

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MEETING OF THE CORPORATION TO BE HELD ON TUESDAY 24th MARCH 2009 at 6:00 pm
IN THE SPORTS CENTRE**

Agenda	Action	Page Number
C09/06 Membership Matters	Approve	Oral
C09/07 Apologies and Welcomes Welcomes: Leslie Ironside Apologies: Richard Schaverien, Yvonne Hillier, Jutta Knapp		
C09/08 Minutes of the Meeting held on 11 th December 2008 and 25 th February 2009	Approve	1 8
C09/09 Matters Arising		
C09/10 Chair's Report	Note	Oral
C09/11 Principal's Report	Note	Oral
C09/12 Draft Minutes of Meetings of Committees:	Note	
Audit 24/02/09		13
Finance & General Purposes 3/03/09		16
Premises Group of the F & GP Committee 6/1/09 & 17/2/09 – refer to Reserved Business		
Quality & Curriculum 9/03/09		21
Human Resources 12/03/09		26
Search 24/03/09 – refer to item C09/02		

<u>Committee</u>	<u>Paper</u>	<u>Action</u>	
Audit	Performance Indicators for Financial Statement Auditors	Approve	29
F & GP	Results for the first six months (to note) Capital Project	Note	30
	Lloyds Bank Amended Facility Letter	Approve	37
	Acceptable Use of Computers Policy	Approve	69 74
Q & C	College Charter	Approve	79
	Quality Assurance and Improvement Policy	Approve	84

Human Resources	Equality and Diversity and Race		
	Equality Policies	Approve	86
	Directed Time Guidelines	Approve	94
	Retirement and Ill Health Policy and Procedures	Approve	99
	Staff Code of Conduct and Model of Professional Behaviour	Approve	103

- C08/13 Student Report Oral
- C09/14 Any Other Business
- C09/15 Date of Next Meeting: **Thursday 9th July 2009**
- C09/16 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>
Audit	Internal Audit Report December 2008 Update on Internal Audit Recommendations Update on External Audit Recommendations (Oral) Update on Risk Management
F & GP	Funding 2009/2010 Health and Safety Update
Premises Group	6/1/09 Project Managers' Report 17/2/09 Project Managers' Report
Q & C	Equality and Diversity Implementation Measures (EDIMS) Q & A Annual Operating Priorities Progress of Leavers 07/08 Update on Q & C Issues ILT Action Plan
HR	JUMCoG (oral)
Search	Refer to agenda item C09/01

Louise Pennington
Clerk to the Corporation

Members:

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

In attendance:

Sally Bromley
Anne Fielding Smith
Jutta Knapp

Clerk:

Louise Pennington

Copies to:
Staff Room,
OLC,
File.