

## **BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE**

### **MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 10<sup>th</sup> JULY 2008 at 6.00 p.m. IN THE SPORTS CENTRE CAFE**

Present: Andrew Barnett, Vanessa Brown, Peter Freeman (Chair), Melissa Gibbon, Yvonne Hillier, Robert Rosenthal, Pippa Smith, Chris Thomson, Ellen Walsh, Marion Wilcock, Jabu Xulu.

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

#### **C08/16 Membership Matters**

PF reported on the Search Committee's meeting earlier in the evening and gave its recommendations:

- a) Dominic Blythe (Baker Tilly accountant and co-opted member of F & GP Committee) be appointed as an External Governor with effect from 1<sup>st</sup> August 2008 for a three year term and that he also be made Chair of Audit Committee.
- b) Kate Blenkinsop (Grant Thornton accountant) be appointed as a Committee Member of the F & GP Committee with effect from 1<sup>st</sup> August 2008 for a three year term of office.
- c) Yvonne Hillier be appointed as Chair of Quality and Curriculum Committee replacing Andrew Barnett (whose term of office ends on 30<sup>th</sup> September 2008).
- d) Richard Schaverien be re-appointed for a second three year term of office commencing on 1<sup>st</sup> August 2008 and that he continue to act as Chair of the HR Committee.
- e) On notification from the Student Union, Rosa Friend and Chloe Tomlinson be appointed as Student Governors with immediate effect until the end of May 2008 when new Student Governors are appointed. Rosa Friend and Chloe Tomlinson be asked to join one of the following Committees – Quality and Curriculum and Finance & General Purposes.
- f) Jim Smithyes (Art Teacher) be one of the co-opted staff Committee members on the Quality and Curriculum Committee for an initial three year term of office.

It was noted that there remained one External Governor vacancy (previously Community Governor position) and that when Andrew Barnett retired on 30<sup>th</sup> September 2008, there would be another External Governor vacancy. PF explained that the Search Committee would be making enquires regarding possible candidates from the private sector and those with professional experience of dealing with adolescents with difficulties in continuing with their studies for various reasons. He invited Governors to make recommendations to him for consideration by the Committee.

The Corporation endorsed the recommendations of the Search Committee.

#### **C08/17 Apologies and Welcome**

Apologies were received from Nigel Fisher, Rosa Friend, Howard Kidd, Richard Schaverien, Jamal Salman, Chloe Tomlinson and Chris Wellings.

### **C08/18 Minutes of the Meeting held on 26<sup>th</sup> March 2008**

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

### **C08/19 Matters Arising**

Item C08/06 Matters arising

Item C07/01 – no suggestions or feedback received from Governors on ways to improve the Governing Body. PF indicated that this could be a topic for the next Governors' Strategic Planning Day (Spring Term 2009).

Item C08/08 Chair's Report

PF confirmed that a submission had been made on behalf of the College by PF/CT to the Government White Paper.

### **C08/20 Chair's Report**

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

- a) Beacon Status – this was awarded to the College on Monday by the Minister for Skills, David Lammy MP, arising as a result of the College's recent excellent Ofsted Inspection.

At this point EW and RR joined the meeting.

- b) Planning Permission was granted unanimously by the Brighton and Hove Council this week in respect of the College's Redevelopment Plan.
- c) Response to the White Paper (Raising Expectations) – PF reported that he had attended a 6<sup>th</sup> Form College discussion in Birmingham and a meeting with DCSF officials in London. As agreed at the previous meeting the College had sent a written response which had been presented to the last Q & C Committee for noting and is available to all Governors on request. LEP agreed to pass a copy to Vanessa Brown. **ACTION: LEP.** Following a request from PF, VB said that she would see if it was possible to obtain a copy of the response from the Children's Trust.

At this point CT joined the meeting.

- d) Chairs of the three Accord Colleges had for the first time joined the Principals' group earlier this term to discuss the local implications of the White Paper and a joint response to the consultation regarding the Falmer Academy plans which include a 250 member sixth form. This will have to be taken into account in the BHASVIC's Application in Detail (education case).
- e) BHASVIC hosted the twice yearly Sussex Chairs' group in May which enabled a useful discussion on current topics affecting Colleges.

