



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON MONDAY 9TH DECEMBER 2024 AT 6.00 PM IN ROOM 538, ELMS BUILDING

Present: William Baldwin (Principal), Kirstin Baker (Co-Chair of Governors), Guy Carr (Governor), Jo Davis (Governor), Deya De Brun (Governor – Student), Katy Hiles (Governor – Parent), Alison Mansell (Governor), Mick McLean (Governor), Daniel Osorio (Governor – Parent), Neil Perry (Vice-Chair of Governors), Chris Piper (Governor), Simon Porges (Co-Chair of Governors), Jo Redfern-Evans (Governor), Florence Topping (Governor – Support Staff), Tom Trafford (Governor – Teaching Staff)

In attendance: Jutta Knapp (Vice-Principal), Alison Cousens (Vice-Principal), Mark Monahan (Assistant Principal), Louise Pennington (GP).

The meeting was quorate.

Kirstin Baker chaired the Meeting.

1.1 Apologies and Welcomes

Apologies were received from: Dibran Miha Lopez, Paul Lovegrove, Wilhelmenia Rantala, James Moncrieff (Deputy Principal), Marcus Palmer, Andrew Wright

Welcomes: Florence Topping – new Governor (Support Staff category) and Neil Wells (new External Governor and SEND Link Governor)

The meeting was quorate.

1.2 Membership Matters – refer S & G Committee minutes below

Based on the Search and Governance Committee meeting's recommendations as set out in the 1.2 Meeting paper front sheet, and draft minutes, and, as reported by Simon Porges (Chair of S & G Committee), the Corporation approved the various recommendations as recorded in section 5.1 below.

1.3 Minutes of the last Meeting held on Thursday 4th July 2024 main business (and confidential)

The minutes were approved and signed as a correct record of the meeting. **ACTION: LEP**

1.4 Matters Arising

The contents of the action schedule were noted including those actions which had been completed, in progress or would be completed by the date given in the schedule. There were no issues arising. It was also confirmed that the correction required to the accountability agreement had been done.

1.5 Declaration of Interests – none.

SECTION 2: STRATEGIC ITEMS

At this point Mick McLean joined the meeting.

2.1

a) Principal's Report

William Baldwin introduced his report which was received by the Corporation and the Principal highlighted the following key points as recorded below:

- NEU/Teachers' industrial action owing to dispute with Secretary of State regarding the 5.5% funding to cover Sixth form teachers' pay rise, which does not extend to SFC (which are not academies). To date there have been 3 days so far and the College has experienced approximately 68% of Teaching Staff striking which has caused disruption to Students' learning – with Students focusing upon online learning. 4 more strike days have been notified including Friday 13th December and then 7,8,9th January (the Union is required to provide 14 days' notice of strike action; the current strike action may last for up to 6 months, after which NEU members will be balloted for any additional strike action). From the new year, having discussed the issues with the NEU branch representatives, Non-striking staff will be teaching onsite (rather than remotely) and will inform their students that their lessons will be going ahead. The College is supportive of the strike action taken based upon the inequity of the Government's policy. External BTEC exams are also due to take place in January and sufficient staff will be on site to manage and support the exam period. SLT confirmed that examinations will be prioritised during any strike action but it was recognised that Students may not be as prepared for examinations had strikes not occurred. The Union is supportive of non-striking staff being on site and providing support to students and facilitating study periods/examination coverage. The SFCA has taken legal action on behalf of its members based on this inequity, but any outcome from this is likely to take several months. Colleges are also encouraged by the SFCA to write to the Department for Education and also to the local MPs. The Co-Chairs of Governors agreed to take this forward. **ACTION: Co-Chairs**
- Student Application deadline – this year 3,131 – an increase of 51 on last year's figures of 3,077. Class sizes at maximum level of 24 Students. The reducing demographics in the next few years was noted at this point.

b) Update on Academisation – CONFIDENTIAL PAPER – refer confidential minutes

2.2 Student Governors' Report

Deya de Brun presented the following Report:

1. **Organising BHASMAS** – SU activities were noted.
2. **Citizen UK** – updated on progress with safer transport project.
3. **Some Teachers publicly announcing grades in lessons** – this is upsetting to those Students with lower grades – SLT will be looking into this.
4. **A1 and A2 support for UCAS process, and transfer from A1 to A2** – Students are reporting that they are struggling with the transition from A1 to A2 and need more preparation time and support especially relating to UCAS.
5. **Safe space at BHASVIC for students with anxiety/mental health issues** – as Students affected have said that they need somewhere to go where there is some privacy. In response it was noted that all Students were informed to go to the Student Services Centre for help and support, although it was noted that some Students just wanted a quiet space to go to, which in a busy College was

difficult to find space. It was also noted that further work was underway to develop the tutorial programme, with options to utilise some tutorial time for various Student needs.

