



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON WEDNESDAY 27TH MARCH 2024 AT 6.00 PM IN ROOM 538, ELMS BUILDING

Present: William Baldwin (Principal), Kirstin Baker (Co-Chair of Governors), Jo Davis (Governor), Katy Hiles (Governor – Parent), Paul Lovegrove (Governor), Kathryn MacVarish (Governor – Teaching Staff) Alison Mansell (Governor), Chris Newson (Governor), Daniel Osorio (Governor – Parent), Neil Perry (Vice-Chair of Governors), Chris Piper (Governor) Simon Porges (Co-Chair of Governors), Jo Redfern-Evans (Governor), Jo Usher (Governor – Support Staff)

In attendance: James Moncrieff (Deputy Principal), Jutta Knapp (Vice-Principal), Alison Cousens (Vice-Principal), Mark Monahan (Assistant Principal), Louise Pennington (GP).

The meeting was quorate.

Simon Porges chaired the Meeting, but the Co-Chairs introduced the various sections which they lead (Simon Porges – Q & C Committee, Kirstin Baker – Resources and Audit)

1.1 Apologies and Welcomes

Apologies were received from Marcus Palmer, Mick McLean, Wilhelmenia Rantala, Andrew Wright, Mia Harrison and TJ Brachman.

The meeting was quorate.

1.2 Membership Matters

Based on the Search and Governance Committee meeting's recommendations, reported by Neil Perry, the Committee Chair, the Corporation considered and passed the following resolutions:

- End of term of office for Student Governors, TJ Brachman and Mia Harrison - thanks were recorded to both Students for their input and support over the last year and it was noted that Simon Porges would be writing to them. The new Student Governors will be invited to their induction meetings and join next term's Governing Body Meetings following completion of the election process. **ACTION: Simon Porges/LEP**
- Teaching Staff Governor –of Kathryn MacVarish's term of office ends on 31st March 2024 and Tom Trafford had been elected as the new Staff Governor (Teaching) with effect from 1st April 2024 for a 4 year term of office. Tom will join the Quality and Curriculum Committee for the same period. Thanks were recorded to Kathryn for her time and support over the last 3 years. **ACTION: LEP**
- The retirement of Chris Newson as at 31st March 2024, after serving 3 terms, totalling 9 years was recorded, along with grateful thanks from the Corporation for Chris' long and valuable service and support to the College.
- Noting the recommendations from the S & G Committee the Corporation approved the appointment of Guy Carr as the new external Governor for a 4 year term of office from 1st April 2024 and that Guy will join the Audit Committee from 1st April 2024. As a result, following S & G Committee's recommendation and his agreement, Paul Lovegrove will

transfer from the Audit Committee to Resources Committee and also be appointed as the Deputy Chair (replacing Chris Newson), with effect from 1st April 2024.

- **ACTION:** Kirstin Baker to contact Guy Carr and confirm his appointments and also to inform him of the Governor induction process; Louise Pennington to initiate Guy Carr's Governor induction meetings.
- Premises Group – The Corporation approved the S & G Committee recommendation that Simon Porges should be appointed to the Premises Group with immediate effect. **ACTION: LEP**
- Emergency Governance Committee (EGC): following the S & G Committee's recommendations, it was resolved that the business of the EGC as set out in the terms of reference, should be transferred and absorbed within the S & G Committee with immediate effect. **ACTION: LEP**
- Sarah Bovill is due to retire at end of this term of office 31st March 2024, having served 15 years as a co-opted member of Audit Committee. It was noted that a potential successor candidate was now not available and that it would be necessary for S & G to continue to seek a replacement. It was agreed that Louise Pennington would liaise with Sarah to see if she'd be willing to continue until a successor has been found. **ACTION: S & G/LEP**

1.3 Minutes of the last Meeting held on Monday 11th December 2023 main business

The minutes were approved and signed as a correct record of the meeting.

1.4 Matters Arising

The contents of the action schedule were noted and that these had been completed, in progress or would be completed by the date given in the schedule. There were no issue arising.

