

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE CORPORATION HELD ON
MONDAY 3RD APRIL 2017 AT 6.00 PM
IN ROOM 413 and 414 COPPER BUILDING

Present: Will Baldwin, Hannah Duffy, Peter Freeman (Chair), Lindi Galloway, Gillian Hampden-Thompson, Christian Heeger, Veronica Jinks, Howard Kidd, Sarah Nield, Chris Newson, Sandra Prail, Sue Smith, Tom Wolfenden

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

Pre-Corporation Meeting Training on Safeguarding: Alison Cousens gave a training presentation to Governors on Safeguarding followed by questions. Governors' attention was also drawn to the email and attachments circulated last week summarising the revised process for reporting to Governors on Safeguarding and Lynn O'Meara's role as Designated Lead Safeguarding Governor.

C16/23 Membership Matters

Peter Freeman reported upon the Search Committee's discussions and conclusions at the meeting held earlier in the evening. The Committee's recommendations were approved by Corporation as follows:

- Reappoint Sandra Prail as a Governor when her current term of office ceases on 31st July 2017, for a further three year term until 31st July 2020.
- Lindi Galloway has decided not to stand for reappointment as a Governor when her current term of office comes to an end on 31st July 2017, and with her agreement Gillian Hampden-Thompson has agreed to succeed Lindi Galloway as the Chair of Q & C Committee with effect from 1st August 2017.

ACTION: Louise Pennington

C16/24 Apologies and Welcomes

Apologies: Lucy Aditi, Dearbhaile Hunt, Lynn O'Meara, Neil Perry and Jo Redfern

Welcomes: Veronica Jinks and Sarah Nield – new Parent Governors.

C16/25 Minutes of the Meeting held on 6th December 2016

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

C16/26 Matters Arising

It was noted that all of the action points had been completed.

C16/27 Declaration of Interests

None.

It was resolved that item C16/28 would be considered at the start of the meeting prior to the Safeguarding Training Session and in this regard, Alison Cousens left the meeting.

C16/28 Appointment of Assistant Principal (Director of Student Services)

On behalf of the Corporation Selection Panel, Peter Freeman reported on the selection process and interviews held with the shortlisted candidates, and confirmed that the Panel's recommendation was that Alison Cousens should be appointed at the terms and conditions established at the SPH Remuneration Committee in October 2016 when the recruitment details were finalised. The Corporation resolved that Alison Cousens be appointed as Assistant Principal (Director of Student Services) with effect from 1st April. Alison Cousens re-joined the Meeting. **ACTION: Peter Freeman/HR**

C16/29 Chair's Report

Peter Freeman referred to his written Report on page 12 and 13 of the papers, highlighted some of the key business on the Agenda including the College's new Strategic Plan and proposed property developments. The following additional points were made:

- The Education Funding Agency (EFA) and the Skills Funding Agency (SFA) have merged today to form the Education and Skills Funding Agency which will report directly to the Department for Education.
- Sandra Prail reported on one of the actions arising from the Governors' Strategic Day regarding the governance review. She announced that the Task and Finish Group would be meeting in the near future, once the preliminary research work had been completed by her, Peter and Louise including investigating the option to seek the help from an external facilitator. The Corporation endorsed the membership of the Task and Finish Group, based upon those Governors who had volunteered, namely: Peter Freeman, Sandra Prail, Lynn O'Meara, Neil Perry (Howard Kidd to participate when Neil not available) and Will Baldwin, also noting that Jo Redfern would receive the Group's meeting papers and would provide input electronically. **ACTION: Sandra Prail/Louise Pennington**

C16/30 Principal's Report

Will Baldwin gave his report to Corporation as recorded below:

* **SMT:** Since the appointment of Alison Cousens as Assistant Principal (Director of Student Services), SMT (Senior Management Team) has now been finalised which provides a stable and effective leadership team to take forward the various key operational objectives of the College.

* **GOVERNORS' STRATEGY DAY:** SMT have been working on taking forward the various actions from February's Strategy Day, including developing the Strategic Plan and to date the draft Plan has been taken to the recent Managers' Away day for consultation with staff. After the Easter Break, there will be further consultation with all other Staff, after which the final draft will be brought to Corporation for discussion and agreement in the Summer Term. **ACTION: Will Baldwin**

* **ANNUAL REPORT:** the aim is that this new document which will be mainly for marketing purposes, will be finalised in the Summer Term. It is intended that it will include a summary of BHASVIC's key information including results etc. Going forward, SMT will aim to produce the document annually in February in order that it may be sent out to prospective students/parents. **ACTION: Will Baldwin**

* **APPLICATIONS: CQT** (Curriculum and Quality Team) has been working on managing admissions for September 2017 entry and in particular there has been a focus upon managing the Category 7 students and ensuring that regular communications are made with these applicants to keep them updated on progress and other issues which may affect admissions such as the proposed new science modular laboratories.

