

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON TUESDAY 24th MARCH 2009 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

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

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

C09/06 Membership Matters

Peter Freeman reported upon the matters discussed at Search Committee, earlier today. On the Committee's recommendation, Corporation agreed to appoint Sarah Bovill as a co-optee to the Audit Committee for a three year term of office commencing on 1st April 2009. **ACTION: PF/LEP**

The Corporation also resolved to re-appoint Howard Kidd for another three year term of office, ceasing on 31st March 2012, following the Search Committee's recommendation. **ACTION: LEP**

C09/07 Apologies and Welcome

Apologies were received from Vanessa Brown, Nigel Fisher, Yvonne Hillier, Leslie Ironside, Jutta Knapp, Richard Schaverien, Marion Wilcock.

Sam Wolfe was also not present.

C09/08 Minutes of the Meeting held on 11th December 2008 and the Special Meeting held on 25th February 2009

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

C09/09 Matters Arising

11th December 2008 – item C08/35 page 3 – it was noted that it had been decided that Strategic Planning update should be deferred until the Governors' Away Day on 1st May 2009.

C09/10 Chair's Report

a) **Capital Project – National Context** – Peter Freeman updated the Corporation on developments affecting the LSC's capital programme, since the Special Meeting on 25th February 2009. With Chris Thomson he had attended a crisis summit in London yesterday, organised by the AoC (Association of Colleges), at which most of the 120 UK Colleges involved in Capital Projects, were represented. The scheduled speaker, the Chief Executive of the LSC, Mark Haysom had instead resigned during the day. The entire budget for College buildings (over £800 million a year) for 2009/2010 and 2010/2011 would be needed for Colleges which have already achieved AiD. The additional funding that would be needed for projects which have achieved AiP (including BHASVIC) is around £2.7bn, with the amount

required to fund Colleges which have not yet achieved AiP (including City College and Varndean) a further £3bn. There were some indications that the budget on 22nd April might include additional resources but the first call on them may be for Colleges facing serious financial difficulties. A record of Colleges' debts arising from Capital Project consultants' fees incurred to date, has been established. Sir Andrew Foster's review of what has happened will be completed in April and a report issued before the Easter recess. The first statement issued by the new Chair of the LSC, Geoffrey Russell (recently retired partner of KPMG), advised that a target of greater transparency would be implemented. BHASVIC's Premises Group will be meeting on 31st March 2009 and will be reviewing the on-going work of the various consultants.

Chris Thomson confirmed that BHASVIC's AiD had been submitted by 2nd March 2009. He also advised that the LSC's regional property adviser had requested a meeting and that this would be scheduled shortly.

Peter Freeman, Chris Thomson and City College and Varndean representatives are meeting local MPs on Friday to prepare the ground for a meeting with the FE Minister, Sion Simon MP, the following week.

Following a query from Jamal Salman regarding the College's situation should reduced capital funding be allocated, it was noted that it would be uneconomical to reduce the current capital proposal owing to the fact that much of the initial and costly work involves implementing the energy saving infrastructure, which would only be of long term benefit if the existing project is completed in its entirety.

Melissa Gibbon questioned whether the College continued to incur costs and it was confirmed that currently funding had been agreed in respect of consultants' fees to reach AiD ie.up to June 2009, when it had been hoped that works would commence on site.

Pippa Smith raised the issue of the funding situation after the sixth form sector has transferred from LSC to Local Authority (LA) control (2010) and Governors noted that this currently related only to revenue funding and not capital funding, which has still to be decided upon. However clearly it would also be in the LA's interest to have the capital funding situation resolved prior to the transfer. Should the College's Capital bid not be successful, prior to a change in the responsibility, the College would fall within the Building Schools for the Future programme. It was agreed that urgent discussions were required with the Local Authority to ensure that should the situation arise, the Building for Schools for the Future programme takes account of the sixth form Colleges' needs **ACTION: CT.**

b) Brighton and Hove Schools - Peter Freeman explained that as Chair of the Brighton and Hove Schools' Forum, he has been invited to a new group comprising the Chairs of Governors of all Secondary Schools. The agenda includes the relationship between secondary schools and Colleges following concerns raised at a recent School Governors' meeting about helping students to deal with the transition between Secondary School and College. Anne Fielding Smith explained that visits were made in conjunction with Varndean College to secondary schools to investigate ways of improving the transition. However except for Cardinal Newman the Hove Schools with sixth forms did not permit sixth form College representation at their schools. Anne Fielding Smith also explained that plans were at an early stage with BHASVIC students (from Patcham High School) to act as lead peer mentors for students in Year 11 coming to BHASVIC, to assist with the transition period. Taster days were also being extended to help and guide students coming to BHASVIC.

