

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE COPORATION HELD ON MONDAY 13th DECEMBER 2010 AT 6.00 PM IN THE SPORTS CENTRE CAFÉ

Present: Derek Betts, Dominic Blythe, Yvette Cannock, Peter Freeman (Chair), Ellie Gillies, Leslie Ironside, Howard Kidd, Rod Mallinder, Richard Schaverien, Pippa Smith, Sue Smith, Peter Tarbet, Chris Thomson, Tom Wolfenden.

In Attendance: Sally Bromley, Anne Fielding Smith, Jutta Knapp, Louise Pennington

C10/25 Training Briefing: Equality and Diversity given by Sally Bromley

C10/26 Membership Matters

Peter Freeman reported upon the matters discussed at Search Committee, earlier today and sought the Governing Body's approval for the following items:

- a) Appoint Kerry Doyle as External Governor and Member of Q & C Committee for a three year term of office until 31st December 2013.
- b) Appoint Lindi Galloway as co-opted Member of the Q & C Committee for a three year term of office until 31st December 2013.
- c) Re-appoint Sandra Clinton as co-opted staff Member of the Q & C Committee for another 3 year term of office until 31st December 2013.
- d) Ratify the 2 Parent Governor appointments – Peter Tarbet and Yvette Cannock for a two year term of office until 31st December 2012 and join the Quality and Curriculum Committee and Human Resources Committee for the same period respectively.
- e) HR Committee co-optee vacancy – Appoint Sean Wright as the HR Committee co-optee, replacing Sonia Cargan who moved abroad in July.

At this point Richard Schaverien took the Chair and Peter Freeman left the meeting. Richard advised Governors that Peter's third term of office would be coming to an end on 31st December and that the Search Committee had considered his re-appointment. On the recommendation of the Search Committee the Corporation resolved to re-appoint Peter Freeman for a further three year term. Peter Freeman re-joined the meeting and re-took the Chair.

The Corporation was also advised that the Search Committee was carrying out further investigations regarding the remaining External Governor vacancy and would give an update at the next meeting. **ACTION: Peter Freeman**

C10/27 Apologies and Welcomes

Apologies were received from Kerry Doyle, Jim Smithyes

Nick Hewlett and Jamal Salman were also not in attendance.

C10/28 Minutes of the Meeting held on 7th July 2010

The minutes were approved and signed by the Chair as a correct record.

C10/29 Matters Arising

It was noted that all actions had been completed and that there were no matters arising.

C10/30 Chair's Report

Peter Freeman gave his termly Chair's report to Governors, commencing with a summary of recent education developments affecting the Sixth Form Sector for the benefit of the new Governors:

- A change in legislation came into effect in April 2010 which enabled eligible Colleges, including BHASVIC, to be designated legally as Sixth Form colleges. The YPLA (Young People's Learning Agency) was also established taking over the LSC's responsibility for funding. The new government has announced it will introduce further legislation to abolish the YPLA and transfer its powers to an Education Funding Agency which will be responsible for all educational funding up to 19. In practice there remains great uncertainty and further information and explanation is awaited. Uncertainty also affects Brighton and Hove following a re-organisation of the local authority. - Four new strategic directors from outside the city started work in November including a new Director of Children's Services, Terry Parkin, who has a background in education. The potential importance of Chris Thomson's role as Chair of the Learning Partnership Board amidst these changes was noted.
- The new Aldridge Academy at Falmer is recruiting for its new sixth form opening next September, and the second Aldridge Academy at Portslade will receive £4.5 million capital investment for a new sixth form building. This would be announced shortly. Each Academy will receive guaranteed funding for 125 places per year, regardless of actual recruitment, for the first two years.. It was also noted that currently the sixth form cohort was decreasing, creating additional pressure upon sixth form providers in the area.
- Capital Funding: no further announcements have been made but announcement regarding 0-19 capital funding is now due in January 2011.
- Sixth Form Colleges Forum Council – Peter Freeman was elected a member in the Summer and will also shortly be joining the Governors' Strategy Group in Brighton and Hove.

C10/32 Principal's Report

CT gave his report and Governors noted the following

- Congratulations were recorded to Anne Fielding Smith who has been appointed as Principal of Strode Sixth Form College with effect from September 2011. Governors were advised that SMT and Peter Freeman were reviewing proposals with regard to BHASVIC's position once Anne departs.
- Learning Partnership has been discussing the effects of the recent cut backs in the local authority and in particular how to manage the reduction in the current levels of LA support to Schools.
- Funding – in addition to Peter Freeman's comments above, Chris Thomson advised that although there has not yet been any announcement, it was certain that funding would be worse going forward.

