



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON THURSDAY 3RD JULY 2025 AT 6.00 PM IN ROOM 538, ELMS BUILDING

Present: William Baldwin (Principal), Kirstin Baker (Co-Chair of Governors), Jo Davis (Governor), Jasmine Howard (Governor – Student), Paul Lovegrove (Governor), Marcus Palmer (Governor), Chris Piper (Governor), Simon Porges (Co-Chair of Governors), Reeya Reesaul (Governor – Student), Nachi Subramanian (Governor – Parent), Florence Topping (Governor – Support Staff), Tom Trafford (Governor – Teaching Staff)

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

The meeting was quorate.

Kirstin Baker chaired the Meeting.

The Meeting commenced with a training session on Prevent Duty, given by Alison Cousens, followed by questions – the PPT training document was circulated to all Governors after the meeting. **ACTION; AMC**

1.1 Apologies and Welcomes

Apologies were received from: Guy Carr, Geoff Davies, Eve Liu, Alison Mansell, Wilhelmenia Rantala, Jo Redfern-Evans, Neil Wells, Andrew Wright,

Welcomes: New Student Governors: Jasmine Howard and Reeya Reesaul, and Geoff Davies (Governor and Digital Link) – not present.

The meeting was quorate.

1.2 Membership Matters – refer S & G Committee Minutes to follow a Meeting held immediately before Corporation and recommendations below

Based on the recommendations from the Search and Governance Committee meeting held immediately prior to Corporation, Simon Porges summarised the meeting discussions and recommendations as follows which the Corporation approved:

The corporation approved the following:

- **Student Governors: Jasmine Howard and Reeya Reesaul** – appointment following SU election
- **Jo Davis (retiring 31/7/2025):** the Corporation were updated on the S & G Committee discussions held, noting that the ideal candidate being sought was a female accountant and noting discussions held and CV considered. It was resolved to appoint Sian Thomas (Deputy Director of Finance, University of Sussex) subject to her agreement, with immediate effect, in the first instance as a coopted Audit Committee Member to gain a term's experience of the Audit Committee, after which to appoint her as an external Governor, Chair of Audit Committee (and member of S &

G Committee and Remuneration Committee) with effect from 1st January 2026 for a 4 year term of office. At the same time, this was on the understanding that Jo Davis's term of office would be extended by 1 term until 31st December 2025.

- Deputy Chair of Audit Committee – to appoint Guy Carr.
- Rob Milton – retiring as co-opted Audit Committee member with effect from 31st July 2025 – the Corporation recorded its thanks to Rob for his service to the College. Consideration was also given at S & G Committee to appointing a new Audit Committee co-opted Member, being a recommendation made by another governor and having considered his CV (qualified accountant) – it was noted that Jo Davis would be liaising with him in the first instance to discuss the role, with the possibility of making an appointment post discussions at next S & G wef 1/1/26. **ACTION: Jo Davis/LEP**
- **Jo Redfern-Evans (retiring 31/12/2025)** – the Corporation was updated on progress to date, in seeking Jo's successor and noting that ideally the Committee was focusing upon finding someone with the skill set needed, together with a preference towards a female candidate to improve the overall governing body balance of members.
- **Chair appraisal** – noting that as the Corporation had co-chairs, there was no longer a vice-chair in post and that until then end of 2024, Neil Perry (the outgoing vice-chair) had led on the chair appraisals. The S & G Committee had recommended that a Committee Chair or Deputy Chair could take on this responsibility and it was confirmed that Paul Lovegrove (Deputy Resources Committee Chair), would take on this role, with his agreement – this was approved by the Corporation. **ACTION: KB/LEP/PL**

1.3 Minutes of the last Meeting held on 31st March 2025 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 issue arising.

1.5 Declaration of Interests – none, other than declarations recorded by Governors via the annual Declaration of Interests return.

SECTION 2: STRATEGIC ITEMS

2.1 Principal's Update

William Baldwin introduced his report which was received by the Corporation and the Principal highlighted the key points therein.

Regarding Student numbers for next year, the Principal confirmed that the funded target was 3780 Students and that following "Moving on Day" held last week, this was on track to be achieved or may even be slightly over; if the latter, this will be manageable for the College and won't impact on classroom capacity or staffing.

