



BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON MONDAY 10th DECEMBER 2018 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: William Baldwin (Principal), Gillian Hampden-Thompson (Governor), Veronica Jinks (Governor – Parent), Neil Jones (Governor – Teaching Staff), Howard Kidd (Governor), Lynn O’Meara (Governor), Chris Newson, Neil Perry (Vice-Governor), Chris Piper (Governor) (via Face Time), Sanda Prail (Chair of Governors), Jo Redfern, Oli Shaw (Governor – Student), Christian Williams (Governor – Student)

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

The meeting was quorate.

The Meeting started with item 1.0 Celebrating Success – Extended Project Qualification (EPQ) Feedback in room 411 involving a group of Students. Governors were invited to submit feedback regarding this revised format via e mail/phone after the meeting.

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

Welcomes: Oli Shaw (Student Governor)
Apologies: Tom Wolfenden and Sue Smith
Chris Piper joined the meeting via Face Time.

1.2 Membership Matters

- a) **Student Governor Appointment** – Oli Shaw was appointed as the new Student Governor, succeeding Bo-Min Ryu who had left the College. **ACTION: Louise Pennington**
- b) **Parent Governor Appointments** – The Corporation endorsed the outcome of the Parent Governor election process, and appointed Louise Askew and Amanda Law as Parent Governors for a two year term of office with effect from 1st January 2019 until 31st December 2020. **ACTION: Louise Pennington**
- c) Following recommendation from Search and Governance Committee, Chris Piper was appointed to the Quality and Curriculum Committee with immediate effect. **ACTION: Louise Pennington**

1.3 Minutes of the Meeting held on 9th July 2018

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 provided a high level summary of all key areas of the College's operations. The Corporation welcomed the outstanding results and the following additional points were recorded:

- Good summary of activities this term.
- Best results achieved as a College which although widely celebrated, SMT want to be clear that this shouldn't be a formal target for next year, bearing in mind linear A Levels which may have an impact on outcomes.
- Enrolment – 40 additional Students over target which will boost funding for next year (lagged funding impact). IT systems not working in optimal format and remediation work has progressed further since the Principal's Report was written. Currently some of the critical difficulties have now been resolved or improved including log in times. – refer IT Consultancy item later on the Agenda.
- Haywards Heath Sixth Form Provision – structures and prospects appraisal is underway due to be completed by Christmas and due to open in September 2020. This new venture is not seen as a threat to BHASVIC's intake of Students.
- Following the closure of the Newhaven UTC, the site is now open for bids. BHASVIC has confirmed its focus on one College on one site with a focused A Level curriculum.
- Annual SARAP (Self-Assessment Report and Action Plan) exercise running up to the production of the SAR was very useful and the Principal thanked Governors for their involvement.
- New build progress – refer Premises Update (Resources Committee).
- A well-received commemorative event, marking 100 years since the end of WW1 where the College recreated the Main Hall as a military hospital. Thanks were recorded to the Estates Manager who had made the beds and to the Students and Staff involved in the event throughout the week, culminating in the Remembrance Service attended by past and present Students.
- The College's lettings have been going well and included the recent Strictly Come Dancing booking for 2 days in the Main Hall.

Questions and Comments from Governors and responses from SMT:

