

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE CORPORATION HELD ON WEDNESDAY 7<sup>TH</sup> JULY 2010 AT 6.00 PM IN THE SPORTS CENTRE CAFÉ

Present: Helen Andrews, Derek Betts, Dominic Blythe, Peter Freeman (Chair), Ellie Gillies, Nick Hewlett, Leslie Ironside, Howard Kidd, Rod Mallinder, Pippa Smith, Sue Smith, Jim Smithyes, Chris Thomson, Tom Wolfenden.

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

#### **Training Briefing: Specialist Tutoring - given by Anne Fielding Smith**

#### **C10/13 Membership Matters**

Peter Freeman reported upon the matters discussed at Search Committee earlier today. He reminded Governors that Yvonne Hillier has stepped down as a Governor and Chair of Q & C Committee and advised that she had passed on details of a potential successor from the University of Brighton which the Search Committee would be considering. It was noted that Peter Freeman, Chris Thomson and Sally Bromley would meet with the candidate next term and secondly consider one other CV in respect of a further potential Q & C Committee co-optee. **ACTION: Peter Freeman.** Elizabeth Lamb was thanked for chairing the June Q & C Committee meeting.

Peter Freeman also reported that Sonia Cargan (co-opted member of HR Committee) had tendered her resignation owing to a move to Singapore and advised that he would approach Neil Perry (HR Committee co-optee) to determine whether he'd be interested in joining the College's Remuneration Committee which would be useful owing to his HR knowledge and experience. The Corporation endorsed this recommendation from Search Committee. **ACTION: Peter Freeman**

Peter Freeman reported that Vanessa Brown had tendered her resignation as Governor with immediate effect, owing to potential conflicts of interests regarding her position as Cabinet Member with responsibility for Sixth Form Colleges, following the transfer from LSC to local authority with effect from April 2010.

Governors recorded their thanks to Vanessa Brown, the out-going Parent Governors (Helen Andrews and Elizabeth Lamb) and Sam Wolfe for their involvement with the Governing Body over the last few years. It was resolved to return the Corporation Membership from 20 to 19 following the cessation of Sam Wolfe's term of office as agreed at the time of his appointment as External Governor.

It was noted that the Parent Governor election process would commence next term.

The two new Student Governors elected by the SU, Ellie Gillies and Nick Hewlett were appointed formally by Corporation for a one year term of office, until their successors are appointed in 2011. It was also resolved that Ellie Gillies and Nick Hewlett should join the Finance & General Purposes Committee and Quality and Curriculum Committee respectively, noting that they would also attend both Committee meetings, regardless of their membership status.

The Search Committee's recommendation that Derek Betts and Tom Wolfenden be appointed to the Corporation for a three year term of office until July 2013, was

approved and it was resolved that Derek should join the Q & C Committee and Tom should join the Audit Committee.

### **C10/14 Apologies and Welcomes**

Welcomes to Ellie Gillies (Student Governor), Derek Betts (External Governor) and Tom Wolfenden (External Governor).

Apologies were received from Nick Hewlett, Elizabeth Lamb, Jamal Salman, Richard Schaverien, Sam Wolfe.

### **C10/15 Minutes of the Meeting held on 23rd March 2010**

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

### **C10/16 Matters Arising**

It was noted that all actions had been completed, subject to the following:

- Revised Property Strategy - Chris Thomson advised that work was continuing on updating the College's Property Strategy and that owing to on-going uncertainty regarding the change from LSC to LA funding and future capital provision, this would be presented to Governors next year, as soon as more information was available.
- Page 3 Item c) Student Suspensions – Anne Fielding Smith confirmed that in September new and second year students would be reminded about the College's policy on Drugs.

