

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE CORPORATION HELD ON
MONDAY 11th JULY 2016 AT 6.00 PM
IN ROOM 413 and 414 COPPER BUILDING

Present: Kerry Doyle, Hannah Duffy, Peter Freeman (Chair), Lindi Galloway, Dearbhaile Hunt, Howard Kidd, Chris Newson, Lynn O'Meara, Sue Smith, Sandra Prail, Chris Thomson, Tom Wolfenden

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

C15/37 Membership Matters

a) Election of Vice-Chair of Corporation

Peter Freeman confirmed to Governors that only one nomination had been received for the Vice-Chair post, from Sandra Prail and accordingly it was resolved unanimously that she be appointed as Vice-Chair with immediate effect for a three year term of office (subject to her existing Membership term of office as a Governor). It was also resolved that as Vice-Chair, Sandra Prail would be appointed to the Remuneration Committee, Governance Committee and Search Committee with immediate effect.

ACTION: Louise Pennington

Search Committee recommendations

Peter Freeman reported the Search Committee's discussions and conclusions noting that further progress was being made in respect of the three external Governor vacancies.

C15/38 Apologies and Welcomes

Apologies: Lucy Aditi, Stephen Berry, Neil Perry

Welcomes: Hannah Duffy and Dearbhaile Hunt

C15/39 Minutes of the Meeting held on 21st March 2016

The Corporation approved the minutes of the meeting which were signed by the Chair as a correct record, subject to transferring item C15/31 i) to confidential business. **ACTION: Louise Pennington**

C15/40 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 – no further progress to date but Chris Thomson confirmed his willingness to progress this on behalf of the College once he's retired. **ACTION: SMT**

C15/41 Declaration of Interests

None.

C15/42 Chair's Report

Area Review – Follow Up

Peter Freeman referred Governors to his written Chair's Report which had been prepared a week ago. Much had happened since then. The changes within Government following the EU Referendum, current assumptions within the Further Education sector could be affected, including the level of funding.

Reference was made to the launch by the Government of a consultation on introducing an insolvency regime for Colleges: Chris Thomson and Jutta Knapp will be reviewing the details in order to determine whether the College should submit a response. AoC and SFCA will submit responses on behalf of the sector. The Corporation noted the potential future impact upon Colleges going forward relating to the costs and availability of bank borrowing.

Governors were informed that the final Sussex Area Review Report had been due to be published on the BiS website on 13th July; this has been deferred until 29th July. BHASVIC's options are to remain an independent SFC but to explore academisation, and also to explore collaborative options with Varndean College. Governors noted that these options were consistent with the Corporation resolution approved at their meeting on 21 March 2016; they agreed to pursue them and to support the application to be made by Varndean College for a transition grant for the collaborative work.

The timetable for implementing the review was noted. Given the current deadline for applications to the restructuring fund of 16 November (six months after the final Steering Group meeting) a Special Corporation meeting has been scheduled for 9th November. The Governance Committee on 17 October should consider and recommend a possible Academy Trust structure. However there are indications from the Department for Education are that there may be some flexibility regarding this deadline if we can explain the need for extra time..

Peter Freeman reported on his and Chris Thomson's meeting earlier today with the Chair (Janice Robinson) and Principal (Philip Harland) of Varndean College. They had agreed to commission a short scoping study to identify potential areas for collaboration in support and/or the curriculum, and that Varndean should apply for a transition grant on behalf of both Colleges. It was noted that BHASVIC's priority was not one of seeking economies but aiming to improve value for money. The Corporation agreed that BHASVIC should support the application and share the costs, estimated to be no more than £5000 per College if the grant is approved, of the proposed study.

Governors noted that the transition grant may be required to be repaid, but that the SFCA had received clarification from the Department of Education that, so long as the College has acted in good faith in pursuing the recommended option, the College would not be expected to repay the grant. The Corporation agreed that the College should apply for a Transition Grant to meet 75% of the cost of external advisers to prepare an application to become a 16-19 Academy as recommended in the Chair's report.

ACTION: Peter Freeman/Chris Thomson

Peter Freeman reported that Chris Thomson, Sandra Prail, Jutta Knapp, Louise Pennington and he had met the three firms of solicitors recommended by SFCA but that their costed proposals had not yet been received. It was noted that the advice would be twofold comprising assistance in reaching a decision regarding academisation and secondly, should it be decided to proceed, guiding the College through the various decision making process.