Questions from Governors:

- **Capital available to the FE Sector:** The Principal explained the difficulties experienced within the FE sector and noting that the limited capital allocated to FE, was focused on money for the Skills Agenda and the frustration that this hasn't been extended to

non-academised SFCs. Furthermore, Colleges could no longer borrow commercially since the ONS reclassification of FE Colleges back into the public sector. It was also noted that the maximum pot of money per College awarded the CIF (Condition Improvement Fund) for repair/renovation is a maximum of £4M which is insufficient for the College's need to replace the Student Services modular buildings.

- Strategic HE and FE Alliance – the Principal updated Governors on this initiative and confirmed that he'd met the Vice-Chancellors of the local Universities which may lead to some useful benefits for both institutions eg secondment of certain teaching staff in specialist areas eg German, and the potential for the Universities to share accommodation or resources in certain areas – curriculum or support.

2.2 Strategic Plan

The Corporation was reminded that the draft plan had been considered at each Corporation Committee with input and suggestions being reflected in the final version. It was also noted that input from Staff (including invitation to submit individual input via a questionnaire, and a full Staff meeting), Student Union and other external stakeholders had been obtained via the consultation process. Regarding the latter Alison Cousens reported that external stakeholders had been contacted inviting input on the draft strategy, although no responses had been received, suggesting that there were unlikely to be any contentious aspects.

The final iteration has been included in the meeting papers, and the following additional points were highlighted:

- Addition of boxed text on front page focusing upon what BHASVIC would look like in 2030, but KPIs have not been specified for this section, instead it was agreed that this should include aspirations such as wanting to be consistently in the top 1% of providers, within the sector, aiming to achieve the very best outcomes for our Students.
- Addition of other items including commentary on personalised learning and AI, sustainability, social values.
- It's intended that the final plan will be launched in September at an all staff meeting, together with opportunities for Students and Staff to discuss various elements of the plan.

Noting the various points made above, the Corporation gave its approval to the final version, subject to any input from external stakeholders (deadline for receipt being the end of term). It was also noted that the Plan would be shared with a designer for presentation purposes.

ACTION: William Baldwin

2.3 FE Commissioner's Report and Letter on Good Governance, recommendations and compliance checklist

Papers:

- a) **Front sheet**
- b) **FEC Letter**
- c) **DfE FEC Weston College Summary Intervention Report and Guidance on Good Governance**
- d) **Good Governance Recommendations and Compliance Checklist**

The contents of the various papers were noted by the Corporation and the Principal provided a summary of the FEC intervention, issues identified and recommendations arising from the governance failures at Weston College.

The schedule comprising the various good governance recommendations identified as a result of the intervention at Weston College, together with the compliance column reflecting BHASVIC's position, was also considered and welcomed, noting the systems, structures and processes/procedures in place. The action recommended from this regarding the introduction of a relationships policy, was also noted. **ACTION: LEP**

Reference was also made to discussions held earlier at the Search and Governance Committee regarding the suggestion to incorporate additional questions relating to "culture" within the annual Governor self-assessment survey questionnaire. **ACTOIN: Simon Porges/LEP**

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

Papers:

- a) **SAR Front Sheet**
- b) **Link to SAR**
- c) **CDP Front Sheet**
- d) **Link to full CDP**

James Moncrieff presented the SAR and CDP papers to the Corporation and drew attention to the following aspects:

- SAR is a Self-Assessment Report on the past year. Its focus is mainly on education and student experience/support provision at college. Finance and the running of the college estate is assured through other means.
- CDP – operational plan identifying what the College will be working on during the year, with termly reports on progress to the Governing Body.
- The defining and scoping of curriculum data continues to be worked on, to populate the new format of the SAR. The new format is more extensive, with a clarity of information in all areas, headline KPIs and developments within core areas. The current focus in finalising the document is to ensure that all the necessary systems are in place which can produce the data required in a timely and accurate manner; James Moncrieff is working with Mark Monahan and Tara Davies regarding this.
- There will be two versions – a streamlined version for the website and a more extensive version for SLT, Managers, Governors and Ofsted, incorporating various appendices with detailed information regarding course provision, personal development, etc.
- The SAR for 2024 is complete. The SAR for 2025 will have additional sections and further evidence bases and data sets.
- The aim will be to have the final new format and content ready by the end of September 2025. Once the new version is ready, progress will be a matter of refining the document. The datasets will have been created by hand and systems to automate this process will be developed next.
- Governors were reminded that the SAR and Action Plan is not required to be sent to Ofsted or the DfE annually, although the College does and will continue to share a copy with Ofsted annually.
- At this point the Corporation was informed about the invitation from Ofsted to the College to participate in a pilot of the new Ofsted inspection during the autumn term and that this was likely to take place, with short notice, at some point post September.

