

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 7th
JULY 2011 AT 6.00 PM
IN THE SPORTS CENTRE CAFÉ**

Present: Derek Betts, Dominic Blythe, Sandra Clinton, Kerry Doyle, Peter Freeman (Chair), Leslie Ironside, Howard Kidd, Pippa Smith, Sue Smith, Jim Smithyes, Peter Tarbet, Chris Thomson, Alex Ward, Tom Wolfenden.

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

C11/14 Membership Matters

a) Election of Chair

Chris Thomson took the Chair and Peter Freeman left the meeting. Nominations were invited for Chair of the Corporation. Peter Freeman was nominated by Pippa Smith and seconded by Howard Kidd. There were no other nominations and Peter Freeman was elected unanimously as Chair for a further three year term of office (from December 2011 when his current term expires), subject to the limitations of his existing term of office as a Governor.

Peter Freeman returned to the meeting and took the Chair.

b) Other 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) Membership Renewals: Richard Schaverien and Kate Blenkinsop were reappointed for a further three year term as Governor and Committee co-optee respectively.
- b) External Vacancy: The Corporation were advised that the Search Committee were continuing to investigate suitable options for the vacancy and that at present enquiries were being made to the local secondary school head teachers in Brighton and Hove.

C11/15 Apologies and Welcomes

Apologies were received from Yvette Cannock, Kerry Doyle, Tando Dwyer, Rod Mallinder, Richard Schaverein.

Alex Ward was welcomed to her first meeting.

C11/16 Minutes of the Meeting held on 4th April 2011

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

C11/17 Matters Arising

It was noted that all actions had been completed and that there were no matters arising other than those already on the meeting's agenda BCIF (Building Conditions Improvement Fund) and Governors' Seminar (reporting within Chair's Report).

C11/18 Declaration of Interests

None declared.

C11/19 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) Peter Freeman commended SMT and the staff at BHASVIC for their commitment and achievements in this academic year particularly noting the various difficulties experienced within the education sector.
- b) He summarised the current issues within the sector including those relating to the impact of funding cuts in 16-19 education and the withdrawal of support for students, and the potential effect of academies/free schools and UTCs.
- c) He referred to the forthcoming report of the House of Commons Select Committee on Education, and a recent hearing at which the Principal of Hereford SFC had utilised a report produced by the National Audit Office to demonstrate the success, efficiency and quality of teaching of SFC's..
- d) AoC (Association of Colleges) and SFCF (Sixth Form Colleges Forum) had started to work collaboratively to lobby Government Ministers with regard to the interests of all SFCs.
- e) Instrument & Articles – a formal consultation letter has been issued by the YPLA regarding the proposed changes to the I & A . They are limited to the change in funding body from the LSC to YPLA. Governors were advised that the final version was likely to be issued next term for action by Corporations.
- f) Code of Governance – the AoC has issued revised advice regarding the proposed new FE Code of Governance. Sixth Form Colleges via the SFCF had not supported the AoC's initial proposals but he now proposed that the draft Code should be considered at the Chairs' Committee in November.
- g) Peter Freeman reported upon Chris Thomson's continuing involvement in the local Partnership discussions with the Local authority, Colleges and Schools. It was noted that some of Brighton and Hove's secondary schools had received criticism regarding the poor standards attained; all secondary school headteachers had now agreed a Memorandum of Understanding (copy tabled) to encourage greater collaboration, which their governing bodies are currently considering. He also noted that the likely closer working between schools with a sixth form may have an impact upon BHASVIC and Varndean.

C11/20 Principal's Report

CT gave his report and Governors noted the following:

- a) Bursary Scheme – the document C11/20 which summarised the information known to date regarding bursary funding which will be replacing EMA provision, was taken as read. Anne Fielding Smith advised Governors that recent media articles suggesting that £800 pa would be made available to those students achieving the agreed criteria were inaccurate. Owing to the limitation of the overall funds allocated to the College, it was likely that no more than £200 pa at most would be available per eligible student. It's therefore likely that there will be many students with financial difficulties. The College is required to ensure that sufficient funds are retained to allow for students falling within the £1,200 fund allocation (e.g. looked after children).

