

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE CORPORATION HELD ON MONDAY 8<sup>th</sup> JULY 2019 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: Louise Askew (Governor – Parent), William Baldwin (Principal), Jo Davis (Governor), Ben Franklin (Governor – Student), Gillian Hampden-Thompson (Governor), Julia Holgate Turner (Governor – Support Staff), Neil Jones (Governor – Teaching Staff), Amanda Law (Governor – Parent), , Lynn O'Meara (Governor), Neil Perry (Vice-Chair of Governor), Chris Piper (Governor), Sandra Prail (Chair of Governors), Tom Wolfenden (Vice-Chair of Governors)

In attendance: Jutta Knapp (Assistant Principal), James Moncrieff (Deputy Principal), Louise Pennington (Clerk)

The meeting was quorate.

Prior to the meeting there was a 20 minute Music and Performing Arts Showcase – Short Film showing, together with a training session the new Education Inspection Framework (EIF) given by James Moncrieff (Deputy Principal), followed by a question and answer session.

Governors confirmed their interest in future showcasing events.

Note: *Questions and Comments from Governors have been included in bold italics for ease of identification.*

#### SECTION 1: ROUTINE AND STANDING ITEMS

##### 1.1 Apologies and Welcomes

Apologies: Philip Anderson, Mick McLean, John MacLeod, Chris Newson, Marcus Palmer, Jo Redfern, Marcus Palmer and Alison Cousens (Assistant Principal)

Welcomes: Ben Franklin, Julia Holgate Turner

##### 1.2 Membership Matters

The following appointments/reappointments were endorsed by the Corporation.

- a) Appoint Student Governors Ben Franklin and John MacLeod for 1 year term of office with immediate effect until their successors are elected in 2020.
- b) Reappoint Tom Wolfenden a further 3 year term of office when his current term ends on 31<sup>st</sup> July 2019.

##### OTHER ITEMS:

- **CAREERS GOVERNOR:** Following the proposal at the last meeting when Alison Cousens has suggested that in line with new good practice, the Corporation may wish to appoint a Careers' Governor who would work with her, providing a link between Governors and Staff. Sandra Prail invited volunteers from Governors for this role after the last Corporation meeting and Sandra Prail was pleased to announce that Jo Redfern had agreed to take on this role with immediate effect.
- **GOVERNOR MENTOR:** Sandra Prail recorded her thanks to Chris Newman for agreeing to mentor Amanda Law as a new Governor, noting that no other new Governors had requested this option, following liaison with Neil Perry.

##### 1.3 Minutes of the Meeting held on 18<sup>th</sup> March 2019

The minutes were approved by the Corporation and the Chair authorised to sign them as a correct record of the meeting. **ACTION: Louise Pennington**

##### 1.4 Matters Arising

The Committee noted that all the items on the schedule had been completed or would be completed in due course. .

## 1.5 Declaration of Interest

None.

## SECTION 2: STRATEGIC ITEMS

Prior to item 2.1, Sandra Prail invited Governors to feedback on the content and size of the meeting papers pack and whether they'd prefer to have certain items included as links, circulated separately or referenced to the VLE folders etc. **ACTION: Governors**

### 2.1 Principal's Report

The Principal presented his Report to Corporation which provides a summary of all key areas of the College's operations. The following points were recorded, noting that questions in respect of IT issues and the Capital Project would be dealt with under the specific agenda items:

- There have been a few updates to the content since the production of the Report.
- Local Principals met with local MPs (Lloyd Russell-Moyle, Caroline Lucas, Peter Kyle) to discuss the FE Colleges' on-going funding issues and the MPs reported that as the Government was focused on Brexit at present, it would be better to meet again in November to discuss the problems and mechanisms to raise the sector issues directly with Parliament.
- Referring to Student successes and noting that it was difficult to capture all details, William Baldwin highlighted the work carried out recently with local primary school pupils, by Chemistry and Physics staff and students, together with an award for an engineering project organised by Mott MacDonald and run by the LEP (Local Enterprise Partnership).
- Student Satisfaction Survey remains open whilst the Staff Satisfaction closed last Friday. SMT will provide analysis at the next Corporation meeting, once both surveys have been reviewed. Regarding the Staff survey, it was recorded that 96% of staff would recommend BHASVIC as a good place to work (same outcome as the survey held 2 years ago) and the response has improved by 10% for Staff feeling valued at work.
- Following a proposal to include a Guidance section in future Principal's Reports, it was resolved to report this via Q & C Committee in the first instance via a guidance dashboard. **ACTION: William Baldwin**