1.5 Declaration of Interests

There were no interests declared.

SECTION 2: STRATEGIC ITEMS

2.1 Principal's Report

William Baldwin introduced his report which was received by the Corporation and the Principal highlighted the following key points as recorded below:

PROPERTY BID – The Corporation resolved that owing to the sensitive nature of the business, this item should be minuted separately within the confidential minutes – refer confidential Corporation Minutes.

SITE SECURITY ISSUES: - The Corporation resolved that owing to the sensitive nature of the business, this item should be minuted separately within the confidential minutes – refer confidential Corporation Minutes

1. Attendance Data/KPIs: ***in response to a question from Governors, the Principal provided assurance that at SLT business meetings, attendance levels are tracked every half term. Governors were reminded that attendance nationally within the sector had not recovered to pre-Covid levels and that similar trends were recorded at BHASVIC compared to the national picture.*** However, it was noted though that attendance was lower in respect of tutorial attendance, whilst A2 attendance numbers have improved post Covid and at 89% presently. The Guidance Team is working with the Attendance Team currently to instil a culture with Guidance Managers to intervene early as possible, prompted by an improvement in access to relevant Student attendance data to identify Students needing

support. Alison Cousens added that with regard to tutorials which forms a key part of the provision, input from Staff and Students is acquired from the various surveys and other proposals will be considered such as personal development days and/or conferences. Final details should be ready at this end of this calendar year.

2. ***Following a question from Governors regarding the destinations' data diagram*** a discrepancy in the pie chart was identified and the Principal agreed to make the necessary amendments, relating to the NEET and Other sections and recirculate the corrected version.

ACTION: WJB

3. ***In response to a question from Governors it was confirmed that the next Staff satisfaction survey was due in the Summer Term 2024 (held in alternate years).***

2.2 Student Governors' Report

As the Student Governors were not present at the meeting, there was no Report provided at the meeting, but post the meeting, the following written report was provided by the Student Governors:

"Culture Week was a success! Although turnout was a little low the first couple of days for the poet and film (we would recommend advertising well in advance for the next SU!), the turnout for the culture festival at the end of the week was huge, and the culture fashion show was so vibrant and fun to watch.

We have officially elected a new Student Union! The new Student Governor will be Dibran Miha Lopez and the new Student Liaison will be Deya De Brun. We are currently working on handover packs for them all, and I have informed the rest of the Student Union to ask James Moncrieff if they need any help as per our previous discussion.

We have also added a Well-Being Officer to the Student Union who will be working closely with Andrea Meadows, the Well-Being Ambassadors and Citizens UK to ensure that students have a friendly face to talk to regarding their mental health and happiness at BHASVIC.

We have planned our end-of-year event on the field on the 10th of May to provide the A2s with a great send-off before exams, with music, food, games and more.

Thanks so much to everyone, I had a fantastic time being a student Governor and learnt so much from all of you!"

2.3 College Development Plan (CDP)

PAPERS:

- a) **Front Cover Sheet**
- b) **College Development Plan 2023-2024 Spring Update**

James Moncrieff referred to the CDP papers, the contents of which were noted and he highlighted the key headline points therein. The following additional points and questions were recorded:

- Governors who are members of Q & C Committee and Resources Committee (Leadership and Management Section) have already seen the CDP via this term's Committee meetings.
- Following a question from Governors regarding the Eastbourne A Level provision feasibility study, William Baldwin reported that the outcomes were not yet known, and referenced the College's October 2023 Strategy Event at which the options including a satellite site and Academisation were considered. . It was noted that once the feasibility study has been completed, the College would review the outcomes and consider next steps taking into account demographics, capital investment but that any provision would not be possible until 2026 at the earliest.

