

**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE**

**MINUTES OF THE MEETING OF THE CORPORATION HELD ON**

**TUESDAY 6<sup>th</sup> DECEMBER 2016 AT 6.00 PM**

**IN ROOM 413 and 414 COPPER BUILDING**

Present: Lucy Aditi, Will Baldwin, Kerry Doyle, Hannah Duffy, Peter Freeman (Chair), Lindi Galloway, Gillian Hampden-Thompson, Christian Heeger, Howard Kidd, Chris Newson, Lynn O'Meara, Neil Perry, Sandra Prail, Jo Redfern, Sue Smith, Tom Wolfenden

In attendance: Alison Cousens, Jutta Knapp, James Moncrieff, Louise Pennington

**Prior to the commencement of the meeting, Jo Usher (Student Services Manager) gave a training presentation to Governors on Student Services.**

**C16/09      Membership Matters**

Peter Freeman reported the Search Committee's discussions and conclusions, referred Governors to the draft minutes included within the Confidential business and reported upon the following recommendations which were endorsed by Corporation:

Parent Governors: following the completion of the election process, Veronica Jinks and Sarah Nield have been elected as the two new Parent Governors and Corporation ratified the appointments with effect from 1<sup>st</sup> January 2017 for a two year term of office. It was also resolved that a Parent Governor would be appointed to each of the HR and Q & C Committees for the same periods – Committee preferences to be sought from the two candidates.

**ACTIONS: Louise Pennington**

**C16/10      Apologies and Welcomes**

Apologies: Stephen Berry, Dearbhlaile Hunt

**C16/11      Minutes of the Meeting held on 11<sup>th</sup> July 2016 (refer confidential meeting papers iro Special Corporation minutes of meeting held on 9<sup>th</sup> October 2016)**

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

**C16/12      Matters Arising**

It was noted that the action points had been completed except for the revision to the Student Union Constitution and it was resolved to remove this from the actions' schedule as it was reported that any revisions required would be initiated and advised to Governors by the Student Governors.

**C16/13      Declaration of Interests**

None.

**C16/14 Appointment of Deputy Principal**

At this point James Moncrieff left the meeting. Peter Freeman reminded Governors that at the Corporation meeting in July 2016 they had made a temporary appointment to the senior post responsible for Quality and Curriculum following the resignation of Shirley Brookes-Mills. On behalf of the Governors' Panel he reported on the selection process and interviews held with the shortlisted candidates on 1 December, and presented the Panel's recommendations. The Corporation resolved that James Moncrieff be appointed as Deputy Principal with effect from 1<sup>st</sup> January 2017.

James Moncrieff re-joined the Meeting.

The Corporation resolved that the College SAR and CDP (including with the Quality and Curriculum Meeting papers for approval), would be considered as a separate agenda item after the Student Governors' Report.

## C16/15 Chair's Report

Peter Freeman explained to Governors that he had not issued a written Chair's Report this time as the main Government policy issues relating to SFCs were in respect of academisation; this had been discussed at the Special Corporation meeting in November 2016 and little progress had been made since then.

## C16/16 Principal's Report

Will Baldwin gave his report to Corporation as recorded below:

- a) **Student Enrolments:** numbers for 2016/2017 have been finalised slightly under target (2,735) being approximately 2,700. Governors were reminded that there had been some issues surrounding the management of category 7 students' enrolments which will result in a revision to the procedures for next year's recruitment, in order to better manage the category 7 students. The deadline for 2017/2018 applications is Friday 2<sup>nd</sup> December 2016.
- b) **Autumn Term - Students:** Various events and activities have taken place including - Freshers' Week; new initiative - Tutor Evenings for Parents; Open Evenings for prospective students/parents and reference made to the Principal's open evening speech, available to view on the website; Parents Evenings (current students); various student sporting events have been held which Will Baldwin has attended; end of term concert next week to which Governors have been invited, along with the Awards evening.
- c) **Staff Meetings:** Will Baldwin is working his way through 1:1 meetings with each member of staff in order to get to know everyone.
- d) **JUMCoG (BHASVIC Union/Management Group)** – as reported at the recent Q & C Committee meeting (refer draft minutes), there has been a move away from the existing more formal meetings, to more frequent and informal workshop style meetings which has proved effective to date.
- e) **Partnership Arrangements:** Meetings with Brighton and Hove Secondary School Head Teachers – during the Autumn Term, Will Baldwin has met with all the Head Teachers to introduce himself as the new Principal and establish working relationships, particularly in the light of potential partnership arrangements. Will Baldwin also advised that a new Partnership arrangement has been established - Steering Group of Brighton and Hove Educational Partnership which is in the consultative stage at present and he confirmed that BHASVIC had expressed an interest in working with the Pavilion and Downs Teaching Schools Alliance which to date comprised 4 local schools and Steyning Grammar School. SMT has also expressed interest in the Five Ways Leading and Learning Group which includes two local secondary schools. SMT will also be considering cross phase partnership options involving students such as reading schemes with Primary Schools and maths support for GCSEs in Secondary Schools.