### Questions from Governors

- *In response to a question regarding the expected increase in Student numbers, Governors queried how the existing facilities would cater for this prior to the new build being finalised and William Baldwin explained that there was likely to be an additional 20 students (A1 Student enrolments targeted of 1,540 – being 20 additional compared to last year). There may also be slightly in excess of 20 additional students as we may end up over-recruiting by a small amount. . SMT have noted that space would be tight for one year until the additional build has been completed both in respect of the curriculum and Student social space, but they believed it would be manageable in the short term.*
- *The conversion of the Staff room to the new Art room was queried and the overall impact on Student social space and it was noted that there would be a reduction for Students with the loss of 1 room (the Refectory which becomes the staff room). However plans were underway to encourage better utilisation by Students of the Sports Study space above the Sports Hall and it's currently under-utilised. Consideration may also be given, subject to compliance with health and safety/fire regulations, to providing benches in some of the corridors.*
- *Page 17 Staff cost ratio: Governors queried the impact of outsourcing catering/cleaning and Jutta Knapp explained that this would not change the costs to the College but would have an impact on the various ratios. ACTION: to report back to Resources Committee once cost/benefit analysis undertaken*
- *Page 18 HR table – in response to a request from a Governor, it was agreed that a footnote should be included in future reports to explain the difference between Support and Teaching Staff in the gender pay gap analysis. ACTION: WB*
- *Page 17 in response to a question regarding the financial health grading, Jutta Knapp explained the financial ratios etc which affect the score, including cash, level of borrowing etc and also the benchmarking within the sector. It was also noted that the College's targets and metrics were broadly in line with the financial forecasts.*

## 2.2 Student Governors' Report

Ben Franklin reported to the Corporation on the Students' perspective as follows:

- Noted that last year's Corporation meeting, progression exams had been a topic of discussion and as an update, Ben Franklin reported that overall, although quite stressful, the examinations had been well-handled by the majority of Students. From the start of the year in tutorials, it had been made clear to Students, the importance of the progression exams and guidance had been given on how to work towards these throughout the year.
- SU – the most significant event organised by the SU this term, was the A2 Leavers' event and good feedback had been received, although fewer Students than anticipated, had attended.
- SU had also assisted at the Year 10 Taster Day with a focus on ensuring the prospective Students were aware of the SU activities and assistance on offer. A new SU desk will be established in the Student Services Building next year to improve communication regarding all SU events but also to help with Student support matters.
- Also helped out at year 10 taster day – trying to focus on getting students more aware of presence – so setting up new desk in student services building next year to focus on how to communicate to students about events/SU availability for support etc
- Preliminary discussions have been held between SU and Tutors regarding the way in which Student Representatives work, with a change towards Student volunteers being appointed to liaise with the various Tutor Groups rather than having a Tutor representative per Tutor Group. Furthermore to improve attendance at Student Council meetings, these will be scheduled during the lunch time rather than after College.

## 2.3 College Development Plan (CDP)

William Baldwin introduced the Plan to Corporation and the following points were noted, followed by questions from Governors:

*Governors were reminded that the CDP was one of the College's key documents, along with the Strategic Plan and the Annual Report; the CDP is issued annually and includes information relating to Ofsted's four key areas; progress against targets is monitored and reported, taking into account the self-assessment work completed by the College.*

- Page 21 final updates will be included in September to establish where the College is placed compared to targets set last October.
- Reference was made to discussions held at the various Committees and recorded within the draft minutes.

**Questions from Governors were invited:**

- **Noting the content of the document and feedback from SMT, Governors were assured that SMT was tracking and monitoring key data effectively.**
- **In response to a question regarding target 9 and equality in respect of the progression examination outcomes, SMT confirmed that the results were not yet ready owing to re-sits held in the last couple of days. However James Moncrieff advised that CQT (Curriculum and Quality Team) had felt that departmental initiatives were showing signs of improvements with anticipated outcomes at A1 giving good indicators for final A2 outcomes which will assist Staff in finalising UCAS grades next term. James Moncrieff confirmed that the number of Students who failed one of their A1 progression exams and had to re-sit (U grade) was 226 compared to 266 last year,. Overall the College has gained a better understanding of the new linear examinations. If Students re-sit and fail a second time, they are given the appropriate support but directed towards alternative options. Overall SMT believe these processes are working effectively as there are very few complaints or appeals from Students, noting that it's better for Students to address the matter at the end of Year 1 rather than Year 2.**
- **Page 27section 3 – referring to a question regarding the emerging future issues item regarding Staff training in mental health first aid, William Baldwin confirmed that all Staff have basic training regarding the appropriate processes in place at the College, but only a limited number of staff have received additional training and expertise to deal with Student mental health issues. However the training will be kept under review.**

## 2.4 ICT – Network Strategy Update – CONFIDENTIAL

It was resolved that owing to the sensitive nature of the business, the record would be moved to the confidential minutes and would also be taken with the item 2.5 below on the New Build – Update and item 2.6 Infrastructure Spending.

## 2.5 New Build - Update – CONFIDENTIAL

It was resolved that owing to the confidential nature of the business, this item should be moved to the confidential minutes.

## 2.6 Infrastructure Spending – CONFIDENTIAL

It was resolved that owing to the confidential nature of the business, this item should be moved to the confidential minutes.

## SECTION 3: QUALITY AND CURRICULUM ITEMS

Included within item 2 above.

## SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

### 4.1 Premises Update – CONFIDENTIAL

It was resolved that owing to the confidential nature of the business, this item should be moved to the confidential minutes.

