



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE
MEETING OF THE CORPORATION TO BE HELD ON
MONDAY 19TH MARCH 2018 AT 6.00 P.M. IN ROOM 413/414**

Agenda

START TIME

SECTION 1: ROUTINE AND STANDING ITEMS					
		START TIME	ACTION	PAPER	LEAD
1.1	Apologies for Absence and Welcomes Apologies: Sue Smith (Governor – Support Staff) Welcomes: Chris Piper (Governor) and Neil Jones (Governor – Teaching Staff).	<i>6.00</i>	Note	Oral	Clerk
1.2	Minutes of the meeting on 13 December 2017 (main business)	<i>6.02</i>	Approve	Item 1.2 4	Chair
1.3	Matters Arising	<i>6.05</i>	Discussion	Item 1.3 11	Chair
1.4	Declaration of Interests	<i>6.10</i>	Note	Oral	All
SECTION 2: STRATEGIC ITEMS					
2.1	Chair's Report	<i>6.11</i>	Receive	Oral	PF
2.2	Principal's Report	<i>6.15</i>	Receive	Item 2.2 13	WJB
2.3	Student Governors' Report	<i>6.20</i>	Receive	Oral	Students
SECTION 3: CURRICULUM AND GUIDANCE ITEMS					
3.1	BHASVIC Annual Report 2016/2017	<i>6.30</i>	Note	Item 3.1 20	GHT/WJB
3.2	College Development Plan 2017/2018 – Update	<i>6.40</i>	Note	Item 3.2 32	GHT/JAM
3.3	Memorandum of Understanding of "The Accord"	<i>6.50</i>	Approve	Item 3.3 52	WJB
SECTION 4: RESOURCES AND AUDIT ITEMS					
4.1	Management Accounts 6 months to 31/1/18	<i>6.55</i>	Note/Approve	Item 4.1 55	HK/JHK
4.2	Premises Update	<i>7.10</i>	Discussion	Item 4.2 65	HK/JHK

SECTION 5: GOVERNANCE ITEMS

5.1	Membership Matters (from Search and Governance Committee): Appoint Chris Piper (Governor and Member of Audit Committee)) and Neil Jones (Governor – Teaching Staff and Member of Q & C Committee)	7.25	Approve	Oral	Chair
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SECTION 6: CONSENT AGENDA

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.

POLICIES AND OTHER DOCUMENTS

6.1	Quality Assurance and Improvement Policy	n/a	Approve	Refer Appendix pdf 67	GHT/JAM
6.2	Child Protection and Safeguarding Policy	n/a	Approve	ditto 68	GHT/AMC
6.3 a	Student Charges Policy	n/a	Approve	ditto 69	GHT/AMC
6.3 b	Student Charges' Schedule	n/a	Approve	Item 6.3b 70	GHT/JAM
6.4	Student Financial Support Policy	n/a	Approve	Refer Appendix pdf 74	GHT/AMC
6.5a	Risk Register	n/a	Approve	Item 6.5a 75	TW/WJB/JHK
6.5b	Risk Assurance Map	n/a	Approve	Item 6.5b 80	TW/WJB/JHK
6.6	Performance Indicators for Financial Statements Auditors	n/a	Approve	Item 6.6 82	TW/JHK

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).

6.7	Resources Committee Draft Minutes <ul style="list-style-type: none"> • HR Matters – Staff Development Plan 2017/8 and Staff Satisfaction Survey 2017 •Funding 2018/2019 •Risk Assurance 	n/a	Note	Item 6.7 84	HK
6.8	Quality & Curriculum Committee Draft Minutes <ul style="list-style-type: none"> • Final EDIMS (Equality and Diversity Implementation Measures) Report – Students •Risk Assurance •Termly Update: Student Governor Perspective (oral report) 	n/a	Note	Item 6.8 89	GHT

6.9	Audit Committee Draft Minutes <ul style="list-style-type: none"> • Internal Audit Reports • Update on Internal & External Audit Recommendations • Gender Data Protection Regulation • Fraud Report (Oral) 	<i>n/a</i>	Note	Minutes to follow	TW
6.10	Search and Governance Draft Minutes (refer to Membership Matters under Section 5 Governance Items)	<i>n/a</i>	Note	Minutes to follow	PF
SECTION 7: OTHER MATTERS					
7.1	Any Other Business	<i>7.30</i>	Discussion	Oral	Chair
7.2	Date of Next Meeting – Monday 9 July 2018	<i>7.35</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	<i>7.40</i>	Approve	Item 8.1 94	Chair

Enclosures for information:

- 1) Schedule of Meeting Dates – Summer Term 2018

c.c.

Members of the Corporation

William Baldwin (Principal), Peter Freeman (Chair of Governors), Gillian Hampden-Thompson (Governor, Chair of Q & C Committee), Christian Heeger (Governor), Keir Hobby (Governor – Student), Veronica Jinks (Governor – Parent), Neil Jones (Governor – Teaching Staff), Howard Kidd (Governor, Chair of Resources Committee), Chris Newson (Governor), Lynn O’Meara (Governor), Sarah Nield (Governor – Parent), Neil Perry (Governor), Chris Piper (Governor), Sandra Prail (Vice-Chair of Governors), Jo Redfern (Governor), Sue Smith (Governor – Support Staff), Abby Stock-Duerdoth (Governor – Student), Tom Wolfenden (Governor, Chair of Audit Committee)

In attendance

James Moncrieff (Deputy Principal), Jutta Knapp (Assistant Principal, Resources), Alison Cousens (Assistant Principal, Student Services), Louise Pennington (Clerk)

Copy Agenda for Information: External and Internal Auditors