It was reported that BHASVIC was also keen to continue supporting the Accord joint application process and that developments were underway to enable on-line applications to be made, whilst at the same time ensuring no loss of control of the application process by the College.

- f) **Autumn Term SMT and Staff:** This term tasks have included new Teachers' pay spine; Deputy Principal recruitment process; various policy reviews; an overhaul of the Risk Register; Self-Assessment process and Action Plans, with a quality assurance day with staff and SMT scheduled for Friday 2<sup>nd</sup> December; tutorial observations lead by Alison Cousens; monthly finance and numbers meetings including management accounts, student numbers and retention rates etc; IT/ICT away afternoon has been held this term to enable prioritisation of key actions; property masterplan lead by Jutta Knapp has been prepared this term – and reported to Governors, with a focus upon maximum

efficiency in terms of space utilisation combined with further development options; staff enrichment activities have been organised for Wednesday afternoons; Staff Christmas lunch on Friday 16<sup>th</sup> December.

In the Spring term, Will Baldwin will commence lesson drop ins, covering all teaching departmental areas and from January SMT will lead on a brand review exercise extending to logo, prospectus and website proposals.

### **C16/17 Student Governors' Report**

Hannah Duffy gave the following report:

- 17 elected Student Union Members, including 2 from ESOL Students which has provided an improved representation from all areas of the College.
- Successful Freshers' week was held with excellent feedback from staff and students.
- Christmas events have been organised for next week and the last day of term, including a Christmas Show/Performance to which Staff and Students have been invited to perform, Christmas Quiz, Christmas Card making.
- SU Charities – Rocking Horse and Mind. To date the SU has raised approximately £100 from bake sales.
- SU has been working with James Moncrieff on the Student Voice and ways to improve information dissemination from this.
- Student Council which has 2 student representatives from each tutor group, meets every half term. Further progress is underway to improve student representation from each class.

### **C16/18 College Self Assessment Report and College Development Plan (from Q & C Committee business)**

James Moncrieff and Will Baldwin presented the paper to Corporation, summarising the major proposed revision to the SAR with a greater emphasis upon quality improvement and new CDP which will replace the Annual Operating Priorities' document and provide more comprehensive improvement action plans. The following points were recorded:

- Once approved by Governors the SAR and Development Plan will be submitted to Ofsted by the end January 2017 deadline. It was also noted that once finalised, this was required to be uploaded to the College's website.
- Will Baldwin advised that the College would also be using some of the headline measures within the College's marketing information and page 64 of the papers was highlighted showing the DfE performance measures which place BHASVIC in a very favourable position both locally and nationally (2015: 4<sup>th</sup>/368 nationally and 1<sup>st</sup>/18 locally based on A Level cohort and results but on A Level progress (Value added) the College is placed 2<sup>nd</sup>/368 nationally). Page 67 records similar favourable overall results for the College in terms of A Level attainment. Furthermore Reference was also made to page 65 where the College's BTEC cohort and results were compared with other colleges based on the key measures (2015: 22/368 nationally and 3<sup>rd</sup>/18 locally, in terms of results). With regard to the College's GCSE English and Maths results, the comparators have not yet been issued. The destinations' headline measures detailed on page 68 is recorded as experimental by the DfE at present and James Moncrieff summarised some of the issues.
- Pages 72,73 and 74 provides a detailed value added assessment per subject, using Alps which is the only measure which shows how well the College is doing compared to other institutions in terms of both whole College outcome and per curriculum subject and this information will not be uploaded to the College's website.
- In response to a question from the Committee regarding comparison information in respect of different student groups, in particular those from disadvantaged backgrounds, James Moncrieff confirmed that there was further work required to produce meaningful analysis and he explained how this would be improved, once the new SAR/CDP documents had been fully populated during the year.

