

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON MONDAY 9th DECEMBER 2019 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: Philip Anderson (Governor), Louise Askew (Governor – Parent), William Baldwin (Principal), Gillian Hampden-Thompson (Governor), Julia Holgate Turner (Governor – Support Staff), Neil Jones (Governor – Teaching Staff), Mick McLean (Governor), Lynn O’Meara (Governor), Chris Newson (Governor), Marcus Palmer (Governor), Neil Perry (Vice-Chair of Governors), Sandra Prail (Chair of Governors)

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

The meeting was quorate.

Prior to the meeting there was a 15 minutes’ Event “Females in Physics) in room 411.

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: Jo Davis (Governor), Ben Franklin (Governor – Student), Amanda Law (Governor – Parent) John MacLeod (Governor – Student), Chris Piper (Governor), Jo Redfern (Governor), Tom Wolfenden (Vice-Chair of Governors)

1.2 Membership Matters

The following appointments/reappointments were endorsed by the Corporation and reference was made to the recommendations of the Search and Governance Committee (October 2019 Meeting – refer confidential minutes).

- a) Reappoint Governors: Gillian Hampden-Thompson, Lynn O’Meara and Jo Redfern;
- b) Reappoint co-opted Committee Members: Mark Snape (co-opted Member of Resources Committee and Premises Group) and Jacquie Punter (co-opted Staff Member of Quality and Curriculum Committee)
- c) Appoint Mick McLean as Lead Governor for delivery of Digital Strategy.

1.3 Minutes of the Meeting held on 8th July 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

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, the Capital Project, ESFA funding and risk regarding financial health would be dealt with under the specific agenda items:

- Additional items not included in written Report:
 - Ofsted new framework of Inspections – At the time of writing the Report there were no S7 Colleges notified of Inspections. In the last month, 2 Inspections have in fact been carried out – Godalming and Bexhill. The Inspection Report for Bexhill has been published and the College has retained its “good” grade, following a short inspection. Regarding Godalming which has been classified as an “outstanding”

College, underwent a full inspection owing to changes in results' data since qualifications moved from modular to linear format. Godalming's Inspection Report is awaited. Colleges classed as outstanding which are usually exempt from having an Inspection, have been put on notice that Ofsted will also be completing inspections in the next couple of years for Colleges who have not been inspected for some time, regardless of the outstanding grade. The Principal suggested that this was likely to be in 2021/2022 academic year for BHASVIC, noting that the College was last inspected in 2012

- The Student Council has been re-branded as the BHASVIC Forum to allow greater Student participation and moving about from assigned Tutor Group representatives.
- Update on student applications – to meet our target for 2020/2021 of 3050 students, we projected that we needed 2,350 priority application and since the priority deadline has passed (Friday 6th December), the College has 160 applicants over this target. It was agreed that this is good to have so many Students interested in enrolling at BHASVIC but that it would be mean making some difficult decisions regarding oversubscription and not offering to every priority applicant. The College will have to apply its Admission Policy and Procedures regarding the distance from applicants' home addresses to College. Further analysis will be carried out by the College, prior to making a final decision and this will also take into account the fact that the College is aiming for long term stability year on year. It was also noted that a demographic bulge in Brighton and Hove is forecast too in the next few years, so further consideration would have to be made into future optimum numbers, bearing in mind that a significant and increasing proportion of Students (circa 45%) are enrolled from outside the City.
- ***In response to a question from the Corporation regarding progress in English and Mathematics, SMT explained that the fluctuation in outcomes was based on GCSE results where there were less than 50 Students (35 Maths and 10 English).***
- ***Parent Satisfaction Survey – Corporation noted that the overall satisfaction had increased but that this may be as a result of the fact that the online questionnaire was open for longer than previous years. Reference was made to the discussions held at the Quality and Curriculum Committee earlier this term. 680 Parents had completed the survey which compares well with previous years.*** At this point thanks were recorded to Amanda Law (Parent Governor) for her help improving the questionnaire with Alison Cousens.
- ***Governors congratulated Staff and Students on their excellent examination results for the 2018/2019 year.***

2.2 Student Governors' Report

Governors were informed that both Student Governors were absent and had sent apologies - Ben Franklin (unwell) and John MacLeod (Oxford Interview).