* **RECRUITMENT:** As the student admissions process commenced earlier this academic year, it has meant that the HR Department has been able to progress staff recruitment needs earlier, including the appointment of a Head of English and a Head of Computer Science.

* **STUDENT DRAMA PERFORMANCE:** There has been a very successful production of Evita held earlier this year.

* **STUDENT SPORT:** There have been various excellent results achieved during the year and congratulations were recorded to the Girls' Football Team which has reached the National Final, which will be held in Barnsley on the 4th May; a coach has been booked to take students and staff to watch the match.

a) **College Development Plan (CDP)** – The Corporation reviewed the contents of the latest version of the CDP and the following points were discussed:

* The CDP, which replaces the Annual Operating Priorities document, incorporates the key actions arising from the annual self-assessment process and links to the Strategic Plan, College SAR, the Risk Register and the new Annual Report.

* Being a new document, the CDP is longer than necessary at present and the intention is to condense this in due course and also make it more refined.

* The updated CDP will be presented to Corporation termly, having been reviewed by SMT, CMT (College Management Team) and also Governing Body Committees.

* Reporting against many of the targets in section 1 (Outcomes for Learners) won't be available until the examination results have been announced in August and SMT were keen to point out that the accuracy of the information used was of paramount importance, hence the reason why the outcome entries were not based upon projected estimated results from Staff.

* It's likely that for next year the College would aim to grow by approximately 80 students, which would assist the College's financial situation, taking into account the extreme financial pressure which all SFCs are under, but still ensure that Students were not unduly compromised in terms of the study/social space available.

* Governors were reminded that various curriculum reports were presented throughout the year for information and discussion to the Quality and Curriculum Committee.

* In response to a question from the Corporation regarding the profitability of the catering provision, Jutta Knapp confirmed that in respect of the current year, it should achieve its breakeven target at the year end.

* It was recognised that the CDP was extensive and particularly useful for Management and that other key documents such as the dashboard which will be linked to the Strategic targets, Annual Report and outcomes from the SAR, would be of greater benefit for Governors. It has been included primarily within the meeting papers for Governors' general information at this stage. However taking into account the various suggestions for reporting on the CDP to Governors, Will Baldwin agreed to review various options with Peter Freeman. The suggestions made by Governors included: issue shorter reports as information becomes available/produce report with a focus on visual presentation – graphs etc./ issue supplement to CDP with key highlights with a focus on information required by Governors for assurances purposes.

Will Baldwin agreed to consider the various suggestions and comments made by Governors to progress the CDP. **ACTION: Will Baldwin**

b) **Rebranding of College**

Will Baldwin presented the rebranding proposals which SMT has agreed for the College, including examples of the various suggestions provided by the various design company. He explained the considerations made by SMT based upon being a contemporary College whilst recognising its traditional roots. He explained the considerations made in reaching the decision to select the preferred design company and informed Governors that the focal point for the preferred design was taken from the City's crest and motto "Inter Undas Et Colles Floremus" (Between Downs and Sea We Flourish), whilst also retaining the College's name. SMT has consulted CMT and has also consulted students via various focus groups.

The re-brand launch will be 1st September, although the signage changes will be made over the Summer for timing purposes and a press release will also be prepared.

C16/31 Student Governors' Report

Hannah Duffy gave the following report:

- Hosted Charities' Week to raise funds for the SU's two chosen charities, namely MIND and Rocking Horse Appeal
- Student Elections took place last week and there were a few issues this year which the SU Executive had to manage. The SU Executive will comprise 14 members this year, rather than 15, owing to insufficient number of candidates. The various SU Executive roles have still to be assigned, after which the new Student Governors will be announced.
- A Leavers' Event has been organised for 27th June at the Amex.
- Brighton Buzz Newsletter – Governors recorded their thanks at being sent copies of this which they found very informative.

C16/32 Sussex Area Review – Recommendations

a) Academisation

Peter Freeman presented the paper which summarised the detailed process undertaken by the College with the assistance of legal help from Browne Jacobson and confirmed that all aspects, including risk had been considered in reaching the recommendation.

Following various questions from Governors, the recommendation that the College should not pursue Academy status but should remain as a designated Sixth Form College, was approved. It was recorded that Will Baldwin, on behalf of the College, should inform in writing, the Department for Education (and various other parties – Transaction Unit, S7 and FE Sussex Colleges, etc) and prepare a press release following up from the Area Review bulletin placed on the website. It was also noted that Staff would be informed of the decision at the next Staff meeting on Thursday. **ACTION: Peter Freeman/Will Baldwin**

b) Joint Consultative Study with Varndean College

The discussion under this item has been classified as confidential – refer to confidential minutes.