- It was agreed that further discussion could be held at the Strategic Planning day in February 2017 in terms of connecting this analysis to the College's strategic aims in order to determine how the College is progressing and also to revise the aims if necessary. **ACTION: Peter Freeman/Will Baldwin**
- Page 71 Support Departments SARAP Grades – noting that there were no entries included here, SMT confirmed that this would be taken forward in order to ensure that all departments are involved in the whole College self-assessment and subsequent quality improvement process. **ACTION: James Moncrieff**
- Comparisons with other Colleges, based on the headline measures, will also be made available on the DfE website.
- It was noted that the Q & C Committee had recommended in principle the documents for approval and recorded the work in progress.
- The on-going work required which will take place throughout the rest of the year, will then enable the College to focus upon quality improvement.
- The SAR will incorporate Department for Education (DfE) headline key performance measures from previous years (including success rates, retention, progression), combined with quality indicators per curriculum area highlighting both high performance and areas for improvement. KPIs for the College will also be included. James Moncrieff informed Governors about the new good practice reporting measures which Colleges are required to implement for next year in 5 key categories and highlighted various aspects within the document.
- CDP will incorporate 92 targets which will relate to the Ofsted reporting headings and at each Corporation Meeting the CDP will have been updated to include a final column showing progress made since the last report; some of the targets will be results based so will only be updated annually.

The Corporation approved the new format for the SAR and CDP, noting that this would evolve over the year in terms of format and content. Governors also approved the document which will be submitted to Ofsted by the January 2017 deadline. **ACTION: James Moncrieff/Will Baldwin**

## **C16/19 Draft Minutes of Meetings of Committees**

The Corporation considered the various Committee draft minutes and also the documents and papers recommended for approval.

### **a) Remuneration Committee 3<sup>rd</sup> October 2016**

Refer to the confidential business.

### **b) Governance Committee 17<sup>th</sup> October 2016**

Peter Freeman reported on the work of the Governance Committee and invited the Corporation to approve the following documents:

- **Governing Body SAR**
- **Annual Report on College Policies (noting)**
- **Review of Confidential Business**

Regarding Governance Self-Assessment it was also reported that key themes from Sandra Prail's discussions with Governors, would be brought to the Strategic Planning Day for further discussion. Further thought would also be given to the completion of the Governance SAR next year in light of the new whole College SAR document. **ACTION: Will Baldwin/Peter Freeman/Sandra Prail/Louise Pennington**

The papers listed above were approved by Corporation. **ACTION: Louise Pennington**

### **c) Quality and Curriculum Committee 3<sup>rd</sup> November 2016**

Lindi Galloway presented the draft minutes to the Corporation and highlighted the main points from the meeting.

Document recommended for approval: **SAR and Action Plan and Proposal for CDP** – refer separate agenda item.

At this point Hannah Duffy left the meeting.

#### **d) Human Resources Committee 15<sup>th</sup> November 2016**

Neil Perry, Chair of HR Committee, reported on the discussions and decisions made at the HR Committee meeting and referred Governors to the draft minutes. The Corporation approved the following item which had been recommended for approval by the Committee:

**Transition to New Teacher Pay Spines and PDR Process** – (refer e) for finance aspects). Will Baldwin also confirmed that the back pay from September would be included in Teachers' January 2017 pay run.

#### **e) Finance & General Purposes Committee 21<sup>st</sup> November 2016**

Howard Kidd presented the draft minutes and highlighted the key points from these and the discussions held. The following documents were recommended to Corporation for approval:

- **Annual Report and Financial Statements to 31<sup>st</sup> July 2016** - The impact of the new FRS102 was summarised to Governors regarding the changes in content and presentation within certain statements, with a restatement in respect of the 2015 year. Howard Kidd drew Governors' attention to the actuarial loss on the LGPS pension scheme (£502,000) for the year and the change in presentation of this within the accounts owing to FRS102. He also highlighted the change in reporting of the deferred capital grant entry and treatment of holiday pay accrual. Reference was also made to the various explanations in the notes to the accounts and the various key points recorded in the draft minutes. The new Statement entitled Statement of Comprehensive Income shows operating surplus of £438,000 (budgeted £98,000). The Statement of changes in reserves shows where the adjustments iro FRS102 have been made (refer above). The Corporation also considered the Statement of Corporate Governance and Control, including the Members' schedule and noted the new clause regarding Corporation Performance.