### **C08/21 Principal's Report**

CT gave his report and Governors noted the following:

- a) Principals' Qualifying Programme – CT explained that he was in the middle of a two day course in Coventry.
- b) BHASVIC's Creative Arts Festival is held during July with events at various locations including the Corn Exchange and the Duke of Yorks: musical concert, theatre, dance, art exhibition, Bhasvictors etc which has proved very successful and well-attended.
- c) College Taster Days – 2 day events have been held for prospective students during July.
- d) Admissions – currently the number of successful applications has reached £1,080 for 950 places, but as many students accept places at more than one College, the number of final applications always reduces. AFS explained that the College was also giving attention to retaining students into their second year. The College has a waiting list of 150 students.
- e) Beacon Ceremony Monday 7<sup>th</sup> July – CT advised that the QIA had expressed support for BHASVIC's award noting its outward facing attitude within the sixth form education sector. Within the local 14-19 Partnership Board, the College is promoting ideas for further co-operation under the banner of "Partnership for Success".
- f) College finances – CT confirmed that another paper (3<sup>rd</sup>) regarding the College's financial position had been circulated to staff, explaining all the issues and solutions involved.
- g) Enrichment week – on-going during the last week of term, with a 7 mile sponsored walk over the Downs on Tuesday 15<sup>th</sup>. Thanks were passed on to Pippa Smith (arranged Dome Tour for students), Marion Wilcock (work placement for a student at dmh) and Dominic Blythe (work placement for student at Baker Tilly) for their support.

Pippa Smith and Yvonne Hillier passed on their congratulations in respect of Creative Arts Festival events which they attended and encouraged all Governors to attend more of the events, next year. Following a query from AB, it was noted that a calendar of events was issued to Governors during the Autumn Term, which reminders before each event for this purpose.

### **C08/22 Strategic Planning**

CT presented the paper to Corporation, passing on thanks to the Q & C Committee members for their comments on its contents at its meeting earlier this term.

- a) Annual Operating Priorities for Next Year (2008/2009) – these were noted by Governors.
- b) Consultation Timetable for building the Strategic Plan 2009-2012 – the suggested dates were noted and in particular that a Governors' Strategic Planning session would be scheduled for the end of the Spring Term. Following a request from PF, CT agreed that provision could be made within the timetable to allow more time for Governors to comment on the priorities.

The document was approved.

### **C08/23 Capital Project Update/Appointment of Consultants and Contractor**

JHK presented the paper to the Corporation, the contents of which were noted, together with the two sets of Premises Committee (confidential) draft minutes (28/4/08 and 17/6/08).

It was resolved that for the full list of consultants' should be formally approved,

together with the contractors' appointment to proceed with the second stage of the tender process, subject to Thomas Eggar (Legal Advisers) being satisfied with regard to various contractual queries currently being considered. It was recorded that the fees' schedule on page 17 related to the total fee levels in respect of the entire project (the main fees also given on the basis of % of the project cost). In response to a query from MW regarding the ring-fencing of FF & E (furniture, fittings and equipment) costs, JHK confirmed that these costs had been separated out. Following a query from MW concerning the contract details with Millers, it was noted that there remained only a few minor queries/exclusions to be resolved before Thomas Eggar were able to confirm to Millers that they are the preferred bidder/appointing them. Further discussion was held regarding the preferred Contractors (Millers) noting that 95% cost certainty to be detailed in the AID would be achieved by appointing them at this stage. JHK advised that consideration should be given to allowing the contractor to commence some preliminary work "at risk" (i.e. prior to achieving AID approval) e.g. ordering scarce resources or resources with a long lead in time and starting some of the early site preparatory work, to ensure that the time schedule is met.

Architect appointment (NEA) – PF reported on the various discussions at Premises Group with the Project Managers, regarding the continuing service of NEA, following Richard Hopkinson's departure.

It was noted that an additional Corporation Meeting would be required, during October 2008 to approve the Application in Detail (AID).

Following a request from RR, it was noted that he would defer giving his support for the contractors' appointment until further information had been given regarding the promoting of local employment in connection with the capital project. It was agreed that this issue would be taken forward by the Premises Group at its next meeting on 22<sup>nd</sup> July 2008. **ACTION: PF/JHK**

## **C08/24 Draft Minutes of Meetings of Committees**

### **Audit Committee 22/05/08**

Ellen Walsh presented the draft minutes of the meeting highlighting the key points of the meeting. These were noted and the following approved (item c being subject to the amendments recommended below):

- a) Re-appointment and remuneration of the Internal Auditors
- b) External Audit Planning Memorandum for the year ended 31/7/08.
- c) Disaster Recovery Plan (noting also sensitive sections).