**Papers:**

**Premises Group Update Solutions to contractual Delay  
Letter of Intent  
Draft Minutes Premises Group 29<sup>th</sup> April 2019**

### 4.2 ICT Task and Finish Group Outcomes and Updates – CONFIDENTIAL

Owing to the confidential nature of the business, it was resolved that the record should be moved to confidential minutes.

**Papers:**

**Front Sheet ICT Strategic Development  
BHASVIC Network – Migration to NextGen Platform  
ICT Task and Finish Group draft Notes 6<sup>th</sup> June 2019**

### 4.3 Management Accounts

The Chair of Resources Committee and the Assistant Principal (Resources Director) introduced the paper, highlighting key aspects and also made reference to the discussions held at Resources Committee, recorded in the draft minutes, all of which were noted by the Corporation. The following points were drawn to Governors' attention.

- Page 78 onwards – the key aspects of the income and expenditure account, balance sheet and cash flow were drawn to Governors' attention including the current year's predicted outturn of £79K, variances more than 10% on page 87 with details highlighted and recorded in the Resources Committee minutes.
- ***Governors queried the increase in the examination fees and Jutta Knapp explained that the cost of A2 examinations had increased since the AS examinations were discontinued. She also advised that although investigations had been made, there were no options for negotiating discounts via FE Sussex or S7.***
- ***Governors discussed the inclusion of the management accounts in future Corporation meeting papers and noting the requirements of the Audit Code of Practice, it was resolved to continue to include these in the Resources section of the papers. ACTION: Jutta Knapp/Louise Pennington***

The Management Accounts were noted by the Corporation.

#### **4.4 Budget 2019-2020**

The paper was presented by Tom Wolfenden and Jutta Knapp and reference was made to the details included in the relevant section draft Resources Committee minutes.

In line with the Resources Committee recommendation, the budget was approved by the Corporation. **ACTION: Jutta Knapp**

#### **4.5 Financial Forecast 2019/2020 – 2020/2022**

The Corporation approved the document presented by the Chair of Resources Committee, noting the Committee's discussions and recommendation. **ACTION: Jutta Knapp**

### **SECTION 5: GOVERNANCE ITEMS**

Refer items within Search and Governance Committee minutes/business and Membership Matters item 1.2

### **SECTION 6: CONSENT AGENDA**

The items listed within the consent agenda requiring approval were endorsed by the Corporation, noting that no issues had been raised by Governors prior to the meeting. No further issues were raised at the meeting, on the invitation of the Chair. The papers approved were as follows:

#### **POLICIES AND OTHER DOCUMENTS**

##### **6.1**

The following policies/procedures were considered and approved by the Corporation, noting the recommendation within the various Committee minutes where certain policies/documents would be delegated to Principal/SMT for review and updating in future, without consultation with the Corporation:

**Admissions Policy**

**Send Policy**

**Student Behaviour and Management Policy**

**Child Protection and Safeguarding Policy**

**Anti-Fraud and Irregularity Policy**

**Alcohol and Substance Misuse Policy/Procedures**

**Staff Wellbeing and Absence Management Policy/Procedures**

##### **6.2 Business Procedures – approved**

##### **6.3 Risk Management**

**Risk Register and Risk Assurance Map – approved**

##### **6.4 Internal Audit Plan – approved**

##### **6.5 External Audit Planning Memorandum (Annexes available on request) – approved**

##### **6.6 Performance Indicators for Financial Statements' Auditors – approved**

##### **6.7 Reappointment and Remuneration – Internal and External Auditors – approved as detailed in Audit Committee Meeting Minutes.**

##### **6.8 Committee Terms of References**

Referring to the draft Committee meeting minutes, the terms of reference were approved as recommended by the respective committees – refer draft Committee meeting minutes.

**Note: Search and Governance Committee – deferred until Autumn Term**

## **COMMITTEE MEETINGS – MINUTES AND PAPERS FOR NOTING**

The Corporation noted the contents of the various Committee meeting minutes, detailed below and referred to matters already discussed or approved earlier in the meeting. There were no additional items identified by the respective Committee Chairs.

**6.9 Search and Governance Committee** – meeting cancelled.

**6.10 Quality and Curriculum Committee – Draft Minutes – noted**

The items included in the meeting papers for information were also noted.

**6.11 Resources Committee – Draft Minutes (non-confidential)** – noted and reference made to the Premises Update item discussed earlier.

The items included in the meeting papers for information were also noted.

**6.12 Audit Committee – Draft minutes - noted**

The items included in the meeting papers for information were also noted.

## **SECTION 7: OTHER MATTERS**

**7.1 Any Other Business**

It was noted that the examination results were due on 16<sup>th</sup> August and that Governors would be informed of the outcomes. **ACTION: William Baldwin**

**7.2 Date of Next Meeting**

**MONDAY 9<sup>th</sup> December 2019**

**SECTION 8: CONFIDENTIAL BUSINESS** – refer to separate minutes.

**a) Corporation**

The minutes were approved and the Chair authorised to sign them. **ACTION: Louise Pennington**

**b) Committees**

**Item i) Resources Committee** – the contents of the draft minutes were noted and reference was made to discussions held earlier within the IT and Premises items.

CHAIR.....

Date.....