The Corporation endorsed the Committee's recommendations regarding the approval of the Annual Report and Financial Statements, the accounting policies and the Letters of Representation and agreed that the Chair and Principal be authorised to sign these. **ACTION: Jutta Knapp/Peter Freeman/Will Baldwin**

- **Results for the first 3 months (noting)** – the key targets which were all favourable were noted, along with the other key points detailed in the draft minutes.
- **Transition to New Teacher Pay Spine (financial aspects; refer HR Committee above)**
- **Property Masterplan and Bid** – refer draft minutes – and Corporation approved the Condition Improvement Fund bid to finance two modular science laboratories, the installation of which had been agreed at the July Corporation Meeting (Summer Estates paper), and the appointment of the Property Consultant (David Friend) to prepare the bid. It was also recorded that the planning application regarding the two modular science labs was still under consideration by the Local Authority. It was also noted that the Premises Group would consider the draft Masterplan in January.
- **Bank Amendment Letter** – refer draft minutes and Chair and Clerk were authorised to sign.
- **Restricted Funds** – refer commentary in minutes and recommendations therein were approved.
- **Health and Safety Policy** – changes as detailed in the minutes were approved.
- **Treasury Management Policy** – changes as detailed in the minutes were approved.

The documents recommended to Corporation were approved and the Chair and Principal authorised to sign the Report and Financial Statements on behalf of the College, after which they will be submitted to the EFA (once signed by external auditors) via the EFA's portal, before the year end. The Chair and Principal were also authorised to sign the Letters of Representation. The Chair and Clerk were authorised to sign the Bank Amendment Letters on behalf of Corporation. **ACTION: Jutta Knapp**

**f) Audit Committee 24<sup>th</sup> November 2016**

Tom Wolfenden, Chair of Audit Committee presented the draft Audit Committee minutes and summarised the main aspects of the meeting. He also reminded Governors about the new risk assurance process and the risk reporting process via each Corporation Committee to the Audit Committee. He informed Governors that the Audit Committee had gained assurance from the External and Internal Audit work combined with the Corporation Committees that there was sufficient oversight in place in respect of the significant risks.

The following papers and recommendations were approved by the Corporation and the Chair and Principal authorised to sign the required documentation (Annual Report and Accounts, Letters of Representation), with the Chair of Audit Committee having authority to sign the Audit Committee Annual Report. **ACTION: Jutta Knapp, Peter Freeman and Tom Wolfenden.**

- **Audit Findings Report (including the Letters of Representation for the External Audit and Regularity Audit (also refer F & GP)** – the external auditors were able to give an unqualified audit opinion.
- **Regularity Framework Questionnaire** – approved and Chair and Principal authorised to sign.
- **Audit Committee Annual Report** – approved and Chair of Audit Committee authorised to sign.
- **Risk Register and Risk Management Policy** – new format and content of Risk Register approved, along with the policy changes.
- **Performance Indicators for Internal Audit** – approved.
- **Whistleblowing Policy** – approved as per changes recorded in the draft minutes.

**g) Search Committee 17<sup>th</sup> October 2016 and 6<sup>th</sup> December 2016**

Refer item C16/09 and Confidential meeting papers.

**C16/20 Any Other Business**

Will Baldwin reported on the nationally agreed pay negotiations between the SFCA and the Unions and confirmed that an agreement had been reached in respect of Teaching Staff for a 1% pay rise with effect from 1<sup>st</sup> January 2017. This would result in an in year cost of 0.66%. The Support Staff pay negotiations were continuing. The Corporation noted that the costs could be accommodated within the Budget for 2016/2017 which had been approved by Corporation.

There was no other business.

**C16/21 Date of Next Meeting**

Monday 3<sup>rd</sup> April 2017

**C16/22 Confidential Business**

Refer to separate minutes.

Louise Pennington

**CHAIR.....**

**DATE.....**