The Corporation approved the latest CDP Update. **ACTION: JAM**

2.4 Accountability Agreement and Local Needs Duty 2024-2025

Alison Cousens introduced the paper which was taken as read and the following key aspects were recorded:

- The paper was presented to Q & C Committee, prior to Corporation where it was recommended to Corporation for approval.
- William Baldwin drafted the front sheet, whilst Alison Cousens prepared the agreement.
- As reported to Governors last year, the DfE informed Colleges that there should be one annual document rather than 2 to be finalised during this academic year for 2024/2025.
- Alison Cousens highlighted section 4 which names local skills' priorities and confirmed that she had also updated the action plan from last year, including a focus upon specific metrics in respect of the careers' content. The action plan incorporates detail of work carried out by the College to incorporate skills related developments, moving away from the largely academic SFC provision, including outreach work (hospitality sector working with young managers in various sectors sharing the College's relevant skills etc)
- Academies are not required to produce this document.
- Collaborative work regarding the Local Skills Improvement Fund is incorporated into this agreement together with targets for achievement.
- BHASVIC's document is being used by the DfE as an exemplar for the sector.
- The Principal presented a webinar last week with 2 other Colleges and this is available to view on the DfE/ESFA website at which the 3 key points were highlighted. Previous actions have been followed up too, although this is not a requirement/or in the template document. The appendix to the document is also not within the requirements but has been included to provide evidence for Governors' assurance.
- Once the document is finalised, sections will be incorporated into the College's annual report.
- ***In response to a question from the Corporation, it was confirmed that the Sussex Chamber of Commerce, identified local skills needs and priorities, from which the Local Skills Improvement Plan (LSIP) was prepared. Colleges are then involved in delivering the various targets agreed, and utilise the funding allocated with this. The LSIP is shared with FE Sussex.***
- The document is presented to Corporation for approval and is required to be published and on the website by the end of May. **(duplicated below)**

The Corporation approved the document, noting that this would be submitted by the due deadline, as detailed above and uploaded to the website. **ACTION: SLT**

SECTION 3: QUALITY, CURRICULUM AND GUIDANCE ITEMS

3.1 Quality & Curriculum Committee 29/02/24

a) Draft Minutes of Q & C Committee 29/02/24

b) Items for Noting (papers available on request or refer to Q & C Committee Team folder)

- Termly update – Student Governors (oral report – refer minutes)
- CDP – Refer 2.3 above
- Accountability Agreement – refer 2.4 above
- Final report – SARAPs Feedback from Governors' validation visits
- Link and Lead Governors – termly report (oral report - refer minutes): Skills, EDI, SEND, Safeguarding
- Risk Register – assurance provided to Audit Committee – refer minutes and item 6.1

In the absence of Andrew Wright (Co-Chair of Q & C Committee) who chaired the last Q & C Meeting, Chris Piper (Co-Chair of Q & C Committee), provided a summary of the key headlines and approvals required and referred Governors to the detailed minutes reflecting the discussions held and actions taken/recommendations given:

- Useful Finance Training session was held at the start of the meeting, given by Jutta Knapp, which everyone found very helpful and informative, noting the focus upon management accounts and funding. Should Governors who are not members of the Q & C Committee, access to the handout and powerpoint documents may access this directly via the Q & C Team. **ACTION: Governors**
- Link governor updates were a great new addition to the agenda and reports were given from EDI Link Governor (Wilhelmenia Rantala), SEND Link Governor (Alison Mansell), Skills Link Governor (Jo Redfern-Evans) and Safeguarding (Andrew Wright).
- Revised Risk Register: key Q & C risk relates to defunding of applied qualifications and reassurance was gained by the Committee which was provided with details of SLT's contingency plans.
- SARAPs – final summary report which highlighted questions and observations raised by Governors, with reassurance provided and noting that there was some ongoing work which would be picked up in next year's SARAP meetings – mainly relating to sharing of best practice.
- Mia Harrison gave an excellent Student Governors' Report and highlighted the work to improve the engagement of ESOL Students with involvement in the Culture Week.
- Governors were reminded that the video on CEDAR would be shared with all Governors. by James Moncrieff. **ACTION: James Moncrieff**
- The Committee also gained a greater understanding and reassurance with regard to onsite space and arrangements for the forthcoming examination season.

Thanks were recorded to Chris Piper for his Report.

