

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE CORPORATION HELD ON
MONDAY 21st MARCH 2016 AT 6.00 PM
IN ROOM 426 and 427 COPPER BUILDING

Present: Lucy Aditi, Stephen Berry, Gabby Fitzsimons, Peter Freeman (Chair), Lindi Galloway, Elliot Gulliver-Needham, Howard Kidd, Chris Newson, Lynn O'Meara, Neil Perry, Pippa Smith, Sue Smith, Sandra Prail, Chris Thomson, Tom Wolfenden

In attendance: Will Baldwin (Principal-Designate), Jutta Knapp, James Moncrieff, Louise Pennington

C15/25 Membership Matters

Peter Freeman reported the Search Committee's discussions and conclusions and the following recommendations which were endorsed by Corporation:

- Re-Appoint Tom Wolfenden for another 3 year term of office with effect from 31st July 2016
- Re-appoint Samantha Smith (HR Committee Co-Optee) for another term of office with effect from 31st July 2016.
- Noting that it was the last meeting for Pippa Smith (Vice-Chair), whose current term of office ends on 31st March (refer AOB). Governors agreed that Lynn O'Meara should take on the Designated Governor role in respect of Child Protection/Safeguarding and that she should also transfer from the HR Committee to the Q & C Committee.
- Sue Smith – reappoint as Staff Governor (Support category) with effect from 31st March 2016 for a three year term of office, noting that she was the only candidate received following the usual election process.
- Sandra Prail – to join the HR Committee (replacing Lynn O'Meara – refer above) and that she should also remain on the Audit Committee for the time being until a replacement has been found.
- Vice-Chair of Governors - Louise Pennington will be writing to all Governors seeking nominations for Pippa Smith's successor (this would also involve joining the Search, Remuneration and Governance Committees)
- Student Governors – this is the last meeting for Gabby Fitzsimmons and Elliot Gulliver-Needham and it was resolved that their successors, Hannah Duffy and Dearbhaile Hunt be appointed for one year.

Peter Freeman also advised that there was on-going work in respect of the three Governor vacancies (one being in respect of Pippa Smith) and following a recruitment exercise (via SGOSS, College's website and Staff and Parent mailings), 13 applications have been received (including 3 candidates who had approached BHASVIC independently). Further updates would be advised to Governors in due course. **ACTION: Peter Freeman**

ACTIONS: Louise Pennington

C15/26 Apologies and Welcomes

Apologies: Kerry Doyle and Shirley Brookes-Mills

Welcomes: Will Baldwin

C15/27 Minutes of the Meeting held on 10th December 2015

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

C15/28 Matters Arising

The action points from the last meeting as listed on the schedule on pages 10 and 11, were considered and it was noted that except for the points made below, all had been completed or were scheduled for a later date.

C14/04 Grand Piano Fund Raising – Chris Thomson advised that the matter was on hold for the moment subject to further investigations into propositions to use the Main Hall as a recording studio.

C15/29 Declaration of Interests

None.

C15/30 Chair's Report

Peter Freeman noted that he had circulated a report on the Sussex Area Review of post-16 Education and the Government's advice for Sixth Form Colleges on becoming a 16 to 19 Academy, which Governors had discussed on the Confidential part of the meeting. He informed Governors that Chris Thomson had been attending regular meetings with the Local Council and Brighton and Hove Secondary Schools' Head Teachers regarding various education initiatives and cooperation between schools.

C15/31 Principal's Report

- a) In the wake of the recent Government announcement regarding Academisation of all Schools (secondary and primary), the Local Authority would like to see schools progress cautiously in this area and also encourage the exploration of the associated issues. In this regard the LA has suggested that a small group be established to discuss partnership working.
- b) Other Local Authority issues recently discussed with SFCs, include the preferred Schools sixth form selection UCAS style application process but owing to the fact that this does not necessarily favour the Students' preferred options, BHASVIC has rejected this until an acceptable protocol has been established.
- c) Drama Production – successful performances of Twelve Angry Jurors
- d) Music – AS and A2 performance examinations for interested Students have been well-attended.
- e) Peacock Poetry Prize – annual event which BHASVIC organises with Brighton Festival is underway.
- f) New staffing appointments have been progressing well this term.
- g) Leaders in Diversity – the College has signed up to this initiative as previously reported to Governors via the Q & C Committee, which will be taken forward in June.
- h) Management Away Day on 11th March 2016 – a successful event based upon the management of effective meetings.
- i) For the first time in BHASVIC's history, a student was arrested today for allegedly drug dealing.
- j) Teachers' Strike on 15th March – NUT National action against Government spending cuts in the SFC sector, which meant that the College was closed for the day.

