

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

### **MINUTES OF THE MEETING OF THE CORPORATION HELD ON TUESDAY 23<sup>rd</sup> MARCH 2010 at 6.00 p.m. IN THE SPORTS CENTRE CAFE**

Present: Dominic Blythe, Vanessa Brown, Peter Freeman (Chair), Yvonne Hillier, Howard Kidd, Elizabeth Lamb, Rod Mallinder, Sam Rowe, Jamal Salman, Pippa Smith, Sue Smith, Jim Smithyes, Chris Thomson.

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

#### **Training Session: Safeguarding – Anne Fielding Smith**

Anne Fielding Smith gave a 30 minute presentation and circulated a handout to each of the Governors present, following by a question and answer session.

#### **C10/01 Membership Matters**

Peter Freeman reported to Governors on the discussions held at the Search Committee meeting, immediately prior to Corporation and gave the Search Committee's recommendations which were endorsed as follows:

- a) Chair of Quality and Curriculum Committee – Yvonne Hillier will be leaving the Governing Body on 31<sup>st</sup> March 2010 and the Search Committee discussed succession. It was noted that a temporary Chair would be sought for the Summer Term meeting and for the new academic year a permanent Chair would be considered.
- b) Prospective New Governors – Peter Freeman reported that the Committee had considered three prospective candidates and it was resolved that subject to satisfactory meeting with the Chair and Principal, two of the candidates would be recommended to Corporation for approval at its Summer Term meeting. It was noted that the appointment of the third candidate would be deferred until a vacancy within his area of experience and expertise, arose on the Governing Body.
- c) Renewal of Governors/co-optee Committee members whose terms of office cease in March 2010 – approval was given for another 3 year term of office to be given to Pippa Smith (Community Governor) and Michael Bewlock (co-opted member of the Audit Committee)..
- d) Safeguarding/Child Protection Nominated Governor – It was resolved that Pippa Smith should be appointed as the nominated Governor for Safeguarding/Child Protection with immediate effect.
- e) Teaching Staff Co-opted Member of the Quality and Curriculum Committee – It was resolved that James Moncrieff (Senior Tutor) should be appointed for a three year term of office with immediate effect.

#### **C10/02 Apologies and Welcome**

Apologies were received from Helen Andrews, Leslie Ironside, Richard Schaverien, Matt Ward and Sam Wolfe.

### **C10/03 Minutes of the Meeting held on 9<sup>th</sup> December 2009**

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

### **C10/04 Matters Arising**

There were no matters arising that were not already included within the Agenda items of the meeting.

### **C10/05 Chair's Report**

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

- a) Designated Sixth Form College – this will take effect in April when BHASVIC along with the majority of other Sixth Form Colleges, transfers from FE College status to Sixth Form College status. Revisions to reflect this within the College's Instrument and Articles will be issued by the DCSF/YPLA in due course. BHASVIC's Creative Arts will be on show in London on 21 April at the Sixth Form College Forum's celebration of our new status.
- b) From 1<sup>st</sup> April the YPLA and Local Authority will assume responsibility for Sixth Form College funding, commissioning and performance management. There remain a number of uncertainties in precisely how this will work.
- c) Secondary and post-16 education in Brighton and Hove is also changing. The Brighton Aldridge Academy at Falmer will open in September (with a sixth form from September 2011) and the Council has proposed a second Academy in Portslade, although it is uncertain whether this will include sixth form provision. This year's Ofsted Reports in respect of Hove Park School and Blatchington Mill School sixth forms were disappointing. Despite having two very successful Sixth Form Colleges in Brighton and Hove – BHASVIC and Varndean (both in the top 10 of the UK league table, based on value added information) – the LA has not yet found a way to involve the Colleges systematically in its thinking.
- d) However, at the suggestion of Chairs of Governors of Secondary Schools, on 10 March Local Authority representatives, Head Teachers, Principals and Chairs of Governors met together for the first time. As a result, Chris Thomson, as Chair of the Learning Partnership Board, was nominated to work with Jo Lyons (Assistant Director of CYPT) and Janet Felkin (Chair 14-19 Partnership Board and Head Teacher of Blatchington Mill School) to draft a protocol for future cooperation and a route map for quality improvement..
- e) He had attended the recent annual LSIS Governance Conference in Birmingham, which was dominated by FE Colleges but which also had some useful insights into issues relevant to all Colleges e.g. self-evaluation, governance models, Ofsted assessments and the current AoC/LSIS review of governance (item C10/08 below) etc