- ***Governors praised the exceptional outcomes.***
- ***Regarding English GCSE, the decline in progress compared to the national average, was questioned. The cohort is of approximately 30 Students as there is variability year on year, so this may be a one off decline, although broadly the outcomes are still quite good. The number of Students passing English A level is three times the national average.***
The decline in Parent satisfaction as reported to the Q & C Committee following the recent Parent Survey, was also raised and the Principal and Chair of Q & C Committee summarised the discussions held at that Committee to assure all Governors that this had been raised and discussed. There is no evidence that the downturn in Parent satisfaction is as a result of English GCSE queried above. Governors appreciated the dilemma which SMT faced whereby parent satisfaction was lower, whilst overall results were the best ever achieved by the College. Although SMT and Staff were not significantly worried about the decline in Parent satisfaction, they were planning to investigate this further in order to establish the exact issues and concerns. In this regard, some of the comments provided by Parents will help to establish Parent concerns. SMT also explained that there was a shorter timeframe for completing the last Parent Survey, which was held later in the academic year, compared to previous years, with fewer responses and therefore it was not possible to compare on a like for like basis to previous years' returns; the change in timing was also thought by SMT to be the main reason for the decline in Parent satisfaction. It was also recognised that where a Parent had a particular complaint about the College, this was often a platform for recording this. The perception widely held that the College was very academically driven but with less focus on support for Students, was discussed, despite this not being the case as SMT believes the College provides support required for all Students if they ask for help. Furthermore SMT explained that the College would not get the outcomes for Students without the right level of support. SMT confirmed that they will be working towards improving communication further with Parents and Students to resolve any of the issues identified from the survey. The Chair of Governors confirmed that she would be meeting with the new Parent Governors on a regular basis in the New Year in order to ensure that the Parent voice is heard and that key issues are highlighted to Governors, together with a final meeting with the existing Parent Governor before the end of December. It was resolved that Q&C Committee would receive a detailed analysis of parent satisfaction data at its next meeting.

2.2 Student Governors' Report

Reference was made to the Student Governors' report presented to the Quality and Curriculum Committee meeting, as recorded in the draft Minutes, together with the following news items:

- 2 charities have been selected by Students to receive any funds raised by the Students this year – Rocking Horse Appeal and Grassroots Suicide Prevention. Voting was carried out via Tutor groups and the VLE and all Students were invited to vote.
- Halloween Event was held in October on a drop in basis with films, snacks etc offered to Students. This is a smaller event than the forthcoming BHASMUS (Christmas) event. Regarding the latter, having had a few complaints from Students regarding the focus of BHASMUS on Christianity, the SU in future may opt to organise more multicultural events in future.
- Student perspective on current IT issues – Christian Williams advised that he had witnessed improvements in log in times and there were fewer complaints from Students.

2.3 College Self-Assessment Report (SAR)

James Moncrieff introduced the Report to Corporation, noting that some of the content had been included in other documents provided to Governors including the Principal's Report above. The information and actions arising from the SAR (reflecting last year's outcomes) will be incorporated into the current year's CDP (College Development Plan).

The following points were noted and questions raised by Governors:

- SAR has to be submitted to Ofsted before the January 31st 2019 deadline and Ofsted uses this information for the basis of their risk assessment and external validation exercise in order to determine the need for Inspection visits. The SAR remains a useful tool for the College too, from which the action plans per curriculum and support areas are prepared.
- The SAR format follows the Department for Education's (DfE) table of accountability measures, where Colleges are ranked based upon Student outcomes. The DfE information is published in January 2019 so an additional component from this document will be added to the final version of the College SAR.
- In addition to the national outcomes which are used for comparison purposes, such as pass rate, value added etc, the College also identifies local comparators within Sussex and the South East (the information in the SAR is given in yellow but at present reflects last year's information and will be updated when the latest data becomes available).
- Once the final SAR is ready Governors will be sent a copy in January and a summary version will also be placed on the College's website. **ACTION: James Moncrieff**
- ***Governors queried whether the Parent satisfaction issue could trigger an Ofsted inspection*** and SMT gave assurance to the Corporation that this would not be the case, explaining that the Parent Survey was an internal survey and separate from the Parent View survey which Ofsted circulated for completion prior to an Inspection (brokered by the College), the feedback from which they do not share with Colleges.
- ***The Student Governors reported that Students experienced a significant transition in learning at SFC compared to Secondary Schools and thought that the level of support was different, in that Students had to be active to gain the support required which was not always utilised as some Students needing support, didn't actively seek help. They suggested that tutors needed to identify all Students who needed support rather than providing it solely to those who asked.***
- ***It was queried whether the Q & C Committee received sufficient data on Parent satisfaction and associated trends in responses.*** On reflection it was agreed that it would be useful for more analysis to be provided to this Committee in future rather than headline information only – providing a summary of the survey outcomes with a three year comparison for the next meeting. **ACTION: James Moncrieff**
- ***Governors queried the headline performance analysis slide 26 giving class size numbers, in particular regarding the definition on benchmarking.*** In response SMT explained that the national benchmarking data was released by SFCA from 2 years ago and also confirmed that SMT was content with the 18/19 class size average at BHASVIC.
In response to a question to the Student Governors regarding teaching and learning, they confirmed that Students were encouraged to develop their own researching skills and to complete further reading.