In this regard, it was resolved that delegated authority should be granted to the Panel to make a decision on which firm of solicitors should be appointed, once all the quotations have been received. **ACTION: Peter Freeman**

C15/43 Principal's Report

Chris Thomson gave his report to Corporation, noting the following:

- Potential Partnership Arrangements with BHASVIC: An encouraging response has been received so far from both Academies in the City via their key sponsor, Sir Rod Aldridge – BACA (Brighton Aldridge Community Academy) and PACA (Portslade Aldridge Community Academy). Both Academies are already working in partnership with some Primary Schools. Chris Thomson has met with the Head Teachers of both Academies and these preliminary discussions will be taken forward by SMT with the general aim of providing assistance to improve Students' aspirations within the local area. In this regard reference was made to the potential assistance from the

College's Oxbridge Co-ordinator. BHASVIC might also be able to benefit from the association via the excellent cricket facilities available at BACA. Both BACA and PACA's last Ofsted Inspections resulted in a Grade 3 award and both have small sixth form provision, mainly vocational. The College will aim to find ways to offer further assistance to other secondary education providers in the City in order to assist in driving up performance in Schools, whether or not BHASVIC proceeds with academisation. At this point reference was made to the Local Authority's current proposals to develop a school improvement programme in order to assist Schools to achieve better performance.

- Shirley Brookes-Mills resignation – Chris Thomson informed Governors that measures had been implemented in order to manage this part of SMT's responsibilities (also refer to the confidential minutes regarding the SPH matters).
- Various BHASVIC events were recorded including the Creative Arts Festival, Beards Awards and BHASVICTORS.
- A meeting about the Playing Field was held last week with the neighbours and Cardinal Newman and the outcome from this will be taken forward with terms of reference being prepared and the joint user agreement being revised. Since the meeting, it was reported that there had been some vandalism to the new fencing area.

C15/44 Strategic Planning

Chris Thomson introduced the paper to the Corporation, the contents of which were noted and the following points recorded:

- Page 16 item 3.0 Reporting on the Strategic Plan Measures – the Corporation endorsed the initial work completed on presenting information graphically in future (in addition to numerical format) as detailed in appendix 3 and noted that a full report would be made to Governors at the December 2016 Corporation meeting, incorporating the 2015/2016 examination results.
- Governors reiterated that it was useful to have benchmarking analysis included where available and also to record where the benchmarking information has come from. **ACTION: Chris Thomson/Will Baldwin**
- An E & D Report giving information to Governors regarding progress with this priority action was also requested and it was noted that this was something which would be taken forward in the Autumn Term by the new SMT member. **ACTION: SMT**
- Chris Thomson agreed to revise the references to July 2016 to read July 2017 in the Priorities for Action. **ACTION: Chris Thomson**

In conclusion, the paper was approved, noting that the next year's Priority Actions may be altered and advised to Governors next term. **ACTION: Chris Thomson/Will Baldwin**

C15/45 Student Governors' Report

Hannah Duffy and Dearbhaile Hunt gave their first Student Governors' report and reported that the new Student Union was working on the plans for next year's freshers' event with aim of creating a different type of event over three days (day 1 film, day 2 freshers' fayre, day 3 music event etc). The SU are also working on established a regular student drop in facility next year.

C15/46 Admissions Policy

The Corporation considered the revised Admissions Policy presented by James Moncrieff, noting that it had not been through the Q & C Committee and the usual process, owing to the timing of the review process required by SMT. The following key changes were highlighted:

- Policy has been restructured and additional wording provided to improve clarity, particularly with regard to the different type of applicant and over-subscriptions.
- The numerous footnotes from the previous policy have all been incorporated into the main text.
- There are also new sections on additional needs, option to apply random selection post interview and further explanation regarding the entry to year 2 onwards.

- Referring to page 32 and section 4.6 regarding oversubscription and the criteria for selection, following a suggestion from Governors, James Moncrieff agreed to review the wording to further improve understanding in respect of Looked After Children, although confirmed that the categorisation itself would be unchanged. **ACTION: James Moncrieff**
- In response to a question from Governors regarding item 5.1.1. on page 33 "passing end of year exams and assessments" in respect of Admission for Current Students into their next or further years of study", James Moncrieff agreed to revise the section to give further clarification regarding the detailed requirements regarding examination outcomes. **ACTION: James Moncrieff**
- James Moncrieff informed Governors about the on-going discussions within Brighton and Hove and East and West Sussex regarding a potential move to on line UCAS admission process and also discussions regarding a common protocol for feeder schools. The College's IT Strategy would be revised to reflect any changes in process.

