



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE
MEETING OF THE CORPORATION MEETING TO BE HELD ON
WEDNESDAY 13th DECEMBER 2017 AT 6.00 P.M. IN ROOM 413/414**

Pre-Meeting Training Session: (10 minutes including questions) – Quality Training – James Moncrieff

Agenda

START TIME

SECTION 1: ROUTINE AND STANDING ITEMS					
		START TIME	ACTION	PAPER	LEAD
1.1	Apologies for Absence and Welcomes	<i>6.10</i>	Note	Oral	Clerk
1.2	Minutes of the meeting on 12th July 2017 (main business)	<i>6.15</i>	Approve	Item 1.2 5	Chair
1.3	Matters Arising	<i>6.18</i>	Discussion	Item 1.3 12	Chair
1.4	Declaration of Interests	<i>6.20</i>	Note	Oral	All
SECTION 2: STRATEGIC ITEMS					
2.1	Chair's Report	<i>6.25</i>	Receive	Item 2.1 15	PF
2.2	Principal's Report	<i>6.35</i>	Receive	Item 2.2 16	WJB
2.3	Student Governors' Report	<i>6.45</i>	Receive	Oral	Students
SECTION 3: CURRICULUM AND GUIDANCE ITEMS					
3.1	College Self-Assessment Report	<i>6.50</i>	Approve	Item 3.1 22	JAM
3.2	College Development Plan	<i>7.05</i>	Approve	Item 3.2 42	WJB/ JAM/ AMC
SECTION 4: FINANCE AND GENERAL PURPOSES/AUDIT/INTERNAL ASSURANCE ITEMS					
4.1	Audit Committee Annual Report	<i>7.20</i>	Approve	Item 4.1 59	TW
4.2	Annual Report and Financial Statements	<i>7.25</i>	Approve	Item 4.2 64	HK
4.3	Audit Findings Report (including the Letters of Representation (Financial Statements and Regularity))	<i>7.35</i>	Approve	Item 4.3 109	TW
4.4	Management Accounts	<i>7.40</i>	Note	Item 4.4 141	HK
4.5	Premises Update (refer to F & GP and Premises Group Minutes)	<i>7.45</i>	Approve	Item 4.5 148	HK

SECTION 5 : GOVERNANCE ITEMS					
5.1	Membership Matters (from Search Committee) (incl. election/re-election of Chair)	7.55	Approve	Oral	Chair/ Principal
5.2	Governing Body Self-Assessment	8.00	Approve	Item 5.2 155	Chair
5.3	Governance Review Recommendations	8.05	Approve	Item 5.3 162	Chair
SECTION 6: CONSENT AGENDA					
<p><i>Matters in this section will be taken as a single agenda item with each proposal being agreed without introduction or discussion. Any Governor wishing to discuss any matter or to dissent from any proposal listed below should if possible, in the first instance clarify any points with the author of the paper. Following this, if the Governor would like further clarification or discussion in the meeting, he/she should let the Chair and Clerk know, preferably in advance of the meeting.</i></p>					
POLICIES AND OTHER DOCUMENTS					
6.1	Equality Diversity and Inclusivity (ED) Policy	n/a	Approve	Available on Request	AMC
6.2	Risk Management: Risk Register Risk Assurance Map and Assurance from Committees	n/a	Approve	Item 6.2 A 164 B 169	WJB/ JHK
6.3	ESFA Conditions of Funding Agreement	n/a	Note	Available on Request	JHK
6.4	Bank Amendment Letters	n/a	Note	Item 6.4 170	JHK
6.5	Financial Dashboard and Education and Skills Funding Agency (ESFA) Financial Health Confirmation	n/a	Note	Item 6.5 179	JHK
6.6	Regularity Audit Framework Questionnaire	n/a	Approved by Audit Committee	Available on Request	JHK
6.7	Performance Indicators for Internal Audit	n/a	Approved by Audit Committee	Available on Request	JHK
6.8	SPH Remuneration and Professional Development Review (PDR) Policies and Procedures	n/a	Approve	Item 6.8 184	PF
COMMITTEE MINUTES AND OTHER MATTERS FOR NOTING (only minutes have been included in the meeting papers; other items listed, where papers were provided to Committees, are available on request from the Clerk).					
6.9	Governance Committee Draft Minutes Governing Body Self-Assessment (Committees and Individual Governors) Annual Review of Confidential Governing Body Business Annual Review of Governor Training	n/a	Note	Item 6.9 190	PF

	Corporation Expenses Annual Report on College Policies delegated to Principal Risk Assurance				
6.10	Human Resources Committee Draft Minutes Termly Update on HR Issues (oral report) Recruitment and Retention of Staff Staff Absence and Well-being Report Gender Pay Gap Report and Analysis JUMCoG Report (oral report) Risk Assurance	<i>n/a</i>	Note	Item 6.10 195	NP
6.11	Quality & Curriculum Committee Draft Minutes Termly Update – Student Governors (oral report) Risk Assurance	<i>n/a</i>	Note	Item 6.11 199	GH-T
6.12	Finance & General Purposes Committee Draft Minutes (incl. Premises Group) CDP Section 4 Environmental Update Risk Assurance	<i>n/a</i>	Note	Item 6.12 a 204 B 209	HK/JHK
6.13	Audit Committee Draft Minutes – TO FOLLOW Update on Internal and External Audit Recommendations Fraud Report (oral)	<i>n/a</i>	Note	Item 6.13	TW/JHK
SECTION 7: OTHER MATTERS					
7.1	Any Other Business	<i>8.10</i>	Discussion	Oral	Chair
7.2	Date of Next Meeting – Tuesday 27 th March 2018	<i>8.15</i>	Discussion	Oral	Chair
SECTION 8: CONFIDENTIAL BUSINESS					
<i>NB: STAFF AND STUDENT MEMBERS MAY BE ASKED TO LEAVE THE MEETING FOR SOME OF ALL OF THIS PART OF THE MEETING, DEPENDING UPON THE NATURE OF THE CONFIDENTIAL BUSINESS</i>					
8.1	CONFIDENTIAL MINUTES: a) Corporation b) Committees: i) Remuneration Committee ii) Quality and Curriculum iii) Search Committee (to be circulated when available)	<i>8.20</i>	Approve/Note	Item 8.1 211 212 215	Chair
8.2	Annual Report on Safeguarding	<i>8.25</i>	Note	Item 8.2 217	AMC
8.3	Annual Complaints' Report	<i>8.30</i>	Note	Item 8.3 229	WJB

Enclosures for information:

- 1) Schedule of Meeting Dates – Spring Term 2018

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c.c.

Members of the Corporation

Lucy Aditi, Will Baldwin, Peter Freeman, Gillian Hampden-Thompson, Christian Heeger, Keir Hobby, Veronica Jinks, Howard Kidd, Chris Newson, Lynn O'Meara, Sarah Nield, Neil Perry, Sandra Prail, Jo Redfern, Sue Smith, Abby Stock-Duerdoth, Tom Wolfenden.

In attendance

James Moncrieff, Jutta Knapp, Alison Cousens, Louise Pennington (Clerk)

Copy Agenda for Information: External and Internal Auditors