### **C10/17 Chair's Report**

Peter Freeman gave his termly report to Governors as follows:

- a) This is the first Corporation meeting since the College was officially designated as a 6<sup>th</sup> Form College (rather than FE College classification used since 1992).
- b) However the external environment remains very uncertain. Reference was made to the letter to all Chairs/Principals from BIS (Business Innovation and Skills)- Vince Cable/David Willets' letter concerning the current financial climate and the need to improve financial efficiencies.
- c) The new Education Secretary, Michael Gove, has written to all schools inviting them to apply to become Academies. This status is unattractive to Colleges, which already have greater freedoms. The first Academy in Brighton, at Falmer, will open in September 2010. The three Colleges have jointly expressed interest in joining Sussex University as Education Partners if the proposal for a second Academy in Portslade goes ahead, although its prospects under the changed guidelines for eligibility are not known.
- d) Sussex Colleges' Chairs Group meeting in May discussed performance related mechanisms in respect of quality and how this would change owing to SFCs being with LA control for funding and performance management whilst General FE Colleges report separately.
- e) It was noted that the College's relationship with its "feeder schools" may change going forward and it was agreed that it was essential to maintain

regular contact to ensure that students are kept informed with regard to admissions/guidance information.

- f) Revised Instrument and Articles for Sixth Form Colleges have still not been issued. It was also noted that the LA had not yet issued funding information to Colleges, including new Financial Memoranda. Corporation were advised that there remained significant uncertainty regarding future funding and the exercise of other powers transferring from LSC to LA e.g. approval for borrowing requirements.

### **C10/18 Principal's Report**

CT gave his report and Governors noted the following:

- a) He reiterated that the LA had not yet issued any guidance to Colleges regarding the transferred responsibilities from LSC to LA. However he advised that 6FCs had commenced work on quality assurance analysis in order to be able to advise the LA in this area.
- b) Governors were reminded that Anne Fielding Smith, Sally Bromley and Jutta Knapp were involved in various Groups within the 14-19 Partnership – IAG (Information Advice and Guidance), Brighton & Hove Curriculum Planning for 2015 and Financial Directors' Group (developing nationwide financial policy) respectively.
- c) BHASVIC's CAF (Creative Arts Festival) was held recently involving art, dance, literature, music, photography and film. John Hilcoat, Director of the film "The Road" had also been invited, to give a talk to students/ and staff.
- d) Other events organised – Moving on to BHASVIC days.
- e) Summer Estates work – despite uncertainty within the sector re future funding, the College is proposing to commence essential works over the summer, for which approvals will be sought – refer below for details.
- f) NUT negotiations and Financial Consultation process – Chris Thomson referred to the correspondence between the College Management and the NUT staff regarding the threatened industrial action, confirming that action had been averted. Financial savings have been secured, following months of work and liaison with staff/NUT, by SMT. He confirmed that SMT had been reviewing the process and that a meeting had been held between the branch and regional NUT representatives to reflect upon the discussions held. Following a request from teaching staff, SMT has agreed to hold a seminar to consider means to boost income which has been held. Feedback from staff held to date, implied that paper based consultation was not very effective and that face to face meetings would be more appropriate to ensure staff understand the issues involved. Ellie Gillies reported that despite the dispute, students had been unaffected and that teaching had continued as normal. Chris Thomson advised Governors that despite the dispute with staff, BHASVIC had communicated at a level of trust, which might not be apparent at other Colleges. Corporation noted that bearing in mind cuts in education spending were expected, further discussions with all staff and Unions might be necessary. The Corporation thanked Chris Thomson for the open communication which had kept Governors informed at all stages. Thanks were also recorded to staff and management for conducting difficult negotiations cordially.

## **C10/19 Strategic Planning – Annual Operating Priorities for 2010-2011**

Chris Thomson presented the paper to Corporation and highlighted the two priorities which will not be completed this year and therefore will be incorporated into next year's Annual operating Priorities – see Appendix to paper. These are a) embedding Equality and Diversity in the College's culture and b) promotion of the upward appraisal scheme. Referring to Appendix 1, Chris Thomson tabled an excerpt from the Strategic Plan.

The AOPs for 2010-2011 were endorsed by Corporation.