C15/32 Strategic Planning

Governors noted the contents of the mid-year report and Chris Thomson confirmed that there were no substantive changes. He advised that one of the measures had been achieved – Green Flag status and thanks were recorded to the Environmental Team and the Student Union Environmental Officer.

C15/33 Student Governors' Report

Gabby Fitzsimons and Elliot Gulliver-Needham gave their last Student Governors' report and the following items were recorded:

- The new Student Union has been elected and the Student Governors will be Hannah Duffy and Dearbhaile Hunt. The Corporation resolved that they should be appointed as soon as Gabby and Elliot step down. It was noted that there had been a high turnout of students voting for the Union Executive, in the region of 1,400 votes, enhanced by the revised process including more voting stations etc.
- Charity food drive – the food donations made by Students have been taken to Clock Tower in Brighton and it's been decided to extend this initiative, providing food donations at more regular times e.g. monthly.
- Healthy Food on site – the soup option has proved very successful so far and positive feedback has been received from Students and Staff.

At this point Lucy Aditi left the meeting.

C15/34 Draft Minutes of Meetings of Committees;

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

a) Human Resources Committee 1st March 2016

Lynn O'Meara, who chaired the Committee in the absence of Neil Perry, reported the following to the Corporation and sought approval for the recommendations made by the Committee:

- SFCA Nationally Agreed Pay Rise Update (Teachers) – noted agreement reached at meeting and that Corporation had approved this, if within budget agreed, at its December 2015 Meeting.
- New Pay Scheme for Teachers – the recommendations made at the Committee which endorsed in principle SMT's proposals, were agreed. Governors were reminded that a paper regarding developments would be issued to the HR Committee in the Summer Term.

b) Quality and Curriculum Committee 3rd March 2016

The Committee business was summarised by the Chair, Lindi Galloway and approval sought for the following Committee recommendations, which was given by Corporation:

College Charter

Student College Contract

Child Protection Policy

Student Attendance Policy

Reference was also made to page 25 of the papers and James Moncrieff's report on the Employability Strategy. Peter Freeman advised that following discussions last week with the Local Schools, it was suggested that a Governor involvement would be useful. In this regard James Moncrieff offered to discuss the matter with any interested volunteers from the Governing Body. [Chris Newson expressed interest in being the lead Governor after the meeting].

c) Search Committee 7th March 2016 – refer item C15/23

d) Finance & General Purposes Committee 7th March 2016

Howard Kidd introduced the draft Committee minutes to the Corporation and highlighted the key issues for Governors' attention as recorded in the minutes.

The following documents were noted or approved:

- Management Accounts for first six months (note)
- Funding 2016/2017 (note)
- Draft Property Strategy (note) – revision to be brought to next meeting
- Teachers' Pay Update (as reported via HR Committee)
- Additional Science Laboratories (approve)

Regarding the last bullet point, Additional Science Laboratories, Jutta Knapp advised that the cost was likely to be in the region of £350,000, which was also endorsed by Corporation. The "at risk" element of the proposal was emphasised by Howard Kidd arising from the associated planning application process and the Corporation accepted that owing to the time restrictions that this would have to be accepted by the College.

e) Audit Committee 10th March 2016

Tom Wolfenden, Chair of Audit Committee presented the draft Audit Committee minutes and summarised the main aspects of the meeting. He thanked the Committees for their work contributing towards the Risk Assurance process. He also explained that one of the internal audit matters would include an overall review of the College's IT systems.

- Risk Assurance
- Performance Indicators for Financial Statement Auditors (External)
- Reappointment and Remuneration of Internal and External Auditors (details as per minutes)

C15/35 Any Other Business

The Corporation thanked the Student Governors for their excellent contributions to the Governing Body over the last year and also recorded thanks to Pippa Smith for her long service to the College as a Parent Governor and as an External Governor, including her time as Vice-Chair, Q & C Committee Chair and Designated Safeguarding Governor.

There was no other business.

C15/36 Date of Next Meeting

Monday 11th July 2016

Louise Pennington

CHAIR.....

DATE.....