Thanks were recorded to Deya for her update.

2.3 Self-Assessment Report (SAR) and College Development Plan (CDP)

PAPERS:

- a) Front Cover Sheet**
- b) Draft SAR 2023-2024 – to follow**
- c) College Development Plan 2024-2025**

In the absence of James Moncrieff, William Baldwin presented the papers, the contents of which were noted and he highlighted the key headline points therein.

The Corporation noted the contents of the CDP which reports on annual progress against the Strategic Plan.

It was also noted that the SAR had not been included in the meeting papers as following a review, SLT decided that the document and content required a fundamental overhaul including the format/structure and content. Governors were reminded that they had already seen much of the data and information which would form the final SAR, via various papers and analysis presented during the year via Q & C Committee papers, Principal's dashboard, CDP dashboard etc.

Following a recommendation from SLT, the Corporation agreed that as the SAR required approval by the Board, that on this occasion, this task should be delegated to the Co-Chairs of Governor and the Q & C Committee Chairs for approval and sign off on behalf of the Board; it was also agreed that a final copy should be shared with all Governors for information/questions. The deadline for the SAR submission to the ESFA is 31st January,

ACTION: WJB/JAM. POST-MEETING NOTE: *The SAR does not need to be sent to ESFA and the requirement to submit the SAR annually by 31st January to Ofsted no longer stands. An update will be given at the next Corporation Meeting.*

Referring to the CDP, Governors questioned the inconsistency in the level of detail provided per section, noting that the section relating to digital aspects was much more extensive, but noting that this reflected the current developments and initiatives in this area.

Reference was also made to the new code of good governance and some level of duplication with the External Board Review and it was noted that this was under review. **ACTION: LEP**

In response to a question regarding site security within the CDP, the Principal agreed that details would be added to reflect the latest position. **ACTION: WJB**

The Corporation also discussed the BYOD (bring your own device) strategy for Students and Mark Monahan updated Governors on progress to date together with associated issues including expectations regarding Student devices along with continuing infrastructure updates.

SECTION 3: QUALITY, CURRICULUM AND GUIDANCE ITEMS

3.1 Quality & Curriculum Committee 11/11/24

Meeting Papers: Items for Noting (papers available on request or refer to Q & C Committee Team folder)

a) Draft Minutes of Q & C Committee 11/11/24 - noted

b) Items for noting – (papers available on request or refer Committee Team folder):

- **Principal's Update (Resources and Audit)**
- **Termly Update – Student Governors - (oral report – refer minutes)**
- **Qualifications – outcome headlines**

- **College Development Plan (CDP) 2023/2024 Final**
- **Qualifications Outcomes Headlines, including areas for improvement**
- **SARAPs Feedback from Governors' validation visits (oral Report from Governors)**
- **Link Governor – termly report (oral) – Safeguarding refer confidential minutes**
- **Risk Assurance – refer minutes**
- **Confidential Reports –refer confidential section below: Annual Safeguarding Report, Annual Safeguarding Assurance Update/Report on safeguarding from Designate Safeguarding Lead Governor - refer minutes, Annual Complaints Report**

Chris Piper, Co-Chair of the Q & C Committee introduced the Q & C Committee business, including the items for noting and approval and summarised the key issues.

- Pre-meeting training on Cedar and Closing the Gap – slides available from JAM/LEP if Governors were interested in receiving copies.
- Final update on CDP was considered.
- SARAP process including Governors' attendance and feedback – thanks to Governors' who attended one or more SARAP meetings and for submitting feedback for report which will be shared with SLT (1 SARAP meeting still to complete); in summary, standards were very high, paperwork good, Student input good and sharing of good practice, impact demonstrated from Cedar and Closing the Gap, references to skills' projects, alignment with Strategic Plan and outcomes noted. In conclusion, Governors were greatly assured by the visits. **ACTION: Chris Piper**
- Policies recommended by the Committee, included in policies section of meeting pack – see below (Safeguarding/Child Protection and Online Safety Policy).