The Corporation approved the SAR noting that this was in draft format and would be revised by SMT once the outstanding information as described above, had been incorporated. **ACTION: James Moncrieff**

2.4 College Development Plan (CDP)

The CDP was introduced by the Principal who reminded Governors that the 4 sections reflected Ofsted's Common Inspection Framework (CIF). There are under 50 targets included this year, some of which are KPIs. Governors were reminded that progress with Sections 1-3 and Section 4 would be reported to Corporation via the Q & C Committee and Resources Committee respectively.

Questions, comments and observations from Governors:

- **Student Governors suggested that they were doubtful that Students would be interested in supporting an awards event as may be seen to be old-fashioned and lack inclusivity.** In response the Principal explained that development was in its early stage and that Student Union feedback would be sought. **ACTION: James Moncrieff**
- **The Corporation praised the format and content of the document which was easy to follow.**
- **Page 40 of the papers – item 7 outcomes and item 8 retention: Governors queried whether the targets were sufficiently ambitious and following further explanation from SMT, on reflection the targets for both areas, seemed realistic and it was resolved that the targets should remain unchanged. James Moncrieff and Chris Piper agreed to discuss the figures further, outside the meeting.**
- **The Corporation queried the target relating to communication with Parents, in light of the discussions recorded earlier. Alison Cousens explained that this aspect had been subsumed within the Student Services communication target.**

In conclusion, the Corporation endorsed the CDP and agreed that the format and content were clear and informative.

2.5 IT Consultancy - Confidential

It was resolved that the minutes for this item should be moved to confidential minutes.

SECTION 3: QUALITY AND CURRICULUM ITEMS

Included within item 2 above.

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Audit Committee Annual Report

Jutta Knapp introduced the document reminding Governors that as a requirement of JACOP (Joint Audit Code of Practice), the Annual Report was required to be produced by the Audit Committee, reflecting the work undertaken over the year and that once approved the Chair of Audit Committee would be authorised to sign it. On the recommendation of the Audit Committee, the Corporation approved the Annual Report and authorised the Chair to sign it. It was noted that a copy of the signed document would be submitted to the ESFA (Education and Skills Funding Agency) with the Financial Statements by the due deadline. **ACTION: Jutta Knapp**

4.2 Annual Report and Financial Statements

Howard Kidd presented the papers to Corporation and highlighted the following key aspects:

- Page 65 results for the year, including an operating surplus of £107K. The various accounting adjustments were mentioned, which did not reflect the College's actual operations. Operating deficit of £439K compared to budgeted surplus of £112K
- Financial targets – operating surplus as % of income 3.57% deficit compared to target 3% surplus, but reflects various accounting adjustments rather than actual operations.
- Page 66 Bank covenants which require the College to comply with certain requirements, noting that Jutta Knapp had discussed the figures with the bank and there were no issues arising despite the deficit figure of 345% in respect of the operating cash flow before taxation and interest paid and payable to the amount of principal and interest paid and payable with the requirement being that there should be no historic deficit for 3 consecutive years of 110%.
- ESFA requirements focus On EBITDA but Howard Kidd pointed out that this could be misleading in terms of comparison purposes with other Colleges, depending upon accounting treatment.
- Page 86 independent audit opinion confirms the clean audit outcome.

- Page 88 and 89 – comprehensive income and reserves statement respectively – reflects £439K deficit, which without required accounting adjustments, would equate to a £55K surplus.
- Adjustment required in respect of pension liabilities was drawn to Governors’ attention.
- Page 90 Balance Sheet – attention was drawn to the £7.546M being the amount which the College owes, compared to College’s assets and giving total reserves of approximately £5.5M.

There were no questions from Governors.