- EMA – The College’s draft press release regarding EMA was tabled. He welcomed comments from Governors Chris Thomson has also written to Mike Wetherby (MP for Hove) with the College’s concerns regarding the proposed abolition of EMA. The Governing Body endorsed the College’s press release.
- Student Applications – to date the College has received the second highest number of applications in its history (the highest being last year). It was suggested that numbers may have reduced owing to students who live outside Brighton and Hove assuming that it might be difficult to achieve a place. Applications from the private sector have also reduced, although the reasons for this are unclear.
- Snow – Governors were advised that SMT had decided to revert to the College’s previous snow procedure i.e. e-mail communication between SMT members, following by decision being advised via the website/phone voice mail.
- Intern Appointment – The College has appointed its first intern, from the University of Brighton, who has an MSc in Management. The intention would be for the Intern to work with the College on its business plan for increasing its income.
- Brighton Festival – Chris Thomson reported upon a new initiative with the Festival in association with BHASVIC via a poetry competition for various age groups within the City.

C10/33 LSIS Organisational Health Check Report

Sally Bromley presented the report to Corporation explaining that this had not been received by the College in time for inclusion in the Quality and Curriculum Committee business. The following key points were highlighted:

- a) Report has an Equality & Diversity focus and is for internal purposes only.
- b) Draft Action Plan arising from the Report will be developed in January 2011.
- c) Governance has been identified as a key strength.
- d) LSIS based their initial work on the E & D self-assessment reports which helped identify the College’s weaknesses and areas for improvement.
- e) Page 12 – recommendations 25-34 were noted which the College Management Team have started to review and recommendations will be made to SMT in due course – it may be that not all recommendations are taken forward.
- f) Regarding recommendation 31 “Seek outside advice from groups and agencies with expertise in race to inform and contribute to the College’s Impact Assessment”, Sally Bromley explained that the College had made contact with a national group with expertise in race issues and has also invited a local muslim group to give a talk.
- g) SMT would welcome any comments or suggestions from Governors and they were invited to e mail Sally Bromley or Louise Pennington, after the meeting.
- h) Following CMT’s review, revisions may be made to the College’s E & D Policy, via SMT and the College’s inclusivity Group.

C10/34 Strategic Planning 2010/2011

Chris Thomson presented the paper to Governors confirming that the report showed the outturn against last year's (09/10) annual operating priorities combined with the progress against the strategic objectives in the Plan.

Following a query from Sue Smith regarding Target 4 Financial Health on page 15, Jutta Knapp confirmed that the cash generated from operations as % of income (18.7%) was exceptionally high owing to the significant refund of £1.3M from the LSC in respect of part repayment of Capital Project costs. It was also noted that the current ratio, being 0.78 was less than the minimum target of 1.0, owing to the financing at the year end required in respect of funding for the new student services centre

The two amendments given in 3.1 and 3.2 were approved by Corporation, namely "maintain Government Funded 16-18 year olds at about 1765" and "To optimise the College estate in line with the Property Strategy".

C10/35 Draft Minutes of Meetings of Committees:

Chairs 2/11/10

Peter Freeman introduced the draft Chairs' Committee minutes and summarised the main areas of the business considered by the Committee. The following documents were approved by Corporation:

Terms of reference

FMCE (via Audit Committee item)

Governance Self-Assessment (part of College SAR)

Annual Review of Corporation Decision Making Processes (incorporating the separate document entitled Governing Body Information, Procedures and Standing Orders)

Code of Conduct

Calendar of Corporation Business

Annual Cycle of Policies

Annual Review of confidential minutes and papers

Remuneration 12/11/10 – refer to reserved Agenda.

Finance & General Purposes 18/11/10

Howard Kidd gave Corporation a summary of the key aspects of the meeting and highlighted the following matters and the seven papers recommended for approval, together with two papers for noting:

The following items were approved subject to changes detailed below:

- a) Annual Report and Financial Statements to 31/7

Finance & General Purposes Committee has considered this in detail and the Audit Committee has also reviewed it alongside the External Audit Management Letter. Page 77 – clean audit opinion and no items drawn to Governors' attention. Page 78 Income and Expenditure Account – surplus on continuing operations in 2010 £1,225,000 compared to (£557,000) for 2009, reflects the £1.3M repayment by the LSC regarding the aborted capital project. Prior to including the repayment figure, the College had a deficit on continuing operations of (£40,000). Page 80 Balance sheet – net assets including pension liability has increased from £2,959,000 in 2009

to £4,336,000 for 2010, reflecting the LSC's capital costs repayment. Current assets - £862,000 but taking into account creditors of (£1,100,000), net current liabilities are (£238,000) – thereby resulting in current ratio of 0.78. Howard Kidd re-emphasised the importance on aiming for a current ratio of at least 1:1 in order to keep pace with inflation, and to cater for essential maintenance/capital works including the financing of any associated debt. Governors were reminded of the College's on-going work on the College's finances, with the aim of improving efficiencies and in particular upon the staff pay as a % of income. Dominic Blythe, Chair of Audit Committee drew attention to the "Going Concern" clause on page 74. Howard Kidd also referred to the Reconciliation of Outturn to Budget 2009/2010 included on page 163 of the papers for noting by Governors and in particular noted the small movement between the budgeted £35,000 surplus on continuing operations after property strategy costs compared to the actual (£40,000) deficit.

b) Results for the first three months

Attention was drawn to the predicted outturn 2010/2011 column compared to the budget 2010/2011 column and in particular the premises maintenance costs of £862,000 (outturn) compared to the budgeted figure of £162,000, generating an I & E deficit of (£555,000), compared to the budgeted figure of £142,000. Governors noted that this related to essential maintenance work required, following the LSC's aborted capital project.

