



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE CORPORATION HELD ON
WEDNESDAY 12th JULY 2017 AT 6.00 PM
IN ROOM 413 and 414 COPPER BUILDING

Present: Will Baldwin, Peter Freeman (Chair), Lindi Galloway, Gillian Hampden-Thompson, Veronica Jinks, Howard Kidd, Lynn O'Meara, Neil Perry, Sandra Prail, Sue Smith, Abby Stock-Duerdoth, Tom Wolfenden

In attendance: Jutta Knapp, James Moncrieff, Louise Pennington

C16/37 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:

- Appointment Abby Stock-Duerdoth as Student Governor with immediate effect for a one-year term of office, until the Student Union has elected a successor. It was recorded that the Student Union Executive was in the process of electing a second Student Governor and the details would be advised to Governors as soon as possible. **ACTION: Louise Pennington**

C16/38 Apologies and Welcomes

Apologies: Lucy Aditi, Christian Heeger, Chris Newson, Sarah Nield, Jo Redfern and Alison Cousens

Welcomes: Abby Stock-Duerdoth

C16/39 Minutes of the Meeting held on 3rd April 2017

The Corporation approved the minutes of the meeting which were signed by the Chair as a correct record, subject to deleting "£" from 2,550 in item C16/33 c) first bullet point. **ACTION: Louise Pennington**

C16/40 Matters Arising

The contents of the tabled actions' schedule were noted by the Corporation and actions confirmed.

C16/41 Declaration of Interests

None.

C16/42 Chair's Report

Peter Freeman referred Governors to his written report on page 12 of the papers. In addition to the information given therein, he reported on the recent formal agreement to merge Sussex Downs and Sussex Coast Colleges which was likely to be finalised during 2018. At this point Governors were also reminded about the two other mergers of FE Colleges taking place in Sussex this year. Governors discussed the various consequences of having only a few individual FE Colleges particularly taking into account the significant increase in turnover of the merged Colleges.

Governors discussed the pressure on funding within the education sector and the impact on provision, noting the higher profile publicity achieved by schools particularly in Brighton and Hove via the Save our Schools' initiative and

the on-going work by the AoC and SFCA to ensure government lobbying is sustained for the FE Sector, was noted. In this regard, Peter Freeman informed Governors that he and Will Baldwin had attended a recent Parliamentary reception organised by the AoC hosted by the Chair of the FE All Party Group (Hove MP Peter Kyle). William Baldwin advised that he would be meeting with the three local MPs on 21 July, together with the other members of the Accord (Brighton MET and Varndean) to discuss various issues including the pressure on funding.

C16/43 Principal's Report

Will Baldwin introduce his new style written Report, summarised the main purpose of this and invited feedback from Governors regarding both content and style but advising that the document remained work in progress. There would be no intention to discuss the specific areas within the Report, as the detailed presentation and discussion of key aspects such as curriculum and finance, would be left to the lead Governor/Committee Chair to report upon within their respective sections of the Meeting.

The following comments were recorded:

- Broadly the format and content were welcomed by Governors providing an approach which would provide a performance overview and allow Governors to challenge in key areas.
- The content of each section, will be agreed following discussion with the relevant Committee Chair **ACTION: Will Baldwin**
- It was suggested that a section on staff well-being might be included when appropriate.
- Other key annual events will be included depending on the time of year, such as UCAS applications, exam results etc.
- No need for a meeting paper front sheet with this document.
- Suggested that additional section at the end of the Report should provide a narrative of the Strategic Plan progression, to ensure that all of the three key documents are taken into account.
- The partnership work reported in the document was discussed. Governors were reminded that the alliance of 5 secondary schools (Blatchington Mill, Dorothy Stringer, Hove Park, Varndean School and Steyning Grammer) had been granted "teaching school" status by the Department for Education to focus upon the training of teachers and potential head teachers, staff development and general support to other schools. Ellen Mulvihill, currently Head of the Standards and Achievement Team in Brighton and Hove City Council, would shortly move to lead this partnership work. Will Baldwin advised that he had met with the Chair of the partnership Group to indicate BHASVIC's interest in becoming involved, especially with regard to 16+ education.
- Governors discussed the security and safeguarding reasons supporting the introduction of lanyard ID for Students wef September 2017, noting that other S7 Colleges had already introduced this or were planning to do so. Furthermore, it was noted that there would be improved CCTV for next year too, combined with additional security training for the Estates team. Will Baldwin remind Governors of the regular disaster scenario planning relating to security of the site, which is considered by SMT and the Disaster Recovery Team (which meets three times per year), with reports to Audit Committee annually.

