

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE CHAIRS OF COMMITTEES HELD ON
TUESDAY 10th NOVEMBER 2009
HELD IN ROOM 151, COLLEGE HOUSE**

PRESENT: Dominic Blythe, Peter Freeman (Chairman), Howard Kidd.

IN ATTENDANCE: Chris Thomson and Louise Pennington.

The meeting was quorate

CC.09.01 Apologies and Welcomes

Apologies were received from Yvonne Hillier, Pippa Smith and Richard Schaverien.

CC.09.02 Minutes of the Meeting held on 13th November 2008

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

CC.09.03 Matters Arising

There were no matters arising and it was confirmed that all actions had been done.

CC.09.04 Terms of Reference

The terms of reference were reviewed by the Committee and it was resolved to recommend them unchanged to Corporation for approval, subject to deleting "Vice-Principal" from the section on Membership and Attendance. **(ACTION LEP)**

CC.09.05 Governing Body Self-Assessment

**a) Framework for Excellence (Financial Management and Control Evaluation)
FMCE Excerpt: Section 1.1**

The Committee was advised that the FMCE was part of the Government initiative, Framework for Excellence, comprising a series of performance indicators which the LSC requires all Colleges to complete and upon which to be judged. In completing the document consideration has been given to the last Ofsted inspection findings (Autumn Term 2007) and the associated PFA (Provider Financial Assurance) Audit.

The Committee was advised that the final document would be presented to the Audit Committee meeting (next week) for review and approval. The FMCE was first completed last year, in substitution for the previous SARQ (Self-Assessment Reporting Questionnaire) and this year the completion of all three parts of the document (Part 1: Summary of Grades; Part 2: Improvement Plan; Part 3: Control Arrangements and Evaluation) is not mandatory for all providers. The College is able to opt to submit a short FMCE return comprising Part 1 and Part 2, if the College does not intend to alter its overall self-assessment grade and if the College has not undergone any significant changes since last year.

The Committee reviewed the entries given within section 1.1 and confirmed approval with the comments made and the outstanding grade for this section, unchanged for 2009/2010. LEP agreed to provide a schedule regarding question 1 to Dominic Blythe for the Audit Committee meeting next week. **ACTION: LEP**

b) Governor Self-Assessment (SAR)

LEP presented the paper to the Committee the contents of which were discussed and approved.

It was resolved to recommend the document to Corporation, noting also that it would be sent to Sally Bromley, Assistant Principal, so that the details would be included within the College SAR for consideration at the Quality and Curriculum Committee and then to Corporation for final approval in December 2009. LEP agreed to re-circulate the SAR to SMT to allow for any further comments or opinions regarding the governance self-assessment to be made.

ACTION: LEP

c) Summary of Committee and Individual Self-Assessment

It was resolved to include this item with item CC09/09 Committee Self-Assessment, below.

CC.09.06 Annual Review of Corporation Decision Making

The Committee considered the paper and reviewed the attached documents and in summary the following points were made:

- a) Committee Terms of Reference – have been reviewed by each Committee in the Summer Term 2009 and will go to Corporation for final approval.
- b) Corporation Standing Orders – latest version to be submitted to Corporation for approval i.e. including the up to date section regarding membership. It was also recommended that the obsolete historical sections be removed for ease of reference.
- c) Calendar of Corporation Business was noted and agreed.
- d) The annual cycle of review of Policies was agreed, unchanged.

The paper was recommended to Corporation for approval. **ACTION: LEP**

CC.09.07 Governor Training

The Committee noted the various training schedules, including pre-corporation meeting training, other courses attended, links visits, inductions and College events.

With regard to Induction courses for new Governors, the Committee was reminded that all new Governors and Co-optee Committee Members complete an internal induction session with all members of SMT, including the Clerk, and involving the Chair. Governors/co-optees are also invited to attend one of the FE Sussex Governor Induction courses, which are organized twice per year. Although most of the new Governors have attended the FE Sussex course, it is not mandatory. A discussion was held and it was resolved that new Governors/ co-optees should be strongly encouraged to attend the FE Sussex course, unless there are valid reasons not to do so, e.g. previous experience as a Governor, existing employment/involvement within the education sector, certain co-optee appointments etc.

ACTION: PF/LEP

Dominic Blythe agreed to forward a copy of Baker Tilley's periodical newsletter which covers topical educational subjects including governance. **ACTION: Dominic Blythe**

It was also resolved that LEP should remind Governors of the electronic access availability to the AoC bulletins. **ACTION: LEP**

The Committee was advised that Anne Fielding Smith had organized a training event on "Safeguarding Vulnerable Adults/Child Protection" for the Chair of Corporation, Chairs of HR Committee and Q & C Committee, the Principal and the Clerk in January 2009. If deemed appropriate, the training would be extended to include all Governors.

CC.09.08 Review of Confidential Business

The Committee considered the confidential report and resolved to recommend it to Corporation for approval. **ACTION: LEP**

CC.09.09 Revised Governor Links Policy

The revised policy was reviewed by the Committee, noting that it had been considered by SMT and JUMCoG and with additional input from Sally Bromley (Assistant Principal) and Gaynor Green (Faculty Head).

The policy was recommended to Corporation for approval, with the following changes:

- a) Operation of Scheme, item 2 – change minimum period of 2 years to 1 year. It was also agreed that Governors should be invited to indicate 1st, 2nd and 3rd preferences, to ensure that all faculties are included within the scheme.
- b) It was also agreed that Governors should be linked to one of the four curriculum faculties or a Support Staff area, to ensure that all areas of the College are included within the scheme.

LEP confirmed that she would contact Governors early next term, as soon as the Policy has been considered by Corporation in December 2009, noting that the ideal visit time for curriculum staff would be the second half of either the Autumn or Spring Terms. **ACTION: LEP**

CC.09.10 Committee Self-Assessment

The Committee completed its own annual self-assessment and did not identify any issues arising from the questions included.

The Committee also considered the Corporation Committees' self-assessment analysis and individual Governors/co-optees' self-assessment analysis. No major issues were identified but it was agreed that the new annual process of Committee and individual Governor self-assessment was useful to highlight issues, not otherwise raised at Committee or Governor level. LEP confirmed that most of the comments made by individual Governors had already been actioned.

CC.09.11 Any Other Business

- a) Sixth Form College Designation

The paper e-mailed to Committee members on Friday 6th November 2009 was re-circulated and a discussion was held, regarding the pros and cons of the options available. The various issues given in the paper, combined with an oral report from Peter Freeman highlighting the main points from the SFCF's position statement, were noted. It was also recorded that SMT supported the formal sixth form college designation.

It was resolved to recommend to Corporation that the College approve the formal sixth form college designation, by the deadline of 31st December 2009. **ACTION: Peter Freeman**

CC.09.12 Date of Next Meeting

To be arranged as necessary.

Louise Pennington
Clerk to the Corporation

CHAIR.....DATE.....