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Resources Committee 21/11/24

In absence of Marcus Palmer, Chair of Resources Committee, Jutta Knapp presented the meeting papers:

Meeting Papers: Items for Noting (papers available on request or Governors may access the papers directly via the Resources Committee Team folder).

Draft Minutes of Resources Committee 21/11/24 – recording discussions held, items for noting and items recommended for approval.

Items for approval

- a) i) **Annual Accounts Report and**
ii) **Financial Statements for year to 31/7/24**
- b) **Premises Group Terms of Reference – updated – refer minutes**

Items for Noting

- a) **ESFA Condition of Funding and Accountability Agreement**
- b) i) **Front cover for Management Accounts for 3 Months to 31/10/24 and ii) Accounts**
- c) **ESFA Dashboard and Financial Health Confirmation**
 - l) **Front sheet, ii) ESFA Financial Health Confirmation, iii) ESFA Dashboard Report**

Other Items for noting (papers available on request or refer Committee Team folder):

- **Principal's Update (Audit and Q & C Matters)**
- **Termly Update on HR Issues (refer minutes)**

- **Audit Findings/Management Report (included for reference with AR and FS) – refer Audit Committee section.**
- **CDP 23/24 Final Update – S4 L and M including digital aspects and input from Digital Link Governor**
- **Non-ESFA Income Generation 2023/4**
- **Premises Update (oral report – refer minutes)**
- **Sustainability Update incl Report from Sustainability Link Governor**
- **Risk Register**
- **Health & Safety Annual Update**

Management Accounts: Jutta Knapp confirmed that the figures were broadly in line or slightly better than the figures with the budget. The uncertainty regarding the Staff pay issue was discussed together with the assurance provided by the ESFA regarding the funding confirmed for the increase in National Insurance contributions – due in April 2025 (details awaited). Currently, 3% pay settlement has been included in the budget, which is the maximum affordable by the College. The Corporation discussed the problem associated with the 5.5% funding provided to other Sixth forms, and noted also the fact that the SFCA negotiates sixth form pay nationally for all sixth form colleges, whether academized or not.

Annual Report and Financial Statements: in summary the outturn is better than the budgeted figures, although not significant, with a clean audit and agreed going concern. Attention was also drawn to the College's bank loans and taking into account the ONS reclassification, the ESFA has confirmed that these will be transferred from the bank to the ESFA (at a lower interest rate based on the rates fixed by the public loans board), with effect from 30th May 2025 at the latest. The Annual Report and Financial Statements and accompanying documents (Letters of Representation etc), were approved by the Corporation and the Chair/s & Principal authorised to sign these. **ACTION: Co-Chairs/Principal/JHK**

In addition to the various approvals given above, other recommendations made by the Resources Committee, as detailed in the draft minutes, were endorsed by the Corporation.

4.2 Audit Committee 20/06/24

Meeting Papers: Items for Noting (papers available on request or refer Audit Committee Team folder).

- a) **Draft Minutes of the Meeting held on 25/11/24**
- b) **Audit Committee Annual Report**
- c) **I) Audit Management Report including Audit Findings**
II) Letters of Representation (financial Statements and Regularity Audit)
- d) **Regularity Audit Framework Questionnaire**
- e) **i) Risk Management Front Cover and**
ii) Risk Register and Assurance Map and assurances from Committees

Items for noting (Papers available on request or refer Committee Team folder):

- **Principal's Report (Q & C, Resources' items)**
- **Committee Members to raise questions and Discuss Audit Matters in the absence of Management (oral – refer minutes)**
- **Internal Audit Reports – Audit Annual Report**
- **Update on Audit Recommendations**
- **Fraud Report (oral – refer minutes)**

Jo Davis, Chair of Audit Committee introduced the various items and invited Governors to approve those items, recommended by the Audit Committee. The following points were also highlighted:

- Clean audit, noting the main risk as reported earlier by Jutta Knapp, was in respect of the existing bank loans.
- Co-Chair of Governors was present at the Audit Committee for the External Auditors' reports, to provide the necessary assurance to the Corporation.
- In response to a question from Governors regarding the increase in NI, Jutta Knapp that the ESFA has confirmed that Colleges will be funded, although the figures have not been confirmed yet and Colleges are likely to be informed of the details in March.