Noting the action above and various comments made, the revised Report was approved by Corporation. **ACTION: Will Baldwin**

C16/44 Student Governors' Report

Abby Stock-Duerdoth gave a verbal report on behalf of Students:

- A second Student Governor is expected to be nominated by the SU Executive from amongst the successful candidates in the recent SU elections.
- Leavers' Event has been organised for the outgoing A2 Students.
- Freshers' Event will be organised for September.
- S7 Away Day for SU Members at Reigate.
- SU Executive have offered their support to promoting the lanyard proposal for all students.

- SU has expressed a desire to become more involved in the decision making processes of the College at grass roots level and to encourage a better engagement with Students and Management/Staff. Governors welcomed this and noted that SMT would work on this with the SU. **ACTION: Will Baldwin**

C16/45 Strategic Plan

Will Baldwin introduce the new Strategic Plan 2017-2020 originally considered by Governors at the February 2017 Strategy Day, noting that consultation with staff and the SU had taken place and that revisions to the original draft had been made taking into account suggestions and feedback made.

Governors' attention was drawn to the requirements within the I & A to publish arrangements for obtaining the views of staff and students on the periodic review of the educational character/mission and oversight of its activities. In the past this aspect has been covered in the Strategic Plan but with the proposed new Plan, there will be a statement relating to these requirements, on the College's Website instead. **ACTION: Will Baldwin**

The Corporation approved the new Strategic Plan 2017-2020. **ACTION: Will Baldwin**

C16/46 Draft Minutes of Meetings of Committees

The Corporation considered the various Committee draft minutes and also the documents and papers recommended for approval. The housekeeping changes to the various Committee terms of reference were endorsed, but noting that in light of the on-going work arising from the governance review, further revisions would be likely. **ACTION: Louise Pennington**

It was resolved to take item e) first regarding the Task and Finish Group outcomes in respect of the governance review.

a) HR Committee 24th May 2017

Neil Perry, Chair of the HR Committee referred Governors to the draft Committee minutes and highlighted the discussions relating to the Gender Pay Gap paper and progress with this including the deadline for publication of key statistics on the College website by 30th March 2018.

b) Q & C Committee 5th June 2017

Lindi Galloway, Chair of the Q & C Committee referred Governors to the draft Committee minutes and summarised the main discussion points. The following documents were endorsed by the Corporation, as recommended by the Committee:

- Admissions Policy – there were additional discussions by Governors regarding the sibling link revision and comparisons to Brighton and Hove Schools' specifications and James Moncrieff summarised the discussions at the Committee on this and the consequential decision to revise this to 3 years. In response to questions from the Corporation, he also explained the specific wording within the document which had been tightened to improve clarity and avoid any misunderstanding. In this regard, reference was also made to the College's Complaints and Appeals Policy.
- Child Protection Policy
- Student Charges Schedule – Governors were informed that following a recommendation from Internal Audit that the document should be approved annually by the Corporation (previously only by SMT), James Moncrieff confirmed that this would be presented to Governors annually via Q & C Committee in the Summer Term. At this point reference was also made to the Governance Review process and further work to be established regarding reduction of papers coming to Corporation and noted that discussions would be held with the Internal Auditors to determine whether certain documents could be delegated to SMT for approval. **ACTION: Jutta Knapp/Louise Pennington**

c) **F & GP Committee 21st June 2017**

Howard Kidd presented the draft minutes to the Corporation and highlighted the key issues. The following additional points were recorded:

- Management Accounts/Results for the first nine months (for noting):

Howard Kidd drew Governors' attention to page 74 of the papers and the details of the Executive Summary, particularly the additional income (£550,000) received following the recruitment of students expecting to attend the Haywards Heath campus of Central Sussex College, of which approximately £200,000 was included within the existing budget. The College has taken advantage of the additional income to pay for long-delayed refurbishment work within the College.

