

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MEETING OF THE CORPORATION TO BE HELD ON THURSDAY 7th JULY 2011 at
6:00 PM IN THE SPORTS CENTRE CAFE**

Agenda	Action	Page Number
C11/14 Membership Matters a) Election of Chair b) Other Matters	Approve	Oral
C11/15 Apologies and Welcomes Welcomes: Tando Dwyer & Alex White Apologies: Richard Schaverien		
C11/16 Minutes of the Meeting held on 4 th April 2011	Approve	1
C11/17 Matters Arising	Note	
C11/18 Declarations of Interests	Note	
C11/19 Chair's Report	Note	Oral
C11/20 Principal's Report a) Bursary Scheme	Note	Oral 8
C11/21 Strategic Planning	Approve	9
C11/22 Draft Minutes of Meetings of Committees	Note	
Premises Group 9/5/11		22
Audit 16/5/11		24
Quality & Curriculum 13/6/11		28
Human Resources 16/6/11		33
Finance & General Purposes 20/6/11		37
Search 7/7/11 and refer to item C11/14		

<u>Committee</u>	<u>Paper</u>	<u>Action</u>	
All Committees	Terms of Reference	Approve	44
Premises	Sixth Form College Building Conditions Improvement Fund	Approve	54
Audit	External Audit Planning Memorandum for the year ended 31//7/11	Approve	62
F & GP	Results for the First Nine Months Drivers Jonas Deloitte tender documentation	Approve	74
	Budget 2011-2012	Approve	82
	3 Year Financial Forecast 2012- 2014	Approve	118
	Summer Estates Work	Approve	124
	Business Procedures	Approve	161
Human Resources	Policy and Procedures for Staff To request a change to their contract or an extended period of planned, unpaid leave of absence	Approve	183
	Redundancy Policy and Procedures	Approve	195
Q & C	Single Equality Scheme Annual Review of Meeting Your Needs Booklet (Disability Statement)	Approve	198
	Admissions Policy	Approve	216
	Annual Review of Child Protection Policy/Procedures	Approve	226
	Safeguarding Policy	Approve	235
	Annual Report to Governors on Child Protection and Safeguarding	Approve	247
	Equality and Diversity Policy	Approve	250
	Race Equality Policy	Approve	252
Search	Refer to item C11/14		
C11/23	Student Union Report	Oral	
C11/24	Any Other Business		
C11/25	Date of Next Meeting: To be advised		
C11/26	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>
All Committees	Committee Self-Assessment (report to be made next term)
Audit	Update on Internal Audit Recommendations Internal Audit Report: Corporate Governance and Risk Management Internal Audit Report March 2011 YPLA assessment of our Financial Management and Control Evaluation (FMCE) Update on Risk Management Fraud (oral)
F & GP	Sixth Form College BCIF YPLA Assessment of our Financial Health Health and Safety Update Review of Insurance
Human Resources	Equality and Diversity Report JUMCoG (oral) Update on the Voluntary Redundancy Scheme
Quality & Curriculum	Termly Update on current Quality & Curriculum Issues (oral) Annual Operating Priorities ILT Action Plan E & D Impact Assessment
Search	Refer to agenda item C11/14

Louise Pennington
Clerk to the Corporation

Members:

Derek Betts
Dominic Blythe
Sandra Clinton
Yvette Cannock
Kerry Doyle
Tando Dwyer
Peter Freeman (Chair)
Leslie Ironside
Howard Kidd
Rod Mallinder
Richard Schaverien
Pippa Smith
Sue Smith
Jim Smithyes
Chris Thomson
Peter Tarbet
Alex White
Tom Wolfenden

In attendance:

Sally Bromley
Anne Fielding Smith
Jutta Knapp
Louise Pennington

Copies to:
BHASVIC Central
File.