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Resources Committee 11/03/24

- a) Draft Minutes of Resources Committee 11/03/24**
- b) Management Accounts for 6 months to 31/1/2024 (front sheet and Management Accounts)** – for Governors' information the details of which were noted.
- c) Premises Update (oral report) – refer minutes**
- d) Termly HR Update (oral report) – refer minutes**
- e) Termly digital Update**
- f) CDP section 4 – refer item 2.3**
- g) Risk Register – refer item 6.1**

Items for Noting (papers available on request or Governors may access the papers directly via the Resources Committee Team folder).

In the absence of Marcus Palmer, who had submitted his apologies, Chris Newson (Deputy Resources Committee Chair) introduced this section of the meeting and gave the following summary to Governors, referencing the minutes and recommended actions for approval as set out therein, to the Corporation. Jutta Knapp added supporting commentary and explanations to Chris' verbal update:

- Management Accounts for noting which were reviewed in detail at the Committee Meeting including outturn, variances (including professional fees), property proposals to cater for increasing student numbers etc.

Financial targets are all satisfactory and operating surplus of £152K against budgeted figure of £6K deficit, noting the additional ESFA funding allocated; pay costs are in line with budget; overall cash has increased by £176K at year end, excluding capital spend aspects; pay as percentage of income is slightly up from 74% to 75%; EBITDA has reduced slightly compared to last year.

Lagged funded impact was explained following a question from Governors.

Key variances listed on page 108 of the papers, noting £139K in year growth and £74K high needs Student funding, which is agreed with the local authority and is not part of the national ESFA funding offer. At present the high needs funding caters for 4 BHASVIC Students.

At this point it was resolved to transfer part of the minutes relating to other property developments to the confidential record – refer Corporation confidential minutes.

- Digital report – thanks were recorded to Mark Monahan for the digital progress and developments made to date, since his appointment and the risks and assurances provided as detailed in the Resources Committee draft minutes and papers, were noted.
- ***In response to a question from Governors, regarding the Staff pay rise, Jutta Knapp confirmed that 3% pay rise had been allocated in the budget for next year and the budget will be presented to Governors next term via the Resources Committee, noting that 1% equated to approximately £150K. Colleges are awaiting the national agreed pay award recommendation for the sector which will be shared with Governors next term.***
- ***It was resolved that the discussion regarding the property bid was transferred to confidential minutes – refer confidential Corporation minutes.***

RESOLVED: The Corporation approved the CDP and Risk Register as recommended by the Resources Committee – refer CDP and Risk Register specific agenda items/minutes.

Thanks were recorded to Chris Newson for his Report and to Jutta Knapp and her team for the papers and work in this area.

4.2 Audit Committee 14/03/24

- Draft Minutes of the Meeting held on 14/03/24**
- Internal Audit Report – Cyber Security Audit Follow Up Report**
- Update on Audit Recommendations**
- Audit Performance Indicators (Internal and External Auditors)**
- Risk Register – refer 6.1**
- Fraud Report (oral – refer minutes)**

(Items for Noting (papers available on request or refer Audit Committee Team folder).

Jo Davis, Chair of Audit Committee presented the various documents for approval and noting to the Corporation and recorded the following, approving the items listed above. It was noted that the Meeting had been held via Teams for convenience and owing to the fact that the agenda was fairly short this term. Thanks were recorded to Jutta Knapp and her Finance Team.

- Risk Register (refer item 6.1) – approved and the positive feedback received from each of the Committees on the new format and content, initiated as a consequence of the recent External Board Review, was recorded.
- Cyber Security – the Committee received an excellent report from Mark Monahan (Assistant Principal), noting the improvements, progress and risks within this area.