Taking into account the Quality and Curriculum Committee recommendations, the Corporation endorsed the current CDP and SAR together with the work in progress. **ACTION: James Moncrieff**

2.5 Student Governors' Report

The Student Governors gave their termly update to the Corporation and the following points were noted:

- SU planning various events during Culture week, with the aim that all Students will feel valued and included.
- Some Students have signed up to walk for Pride on 2nd August.
- Transition Ambassadors (Year 2 Students in 2025/2026) have been appointed to support Year 1 Students transitioning to Year 2, together with various events – ice breakers, team building and subject held sessions.
- Skills Week – which is scheduled for next week noting that some Students had experienced difficulties finding work placements, particularly for those who don't already have contacts and connections. It was suggested that more information should be provided to all Students with the aim of making it easier to find placements if they don't have existing contacts. **ACTION: SU/SLT**
- Charities Officer – investigating which charities to support from September. To date various bake sales have been organised and have raised money, ready to be allocated to the agreed charities. There is also a Hawaiian Shirt Day, tomorrow which will also be raising money for charity.
- Curriculum initiatives – aim to improve diversity in some subjects such as Physics and to support women in this case, to feel represented as there are fewer female Students studying Physics and other STEM subjects.
- Sustainability – the SU is looking at the United Nations Sustainability development goals, with the purpose of implementing initiatives where possible.

Thanks were recorded to the Student Governors for their service over the last year.

SECTION 3: QUALITY, CURRICULUM AND GUIDANCE ITEMS

3.1 Quality & Curriculum Committee 09/06/2025

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

- a) Draft Minutes of Q & C Committee 09/06/25 – noted**

Items recommended for approval included in section 2 SAR and CDP above

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

- **Principal's Update (Resources and Audit) – oral report -refer minutes**
- **Termly Update – Student Governors - oral report – refer minutes**
- **Student Destinations**
- **Ofsted Framework**
- **Link Governor – termly report (oral – refer minutes)**
- **Risk Register/Assurance – assurance provided to Audit Committee and refer Policies section**
- **Committee Annual Self-Assessment (oral – refer minutes)**

In the absence of the Q & C Committee Co-Chair Andrew Wright, Chris Piper (also Co-Chair of Q & C Committee), introduced the Q & C Committee business, together with papers for approval and items for noting and also summarised the key issues which arose during the minutes, which have been reflected in the draft Committee minutes. Furthermore, it was noted that the policies recommended by the Committee, included in policies section of meeting pack.

It was also noted that as both Co-Chairs were unable to meet face to face on the day of the meeting, the meeting had been re-scheduled as an online M. Teams meeting which had worked well, the only online meeting for this Committee during this academic year.

The following additional points were recorded:

- A1 Summer exams – positive feedback has been received to date, noting also that where Students had been disappointed with their results, Teachers had advised those Students how to improve their results for the next exams including further preparation for next year.
- Nicky Fabry (Guidance Manager) had attended the start of the meeting to present the Destinations report which had provided lots of information and analysis relating to Student progression, early leavers' analysis, feeder schools, Higher Education choices and degree classifications.
- SAR and CDP – the detailed discussion held at the meeting was noted and useful for Governors in readiness for next term's SARAP process/meetings to which Governors are invited.
- Good updates were received from Link Governors – in this instance it was from the SEND Link Governor, Neil Wells and Andrew Wright (Designated Safeguarding Lead Governor).

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Resources Committee 16/06/25

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

- a) Draft Minutes of Resources Committee 16/06/25 – recording discussions held, items for noting and items recommended for approval.**

Items for approval

- b) Management Accounts for 9 Months to 30/4/25 – front cover and accounts**
- c) Budget 2025/2026 (Annual Report, Annual Budget)**
- d) College Financial Forecasting Return (front sheet and return/commentary)**
 - i) Link to full report**
- e) Premises Update – oral report – refer minutes**
- f) Risk Assurance – refer minutes**

Items for Noting

- **Principal's Update**
- **Strategic Plan 2025/30 – refer 2.1**
- **Termly Update on HR – refer minutes**
- **Sustainability Update Link Governor Report**
- **Committee Annual Self-Assessment – refer minutes**

