

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON MONDAY 18th MARCH 2019 AT 6.00 P.M. IN ROOM 413/414, COPPER BUILDING

Present: Phil Anderson (Governor), Louise Askew (Governor – Parent), William Baldwin (Principal), Gillian Hampden-Thompson (Governor), Neil Jones (Governor – Teaching Staff), Howard Kidd (Governor), Amanda Law (Governor – Parent), Mick McLean (Governor), Lynn O'Meara (Governor), Chris Newson (Governor), Marcus Palmer (Governor), Neil Perry (Vice-Chair of Governor), Chris Piper (Governor), Sandra Prail (Chair of Governors), Sue Smith (Governor – Support Staff), Tom Wolfenden (Vice-Chair of Governors)

In attendance: Alison Cousens (Assistant Principal), Jutta Knapp (Assistant Principal), James Moncrieff (Deputy Principal), Jacquie Punter (Digital Director), Jo Davis (Governor with effect from 1st April 2019) Louise Pennington (Clerk)

The meeting was quorate.

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

Apologies: Jo Redfern (Governor).

The Student Governors, Oli Shaw and Christian Williams were also not present.

Welcomes: Phil Anderson, Louise Askew, Jo Davis, Amanda Law, Mick McLean, Marcus Palmer, Jacquie Punter – the new Governors were invited to give a brief introduction about themselves and introductions were also given by each of the existing Governors as part of the welcome process.

At this point Sandra Prail reminded Governors that this was the last meeting for Howard Kidd and that a leaving drink would be held after the meeting had finished to which all were invited.

Thanks were recorded to Howard Kidd for his long and valuable service to the College and thanks were also recorded to Sue Smith who was retiring as the Support Staff Governor after two terms of office, and to the 2 Student Governors.

1.2 Membership Matters

Following recommendation from Search and Governance Committee, the recommendations below were endorsed by the Corporation:

- a) **Jo Davis** (currently co-opted Member of the Resources Committee) – to transfer to Audit Committee and be appointed a full Governor (from 1st April 2019, for a three year term of office until 31st March 2022
- b) **Louise Askew and Amanda Law** to join the Audit Committee and Quality and Curriculum Committee respectively.
- c) **Phil Anderson and Mick McLean** to be appointed as Governors with immediate effect for a three year term of office until 31st March 2022 and to join the Audit Committee and the Task and Finish Group
- d) **Marcus Palmer** to be appointed as a Governor with immediate effect for a three year term of office until 31st March 2022 and to join the Resources Committee and potentially the **Premises Group (subject to discussion)**
- e) **Tom Wolfenden** to transfer as Chair and Member of Audit Committee to Chair and Member of the Resources Committee with effect from 1st April 2019 and also to join the Premises Group and the Remuneration Committee effective 1st April 2019
- f) **Neil Perry** to join the Audit Committee and be appointed Chair with effect from 1st April 2019. Neil will retain his existing governance commitments (Resources Committee member and chair of S & G and Remuneration Committees).
- g) **Support Staff Governor elections** – Julia Holgate-Turner (VLE Co-ordinator) only nomination received so will be elected once approved at Corporation for 3 year term until 1st April 2022 and will also join the Resources Committee
- h) **Michael Bewlock** to be reappointed as a co-opted Member of the Audit Committee for a further three year term of office until 31st March 2022.
- i) **Chris Piper** to step down from the Audit Committee, but to continue to serve on the Quality and Curriculum Committee.

- j) **CORPORATION STANDING ORDERS** – refer 6.1 – it was resolved that the members of Corporation should increase from 18 to 19. **ACTION: Louise Pennington**

OTHER ITEMS:

- **CAREERS GOVERNOR:** Alison Cousens has suggested that in line with new good practice, the Corporation may wish to appoint a Careers' Governor who would work with her, providing a link between Governors and Staff. Volunteers from Governors for this role were invited to contact Sandra Prail in the first instance. **ACTION: Sandra Prail/Governors**
- **GOVERNOR MENTOR:** Noting that the Governor Recruitment and Selection Policy and Procedures included an option for Parent Governors to have a Governor mentor, the Search and Governance Committee has recommended that a Governor mentor should be offered to all new Governors and volunteers from existing Governors were invited to let Sandra Prail if they were interested in the role. Neil Perry, as Chair of the Search and Governance Committee, confirmed that he would make contact with all new Governors within the next few weeks to see how they were settling into the role and to discuss with them whether they'd like to have a Governor mentor. Sandra Prail also confirmed that she had met with and would continue to liaise with the new Parent Governors. **ACTION: Neil Perry/Governors**
- **T & F GROUP MEMBERSHIP** (Terms of reference (TOR)) – as recommended by the Search and Governance Committee, the following membership was agreed, details of which are included on the TOR: Phil Anderson, William Baldwin, Jo Davis, Gill Hampden-Thompson, Mick McLean, Chris Newson, Sandra Prail, Tom Wolfenden **ACTION: Louise Pennington**
- **AUDIT COMMITTEE** (Terms of Reference (TOR)) – As recommended by the Search and Governance Committee, it was agreed that the TOR should be revised to reflect the requirements of the new Audit Code of Practice, whereby Staff Governors may not be members of the Audit Committee. **ACTION: Louise Pennington**

1.3 Minutes of the Meeting held on 10th December 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.

Thanks were recorded to all Governors who had completed the Safeguarding KCSiE request by the Safeguarding Lead to confirm that they have read Part I of KCSiE. Any outstanding returns need to be submitted to Louise Pennington as soon as possible. **ACTION: Governors.**

1.5 Declaration of Interest

None.