Owing to the fact that Yvonne Hillier had to leave the meeting at 7.00 p.m., it was resolved to deal with item C10/09 Quality and Curriculum Committee, before the Principal's Report (refer item C10/09 Q & C Committee).

### **C10/06 Principal's Report**

At this point, Yvonne Hillier left the meeting.

CT gave his report and Governors noted the following:

- a) Capital Project – the College has received further part repayments of its capital project costs in two tranches - £300,000 (received February) and £1.035M (received March) – this leaves a debt to the College of about £120,000 from the failed LSC Capital Programme. The Corporation passed on its congratulations and thanks to Jutta Knapp and Chris Thomson for their efforts involved in achieving the repayments. It was also agreed that thanks should be passed to Chris Birt, LSC Regional Finance Director, for working on the College's behalf to achieve this result. **ACTION: Peter Freeman.** Chris Thomson confirmed that SMT was working on a revised property strategy which would be presented to the Corporation in the Summer Term **Action: CT/JK.**
- b) Finance The Corporation was advised that the LSC repayment would not affect the need to reduce the staff pay ratio and confirmed that the consultation which was progressing with discussions with both staff and Unions – the last meeting with the Unions (including both branch and regional representatives) was attended by Governing Body representatives - Peter Freeman and Pippa Smith and also by Eversheds, the College's legal advisers.
- c) Student Suspensions – The Corporation was advised that 7 students had been suspended this term as a result of instances of swearing at a teacher, fighting between students and taking/possessing cannabis. Regarding the latter offence, it was noted that College Policy had been followed and the police had been involved. As a result of this the students involved in taking/possessing cannabis have been requested to attend a drugs course. It was agreed that all students should be reminded of the College's policy on taking/possessing drugs. **ACTION: Anne Fielding Smith**
- d) Specialist Tutors – interviews are progressing well.
- e) Managers' Away Day – this annual event was held in March and comprised training in managing difficult conversations.

### **C10/07 Mid-Year Report to Governors on Progress with Strategic Plan and Annual Operating Priorities**

Chris Thomson presented the mid-year update paper to Governors and the following points were recorded:

- a) Progress with Annual Operating Priorities (AOPs) page 13 – 14 demonstrates how the College has progressed during the year, with no "red" status issues as at March 2010.
- b) AOP 4 – Commission a review of equality and diversity in the curriculum from EQR (External Quality Review) – Chris Thomson reported that as it was not possible to initiate this matter owing to the fact that there is no staffing currently available within the EQR Scheme to facilitate this, Sally Bromley was investigating the possibility of completing this within the College Management Team instead.
- c) Page 11 item X College Information System – the aim is to improve remote access to information for students and parents.
- d) Following a query from Peter Freeman regarding involvement with the community, it was noted that Sally Bromley was Chair of the 16-19 Curriculum Group which had a broad remit to consider the inclusivity of

members of the community with regard to curriculum provision. This work is likely to progress in more detail this year in the light of the new Falmer Academy and prospective new Academy in Portslade.

- e) Page 11 item Viii Promote coaching among all College Managers – Jim Smithy reported on the successful away day for staff in March (also refer C10/06 d). With regard to the formal closure of the Making BHASVIC Outstanding (MBO), this is likely to be completed next term at which point various actions may arise. It was noted that feedback from the away day was to be circulated to Managers shortly.

### **C10/08 Review of Governance and Strategic Leadership**

Peter Freeman presented the paper to the Corporation advising that the final version of the SFCF (Sixth Form College Forum) response to the LSIS/AoC Review of Governance and Strategic Leadership consultation process (draft response attached as paper) was due to be issued shortly. The Corporation endorsed the SFCF response. Peter Freeman attended the LSIS/AoC organised event on this subject last week, held at City College.