## **C10/20 Draft Minutes of Meetings of Committees:**

### **Quality and Curriculum Committee 15/6/10**

In the absence of Elizabeth Lamb, who chaired the meeting, Sally Bromley 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:

Annual Review of Disability Statement  
Annual Review of Child Protection Policy  
Admissions Policy and Procedures  
Students' Union Constitution  
Student Charging and Financial Support

Student College Contract (conferred with Student Union and revised slightly) Corporation noted that this had not been presented to Q & C Committee as it had not been finalised in time for the meeting. The single page document will be signed by all Students attending the College.

Updated Report on Retention Figures – Noted only. – Page 174 – 184 Sally Bromley confirmed that following the Committee meeting at which clarification of some of the figures had been sought, she had checked the figures with CIS and the updated paper has been included in the Corporation papers.

### **Finance & General Purposes Committee 16/6/10**

Howard Kidd gave Corporation a summary of the key aspects of the meeting and highlighted the following points from that meeting and the four papers recommended for approval:

- a) Results for the first nine months - outturn predicted at surplus of £110,000, against budget of £35,000.
- b) £1.3M additional capital support received from LSC which has made a significant positive effect upon the balance sheet and cash flow
- c) The Budget for 2010-2011 and three year financial forecast show an operating surplus of £142,000 (2010/2011), being 1% of income as per target, followed by two years of deficit – (£152,000) and (£175,000) for 2011/2012 and 2012/213 respectively. This takes account of proposed planned maintenance during this period of approximately £200,000 per annum reflecting the need for repair/maintenance on the existing College buildings. Howard Kidd re-emphasised the importance of achieving sound surpluses, not only to provide a buffer against income shortfalls, but also in order to be

able to establish a basis from which to service borrowing for future capital projects.

- d) Summer Estates Work – the contents of the paper were noted and in particular with regard to financing that planned maintenance totalled £105,000 with additional monies allocated as a result of LSC professional fee repayment in respect of the aborted capital project..

It was resolved to approve the following:

Results for the first nine months  
Three year Financial Forecast  
Budget 2010/2011  
Summer Estates Work

#### **Audit Committee 18/5/10**

Dominic Blythe presented the draft Audit Committee minutes to the Corporation and noted the following:

- a) Key risks from the Risk Management plan have been included for information
- b) LSC had confirmed that the College's self-assessment grade (outstanding) for financial management and control, was correct.

The Corporation approved the following papers:

External Audit Planning Memorandum for the year ended 31/7/10  
Anti-Fraud and Irregularity Policy  
Data Protection Policy  
Updated Disaster Recovery Plan

#### **Human Resources Committee 22/6/10**

The draft HR Committee minutes were presented to Corporation by Pippa Smith and the following documents were considered and approved:

Professional Development Review Policy  
Whistleblowing Policy

It was also noted that JUMCoG membership would be reviewed.

Pippa Smith passed on the Committee's thanks to Sonia Cargan's valuable work for the Committee and wishes her well for her future in Singapore.

#### **Search Committee 7/7/10 – refer to item C10/13**

#### **Remuneration Committee – outstanding matter arising from Autumn Term 2009 Meeting**

The Job Description for the Assistant Principal (Director of Finance & Estates) was approved on the recommendation of Remuneration Committee

#### **C10/21 Student Report**

Ellie Gillies reported upon Student Union activities to date:

- a) Students' Union Constitution – revised and agreed.
- b) SU events including CAF, Blastonbury (music), the latter of which raised £100 which will be put towards the SU's chosen charity for the year – IT Skills for Rural Kenya, based in Kemp Town.
- c) Freshers event scheduled for 27<sup>th</sup> September.
- d) SU will be making a proposal to the College regarding a possible mural competition for the College Student Common Room.

**C10/22 Any Other Business**

There was no other business.

**C10/23 Date of Next Meeting**

To be advised.

**C10/24 Reserved Business**

Refer to separate minutes

**CHAIR**.....

**DATE**.....