Marcus Palmer, Chair of Resources Committee presented the meeting papers, together with input from Jutta Knapp and the following points were recorded:

- Attention was drawn to the draft Resources Committee meeting minutes and the discussions and recommendations made therein, together with the following key highlights.
- Management Accounts – outturn slightly worse than the last set of accounts, although there is still a small surplus (£38K). Page 78 variance analysis which is a useful reference document for Governors and the staff costs, which are the biggest expense, were highlighted, but noting mitigation from DfE funding received. Also noted lower in year growth funding, reduced compared to previous year, with less impact overall. Increased interest charges on loans were noted, following reclassification into the public sector.
- Budget – predicted surplus £81K, increase in funding rate to 4.5% noted, with further predicted increase to 5.3% still to be agreed and noting that if any additional funding is received, it will be retained within the contingency budget in the accounts. Despite the surplus being small, it was recognised that this was a particularly difficult financial situation for colleges, and that many Colleges were in a worse position. Should the additional funding be received (contingency budget), this could be used to proceed with some premises work, including the proposed artificial pitch/court.
- College Financial Forecasting Return (CFFR) - to be submitted to the DfE, once approved by the end of July. The projections for the 2 years following next year's budget were discussed and endorsed by the Corporation, noting both years were predicted to achieve a "good" financial health. DfE funding was discussed noting that unless additional funding is provided by the DfE to cover Staff pay rises agreed nationally, won't otherwise be affordable. Despite the CFFR being submitted, there is no requirement for the Chair/Principal to sign the submitted document
- Premises Update: A few premises related items were highlighted including the completion of the café extension which was on time and within budget. Planning permission for the new building to replace the Student Services temporary accommodation and other modular units has been granted, despite no current capital funding likely in the near future and also noting the current debate with the local authority regarding the section 106 agreement (conditions for approval, based on including a financial investment in the local community). Artificial pitch (pitch plus netball court) – this is progressing well and the College has recently launched its online public consultation, together with that in respect of Students and Parents via email. Support is expected from local schools who are already using the field. The reference to the Joint User agreement as recorded in the minutes was discussed and the Corporation approved the recommendation made by the College's solicitors to withdraw from this informal agreement which stated that there would be no development of the land. However, it was also noted that once approval has been granted by the LA, a community user agreement regarding hiring etc. The Corporation approved the recommendation to withdraw from the Joint User agreement. **ACTION: Jutta Knapp**

The Corporation approved the Budget, Management Accounts, premises recommendations, risk aspects and CFFR (noting required to be submitted to DfE before end of July), together with the decision to withdraw from the Joint User Agreement. **ACTION: Jutta Knapp**

4.2 Audit Committee 19/06/25

Draft Minutes and items for approval:

- a) **Draft Minutes of the Meeting held on 19/06/25**
- b) **External Audit Planning Memorandum**
- c) **Internal Audit Plan/Strategy**
- d) **Reappointment and Remuneration of External and Internal Auditors – refer minutes**
- e) **Risk Register and Risk Assurance Map – refer policies section below**

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

- **Principal's Update (oral report – refer minutes)**
- **Strategic Plan 2025-30 – refer 2.1**
- **Internal Audit Reports**
 - i) **Front Sheet, ii) Learner Numbers, iii) Exams**
- **Update on Audit Recommendations**
- **Fraud Report – oral refer minutes**
- **Committee annual self-assessment – refer minutes**

Jo Davis, chair of Audit Committee, introduced the various papers and referred to the discussions and recommendations recorded in the draft minutes. Documents requiring approval were endorsed by the Corporation as listed above, along with noting of the other items listed as “for noting”. The following additional comments were recorded:

- Internal Audit Plan/Strategy – items for audit are based on the risks within the agreed risk register and always includes Learner Numbers.
- Risk Register and Risk Assurance Map – no material changes have been made since the last version was reviewed and approved.
- The recommendations from the internal audits completed over the year were highlighted and the quick action taken by the College to implement any recommendations was welcomed, with particular attention drawn to the guided learning hours calculations and formal documentation recording. All recommendations had either been actioned immediately or were in the process of being completed.
- In response to a question from the Governing body, it was confirmed that the College's auditors were aware of the Weston College intervention and in fact had included reference to this sector development, within their literature (refer External Audit report page 122).