Students in their second year who received £30 per week EMA will continue to receive funding outside the College-run scheme, although this has been reduced to £20 per week. There may be an impact upon certain courses e.g. art textiles where there are additional course costs which the students incur in respect of art supplies etc. The criteria for funding allocation has been agreed with Colleges pan-Sussex and she hoped that school sixth forms in Hove would adopt them too.. The College will be allocating bursaries to students via travel tickets, books, trips, vouchers etc rather than cash. The College will be monitoring effects arising as a result of the loss of EMA upon recruitment, admissions, in year retention, subject selection etc. Governors endorsed the recommended approach and asked management to emphasise the pan-Sussex approach to bursaries within its literature. **ACTION: Anne Fielding Smith**

- b) BCIF Update – Jutta Knapp informed Governors that in addition to the £460,000 already allocated to the College under the BCIF scheme and following the College's appeal for additional funding, BHASVIC had the previous week been allocated a further £330,000. In line with discussion at the previous Corporation meeting (C11/09(b)), F&GP on 20 June had agreed that the initial allocation, combined with the College's contribution (£400,000), should be used for essential refurbishment work on College House. She could now recommend that the College should also refurbish the former Student Common Room. Jutta Knapp also advised Governors that the tender for the College House refurbishment works would cost less than the estimate, leaving further opportunity to revise the final proposals and reduce the call on College funds. SMT is also proposing that the existing project manager be assigned the additional works although a tendering process in respect of the contractor for the additional works would be carried out – this was endorsed by Corporation. Premises Group members had been given sight of the various contracts and had given their input accordingly. Following a query from Governors concerning the effect of this decision on staff morale, it was noted that staff were likely to be supportive of increasing student space owing to the substantial current restrictions upon this. However it was agreed that staff should be given information once the final position has been resolved, to explain the one off nature of the project and explain that this would not have any effect upon possible redundancies. Peter Freeman confirmed that the Premises Group Members supported the broad outline of the revised proposals. SMT will discuss its final recommendations with the Premises Group members and obtain agreement concerning the College's financial contribution.: **ACTION: Jutta Knapp/Chris Thomson.**
- c) Creative Arts Festival has been successful.
- d) Moving on Days have taken place along with various enrichment activities. 4 taster day sessions have also been organised for 500 year 10 students from local schools interested in BHASVIC.
- e) Various in-house training for staff has been organised.
- f) Staff consultation day – 19th July (E & D training, strategic planning/YPLA cuts).
- g) A second staff open forum was scheduled earlier today, although no staff members attended.
- h) Staff satisfaction survey – one point arising from this highlighted the concern that the College's mission was being compromised owing to the focus upon funding issues.
- i) Learning Partnership (Brighton and Hove Head Teachers/Principals and LA) is making progress with several meetings having been held this term, involving either Chris Thomson or Sally Bromley.

- j) Chris Thomson attended the SFCF (Sixth Form Colleges Forum)/AoC – 3 day event in Cambridge and noted that there were fewer sixth form college principals than expected, probably owing to the national teaching staff strike which prevented them leaving their own Colleges. In fact Chris Thomson had attended the event one day late owing to the strike but confirmed that although the College's business had been disruptive with no teaching taking place, the atmosphere had remained friendly. However Chris Thomson advised Governors that he had found the event useful and following this had exchanged information with the Barton Peverill College Principal.
- k) YPLA consultation – Chris Thomson warned Governors that there would be changes in the funding formula following consultation and that this was likely to pose problems for Colleges.
- l) Christine Grundy – retired teacher of modern languages has died and many BHASVIC staff attended her memorial service.
- m) Admissions for September 2011 – figures are looking healthy with well attended moving on days for students. The College will continue to monitor this closely between now and September both in respect of year 1 and year 2. Uncertainty remains regarding the effect of university fees upon sixth form admissions, although it was noted that it was known that a university degree generally ensured a greater earning potential.

C11/21 Strategic Planning

Chris Thomson presented the paper to Corporation and noted the following points:

- a) Annual Operating Priorities Appendix 1 – all but four have been completed, with the remainder in progress as detailed on page 10 of the papers. Item 3 (City Action Plan and BHASVIC curriculum model) – nature of the approach within the Learning Partnership to CC15 (city wide curriculum plans) has changed with a move to a piecemeal model capable of change rather than the more fixed original model proposed. Sally Bromley continues her involvement of this via the 16-19 Curriculum Group.
- b) Appendix 2 Drivers for Change and proposals for next year's operating priorities. The AOP's for 2011-2012 were approved by the Governing Body.
- c) Appendix 3 – Feedback from recent Governors' Seminar. Chris Thomson confirmed that at the Staff event on 19th July, SMT would be making the same presentation which it gave to the Governors' Seminar.
- d) Appendix 4 – timetable for production of the Strategic Plan for 2012 – 2015, the final version of which will be approved by Corporation in July 2012.

The paper was approved by Corporation.

C11/22 Draft Minutes of Meetings of Committees:

Premises Group 9/5/11

Peter Freeman presented the draft minutes to the Corporation and the Sixth Form College Building Conditions Improvement Fund terms and conditions were endorsed by Governors. Regarding the tender approvals, reference was also made to the draft F & GP Committee minutes dated 20th June noting that the Premises Group Members had considered the tender documentation and recommendations provided by the Project Managers and had endorsed their recommendations which the Governing Body supported.