The Annual Report and Financial Statements were approved and the Chair and Principal authorised to sign these on behalf of the College. **ACTION: Jutta Knapp**

4.3 Audit Findings Report (incl. Letters of Representation)

The contents of the paper were noted by the Corporation and account was taken to the narrative in the Audit Committee draft minutes.

Jutta Knapp drew Governors’ attention to page 112, explaining that as part of the financial statement audit, the external auditors completed their audit work to ensure fairness and accuracy of the financial statements resulting in their audit opinion. As reported above the College received an unqualified audit report but also recording that there were minor recommendations none of which required amendment to the figures in the financial statements. The report had been discussed in detail at the Audit Committee.

Congratulations were recorded to Jutta Knapp for her work in this area.

The Corporation approved the Audit Findings Report and noting that a copy would also be sent to the ESFA along with the signed copies of the financial statements and Annual Report of the Audit Committee. **ACTION: Jutta Knapp**

4.4 Management Accounts

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

- 2018/2019 small operating surplus anticipated (0.3%), with target of 3%. The importance of continuing to generate surpluses to contribute to reserves was emphasised, despite the very difficult financial climate in the further education sector.
- Page 147 I and E Account, predicted outturn for 2018/2019 of £152K surplus was noted and that no account had yet been taken regarding the potential IT spend required following the IT consultancy process as described earlier in the meeting.
- Page 148 Cash flow summary – the impact of the cash flow adjustments to the predicted surplus of £152K was noted, giving a net cash inflow position of £390K.
- Page 149 Capital expenditure – noted breakdown.

Howard Kidd recorded his thanks to Jutta Knapp for her work in producing the figures and providing explanations for the financial information given.

The Management Accounts were noted by the Corporation.

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 are as follows:

POLICIES AND OTHER DOCUMENTS

6.1

Complaints Policy

Fire Safety Policy

Reserves Policy Statement (to be incorporated into Business Procedures)

Senior Postholders (SPH) Procedures – Disciplinary and Grievance

Remuneration Committee Terms of Reference (TOR)

Governor Recruitment and Succession Planning Policy

6.2 Premises Update – approve contractors, endorsing Premises Group actions.

6.3 Risk Management: Risk Register and Risk Assurance Map (noting assurances from Committees)

6.4 ESFA Conditions of Funding Agreement – noted

6.5 Finance Dashboard and Education Skills Funding Agency (ESFA) Assessment of Financial Plan – noted.

6.6 Regularity Audit Framework Questionnaire

6.7 Performance Indicators for Internal Auditor

6.8 Governance Self-Assessment Report

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 Committee Chairs.

6.9 Remuneration Committee – refer confidential section.

6.10 Search and Governance Committee – refer confidential section.

6.11 Quality and Curriculum Committee Draft Minutes November 2018

6.12 Resources Committee Draft Minutes November 2018

6.13 Audit Committee Draft Minutes November 2018

SECTION 7: OTHER MATTERS

7.1 Any Other Business

The Chair recorded the Corporation's thanks for the work and support given by Veronica Jinks as Parent Governor and reminded Governors that this was her last meeting prior to the end of her term of office on 31st December 2018. She also advised that she would be meeting with Veronica Jinks later this week to collect feedback on her time serving the Governing body.

The Chair also invited feedback from Governors regarding the decision to distribute meeting papers electronically via the College VLE, noting input received already from some. The general view was that the VLE worked well, but that there had been a few initial teething problems, subsequently resolved.

7.2 Date of Next Meeting

MONDAY 18th MARCH 2019

SECTION 8: CONFIDENTIAL BUSINESS – refer to separate minutes.

a) Corporation draft confidential minutes

b) Committees

- i) Remuneration Committee Draft Minutes (addendum to draft minutes regarding SPH Remuneration/PDRs circulated to external Governors only)**
- ii) Search and Governance Committee – Draft Minutes**
- iii) Quality and Curriculum Committee – Draft Minutes**
- iv) Resources Committee – Draft Minutes (and for noting confidential paper: Future Finances and IT Consultancy – refer minutes)**

8.2 Annual Report on Safeguarding

8.3 Annual Complaints' Report

CHAIR.....

Date.....