The Corporation approved the documents recommended by the Audit Committee, noted as reported within the Resources Committee section, that the Co-Chairs/Principal had been authorised to sign the various documents. **ACTION: Jutta Knapp**

SECTION 5: GOVERNANCE ITEMS

5.1 Search and Governance Committee 7/11/24

Confidential Minutes – refer item 8.1

Simon Porges provided a summary of the business discussed at the S & G Committee meeting, noting the following points and seeking Corporation approval for the various items recorded below:

Items approved, based on recommendations recorded in the S & G Committee draft minutes and summarised item front sheet paper 1.3:

- a) Governor Membership Matters
- a) **Governors – Terms of Office due to end in 2025 (reappointments based on a 4 year term of office)**
 - Mick McLean – 31/3/25 – served 6 years – to retire
 - Marcus Palmer – 31/3/25 – served 6 years – recommend reappointment
 - Jo Davis 31/7/25 – served 6 years – to retire
 - Paul Lovegrove – 31/7/25 – served 3 years – recommend reappointment
 - Neil Perry – 31/7/25 – reappointing on a 1 year rolling basis (served 15 years as co-opted Committee Member and then Governor) – to retire as at 31st December 2024
 - Simon Porges – 31/12/25 – served 5 years (2 as a Parent Governor) – recommend reappointment
 - Jo Redfern-Evans – 31/12/25 – served 9 years – to retire
 - Parent Governors - Katy Hiles and Daniel Osorio 31/12/24 (2 year term) – end of office
 - Staff Governor (Support) Jo Usher retired.

Regarding the vacancies arising in 2025 from the above retirements (Mick McLean, Jo Davis and Jo Redfern-Evans, the Search and Governance Committee will be considering various options during 2025, including recommendations from existing Governors, advertising with a focus on seeking specific skills/experience and certain characteristics (including accountancy, HR, Digital, Skills, Legal, building/estates expertise and EDI characteristics); interest expressed from the 2 outgoing Parent Governors, in continuing to serve the Governing Body as external Governors, will also be taken into account by the S & G Committee. **ACTION: S & G Committee**

Co-opted Committee Members:

- Rob Milton 31/7/25 – served 3 years (Audit Committee) – recommend reappointment, with his agreement. Post meeting minute: Since the Corporation Meeting, following a 1 to 1 meeting with Kirstin Baker, Rob Milton has confirmed his willingness to continue as a co-opted Audit Committee Member, and would also be interested in being considered as a Governor, should an opportunity arise. **ACTION: S & G Committee**

b) Other Membership Matters

- Alison Mansell** – proposal to transfer from Q & C Committee to Resources Committee with effect from 1st January 2025 and to retire as SEND Link Governor at the same time.
 - New Governor:** Recommend to Corporation that Neil Wells be appointed as a Governor with effect from 1st January 2025 for a 4 year term of office, succeeding Neil Perry and that he also be appointed as the SEND Link Governor and Member of Quality and Curriculum Committee, for the same period. He has already met with Louise Pennington, James Moncrieff and the SEND team, and Simon Porges and also been introduced to William Baldwin; his remaining Governor induction meetings with SLT will be arranged in January.
 - Parent Governor Election:** To appoint Eve Liu and Nachiappan Subramanian as the new Parent Governors wef 1st January 2025 for a 2 year term, succeeding Katy Hiles and Daniel Osorio. With the new Parent Governors' agreement, to invite them to join the Quality & Curriculum Committee and the Audit Committee.
 - Staff Governor (Support category) Election** – to appoint Florence Topping (Finance Assistant) as the successor to Jo Usher with immediate effect for a 4 year term of office and that she should also join the Resources Committee for the same period.
- c) **Co-Chairs of Governors** – note Co-Chair Blog SFCA September 2024 and Louise Pennington invited to lead workshop on Co-Chairing Model at 2025 SFCA Governance Conference in January 2025.
- d) **Revised reporting requirements from Link/Lead Governors to provide a brief oral report of assurance to Governors as follows:**

Q & C COMMITTEE

EDI Link Governor – Spring term (with the EDIMS reporting agenda item)

Skills Link Governor – Summer term (with the Destinations reporting agenda item)

Designated Safeguarding Lead Governor – Autumn Term (with Annual S/G Report) and other terms as necessary.

SEND Link Governor – to be agreed once Link Governor appointed.

RESOURCES COMMITTEE

Sustainability Link Governor – Autumn Term: Simon Porges doesn't attend this meeting, so provides an emailed report for the Committee's information.

Digital Link Governor – updates/reporting is input to Assistant Principal Digital and Communications' reports to Committee/s via their regular meetings.

