number	
TRAINING BRIEFING – HEALTH AND SAFETY – Richard Tabor			
C09/01	Membership Matters	Approve	Oral
C09/02	Apologies and Welcomes		
	Apologies: Yvonne Hillier, Richard Schaverien & Matt Ward		
	Welcomes: Jim Smithyes & Sue Smith		
C09/03	Minutes of the Meeting held on 9 th July 2009	Approve	
C09/04	Matters Arising		
C09/05	Chair's Report	Note	Oral
C09/06	Principal's Report	Note	Oral
C09/07	Sixth Form College Designation	Approve	1
C09/08	Strategic Planning Update	Note	3
C09/09	Draft Minutes of Meetings of Committees:	Note	
	Remuneration Committee 28/9/09 – reported within Reserved Business		
	Audit 17/11/09		10
	Chairs 10/11/09		15
	Finance & General Purposes 23/11/09		19
	Human Resources 16/11/09		24
	Quality & Curriculum 24/11/09		28
	Search 9/12/09 – refer to item C09/01		

<u>Committee</u>	<u>Paper</u>	<u>Action</u>	
All Committees	Terms of Reference	Approve	34
Remuneration	Job Descriptions for Senior Postholders (CT AFS SLB LEP – JHK to follow)	Approve	49
Audit	Audit Committee Annual Report 2008/2009	Approve	60
	Internal Audit Strategic Plan 2009-2012	Approve	63
	Internal Audit Management Letter		79
	Financial Management and Control Evaluation (FMCE)	Approve	104
	Risk Management Annual Report	Approve	143
	Performance Indicators for Audit	Approve	182
Chairs	Governance Self-Assessment (SAR)	Approve	183
	Annual Review of Corporation Decision-Making Processes	Approve	189
	Annual Review of Corporation's Confidential Papers/Minutes	Approve	191
	Governor Links Policy	Approve	195
F & GP	Annual Report and Financial Statements for the year ended 31/7/09	Approve	198
	Results for the First Three Months	Note	236
	Health and Safety Policy	Approve	245
	Environment Policy	Approve	250
Human Resources	Safeguarding Policy	Approve	254
	Probation Policy	Approve	257
Q & C	Self-Assessment Report (SAR) and Action Plan * APPENDICES AVAILABLE ON REQUEST FROM THE CLERK	Approve	259
	Annual Operating Priorities	Note	320
	Examination and Assessment Policy & Internal Appeals Policy	Approve	322
	Marketing Policy	Approve	336
Search	Attendance Records and Skills Audit Analysis	Note	339

C09/10 Any Other Business

C09/11 Date of Next Meeting: **TUESDAY 23rd MARCH 2010**
at 6.00 p.m.

C09/12 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	Summary of Committees and Individual Self-Assessments Governing Training records
Audit	Report and Financial Statements for the year ended 31/7/08 (refer F & GP Committee) External Audit Management Letter (noting) Internal Audit Annual Report Update on Internal Audit Recommendations Update on Disaster Recovery Planning Fraud – (oral report)
Human Resources	Staff Development SARAP 08/09 and Plan 09/10 Recruitment and Retention of Staff (incl. HR EDIMS) 08/09 Staff Satisfaction Survey 2009 JUMCoG – oral report
F & GP	Reconciliation of 2008/09 outturn to Budget Financial Planning (oral report) Health and Safety Update Capital Position Update Hutchinson Report recommendations Update on Environment Issues
Q & C	Update on current Quality and Curriculum Issues (oral) Q & C Summary Sheet for Governors (with SAR) The Future of Guidance at BHASVIC 2009/2010 Admissions Report Update Smoking Survey Results
Remuneration	Expenses of Governors and Senior Postholders 08/09 Succession Planning (oral)
Search	Refer to agenda item C09/01

Louise Pennington
Clerk to the Corporation

Members:

Helen Andrews
Dominic Blythe
Vanessa Brown
Peter Freeman (Chair)
Melissa Gibbon
Yvonne Hillier
Leslie Ironside
Howard Kidd
Elizabeth Lamb
Rod Mallinder
Sam Rowe
Jamal Salman
Richard Schaverien
Pippa Smith
Jim Smithyes
Chris Thomson
Matt Ward
Chris Wellings
Marion Wilcock
Sam Wolfe

In attendance:

Sally Bromley
Anne Fielding Smith
Jutta Knapp
Sue Smith

Clerk:

Louise Pennington

Copies to:

Staff Room,
OLC,
File.