Reference was made to the very useful and informative Student Report given at the Quality and Curriculum Meeting (refer *draft* Committee minutes) and also to the following two updates received by email from Ben Franklin:

- Shadow Student Union – new succession planning initiative which has been established to better prepare candidates for next year's Student Union Executive: the current SU Executive is in the process of assigning roles for the Shadow SU.
- SU Christmas Event – details being finalised at the SU Executive Meeting on Wednesday.

2.3 College Self-Assessment Report (SAR) – Draft (and including College Development Plan for 2018-2019)

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

- Governors were reminded that the SAR was one of the College's key documents, along with the Strategic Plan, College Development Plan (CDP) and the Annual Report; the SAR 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.
- The document remains in draft form with various aspects still to be completed (yellow areas highlight where information needs to be updated), including further data from 6b (page 36) to be added regarding course qualification level information, with more detail to be incorporated especially with regard to the college's position nationally in relation to results, pass rates via the DfE's school performance tables (released in January). Taking into account the Ofsted Inspection advance warning detailed above, this makes the data included in the College SAR crucial and noting that this year's CDP reflects the key headings within the new Ofsted Framework. Within the SAR there have been added data priorities therein e.g. study programme offer and how retention rates relate to this.
- As usual, aspects from the Governance SAR (refer below) have been incorporated into the whole College SAR.

- The final SAR will be published to governors (on the portal) and Ofsted in the New Year, with a version published to staff and on the website which has subject-by-subject tables redacted.

Questions and Observations from Governors were invited:

- **The yellow highlighted areas were helpful for Governors to identify aspects still to be completed.**
- **Referring to Section 3 and notification of 3 new A Level courses (page 29), the Corporation queried how new courses were selected.** In response the Deputy Principal explained that the whole curriculum offer was reviewed annually (assessing all national A levels and Level 3 BTECs which we do not currently offer) to review popular and less popular courses, whilst taking into account other options going forward to improve diversity, in light of the fact that the College will have more space shortly with the opening of the new building. He also explained that although some subjects were not very popular, there was often a good case for continuing the provision, particularly if there were no other Colleges in the vicinity providing certain courses (e.g. German A Level and increasingly Music A Level). Other factors taken into account include existing Teachers' qualifications to teach proposed new subjects.
- **Governors queried contingencies in place for subjects where there was only 1 teacher should the situation of long term sickness of the teacher occur.** In response, it was reported that this factor was also taken into account when offering a new course and broadly the College's policy was to avoid single Teacher courses but for example with Mandarin, we would attempt to recruit a temporary Teacher from the local area. This is a risk factor for all our provision, including subjects where there is no capacity within existing staff should someone be long-term absent. Curriculum Management have experience and strategies to resolve teacher staff shortage in-year.
- **Referring to Section 4 (third paragraph on right hand side page 30), the Designated Lead Safeguarding Governor queried the reference to the strategy meeting which looked at updates and wondered whether there was an update on Safeguarding.** In response, the Designated Staff Safeguarding Lead reported that a strategy day had been held with Guidance/Student Services/Tutorial Management Team to consider the current crisis in provision and existing resources, which the Principal and Deputy Principal also attended. A follow up meeting regarding the discussions held, will take place tomorrow, where technical solutions will be examined and to ensure the College makes best use of its current capacity and funding.
- **Referring to page 31 of the papers and the limited funding available, Governors queried what action for development had been listed to cover this aspect.** The Corporation and SMT discussed the matter and it was resolved that an additional bullet point should be added regarding "continuing to lobby Government re need for increased funding for SFCs", notwithstanding the 1 year only additional funding offered to College for next year. **ACTION: James Moncrieff**

The Corporation approved the draft College SAR, noting that further revisions would be made before the final version was ready and that the Deputy Principal would circulate copies of the final version via the Governors' VLE with a summary version being uploaded to the College's main website. The final version would also be sent to Ofsted by the 31st January 2020 deadline. Should there be any material amendments prior to being finalised, Governors would be informed. **ACTION: James Moncrieff**