Page 76 of papers: Targets – all favourable at this stage, but noting that the operating surplus as percentage of income was only marginally in excess of target. Pay as percentage of income is under target, noting that this is predicted to worsen in future years reflecting the funding restrictions.

Page 77 – 82: accounts as reported at 9 months: predicted outturn column was highlighted compared to the budgeted figures, namely £12.4M total income (budget £12.02M) reflecting additional income as reported above from Haywards Heath College closure. Predicted Total Expenditure is £12,059M (budget £11,788M) reflects the increase in premises maintenance from £235,000 to £593,000. I & E surplus of £385,000 compared to budgeted figure of £233,000 again reflecting the additional funding received. Cash position (net cash inflow line) predicted figure of £238,000 compares to budget of £48,000 and the impact of the grant (£307,000) combined with the impact from professional fees paid out in respect of the initial capital project requirements (latter was agreed at the last meeting).

- Budget 2017/2018: Key issues were drawn to Governors' attention including funding limit per Student of £4,000 per full time course, in effect being a year on year real terms funding cut, whilst staff costs which form the majority of the College's expenditure continue to increase year on year. Professional fees have been included in light of the proposal to take forward the building project. Operating Surplus is £112,000, cash inflow of £331,000 becoming cash outflow of £153,000 when impact of capital project recorded. Page 88 final budget breakdown – I & E surplus for 17/18 is £112,000 (forecast 16/17 £385,000), with net cash inflow in 16/17 forecast £238,000 and budget 17/18 deficit of (£153,000).
- Financial Forecast 2017/2018 – 2018/2019: Contents of cover sheet were discussed, particularly the key assumptions (page 89), along with the statutory returns, noting that once approved these would be submitted to the ESFA by the 31st July 2017 deadline. Page 108 year 2019 underlying operating position predicted to be a deficit of (£37,000), noting that the new building won't be ready in 2018/2019 although costs will have been taken into account; occupancy is expected for 2019/2020 but owing to lagged funding, the increased funding for the additional students anticipated won't be reflected in the figures until 2020/2021.
- Premises Update: Governors were reminded that the two long term financial scenarios' page had been tabled which supports the Premises Update paper and also noted that the Property Masterplan presented to F & GP Committee had not been included with the Corporation meeting papers, but was available on request; an earlier version had been seen by Governors at the Strategy Day in February. The Masterplan had been submitted to the Local Authority Planning Department in June as a pre-planning application. Following this a meeting will be scheduled with the LA Planning Officer, the College's Architects, Will Baldwin and Jutta Knapp, with the aim of securing a letter of support to accompany the College's CIF Bid in November 2017. Once a response has been received from the LA Planning Officer, the College intends to submit a full planning application in September 2017.

Governors discussed the proposals, noting the decision made at the last Corporation Meeting to approve the estimated professional fees of up to £600,000 to prepare proposals. They noted that the planning application would include two options: phase 1, which could only progress on the basis of a successful CIF application for

£4M; and Phase 3. Both options were also reliant on securing a bank loan. The outcome of the CIF bid would not be known until March/April 2018 when a final decision would be made. The Governing Body accepted that the timetable was very tight and also that the financial assumptions were ambitious but agreed that taking into account the static funding regime, the College needed to increase its capacity in order to improve its long term financial position, the details of which were set out in the Masterplan. Governors discussed the issues regarding optimising student numbers with a capital project and at the same time justifying the management of additional debt. In response to questions regarding space utilisation, Governors were reminded that the details would be decided by management and that consultation had taken place with the Curriculum and Quality Team (CQT) regarding this.

In conclusion, the Corporation approved the recommendations made within the paper and by the F & GP Committee regarding the various Phases of the Property Masterplan, subject to successful CIF bid and bank funding and also noting that further decisions regarding progressing the Masterplan would be made at the December 2017 Corporation meeting. The latter would be based on further analysis regarding increased space/additional student numbers in respect of all three phases, in order to provide sufficient assurance that the proposed options were financially justifiable. **ACTION: Jutta Knapp**

It was noted that a Premises Group meeting will be convened for September 2017 to take forward the Capital Project. **ACTION: Jutta Knapp/Louise Pennington**

- Business Procedures (changes included in Committee minutes)
- Joint User Agreement (as minuted)
- Summer Estates Work – approved.
- IT Strategy – approved.

d) Audit Committee 28th June 2017

Tom Wolfenden, Chair of Audit Committee presented the draft Audit Committee minutes and summarised the main aspects of the meeting. He drew Governors' attention to the following documents which require Corporation approval and highlighted key aspects from each and also reminded Governors that the auditors' remuneration (as agreed at the last Corporation Meeting) included a RPI adjustment.

