

**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

**MEETING OF THE CORPORATION TO BE HELD ON WEDNESDAY 7<sup>th</sup> JULY 2010 at  
6:00 PM IN THE SPORTS CENTRE**

<b>Agenda</b>	<b>Action</b>	<b>Page Number</b>	
<b>TRAINING BRIEFING: Specialist Tutoring</b>			
C10/13	Membership Matters	Approve	<b>Oral</b>
C10/14	Apologies and Welcomes Elizabeth Lamb & Sam Wolfe		
C10/15	Minutes of the Meeting held on 23 <sup>rd</sup> March 2010	Approve	<b>1</b>
C10/16	Matters Arising		
C10/17	Chair's Report	Note	<b>Oral</b>
C10/18	Principal's Report	Note	<b>Oral</b>
C10/19	Strategic Planning	Note	<b>7</b>
C10/20	Draft Minutes of Meetings of Committees: Finance & General Purposes 16/06/10 Audit 18/05/10 Human Resources 22/06/10 Quality & Curriculum 15/6/10 Search 7/7/10 and refer to item C10/13	Note	<b>11</b> <b>15</b> <b>19</b> <b>21</b>

<u>Committee</u>	<u>Paper</u>	<u>Action</u>	
All Committees	Terms of Reference	Approve	<b>24</b>
F & GP	Results for the First Nine Months	Approve	<b>33</b>
	Three year Financial Forecast	Approve	<b>41</b>
	Budget 2010/2011	Approve	<b>79</b>
	Summer Estates Work	Approve	<b>83</b>
Audit	External Audit Planning Memorandum for the year ended 31/7/10	Approve	<b>86</b>
	Anti-Fraud and Irregularity Policy	Approve	<b>102</b>
	Data Protection Policy	Approve	<b>108</b>
	Updated Disaster Recovery Plan (only minor changes have been made e.g. updating contact details – copies available to Governors on request). Tendering for Internal and External Audit (Paper to Audit Committee as confidential Agenda item – refer confidential Audit Committee minutes).	Approve	
	Update on Risk Management	Refer Reserved Agenda	<b>115</b>
Human Resources	Professional Development Review Policy	Approve	<b>119</b>
	Whistleblowing Policy	Approve	<b>120</b>
Q & C	Annual Review of Disability Statement	Approve	<b>Please see back of pack</b>
	Annual Review of Child Protection Policy (incl. how the College has discharged its duties)	Approve	<b>125</b>
	Admissions Policy and Procedures	Approve	<b>140</b>
	Students' Union Constitution	Approve	<b>149</b>
	Student Charging and Financial Support	Approve	<b>165</b>
	Student College Contract		<b>173</b>
	Updated report on Retention figures		<b>174</b>
Search	Refer to item C10/13		
Remuneration (matter arising from December 09 Corporation)	Jutta Knapp revised Job description	Approve	<b>185</b>
C10/21	Any Other Business		
C10/22	Date of Next Meeting: to be advised		
C010/23	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>
F & GP	Funding 2010/2011 Update Health and Safety Update Committee Self-Assessment
Audit	LSC Assessment of our Financial Management and Control Evaluation Internal Audit Report February 2010 Update on Internal Audit Recommendations <b>Update on Risk Management – refer Audit papers attached</b> <b>(Main risks included in attached schedule –</b> <b>Complete risk management policy, survey and action plan, available on request)</b> Fraud (oral) Committee Self-Assessment
Human Resources	Equality and Diversity Report JUMCoG Report (oral) Nationally Agreed Pay Review (oral) Committee Self-Assessment
Q & C	Update on current Quality and Curriculum Issues (oral) Report on Lesson and Tutorial Observations Quality Assurance Update (incl. review of appropriateness of processes) Update Q & C Annual Operating Priorities Committee Self-Assessment
Search	Refer to agenda item C10/13

Louise Pennington  
Clerk to the Corporation

Members:

Helen Andrews  
Derek Betts  
Dominic Blythe  
Vanessa Brown  
Peter Freeman (Chair)  
Ellie Gillies  
Nick Hewlett  
Leslie Ironside  
Howard Kidd  
Elizabeth Lamb  
Rod Mallinder  
Jamal Salman  
Richard Schaverien  
Pippa Smith  
Sue Smith  
Jim Smithyes  
Chris Thomson  
Sam Wolfe  
Tom Wolfenden

In attendance:

Sally Bromley  
Anne Fielding Smith  
Jutta Knapp  
Debbie Murray  
(minutes)

Copies to:  
Staff Room,  
OLC,  
File.