2.4 College Development Plan (CDP) 2019 - 2020

The Principal presented the CDP to the Meeting and reminded Governors that whilst the College SAR looks back over the College's previous year, the CPD reports on the future operational plans, based on the College's overall strategy; the last section of the SAR was also last year's (2018/2019) CDP. The following points were drawn to Governors' attention:

- Pages 42 and 69 are new additions to the CDP
- SARAP validation exercise – thanks were recorded to those Governors who had participated in the process, sitting in on the various curriculum and support areas' validation meetings.
- From the completion of the SAR process, the action plans from each department are aggregated into the CDP for this year.
- The CDP has been revised in format this year to reflect the new Ofsted Framework including key headings such as quality of education, implementation and intent, personal development and the usual leadership and management section. Within each section, the actions from the departmental SARAPs have been brought forward together with the incorporation of other aspects such as the new digital action plan.

- There are approximately 20 targets overall, 3 of which relate to the new digital strategy.
- The CDP sets out the targets against the results to provide a more complete picture.
- Committees will receive their updated sections of the CDP over the next year in the Spring and Summer Terms.
- ***The Corporation agreed that the document provided thorough, clear and useful information for Governors, noting particularly the significant reduction in targets included, compared to reports from previous management, with fewer than 50 targets (compared to nearly 100).***

The Corporation approved the CDP 2019/2020.

SECTION 3: QUALITY AND CURRICULUM ITEMS

Included within item 2 above.

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Financial Forecasting (including Finance Dashboard and Financial Health Confirmation) – CONFIDENTIAL

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

- Financial Forecasting Explanation
- Financial Dashboard
- ESFA Letter

4.2 Audit Committee Annual Report

The contents of the broadly prescribed Annual Report of the Committee were approved by Corporation and the Chair of Audit Committee authorised to sign this. It was noted that this would also be sent to the ESFA with the College's Annual Report and Financial Statements. **ACTION: Neil Perry/Jutta Knapp**

4.3 Audit Findings Report and including the Letters of Representation (Financial Statements and Regularity Audit)

The contents of the Audit Findings Report and commentary provided within the Audit Committee draft minutes, were noted by Corporation and the Letters of Representation (financial Statements and Regularity Audit) were approved and the Chair and Principal authorised to sign them. **ACTION: Chair/Principal/Finance Director**

Jutta Knapp drew Governors' attention to the explanatory note in the document regarding the McCloud case (regarding age discrimination) and its impact on Colleges' LGPS pension liabilities. ***Following a question from Governors, she confirmed that this did not impact the College's liabilities with regard to the TPS (Teachers' Pension Scheme) as this was funded in year by Government.***

4.4 Annual Report and Financial Statements

In the absence of Tom Wolfenden, the Resources Committee Chair, Marcus Palmer and Jutta Knapp presented the paper to Corporation, highlighting the key points as referenced in the Resources Committee Minutes.

The Corporation approved the Annual Report and Financial Statements and authorised the Chair and Principal to sign these. **ACTION: Jutta Knapp/Sandra Prail/William Baldwin**

At this point Chris Newson left the meeting, which remained quorate

4.5 Management Accounts

The Corporation noted the Management Accounts presented by the Marcus Palmer and Jutta Knapp who drew attention to the main variances on page 192 for the position as at 3 months.

SECTION 5: GOVERNANCE ITEMS

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

5.1 Governance Self-Assessment Report

Louise Pennington gave a summary of the work involved in producing the Governance SAR and confirmed that since 2017 the decision had been made to base the process on the Department for Education's competency framework, in contrast to previous years' focus upon Ofsted's Inspection Framework.

The Corporation queried why governance was not classified as "outstanding" and it was agreed to reflect on this and revisit the grade next year, noting that the College as a whole had been made outstanding at the last Inspection.

The Corporation approved the Governance SAR, noting that aspects of this had been incorporated into the whole College SAR.

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:

Health and Safety Policy

Risk Management Policy

Treasury Management Policy

Whistleblowing Policy

Search and Governance Committee Terms of Reference

Remuneration Committee Terms of Reference

6.2 Digital Update including Strategy – CONFIDENTIAL

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

6.3 Premises Update – CONFIDENTIAL

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

6.4 Risk Management

- a) **Risk Register – approved.**
- b) **Risk Assurance Map and Assurance from Committees – The Map was approved and the assurance from Committees noted.**

6.5 ESFA Conditions of Funding Agreement (significant changes only) – Noted.

6.6 Regularity Audit Framework Questionnaire – approved and to be signed by the Chair and Principal before being submitted with the Annual Report and Accounts to the ESFA. ACTION: Jutta Knapp/Sandra Prail/William Baldwin

6.7 Performance Indicators for Internal Audit – approved

COMMITTEE MINUTES AND OTHER MATTERS 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, to be brought to the Corporation's attention.