The following documents were approved by Corporation:

- External Audit Planning Memorandum for year ending 31/7/17
- Risk Register
- Risk Assurance Map
- Internal Audit Plan 2017/2018
- FOI Publication Scheme (as minuted by Audit Committee.) – Governors were also informed that there had been a few FOI requests which mainly appeared to be business related e.g. cleaning companies, HR companies and one also from the NUT (sent to all schools/colleges) enquiring about asbestos surveys.

e) Task and Finish Group Notes 12th May 2017 and 30th June 2017

Sandra Prail referred Governors to the two sets of meeting notes and highlighted the key recommendations/areas for improvement and positive conclusions from John Boyle's Report following his review of governance at the College. Reference was made to the specific recommendations and suggested responses from the Task and Finish Group on pages 46-48 of the papers which the Corporation considered. The following points were recorded from the discussion:

- The straightforward actions recommended by the Task and Finish Group which do not require further discussion, were endorsed by Governors. **ACTION: Sandra Prail/LEP**
- Reduction in volume of meeting papers (hard copy or electronic) – this was endorsed by all Governors and it was agreed that SMT should review the calendar of business/papers per Committee/Corporation to ensure that only appropriate and adequate detail is provided, prior to meetings (NB Jutta Knapp agreed to liaise with the Internal Auditors regarding the Calendar of Business to get their input on papers required/delegation options etc. **ACTION: Jutta Knapp**) and also liaise with the respective Committee Chair/Clerk for final agreement regarding papers' content/quantity. It was also agreed that some papers could be available via links or collectively with other reference material in a separate pdf document circulated with the meeting papers' pack. Other aspects which need further consideration included whether to delegate more responsibility to SMT (e.g. policies) or Committees, thereby reducing papers further. **ACTION: SMT/LEP**
- It was agreed that the significant recommendations such as all Governors' involvement in quality and curriculum matters and the discontinuance of HR Committee, should be discussed in more detail at a later date.
- Page 47 recommendation 4.2 – review need/appropriateness of providing a report/policy to Corporation etc – the statutory policies for school guidance document was noted, along with other existing reference guidance including Eversheds Schedule of Policies. Policy review would be considered by SMT/Clerk and Governors later in the year.
- Page 4.7 recommendation 10 – appoint members strictly on need for specific skills – it was explained that this related to the fact that Governor vacancies should not be filled unnecessarily, if adequate skills were already in place with the existing Governing Body skill set.
- Page 46 recommendation 3 regarding the suggestion that another Q & C Committee meeting should be scheduled for September to discuss the results, the response from the Task and Finish Group was endorsed – that SMT in consultation with Chair would review need for a meeting depending upon the overall results, noting that the detailed analysis would not be available until the December Corporation meeting post the SARAP process. It was also noted that next term, prior to Q & C Committee, a meeting would be arranged between Will Baldwin, James Moncrieff, Sandra Prail and Gillian Hampden-Thompson to discuss the various issues raised in the Review Report regarding Q & C business, including number and size of papers, content, presentation etc. **ACTION: Will Baldwin**

In conclusion, it was resolved that the Governance Committee, due to meet next in October 2017, should review the specific recommendations in more details and propose actions to take forward to completion/discussion at a Governor Strategy half day on Saturday 4th November 2017. **ACTION: Peter Freeman/Sandra Prail/Louise Pennington**

f) Search Committee 12th July 2017 – refer to item C16/37

C16/47 Any Other Business

As this was Lindi Galloway's last meeting, the Corporation recorded its thanks to her for her length of service and support to the College.

Referring to the item regarding the SARAP process included in his Principal's Report, Will Baldwin invited Governors to submit requests to be included in the process due to be held in October 2017 (half day involvement), to Louise Pennington/Debbie Murray. **ACTION: Governors**

There was no other business.

C16/48 Date of Next Meeting

TBA.

C16/49 Confidential Business

Refer to separate minutes.

Louise Pennington

CHAIR.....

DATE.....