Recommended amendments: i) Page 66 of the papers - Sudden Death Strategy (2) amend Communication by Principal section to bring it into line with the Strategy, rather than the 1 specific incident recorded. ii) Page 65 – add "Deceased's Parents" to the list, should the incident occur at College.

CT also agreed to liaise with Pippa Smith to gain knowledge of her experiences of various scenarios. **ACTION: CT/JHK**

### **Quality and Curriculum 16/06/08**

Yvonne Hillier presented the draft minutes of the meeting, explaining the key points

within the minutes and requesting approval for the following papers:

- a) Child Protection Policy
- b) Admissions Policy
- c) Disability Statement.

Approval was given by the Corporation for the three items proposed.

### **Finance and General Purposes Committee 23/06/08**

In the absence of Howard Kidd, Peter Freeman presented the draft minutes, drawing attention to all the key issues which arose during the meeting. Approval was sought for the following items:

- a) Results for the first nine months (management accounts)
- b) Budget 2008-2009
- c) 3 year financial forecast 2008-2011
- d) Summer Estates Work
- e) Business Procedures

Approval was given for all the papers listed above.

Capital Project Bank Loan Facilities – the recommendations within the paper were approved. The Corporation approved the facility in accordance with the resolution annexed.

### **Human Resources 24/06/08**

In the absence of Richard Schaverien, Melissa Gibbon presented the draft minutes noting the main issues. The following papers were approved:

- a) Whistleblowing Policy
- b) Policy for staff to request a change to their contract or an extended period of planned, unpaid leave of absence.
- c) Pay Policy (subject to deleting “8” immediately below the heading “Current rates of pay (2007-2008) from page 271 and on the same page, making reference to the use of students for certain Short Term Projects in respect of minimum wage clarification.) **ACTION: AFS**
- d) Pay Settlement 2008/2009 – AFS explained that the nationally agreed pay award was always announced towards the end of the Autumn Term. The College had agreed to follow the national agreements subject to budgetary constraints’ and the 2.5% estimate had been included within the budget, which the Corporation had just approved.
- e) Redundancy Policy
- f) Grievance Procedures for Senior Post Holders
- g) Disciplinary Procedures for Senior Post Holders

PF explained that the SPH procedures item f) and g) followed the AoC model policy, which had been agreed nationally with lawyers. SMT and HR Committee had also approved them.

At this point, as EW had to leave the meeting, PF passed on the Corporation’s thanks for her efforts and support during her term of office.

### **Search Committee 10/07/08 - refer to item C08/16**

**Premises Group of the F & G P Committee 28/04/08 and 17/06/08 – refer to item C08/23**

**C08/25 Any Other Business**

a) Records of Achievement – Pippa Smith asked whether these are taken into account by the College when new students enrol at BHASVIC. AFS advised that many schools complete the Records’ schedule at the end of term, too late for the College to take this into account during the interview process. A general discussion was held regarding the recognition of all achievements by the College and AFS explained that an annual Awards Evening was being planned to recognise success within E4L. It was agreed to put this on the next Q & C Agenda for discussion.  
**SLB/YH/LEP.**

b)PF passed on the Governing Body’s thanks to the out-going Governors – Parent Governors (31st August 2008) Jabu Xulu and Robert Rosenthal, noting that RR will be able to seek another term in this category and Business Governor (30<sup>th</sup> September 2008) Andrew Barnett.

**C08/26 Date of Next Meeting**

Date to be advised during October 2008 and then Thursday 11<sup>th</sup> December 2008.

**C07/27 Reserved Business**

Refer to separate minutes.

Louise Pennington  
**Clerk to the Corporation**

**CHAIR**.....

**DATE**.....

## ANNEX

CO8/24 Draft Minutes of Meetings of Committees, Finance & General Purposes Committee  
23/6/08

It was resolved that

1. The College accepts the borrowing facility offered by Barclays Bank PLC in the attached facility letter, the terms and conditions of which have been exhibited to and accepted by the Corporation;
2. The acceptance of the facility is considered to be in the best interest of and to the advantage and further benefit of the College;
3. The facility letter to Barclays Bank PLC now produced is approved and Chris Thomson and Jutta Knapp be and are hereby authorised to sign the acceptance of the said facility letter on behalf of the College and to bind the College to the terms and conditions stated therein.
4. The College authorises the Bank to accept instructions and confirmations in connection with the facility signed in accordance with the Bank's signed mandate; current from time to time, and to accept instructions in connections with drawings under the Sterling MML by telephone from any person specifically authorised to given such telephone instructions.