

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 11th DECEMBER 2008 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Helen Andrews, Dominic Blythe, Vanessa Brown, Peter Freeman (Chair), Rosa Friend, Melissa Gibbon, Yvonne Hillier, Howard Kidd, Elizabeth Lamb, Pippa Smith, Chris Thomson, Chloe Tomlinson, Chris Wellings

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

C08/28 Membership Matters

a) Election of Chair and Vice-Chair

CT took the Chair and PF left the meeting. Nominations were invited for Chair of the Corporation. PF was nominated by HK and seconded by PS. There were no other nominations and PF was elected unanimously as Chair for a three year term, subject to the limitations of his existing term of office as a Governor.

PF returned to the meeting and took the Chair. It was resolved to defer the appointment of the Vice-Chair owing to the fact that Marion Wilcock was not present.

b) Other Issues

Refer to item C08/39.

C08/29 Training Briefing – Machinery of Government – CT

At this point Yvonne Hillier joined the meeting.

Chris Thomson gave a presentation updating the Governing Body on the recent developments regarding Machinery of Government, followed by a question and answer session.

C08/30 Apologies and Welcome

Apologies were received from Nigel Fisher, Melissa Gibbon, Richard Schaverien, Marion Wilcock.

Jamal Salman was also not present.

C08/31 Minutes of the Meeting held on 10th July 2008

Peter Freeman drew the Corporation's attention to the Annex to the Minutes relating to item C08/24 F & GP draft minutes 23/6/08 which was approved

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

C08/32 Matters Arising

Item C08/25 Any Other Business sub-item a) . It was noted that the Awards

Evening, to which all Governors had been invited, was scheduled for 18th December.

Item C08/24 Audit Committee meeting draft minutes 22/5/08 – CT confirmed that he would contact Pippa Smith to discuss her experiences with regard to various disaster scenarios. **ACTION: CT**

C08/33 Chair's Report

PF gave his report to the Corporation and the following points were recorded:

- a) James Parke's court case (ex Media Studies Teacher) – refer to reserved business.
- b) Sussex Chairs' Meeting – the last meeting was held in Lewes in November and various common issues were discussed including capital building projects, Machinery of Government developments (all Chairs were supportive of encouraging a Sussex-wide collaborative arrangement with regarding to the new proposals, and although Brighton and Hove were keen to supportive this, neither East or West Sussex Councils were willing). The development of closer working relationships with between the governing bodies of Schools and Colleges was also discussed.

- a) Confidentiality Report

The paper was considered by the Corporation and approved.

C08/34 Principal's Report

CT gave his report and Governors noted the following:

- a) Beacon College Status – Following the College's award of Beacon Status in July, Chris Thomson and Sally Bromley attended a Beacon College conference in Bristol. Sally Bromley is also attending another Beacon event tomorrow.
- b) Financial Consultation with Staff – CT updated the Corporation on the progress of the consultation process advising that recommendations had been agreed with staff and would take effect from September 2009.
- c) Chemistry Department – CT advised that the Head of Chemistry, Sandra Clinton, had organised a very successful Chemistry Day, involving staff from Sussex University too.
- d) Building Plans – a meeting with Neighbours and the College's various advisers, took place last week and there was support for the plans with no major issues being identified.
- e) Argus News – an article will appear in tomorrow's local daily newspaper regarding a story about the College's new building proposals and its decision not to include a sprinkler system despite a recommendation from the Fire and Rescue Service to do so. CT advised Governors that the issue had been fully considered by the Premises Group on the basis of professional advice from Mott McDonald. The current designs meet all legal requirements for fire precautions for colleges and have been approved by the planning authority. The LSC will not fund sprinkler systems which are not seen as essential for the preservation of lives, and the cost to the College is not justified by the possible impact on building preservation.
- f) Principal's Qualifying Programme – CT reported on his progress and advised that it had been useful for the College in terms of introducing a 360 degree appraisal.
- g) Student Applications for 2009 were up by 50 compared to the same point last

year (1st December) -1,372 students in total.