C16/33 Draft Minutes of Meetings of Committees

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

a) Q & C Committee 1/3/2017

Lindi Galloway, Chair of the Q & C Committee referred Governors to the draft Committee minutes and summarised the main discussion points. She confirmed that there were no recommendations from the meeting which required approval.

In response to a question from Governors regarding a recent announcement from the Government about applied general qualifications, James Moncrieff confirmed that the College currently offers A Levels and BTEC qualifications and that owing to the proposed changes, BTEC results would now be recognised in performance tables which would be useful for comparison purposes.

Reference was also made to the confidential agenda and the draft minute included with the confidential business.

b) HR Committee 9/3/2017

In the absence of Neil Perry (Chair of HR Committee), Sandra Pail presented the HR Committee Meeting business, referring the Corporation to the draft minutes on pages 66-70 and drew Governors'

attention to the key aspects. Regarding two of the items recommended by the Committee for approval – Pay Policy and PDR Policy - Will Baldwin confirmed that since the meeting JUMCoG (Joint Union and Management Consultative Group) had met. He advised that the Unions were not able to support the proposal which linked pay progression with disciplinary issues, although they concurred with the proposal to link capability issues with pay progression. Will Baldwin informed Governors that after consulting the SFCA, he recommended that the policies should be revised to reflect this adjustment. .

ACTION: Will Baldwin/Jutta Knapp

Regarding the PDR Policy, it was noted that this applied to all staff and Senior Postholders and as there are separate SPH PDR procedures which have been agreed by the Remuneration Committee, the latter would be reviewed and revised accordingly at its next meeting in the Autumn Term. **ACTION: James Moncrieff/Louise Pennington**

Taking into account the points made above and noting the additional adjustments required, the following papers recommended by the Committee, were approved by Corporation:

- Pay Policy
- PDR Policy
- Pay Settlement (also referring to F&GP Committee).

c) **F & GP Committee 13/3/2017**

Howard Kidd presented the draft minutes to the Corporation and highlighted the main points from the, also referring to the explanations given at the Committee meeting and recorded in the minutes. The following additional points were recorded:

Results for the first sixth months (for noting):

- Page 100 Targets: Funded student numbers predicted outturn is 2,674 students which compares to the target of £2,550. This includes funding granted in year for additional students following the closure of Haywards Heath Sixth Form – with a favourable variance on the operating surplus and cash flow.
- Page 101 I & E Account: Predicted outturn column – Total Funding Council Grants' row being £11,451 – this will now be updated to reflect the additional income from the Haywards Heath Students by £338,000 received this year, rather than traditionally as lagged funding in the following year. Hence the I & E surplus of £287,000 shown will increase by £338,000 to £625,000, giving the College a much improved surplus position for 2016/2017.
- Page 102 Cashflow Summary: again the £287,000 I & E surplus will be revised to reflect the adjustment from the additional allocation of £338,000, therefore being £625,000 and consequently the net cash inflow will move to £376,000.
- Howard Kidd also mentioned that today the College has received CIF Bid of £323,000 in respect of the proposal to add Science Modular laboratories, noting that the grant would only be given if the College gains planning permission for the works (currently awaited).

At this point it was resolved that the discussions relating to the Premises Update item should be transferred to the confidential minutes where this item is due to be recorded – **Refer confidential minutes**

- Page 104 Cash flow – the reconciliation figure of £38,000 will become £449,000 and the total current account cash including project as at the end of July 2017 (including bank deposit account of £2M) will increase from £4.295M to approximately £4.7M, reflecting the explanation given above.
- Page 105 Main Variances – noted
- Page 106 Bank Borrowing – loan arrangements reaching maturity were noted (top left hand chart).

The Pay Settlement (with reference to the HR Committee minute above) and the Lettings Policy were approved.

d) Audit Committee 23/3/2017

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 documents were approved by Corporation as recommended by the Audit Committee:

- Risk Assurance – Tom Wolfenden drew attention to the Map on page 112 and in particular the two “red” category risks, relating to insufficiency of accommodation and inability to recruit staff of the required experience and expertise, but also noting that the latter risk had been improved following the recent appointment of a Head of English and Head of Computer Science.
- Performance Indicators for Financial Statement Auditors
- Reappointment and Remuneration of Internal and External Auditors (as per remuneration details recorded in the draft Audit Committee minutes).

C16/34 Any Other Business

Lindi Galloway gave the Corporation a summary of her recent Governor Links visit which she had found very informative and helpful and thanked the staff and students for their time.

There was no other business.

C16/35 Date of Next Meeting

Wednesday 12th July 2017

C16/36 Confidential Business

Refer to separate minutes.

Louise Pennington

CHAIR.....

DATE.....