SECTION 2: STRATEGIC ITEMS

2.1 Principal's Report

The Principal presented his Report to Corporation which provides a summary of all key areas of the College's operations. The following points were recorded, noting that questions in respect of IT issues and the Capital Project would be dealt with under the specific agenda items:

- 1) New Student Awards Ceremony (B FEST) 25th April – information and an invitation to this, has been circulated to Governors. The annual event format has been revised to provide a more creative and contemporary format, with all departments having an opportunity to showcase events. It was reported that several Governors have already accepted this invitation and the details have been passed to James Moncrieff.
- 2) Careers Enrichment Day 12th July – Governors have also been invited to participate or contribute to this event, bringing expertise and experiences to Students. The day will comprise events and activities on site (talks, workshops etc) and also visits offsite for Students to companies and organisations etc Governors were asked by James Moncrieff to respond to Pippa Edwards's invitation to Governors which will be sent out later this week.

- 3) Thanks were recorded to Governors who had attended the College production "Education, Education, Education".
- 4) Section on Quality and Performance Indicators – Student Applications: an application filter had initially been applied to the process with approximately 50 applications been held in reserve in respect of those who lived furthest away from the College. However more recently, following a review of the figures and conversion rates, all 50 applicants have now been offered a place at College for the next academic year.
- 5) Section on Outcomes – refer to BHASVIC Annual Report item.
- 6) Finance and Funding: The Chancellor, Philip Hammond, has recently indicated that some additional funding is likely to be made available to the education sector to cover 2020 onwards, subject to Brexit outcome.
- 7) As this term's Audit Committee meeting was cancelled owing to there being a very light agenda, members' attention was drawn to the risk assurance map on this occasion as it is not included with the Audit section of the Corporation Agenda.
- 8) The link to the Raise the Rate petition was drawn to Governors' attention in case they wished to participate in this.

QUESTIONS AND COMMENTS FROM GOVERNORS:

- 1) *Governors suggested that it would be useful to have a key to explain some of the measures within the performance dashboard, particularly for newer Governors who were likely to be less familiar with the terminology. ACTION: William Baldwin*
- 2) *Most of content was thought to be self-explanatory and sufficiently clear.*
- 3) *The A1 retention figure for this year was reduced compared to the previous year and William Baldwin explained that the College's retention level was very good when compared to the national average and that the position was expected to fluctuate year on year, although was expected to stabilise in the near future once the impact of linear examinations has settled in; retention level is affected by move to linear A levels and internal examination outcomes/recovery options (Students changing courses) etc*
- 4) *Progress since the last Corporation meeting regarding Parent satisfaction responses was queried by Chris Newson and reference was made to the Quality and Curriculum paper on this subject (and associated minutes) which had been circulated to all Governors. Later in the meeting when considering the Q&C Committee meeting Gill Hampden-Thompson gave a summary of the issues discussed at the recent Q & C Committee regarding the Parent satisfaction queries which Governors had raised last term. Corporation agreed that the matter did not need to come back to Corporation for further discussion.*

2.2 Student Governors' Report

As the Student Governors were not present, reference was made to the Student Governors' report presented to the recent Quality and Curriculum Committee meeting, as recorded in the draft Minutes.

2.3 College Development Plan (CDP) 2018/2019 – Sections 1 - 4

William Baldwin introduced the Plan to Corporation and the following points were noted, followed by questions from Governors:

Governors were reminded that the CDP was one of the College's key documents, along with the Strategic Plan and the Annual Report; the CDP is issued annually and includes information relating to Ofsted's four key areas; progress against targets is monitored and reported, taking into account the self-assessment work completed by the College.

Questions from Corporation

- *Page 29, item 8 Retention – Governors queried why 18% of Students did not complete and in response William Baldwin and James Moncrieff explained that the retention figure included here was different to that reported in the dashboard (Principal's report above) and reflects the number of completers per course starter rather than whole Student numbers. As explained earlier, the move to linear A Levels will have contributed to retention declining and it's not uncommon after the end of year 1 progression exams for some Students to move from a current course to a recovery course, whilst a few students may drop a*

qualification too. A small percentage of Students are not retained into the A2 year as well which is to be expected. Currently in the region of 5% of Students do not reach the end of their first year at BHASVIC and approximately 2-3% of Students do not finish the second year at BHASVIC. The College does focus on ensuring Students select the right courses when applying to the College during taster days, school visits, summer homework before Year 1 and information, advice and guidance via the overall admissions process. It's not unusual for the College to see about 600 course changes during the first part of the Autumn Term.