C08/35 Strategic Planning

CT presented the paper to the Corporation and drew particular attention to Appendix A Strategic Objectives 2006-2009 (performance over the first two years) and Appendix B Strategic Plan 2009-2012. The following points were noted:

- a) Governors' Strategic Planning Away Day on 1st May will provide Governors with an opportunity to discuss the Strategic Plan in more detail, but today's presentation of SMT's early thoughts regarding strategy, is to allow the Governing Body to indicate particular views at the outset of the review process.
- b) Consultation process with staff will commence in the New Year.
- c) Some of the statistical information included within the paper is not yet final.
- d) The current position regarding Target 4 Financial Health was noted by Governors, particularly taking into account the effects of the proposed capital project and also noting the financial consultation process with staff item C08/34 b above).
- e) Appendix B, item 3 Guidance – reformation of the tutorial system towards the introduction of specialist tutors was discussed and it was noted that this may involve reducing the number of tutors from 80 (almost all teaching staff) to approximately 20 tutors (4 tutor groups each combined with half a teaching timetable), but not before the College has its new buildings. Proposals will be considered by SMT in due course and then to Q & C Committee.
- f) The reduction in the work based learning (WBL) enrolments as given on page 13 was noted in the light of the various recruitment and retention issues detailed in the paper. It was also noted that from next September the local health trust has advised that it will no longer be offering the NVQ qualification at the local hospital which means a further reduction in WBL numbers.

CT agreed to bring an update on the Strategic Planning developments to the March 2009 Corporation Meeting. **ACTION: CT**

C08/36 Freedom of Information – New Model Publication Scheme

JHK presented the paper to the Corporation and it was resolved that the new Model Publication Scheme issued by the Information Commissioner should be approved.

ACTION: JHK

C08/37 Executing Contracts under Seal

The Corporation approved the recommendation that the Chair or Vice-Chair of Corporation and one other member, be authorised to sign contracts on behalf of the Corporation in relation to the Capital Project. **ACTION: JHK**

C08/38 Annual Review of Corporation Decision-Making Procedures

The content of the paper was considered by the Corporation and the terms of reference and standing orders were approved.

C08/39 Search Committee Matters – Attendance Analysis, Training Records, Skills Audit Analysis

Peter Freeman reported upon the various items discussed at the Search Committee

held earlier in the evening:

a) Attendance Analysis

The contents of the schedule were noted and the Corporation agreed that the overall Corporation attendance target should be 70%. It was agreed that percentage attendance targets should not be established for individual Governors. It was noted that the Governing Body understood that individual Governors had many other commitments upon their time, particularly if they were already in full-time employment and that valuable contributions were often made, without 100% attendance.

However it was also noted that one of the recent Committee meetings (HR) had struggled to achieve quoracy and members were encouraged to advise Louise Pennington as soon as possible should they be unable to attend a meeting.

b) Training Records

The records were noted.

c) Skills Audit Analysis

The Corporation were advised that a schedule reflecting SMT's governance needs had been considered by the Search Committee. It was reported that generally SMT thought that the Corporation was well-served by a mix of relevant skills and experience.

d) Membership Issues

Taking into account item c) above, Peter Freeman reported that there were 2 External Governor vacancies. The Search Committee had considered the CV of Dr. Leslie Ironside who was a local Child and Adult Psychotherapist. A discussion was held and it was resolved that subject to his agreement, Dr. Leslie Ironside should be appointed with immediate effect for a three year term as an External Governor and that he should be asked to join the Quality and Curriculum Committee.

The appointment of the two newly elected Parent Governors, Dr. Elizabeth Lamb and Dr. Helen Andrews were approved formally by the Corporation and on the Search Committee's recommendations they were invited to join the Quality and Curriculum Committee and HR Committee respectively for a 2 year period ceasing with the end of the 2009/2010 academic year.

It was also resolved, on the recommendation of the Search Committee, to re-classify Governors currently classified as "business", "co-opted", "local authority" members (as per the Instrument and Articles' transitional arrangements), as "External Members" with immediate effect.

C08/40 Draft Minutes of Meetings of Committees

Remuneration Committee 17/9/08 – reported within reserved business

The revised SPH Remuneration Policy and the SPH Professional Development Review Policy were approved by the Corporation.

Audit Committee 6/11/08

Dominic Blythe, the new Chair of Audit Committee, presented the draft Audit Committee minutes to the Corporation advising that there were no significant audit issues. The following items were considered and approved by the Corporation:

Internal Audit Annual Report 2007/2008
Internal Audit Strategic Plan 08-11
Financial Management and Control Evaluation (FMCE)
Audit Committee Annual Report
Risk Management Annual Report
Performance Indicators for Audit

With regard to the FMCE document listed above, Dominic Blythe gave a summary of the new LSC requirements relating to Framework for Excellence and the overall grading "outstanding" was endorsed by the Corporation.