Audit 16/5/11

The draft Audit Committee minutes were presented by Tom Wolfenden (chair in absence of Dominic Blythe) who gave a summary of the business conducted at the last meeting. Regarding Committee training which was discussed when the Committee completed its annual self-assessment, it was noted that a pre-meeting training session from Mazars covering best practice would be arranged for the Spring Term 2012.

The External Audit Planning Memorandum for the year ended 31/7/11 was approved by Corporation.

Quality and Curriculum 13/6/11

In the absence of Kerry Doyle, Peter Tarbet presented the draft Committee minutes and papers recommended for approval. He gave a summary of the key points arising from the minutes regarding the items discussed. Following a point raised by Peter Tarbet regarding a recommendation for change made to the Single Equality Scheme, Sally Bromley agreed to review the document to ensure that all recommendations in the minutes had been updated within the final document.

ACTION: Sally Bromley

The following policies and papers were considered and approved by Corporation:

Single Equality Scheme

Annual Review of Meeting Your Needs Booklet (Disability Statement)

Admissions Policy

Annual Review of Child Protection Policy/Procedures

Safeguarding Policy

Annual Report to Governors on Child Protection and Safeguarding

Equality and Diversity Policy

Race Equality Policy

Human Resources 16/6/11

Pippa Smith presented the draft HR Committee minutes and highlighted the main discussion points and decisions recommended to Corporation.

The two policies were reviewed and on the recommendation of the HR Committee, approved by Corporation: Policy and Procedures for Staff to request a change to their contract or an extended period of planned, unpaid leave of absence; Redundancy Policy and Procedures.

Referring to page 33 of the papers item HR11/17 and HR11/05 E & D on line training tool – Governors were advised that there would be an opportunity to complete the E & D (and/or Safeguarding on line tool) at College. **ACTION: Sally Bromley/Louise Pennington**

Finance & General Purposes 20/6/11

Howard Kidd reported upon the recent Committee' meeting, presented the draft minutes and drew the Corporation's attention to various key point within the various financial papers:

- Summer Estates Work – Health and Safety fire assessment report and requirement to give urgent attention to prioritising the fire door recommendations.
- Page 76 Results for the first nine months student number target of 1800 not achieved as expected for the year (1756 actual). Pay as percentage of income 71.88% near to the benchmark of 70%. Non-LSC income 5.92% and it was noted that it was unlikely for this to achieve the target of 10%. Governors discussed whether it was unrealistic for the target to be set at 10% but it was resolved that it was useful to leave this as a target.
- Page 77 – deficit on continuing operations after property strategy costs (£77,000) compared to budget of £142,000 surplus, an improvement on the actual position at 6 months (refer last F & GP March minutes – deficit of (£277,000), reflecting the impact of the BCIF.
- Page 80 Cash flow – two sections of forecast noted with the bottom forecast reflecting the BCIF movement. The additional £330,000 BCIF allocation will be added to the table in due course.
- Page 122 Budget – I & E surplus 2010/2011 £142,000 surplus compared to budgeted figure for 2011/12 of (£19,000) deficit. Page 123 net cash inflow 2011/12 budget (£10,000) deficit. Page 79 Balance Sheet – shows (£1.3M) long term debt which along with the interest needs to be financed. The increase in salaries for support staff for 2011/2012 was queried by Governors and Anne Fielding Smith advised that this accounted for some essential appointments e.g. IT technician, careers adviser (following abolition of Connexions service).
- Page 132 financial forecast I & E account line 16 surplus/deficit on continuing operations after depreciation of assets at valuation and tax reflects (£77,000) for 2011 and (£19,000) for 2012. Governors were advised that the financial forecast was in a prescribed format given by the YPLA. Line 1 YPLA income between 2011 and 2012 reflects the forecast funding cut of £300,000.
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The following papers, recommended to Corporation by the Committee, were approved:

Results for the first nine months
 Drivers Jonas Deloitte tender documentation
 Budget 2011-2012
 3 year financial forecast 2012-2014
 Summer Estates Work
 Business Procedures

Search Committee 7/7/11 – refer to item C11/14

All Committees' terms of reference were also approved.

C11/23 Student Governors' Report

Alex Ward gave a summary of the work of the SU to date including notification that the SU was in the process of organising fresher events for new students and dealing with the handover from the outgoing SU.

Anne Fielding Smith thanked the SU for its help in interviewing for the new SU Officer appointment.

C11/24 Any Other Business

Chris Thomson thanked Pippa Smith for her work involved in the joint Poetry competition venture between Brighton Festival and BHASVIC.

Peter Freeman recorded the Corporation's grateful thanks to Anne Fielding Smith for her long service to BHASVIC and wished her well in her new appointment.

There was no other business.

C11/25 Date of Next Meeting

A schedule of meeting dates for next year's Corporation/Committees will be circulated to all Governors shortly.

C11/26 Reserved Business

It was that at this point it was resolved that the Student and Staff Governors should leave the meeting.

Refer to separate minutes

CHAIR.....

DATE.....