6.8 Remuneration Committee (draft minutes included in confidential section)

Papers noted by Committee:

Expenses Senior Postholders and AoC College Senior Staff Remuneration Code

6.9 Search and Governance Committee (draft minutes included in confidential section)

Papers noted by Committee:

Governing Body Self-Assessment (Committees, Individual Governors and SMT Feedback)

Governors – Attendance

Governors – Skills Audit

Governors' DBS Record

Governor Training (incl. SARAPs and Events)

Annual Review of Confidential Governing Body Business (approved)

Corporation Expenses

Annual Report on College Policies delegated to Principal

FE Commissioner's Letter and Appendix dated 7th May

Values and Principles (circulated to Governors via VLE)

Bournville Report and covering letter/front sheet (FE Commissioner) (circulated to Governors via VLE)

Risk Assurance

At this point, Governors' attention was drawn to the recommendation within the draft confidential minutes to the academisation review and the Corporation endorsed the Committee's recommendation that no further action was required, but agreed that this would be kept under review from time to time.

6.10 Quality & Curriculum Committee Draft Minutes

The contents of the draft minutes were noted, together with the meeting papers which were included for information:

Termly Update Student Governors

CDP Section 1-3 2018/2019

Student and Parent Survey Report

Risk Assurance

Confidential Reports – Safeguarding and Complaints – refer confidential section

6.11 Resources Committee – Draft Minutes (non-confidential)

The draft minutes were noted and reference made to the Premises Update item considered earlier in the meeting.

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

Termly Update on HR Issues

Staff Survey Summary, Gender Pay Gap Report and oral report on Pay/PDR Issues including National Pay Negotiations

CDP Section 4 2018/2019

Risk Assurance

Finance Dashboard and ESFA Financial Health Confirmation

Annual Health and Safety Update

6.12 Audit Committee

The draft minutes were noted, along with the items included in the meeting papers for information.

Update on Internal and External Audit Recommendations

Fraud Report (oral)

SECTION 7: OTHER MATTERS

7.1 Any Other Business

- a) VLE – Governors were reminded that the monthly Premises/Project reports were being uploaded to the Governors’ VLE and last updated in November. The December Project Manager’s report should be uploaded before Christmas.
- b) New Ofsted Framework – *In response to a question from Governors regarding the new Inspection Framework and whether training for all Governors would be arranged, James Moncrieff confirmed that training had already been given prior to the last Q & C Committee meeting and that training and inspection updates for Governors would continue to be ongoing including any appropriate sessions in the event of notification of an inspection. The Deputy Principal also advised that he would be completing the forthcoming training on being an Ofsted Nominee ACTION: James Moncrieff Referring to the AoC Regional Governance Conference in November which Louise Askew and Julia Holgate-Turner attended on behalf of BHASVIC, it was noted that a presentation had been given on the new Framework. ACTION: Louise Pennington request presentation slides from event and circulate to Governors and SMT. Governors were also encouraged to participate in the SFCA online Governors’ webinars, one of which will cover Inspection. ACTION: All Governors*

7.2 Date of Next Meeting

MONDAY 23rd March 2020 and an additional meeting to be convened in February 2020 – date to be advised.

SECTION 8: CONFIDENTIAL BUSINESS – refer to separate minutes.

a) Corporation

Refer separate confidential minutes.

b) Committees

Item i) Remuneration Committee – draft minutes and addendum to circulated to external Governors only

Refer separate confidential minutes.

Item ii) Search and Governance Committee - noted.

Item iii) Quality and Curriculum Committee – noted.

Item iv) Resources Committee – noted.

8.2 Annual Report on Safeguarding – Consent agenda item - noted

8.3 Annual Complaints’ Report - Consent agenda item – noted.

CHAIR.....

Date.....