Chairs' Committee 13/11/08

The draft minutes of the Chairs' Committee meeting were noted.

Peter Freeman advised Governors that the Chairs had also considered the FMCE document referred to above, as part of its annual Governance Self-Assessment exercise. A separate report had also been prepared on Governance Self-Assessment which had been submitted to Sally Bromley for inclusion in the College's SAR (refer to Q & C Committee business).

The following papers were approved:

FMCE (as Audit Committee)
Governance Self-Assessment (SAR)
Corporation Committees' Self-Assessment Form
Individual Governor Self-Assessment Form
Job Description of Principal and Clerk
Role Specification of Chair and Vice-Chair

With regard to the introduction of the new individual Governor and Committee self-assessment forms, it was agreed that the system should be tested and reviewed by the Chairs' Committee next Autumn 2009.

Finance & General Purposes Committee 17/11/08

The draft meeting minutes were tabled (in error a blank minutes' template had been included in the papers), the contents of which were noted.

Howard Kidd summarised the key matters arising from the minutes and the following papers were approved:

Annual Report and Financial Statements for the year ended 31/7/08
Health and Safety Policy
Results for the first three months
Capital Project Update (and approval of the Preferred Contractor – Millers)
Treasury Management Policy.

With regard to the paper entitled, "Results for the first three months", JHK reported that the £35,000 surplus position had improved to £50,000, since the paper had been

issued, owing to more favourable tuition fee receipts arising from international students.

Referring to the Capital Project, Howard Kidd explained that the bank (Barclays) had requested that a formally worded resolution be agreed by the Corporation in respect of the borrowing facility (already agreed by F & GP and Corporation) and the Corporation agreed that the signed resolution should be submitted to the bank. It was noted that the facility would not be drawn down upon, until approval by the LSC of the AiD, next year. **ACTION: PF/HK/JHK**

JHK explained the background to the recommendation to appoint Miller Construction (UK) Ltd as Preferred Contractor. As a public funded body the College was required to advertise the tender in the Official Journal of the European Union (OJEU). The interview panel for the short-listed bidders, comprised JHK, Rod Mallinder, our architect and Project Managers with advice from solicitors and various consultants. Millers were selected as the Preferred Contractor and their appointment has been recommended by the Premises Group and F & GP. The College will only be liable for Millers' costs up to £45,000, until the AiD has been approved.

Premises Group of the F & GP Committee – reported within reserved business.

Human Resources Committee 18/11/08

Pippa Smith, who had chaired the meeting in the absence of Richard Schaverien, presented the draft minutes to the Corporation and advised that the meeting had not been well-attended. It was noted that there was also a vacancy for a co-opted teaching staff committee member which SMT were considering.

The following papers were approved:

Absence Management Policy
Disciplinary (Misconduct and Capability) Policy and Procedures
Grievance Policy and Procedures

Pippa Smith also suggested that Members might be interested in reading the E & D Scheme Annual Report and the Staff Development SARAP and Plan (available on request from LEP).

Quality and Curriculum Committee 24/11/08

Peter Freeman presented the draft Q & C Committee minutes, having chaired the Meeting in Yvonne Hillier's absence from sickness. He explained that the new teaching staff co-opted member, Jim Smithyes, had given an interesting presentation on the Art Department's Self-Assessment process. PF also highlighted item Q & C 08/37 Examination Results on page 112 of the papers and emphasised that the analysis based on the College's results per entry, placed BHASVIC in 9th position among Sixth Form Colleges in the UK.

The College Self-Assessment Report (SAR) and Action Plan, Learner Voice Strategy and Student Attendance Policy were approved by the Corporation.

Sally Bromley was thanked for the inclusion of the introductory notes summarising the key points within the SAR.

Search Committee 11/12/08 - refer to item C08/28 and C08/39

C08/41 Any Other Business

It was agreed that there should be a standing Corporation agenda item in future entitled "Student Governors' Report". **ACTION: RF/CT/LEP**

There was no other business.

C08/42 Date of Next Meeting

Wednesday 25th February 2009 – Capital Project AiD

It was resolved that owing to the difficulty that some Governors found in attending Corporation Meetings on a Thursday evening, the day should be changed to Tuesdays with effect from the March Corporation Meeting 2009 - **Tuesday 24th March 2009**

C07/43 Reserved Business

Refer to separate minutes.

Louise Pennington
Clerk to the Corporation

CHAIR.....

DATE.....