C09/1 Principal's Report

CT gave his report and Governors noted the following:

- a) **Managers' Away Day** – a successful event was held last week at which strategic issues and quality assurance were discussed. Good staff feedback has been received to date.
- b) **Sport** – The students have had success recently, particularly from the football team.
- c) **Machinery of Government (MOG)** – Brighton and Hove is almost certainly going to form its own sub-regional group for commissioning 16-19 provision as East Sussex and West Sussex are unwilling to join with Brighton and Hove to form a single sub-regional group when the transfer to LA funding takes place in 2010. There will be issues to resolve arising from the groupings bearing in mind that many of BHASVIC's students live in East or West Sussex.
- d) **Partnership for Success** – which has enabled a close working relationship between providers and the Local Authority. Chris Thomson is one of the three Partnership for Success Champions, charged with moving the agenda forward.
- e) **James Parke trial** – next court appearance is scheduled for 3rd April (the last Friday of the Spring Term).

C09/12 Draft Minutes of Meetings of Committees

Audit Committee 24/02/09

Dominic Blythe, the Chair of Audit Committee, presented the draft Audit Committee minutes to the Corporation advising that there were no significant audit issues. The Performance Indicators for the Financial Statements' Auditors were approved.

Finance & General Purposes Committee 3/03/09

The draft meeting minutes were presented by Howard Kidd, Chair of Finance & General Purposes Committee, the contents of which were noted.

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

- a) Capital Project paper – current 2 page update was tabled. In particular the terms of the bank loan with Barclays were approved.
- b) Lloyds Bank Amended Facility Letter
- c) Acceptable Use of Computers Policy

The results for the first six months were noted and Howard Kidd drew the Committee's attention to the predicted outturn 2008/2009, iro the Capital Expenditure net of grants received on page 33, being (£469,000) and explaining that this did not take account of the overall amount of expenditure arising from capital project consultants' fees ((£1.5M) approximately in total to date). The I & E account deficit, predicted outturn for 2008/2009 is (£39,000) compared to the budgeted figure of (£133,000). The more significant variances between forecast historic cost surplus outturn and budget, as detailed on page 36 were also noted.

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

Quality and Curriculum Committee 9/03/09

Peter Freeman, who had chaired the meeting in the absence of Yvonne Hillier, presented the draft minutes and invited the Corporation to approve the College Charter and the Quality Assurance and Improvement Policy. The 2 documents were approved by Corporation.

LEP agreed to circulate the Ofsted Risk Assessment Report to all Governors who had not yet received a copy. **ACTION: LEP**

Human Resources Committee 12/03/09

Pippa Smith, who had chaired the meeting in the absence of Richard Schaverien, presented the draft minutes to Corporation and gave a summary of the meeting content. The following papers were approved:

Equality and Diversity Policy
Race Equality Policy
Directed Time Guidelines
Retirement and Ill Health Policy and Procedures
Staff Code of Conduct and Model of Professional Behaviour

Search Committee 24/03/09 - refer to item C09/06

C09/13 Student Report

Rosa Friend and Chloe Tomlinson gave their report to the Corporation and the following matters were recorded:

- a) Discussions are underway with OLC staff to better manage noise levels within the OLC.
- b) Student Union is encouraging the introduction of re-cycling bins in classrooms and it was suggested that the Student Governors should liaise with Nick Borland, Estates Manager for assistance.
- c) Parties – very successful Spring party, with over 600 students attending the event.
- d) Student Union elections – these have been held and the new Student Governors will be appointed next term.
- e) Fair Trade raffle was held with profits going to charity.
- f) Mental Health awareness day on Thursday, with speaker from Sussex University.
- g) Charitable donations – £300 was donated to Brighton and Hove Housing Trust.
- h) Student Union Away Day was held recently at the Jubilee Library, where the outgoing SU assists the incoming SU to prepare the manifesto for next year. Also various sub-groups will be organised to assist students in specific areas e.g. those interested in studying medicine at university.

The Corporation thanked the Student Governors for their contribution to the Governing Body over the last year.

C09/14 Any Other Business

There was no other business.

C09/15 Date of Next Meeting

Thursday 9th July 2009

C09/16 Reserved Business

Refer to separate minutes.

Louise Pennington
Clerk to the Corporation

CHAIR.....

DATE.....