- c) Updating our Accommodation Strategy (last updated July 2006) Chris Thomson confirmed that the College's Accommodation Strategy was being reviewed by SMT currently and will be presented to Governors next year. The uncertainty regarding future capital funding for sixth form colleges was recorded and it was agreed that it was essential to have an accommodation strategy in place in order to be able to act quickly should capital funding opportunities materialise. Chris Thomson advised that Development Option 4 had already been instigated – "entering into agreement with local organisations for use of their space" following discussions with nearby St. Luke's church – as a potential facility for examinations. Governors endorsed the F&GP recommendations.

d) Student Services Centre

Jutta Knapp gave a summary of the discussions held at F & GP Committee regarding the Student Services Centre and subsequent recommendations. The Corporation noted the Committee's recommendation regarding the proposed financing of the Centre including recommendation that the purchase of the buildings under a finance lease be with one of the three suppliers considered - Foremans. The cost of the finance lease in 2010/2011 is £189,000 against the budgeted costs of £115,000. The additional monies received from the LSC from the aborted capital project will be used to finance the fitting out of the centre. Corporation were advised that the F & GP Committee had also agreed that further investigation should be carried out in respect of the financing strategy and in this regard Jutta Knapp reported that following consultation with the bank, indicative terms suggested that it may be worth arranging a bank loan instead of the initial finance lease proposal. Owing to the timing of this further consideration, Corporation resolved that the final decision regarding the optimum financing arrangements for the Student Services Centre building, should be deferred until January 2011 and delegated to the Premises Committee. **ACTION: Jutta Knapp**

Rod Mallinder suggested that it would be helpful to amend the following sentence within page 24 of the F & GP minutes – “The College should also know what the annual bill for maintenance was” to refer instead to “the annual funding requirement”.

ACTION: LEP

- e) Health and Safety Policy – approved.
- f) Acceptable Use of Computers Policy – Students - approved
- g) Treasury Management Policy - approved

For noting – Financial Memorandum and Reconciliation of 2009/2010 outturn to Budget.

Human Resources 22/11/10

Pippa Smith gave a summary of the business considered by the Human Resources Committee and particularly noted the 0.5% included within the budget in respect of staff pay rises for 2010/2011. She noted that national agreed recommendations had not yet been received

The contents of the Annual Complaints Report were noted by the Committee.

Quality and Curriculum Committee 29/11/10

Peter Freeman, who chaired the meeting, presented the draft minutes and gave a summary of the key issues discussed.

Approval was sought for the following papers and Corporation endorsed the Committee’s recommendations:

Self-Assessment Report and Action Plan (the appendices’ document was tabled for Governors’ information at the meeting with individual copies for Governors being available on request from SLB). The final version will be uploaded via the LA portal and will also be included on the College’s VLE.

Educational Visits and Out of College Activities Policy and Procedures/guidelines

Audit 6/12/10 (re-convened from 1/12/10)

Owing to the late re-scheduling of the Committee from 1st December (caused by snow), the draft minutes were tabled at the meeting. Dominic Blythe reported upon the business considered at the last Committee meeting and drew Governors’ attention to key points in the External Audit Management Letter – f)portacabin expenditure requiring funding body approval owing to being in excess of 5% of income; h) FRS 17 Pension Valuation, regarding the uncertain treatment of liabilities which have been included on auditors’ advice within the Statement of Total Recognised Gains and Losses – this may change should further guidance be issued; The following documents were approved by Corporation: item 10/40 FMCE – long form was completed by JHK/LEP as good practice and presented to Chairs/Audit Committees and it is recommended that the short form be submitted to YPLA as there is no change in overall grade.

The following papers were approved by Corporation:

Internal Audit Strategic Plan 2010/2013
FMCE
Audit Committee Annual Report

Search Committee 13/12/10 – refer to item C10/26

The Governing Body attendance analysis was tabled.

At this point Sue Smith left the meeting.

C10/36 Student Governors’ Report

Ellie Gillies reported upon Student Union activities during the Autumn Term:

- a) Well-supported Freshers’ Party.
- b) The on-going work within the curriculum areas to appoint student representatives has progressed and in this regard the SU will be liaising further with Sally Bromley.
- c) Students’ Christmas Party is scheduled to take place later this week.
- d) SU has been working on alternative ideas for developing the refectory which will need to be discussed with SMT.
- e) Fair Trade – the SU is keen to continue with the College’s Fair Trade work initiated by one of last year’s Student Governors, Matt Ward, who has also offered to continue helping the SU. The SU was keen to achieve Fair Trade status and would be taking discussions forward with SMT.
- f) Official charities – until Christmas – IT Skills for Rural Kenya; post Christmas – Invisible Children.
- g) SU is investigating the possibility of organising a Leavers’ Ball for Year 2.

C10/37 Any Other Business

There was no other business.

C10/38 Date of Next Meeting

Monday 4th April 2011

C10/39 Reserved Business

Refer to separate minutes

CHAIR.....

DATE.....