SECTION 5: GOVERNANCE ITEMS

5.1 Search and Governance Committee 03/07/25

Confidential Minutes – refer item 8.1 – minutes to follow

Simon Porges provided a summary of the business discussed at the S & G Committee meeting, which had been held immediately prior to the Corporation meeting noting the following points and seeking Corporation approval for the various items requiring approval, as recorded below:

Items for approval:

- a) **Governor Membership Matters – Refer item 1.2**
- b) **Governance Self-Assessment Report (new) 2024/2025 and Action Plan 2025/2026 – Front sheet included for reference)** – draft document considered and endorsed by the S & G Committee with further work to be done next term. **ACTION; LEP**
SAR Action Plan 2024/2025 (existing) – closed and open actions the latter of which will be incorporated into the new SAR and AP.
Code of good governance evidence template (LINK) – noted and endorsed.
- c) **I and A Revision Student Governors and Quorum (Front sheet, DfE Letter, Eversheds Briefing)** – The contents of the DfE letter and Eversheds briefing were considered and as recommended by the S & G Committee it was resolved to amend the I and A in respect of Instrument 14 relating to Student Governors' voting rights/Instrument 5 Quorum, and also noting that any changes to the I and A had to be agreed with the DfE as part of the facility agreement following the transfer of the commercial loans to the DfE. It was also recorded that with regard to Student governor training, new Student Governors met with Jutta Knapp to go through the various finance related governance matters, which would also cover this aspect. **ACTION: LEP**

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

- **Annual Committee self-assessment – refer to minutes**
- **SPH PDR Procedures** – updated and to be approved at Autumn Term Remuneration Committee, noting that these are being implemented for the current annual SPH PDRs which were taking place during this summer term. The formal approval will be made at the next Remuneration Committee meeting in the Autumn Term, along with other HR recommended changes due for the Remuneration Policy, SPH grievance procedures and SPH disciplinary procedures. **ACTION: REM COM.**

S & G Committee draft minutes – once finalised to be circulated to Governors: ACTION: S & G Chair/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 was given by the Corporation.

6.1

- a) **Admissions Policy front sheet with link to Policy**
- b) **Data Protection Policy front sheet with Link to various privacy notices – Students, Staff, Adult Education and Governors**
- c) **Business procedures – front sheet only (no significant changes)**
- d) **DfE Financial dashboard and Financial health confirmation (front sheet and Dashboard)**
- e) **Risk Register and Risk Assurance Map**
- f) **Anti-Fraud and irregularity Policy – front sheet only**

LINK was provided to a folder for governors' access to the following papers:

- f) All Committee terms of reference – annual review and refer draft committee minutes**
- i), Q & C, ii) Resources and Premises Group, iii) Audit, iv) Search and Governance, v) Remuneration**

The revisions to the terms were approved. **ACTION: LEP**

7.1 Any Other Business

As this was the last meeting for Alison Cousens and at the end of the Meeting Governors were invited to stay for farewell drinks with Alison.

7.2 – Date of Next Meeting: TBA 2025 at 6.00 p.m. in room 538 – refer schedule below.

The following 2 papers were approved by the Corporation, subject to the amendment of the Spring and Summer Term S & G Committee meetings which would be moved to alternate dates/times and would also be held online via Teams. **ACTION: LEP:**

- A) Proposed Meeting Dates for Corporation and Committee Meetings 2025/2026 academic year**
- B) Corporation and Committee Calendar of Business 2025/2026**

SECTION 8: Confidential Business

8.1 – Confidential Minutes and Papers

- a) Corporation Minutes from last meeting - None**
- b) Committees:**

- i) S & G Committee 03/7/2025 – to follow**

SPHs' PDRs Procedures (and other SPH Policy/Procedures) – Noting the changes proposed to the SPH PDR procedures in light of the recent DfE Guidance on SPH appraisals and taking into account that the various SPH PDRs would be taking place this term, it was noted that the revised procedure would be approved formally next term, once the Remuneration Committee had reviewed and updated all the SPH policy/procedures due to be revised with input from HR (SPH PDR procedures, SPH Remuneration Policy, SPH disciplinary procedures and SPH Grievance Procedures). **ACTION: LEP/HR/REM COM.**

8.2 Matters Arising – none.

8.3 Any Other Business (Confidential) – None.

Meeting closed:

Chair

Date