OTHER LINK GOVERNOR UPDATES:

- Link/Lead Governors no longer required to complete a written report following their meetings with the Lead SLT/Staff Member – refer S & G Committee minutes Summer Term 2024.
- SLT/Staff Lead will continue to make contact with their respective Lead/Link Governors, at the start of each year/or term (as applicable) for their regular meetings.
- SLT/Staff member to provide meeting details to LEP/NB for Governance records

Approved:

- b) New Code of Good Governance – evidence template
- c) Governance SAR and Action Plan
- d) Confidential business annual review (Minutes/papers)
- e) Committee terms of reference – unchanged
- f) Calendar of Corporation Business

Items for Noting – refer draft confidential minutes (papers (incl. reference documents included in S & G Teams folder) – available on request or refer Committee Teams folder.

- **Governing Body Self-Assessment (Committees, Individual Governors and SLT Feedback)**
- **Co-Chairs' 1 to 1s with governors – feedback**
- **Governors – Attendance**
- **Corporation/ Expenses**
- **Annual Report on College Policies delegated to Principal**
- **Meeting Papers' Record of Pack Size 2023/2024 and 2022/2023**
- **Annual Returns schedule**
- **Financial statements – governance statement (refer Annual Report and FS – Resources/Audit items)**
- **Risk Assurance (refer Audit Committee paper)**

Other: the outstanding annual returns' reports will be presented to the next S & G Committee meeting, noting that all Governor returns had not been received in time for the earlier scheduled S & G Autumn Term Committee meeting. **ACTION: LEP**

ACTION: Chairs/LEP

CONSENT AGENDA

SECTION 6: POLICIES AND OTHER DOCUMENTS

The Chair informed Governors that no notifications from Members had been received requesting discussion or raising questions regarding any item included within this section and it was resolved to take all items as read and approved.

6.1

a) Safeguarding and Child Protection Policy

b) Online Safety Policy

c) Fire Safety Policy

6.2 Annual Remuneration Report (via Remuneration Committee) – approved and the Committee Chair authorised to sign this – refer below, noting that as required, this would also be uploaded to the website. **ACTION: Remuneration Committee Chair/LEP**

SECTION 7: OTHER MATTERS

7.1 – Any Other Business

The Corporation thanked Neil Perry for his long service of 15 years, as a co-opted HR Committee Member, Governor, Vice-Chair of Governors, Safeguarding Lead, Chair of S & G and Remuneration Committees, HR Link Governor noting that this was his last meeting.

Thanks were also recorded to the 2 Parent Governors who had come to the end of their 2 year term of office, Katy Hiles and Daniel Osorio.

7.2 – Date of Next Meeting: Monday 31st March 2025 at 6.00 p.m. in room 538

SECTION 8: Confidential Business

8.1 – Confidential Minutes and Papers

a) Corporation Minutes 4th July 2024

The draft minutes were approved and the Chair authorised to sign these. **ACTION: Chair/LEP**

b) Committees:

i) Remuneration Committee 7/11/24 - MINUTES CIRCULATED TO EXTERNAL GOVERNORS ONLY

- **SPHs' PDRs and Remuneration – approved**

(Note: papers included at Remuneration Committee for this item: SPH Remuneration Policy/Procedures, PDR Policy/Procedures, SPH Pay Comparison Summary, SPHs PDRs).

- **Annual Remuneration Report – approved and the Committee Chair authorised to sign this, after which a copy will be placed on the website.**
- **Expenses – Senior Postholders (SPH) – noted.** available on request and refer minutes
-
- **Annual Committee self-assessment – refer minutes**
- **Committee Terms of Reference – approved** refer minutes (unchanged)

ii) Search and Governance Committee 7/11/24 – refer item 1.2 and 5.1 above.

iii) Quality and Curriculum Committee 11/11/24 – noted.

8.2 Matters Arising – none.

8.3 Annual Report on Safeguarding including reflection on Safeguarding SARAP – via Q & C Committee

The contents of the Report as presented by Alison Cousens, was noted by the Corporation.

Noting Andrew Wright's absence (Designated Safeguarding Lead Governor), it was agreed that his report would be made at the next Corporation Meeting. **ACTION: Andrew Wright**

8.4 Annual Complaints Report – via Q & C Committee – noted.

8.5 Any Other Business (Confidential) – None.

Meeting closed: 7.30 p.m.

Chair

Date