Taking into account the points made above, the Admissions Policy was approved by Corporation.

ACTION: James Moncrieff

C15/47 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 24th May 2016

In the absence of Neil Perry, Peter Freeman gave a summary prepared by Neil of the main and confidential business and sought approval for the recommendations made by the Committee:

- New Pay Scheme for Teachers (also refer F & GP Committee minutes/paper) – refer HR Committee confidential minutes

It was also recorded that in respect of the vote by Teachers regarding the two choices available, all but two votes had been in favour of backdating pay to September 2016 and consequently it was recorded that the preferred option would be implemented with effect from 1st September 2016. Chris Thomson assured Governors that they would receive, via HR Committee, regular updates on progress with the new pay Scheme, including the implementation of the new style PDR (professional development review). **ACTION: Jutta Knapp**

The Corporation Members recorded their thanks to all members of staff involved in the implementation of the new process.

In response to a query from Governors regarding the various job vacancies, Jutta Knapp confirmed that the majority of posts had now been filled.

b) Quality and Curriculum Committee 26th May 2016

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

- Student Numbers and College Strategy (also referred to in the F & GP Committee business and in particular page 47 F & GP Committee minute item 15/43) – the three recommendations, 7.1, 7.2 and 7.3, made by SMT were endorsed by the Corporation. Regarding recommendation 7.3, the Corporation Members were reminded that should the College decide to progress the academisation route, the recruitment of International Students would not be permitted.

c) Finance and General Purposes Committee 21st June 2016.

Howard Kidd introduced the draft minutes to the Corporation and highlighted the key issues for Governors' attention as already recorded in the minutes. The following documents were noted or approved as recommended:

Management Accounts for first nine months (noted)

Budget 2016/17

Financial Forecast 2016/2017 – 2017/2018

New Pay Scheme for Teachers (also considered at HR Committee – refer a) above)

Student Numbers and College Strategy (see Q & C Committee – refer b) above)

Draft Property Strategy – the Corporation noted the comments made by the Committee and recorded in the draft F & GP Committee minutes and particularly noted the need for more space. Howard Kidd, also highlighted the fact that the Local Authority had rejected the College's planning application regarding the proposal to install two more Science labs on top of the existing ones in the lower car park on a permanent basis (refer page 43 of meeting papers, F & GP Committee draft minutes). A revised application will be submitted on behalf of the college possibly based on a temporary structure, or alternatively as a single storey, following indications that this was more likely to be approved (minimum application period of 13 weeks). This will mean that not all Science classes in 2016/2017 will be held in the existing labs but in ordinary classrooms.

Summer Estates Work – Jutta Knapp informed Governors that the Staff Room work would be deferred until next year owing to various time constraints.

Risk Assurance

Business Procedures (as reported in Minutes)

b) Audit Committee 23rd June 2016

Tom Wolfenden, Chair of Audit Committee presented the draft Audit Committee minutes and summarised the main aspects of the meeting. The following papers were approved, with references being made to the recommendations within the draft Audit Committee minutes.

- Risk Assurance Map
- Internal Audit Plan 16/17
- External Audit Planning Memorandum
- Risk Management Update (schedule of changes)
- Anti-Fraud and Irregularity Policy (as per minutes)
- Data Protection Policy (as per minutes)
- Disaster Recovery Plan (as per minutes)

e) Search Committee 11th July 2016 – refer C15/37

ALL COMMITTEES

Referring to the recommendations made in the respective Committees and recorded in the draft minutes, the terms of reference for the various Committees were approved: **ACTION: Louise Pennington**

C15/48 Any Other Business

The Corporation recorded its thanks to both Chris Thomson (retiring) and Shirley Brookes-Mills who was also leaving the College, noting that there was a formal retirement event for Chris on Thursday evening to which all Governors have been invited.

There was no other business.

C15/49

Date of Next Meeting

It was recorded that the meeting dates' schedule for 2016/2017 had been circulated to all Governors.

9th November 2016 – Special Corporation Meeting (Area Review)

6th December 2016 Corporation

C15/50 Reserved Business

Refer to separate minutes.

Louise Pennington

CHAIR.....

DATE.....