The Corporation endorsed the CDP and agreed that the format and content was clear and informative. Governors were also reassured that the respective Corporation Committees had scrutinised the various sections of the CDP prior to the final version being presented to Corporation.

2.4 BHASVIC Annual Report 2017/2019

The Annual Report was introduced by the Principal who also tabled hard copies for Governors' information. He explained that the document was circulated via hard copy to some of the College's contacts and to Staff and current and prospective Students and Parents via a link on the website.

The document provides broad details of the College's performance for the wider community, whilst Governors receive more detailed performance reporting via other documents and reports (CDP/Dashboard etc).

It was highlighted that the overall outcomes were excellent and to such an extent that it is unlikely that the College can achieve these results again, bearing in mind the transition to linear A Levels. Likewise the Value Added outcomes are exceptional too, with BHASVIC leading other SFCs in this area. As a result of the latter, the College receives requests from other Colleges for advice on how BHASVIC is achieving such excellent results; the College has to date been able to facilitate this interest and has assisted other Colleges accordingly.

Regarding the financials, SMT has revised the presentation this year in response to Corporation discussion last year by utilising pie chart presentations, to make the information more user-friendly.

Governors welcomed and endorsed the revised more user-friendly format and content, including the key in respect of acronyms used and also confirmed that it provided further reassurance regarding the standards achieved at the College.

2.5 IT Task and Finish Group – Outcomes and Updates – CONFIDENTIAL ITEM

It was resolved that owing to the confidential nature of the business, this item should be moved to the confidential minutes.

SECTION 3: QUALITY AND CURRICULUM ITEMS

Included within item 2 above.

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Premises Update – including CONFIDENTIAL minutes from the Premises Group Meeting

It was resolved that owing to the confidential nature of the business, this item should be moved to the confidential minutes.

4.2 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 were noted by the Corporation. The following points were drawn to Governors' attention.

- Targets and bank covenant details were highlighted.
- Lagged funding situation was explained for the benefit of the new Governors.
- Drew attention to the predicted outturn compared to the actual budget, noting predicted surplus of £154K which currently ties in with budget.
- Cash flow reflects strong position at present

- No significant variances to date.
- Borrowings – highlighted progress of loan repayments
- Staff pay as percentage of income – *in response to a question from Corporation it was noted that although no nationally agreed pay settlement had yet been agreed, 1.6% overall was on the table at present and the SFCA was awaiting responses from unions. 2% is currently included in the budget.*
- *Governors queried the variance in the administration central costs and Jutta Knapp confirmed that this related to the anticipated spend of the devolved capital fund of £168K received as a result of the Chancellor's Autumn budget.*

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

Although it's usual for the Corporation only to receive documents which require approval, the Management Accounts are always included with the Corporation meeting papers as Governors are required to view the Management Accounts.

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

- Corporation Standing Orders** – revise Governor membership from 18 to 19 – refer item 1.2 – agreed.
- Revised Terms of Reference Audit Committee** – refer item 1.2 – agreed.
- Student Charges' Schedule** - approved

6.2 Risk Management

Risk Register (Risk Assurance Map included within the Principal's Report) – approved

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.

6.3 Search and Governance Committee (draft confidential minutes to follow refer item 8 b I below) – matters included within Chair's oral update to Governors recorded within item 1.2

6.4 Quality and Curriculum Committee – Draft Minutes – noted

Following on from the questions raised by Governors arising from the Parent Satisfaction survey (agenda item 2.3), Governors were reminded that the Q & C Committee papers (including the Parent Satisfaction follow up paper) had been circulated to all Governors and discussions at the last Q & C Committee were recorded in the draft Committee minutes but Gill Hampden-Thompson gave a brief summary of the discussions held and confirmed that further work would be carried out by SMT to engage more Parents in the survey process, combined with improving parent communication issues. This process is likely to extend to involving the two new Parent Governors in this process. It was also noted that a Parent Focus Group was meeting tomorrow, chaired by Alison Cousens. **ACTION: SMT**

6.5 Resources Committee – Draft Minutes (non-confidential) – noted and reference made to the Premises Update item discussed earlier.

6.6 Audit Committee – meeting cancelled and nothing to report.

SECTION 7: OTHER MATTERS

7.1 Any Other Business

The Chair recorded the Corporation’s thanks for the work and support given by Howard Kidd

7.2 Date of Next Meeting

MONDAY 8th JULY 2019

SECTION 8: CONFIDENTIAL BUSINESS – refer to separate minutes.

a) Corporation

The minutes were approved and the Chair authorised to sign them. **ACTION: Louise Pennington**

b) Committees

Item i) Search and Governance Committee – to follow but noted that recommendations given orally by Chair had been approved within item 1.2

Item ii) Resources Committee – the contents of the draft minutes were noted and reference was made to discussions held earlier within the IT and Premises items.

CHAIR.....

Date.....