### **C10/09 Draft Minutes of Meetings of Committees**

The Chairs of each Committee presented the draft minutes of the Committees, together with the various papers requiring Corporation approval.

### **Finance & General Purposes Committee 2<sup>nd</sup> March 2010**

Howard Kidd presented the draft minutes and highlighted the following items:

- Management Accounts for the first six months – page 39, I & E Account – predicted outturn 2009/2010 - deficit on continuing operations after property strategy costs is (£11,000), whilst the budgeted figure is £35,000 surplus. Howard Kidd reminded Governors that the College needed to sustain in the long term, a surplus position in order to be able to generate cash, keep pace with inflation, pay off loan debt and make progress with any new capital projects.
- Page 43 – main variances between forecast operating cost surplus outturn and budget (tuition fees reduced owing to fewer students being enrolled than predicted and apprenticeship costs not originally included in the budget).
- Page 42 – cash flow - £300,000 first tranche of refund from LSC re aborted Capital project consultants' costs, received in February. Further £1,035,000 due from LSC as reported above, will improve cash flow position further, but still leaves a deficit of approximately £120,000.
- Following a query from Dominic Blythe regarding the on-going credit facility due for renewal in June 2010 (page 42), it was noted that once the College's Property Strategy has been revised, the College will consider on-going loan arrangements in respect of any capital works/on-going maintenance.

The Results for the first six months were approved.

### **Audit Committee 4<sup>th</sup> March 2010**

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 considered and approved by the Corporation.

Dominic Blythe reported upon the proposals regarding the tendering for internal and external audit services in line with best practice. Recommendations will be brought via Audit Committee to the next Corporation meeting in the Summer Term.

### **Human Resources Committee 9<sup>th</sup> March 2010**

Pippa Smith, Chair of HR Committee presented the draft minutes to the Corporation and summarised the key points arising from the meeting.

The following papers were approved:

Recruitment of Ex-Offenders Policy  
Staff Recruitment and Selection Policy  
Children of Staff on Site Policy  
Pay Policy

Thanks were recorded to the College's HR Department for their efforts in producing the new/revised policies.

### **Quality and Curriculum Committee 10<sup>th</sup> March 2010**

Yvonne Hillier, Chair of Q & C Committee presented the draft Q & C Committee minutes and gave a summary of the key items discussed at the meeting.

The Corporation approved the revisions to the College Charter. **ACTION: Louise Pennington**

Thanks were passed on to Yvonne for her valuable contribution during her term of office as a Governor and Quality and Curriculum Committee Chair.

### **Search Committee 23/3/10 - refer to item C10/01**

#### **C10/10 Any Other Business**

##### **a) Student Report**

Sam Rowe gave a verbal presentation to the Corporation with the following points being recorded:

- Student Union Constitution is still being worked on by the students with Tom Lyons (Cross College Council) and it was hoped that the final revision would be presented to Q & C Committee in the Summer Term.
- .New student governors will be elected shortly and advised to Corporation via Search Committee.
- Fair Trade initiative has progressed further with the SU working with College Managers to extend fair trade products within the College.

The Corporation recorded its thanks to Sam Rowe and Matt Ward who have made a

very useful contribution over the year to the Governing Body.

**b) Governor Links' Visits**

Dominic Blythe, Peter Freeman and Rod Mallinder reported on their extremely useful and informative links visits to various departments, both teaching and support in the College and recorded their thanks to all staff and students involved.

Thanks were also recorded to Debbie Murray for her time involved in organising the visits.

**C10/11 Date of Next Meeting**

**It was resolved that the next Corporation Meeting currently scheduled for 6<sup>th</sup> July 2010, should be changed to 7<sup>th</sup> July 2010.**

**C10/12 Reserved Business**

Refer to separate minutes.

It was resolved that the Student and Staff Governors should leave the meeting at this point owing to the nature of the confidential business relating to HR issues, to be discussed..

Louise Pennington  
**Clerk to the Corporation**

**CHAIR**.....

**DATE**.....