- Audit recommendations – either in hand or completed.
- Auditors’ Performance Indicators – recommended for approval to Corporation (External and Internal), noting that it was the first audit with the new External auditors and that the feedback had been excellent on both sides. Good feedback was also received in respect of the Internal auditors which had been in post for 2 years.
- The Risk Assurance Map was also discussed and reviewed at the Committee Meeting, based on the key risks scoring 10 or more in the Risk Register, with the necessary assurances being provided to the Committee. Reference was also made as recorded in the minutes, to the risks relating to standalone SFCs with numbers dwindling within this category, following many Colleges academizing and taking account of the Strategy meeting held in October 2023 at which Bill Watkins (CEO SFCA) talked through the risks for SFCs, noting that this would be kept under review.

The Corporation approved the documents recommended by the Audit Committee – Performance Indicators and Risk Register (also refer item 6.1). **ACTION: Jutta Knapp**

SECTION 5: GOVERNANCE ITEMS

5.1 Search and Governance Committee 27/03/24

Minutes to follow – noting that the meeting had been held immediately prior to the Corporation meeting.

Neil Perry provided a summary of the business discussed and sought approvals for the items listed below.

Items for approval or noting:

- a) Governance SAR Action Plan – update - noted**
- b) AoC Code of Good Governance (COGG) – action plan progress report, plus update re proposal to retain existing AoC COGG and to review this at end of this year with the aim of either implementing the new AoC Code with effect from 24/25 year or consideration to adopt an alternative code, namely the Charities Commission – for discussion/approval.**
- c) EIDMS – future reporting line (oral report) – endorse that the report is presented directly to Corporation in future, rather than via Q & C Committee – for approval.**

(Items for Noting (papers available on request or refer Search and Governance Committee Team folder).

The following points were recorded and approved by Corporation:

- Item b) AoC Code: following a discussion and recommendation from the S & G Committee including the DfE’s notification that the new AoC Code was in fact in a pilot stage, it was resolved to continue with the existing AoC Code for this year and to review this in the Summer term, either transferring to the new AoC Code or the Charities Code. **ACTION: LEP**
- Item c) EDIMS – noting that the document includes Student, Staff and Governors’ metrics, it made sense to present this directly to Corporation in future rather than going to multiple Committees which the Corporation endorsed. The next EDIMS report is due to be issued in the Summer Term 2024. **ACTION: Alison Cousens**

CONSENT AGENDA

SECTION 6: POLICIES AND OTHER DOCUMENTS

The Chair informed Governors that no notifications from Members had been received requesting discussion or raising questions regarding any item included within this section and it was resolved to take all items as read and for approval.

6.1

a) Risk Register

With reference to the recommendations and comments made within the various Committee Reports as recorded earlier, noting that assurance had been provided to each Committee in respect of the key risks for which they had responsibility, the new Risk Register was approved by Corporation.

ACTION: SLT

b) Student Charges Schedule 2025/2026

James Moncrieff introduced the document confirming that this was a requirement of the ESFA Funding Agreement regarding charges (not fees) eg art materials, theatre visits etc and confirmed that there were some minor changes, including a reduction in costs for graphics bearing in mind the move to digital.

The schedule will be incorporated into the 2025/2026 prospectus.

Going forward, SLT will be investigating further reductions in charges within other curriculum areas including drama and geography.

The schedule was approved by the Corporation. **ACTION: James Moncrieff**

SECTION 7: OTHER MATTERS

7.1 – Any Other Business

It was noted that this was the last meeting for the following Governors following the end of their terms of office/retirements:

- Teaching Staff Governor, Kathryn MacVarish: thanks were recorded to Kathryn for her work and support for the Governing Body over the last 3 years.
- Student Governors, Mia Harrison and TJ Brachman: thanks were recorded to both Students for their excellent input and support over the last year.
- Chris Newson – external Governor and Deputy Resources Committee Chairs (served 3 terms of 3 years) – thanks were recorded for his long and excellent service and support to the College over the last 9 years, including the contributions he had made in making new Governor recommendations, from which the College had gained significant benefit.

7.2 – Date of Next Meeting: Wednesday 4th July 2024 at 6.00 p.m.

SECTION 8: Confidential Business - refer separate MINUTES

8.1 – Confidential Minutes and Papers

a) Corporation Minutes December 2024– confidential

b) COMMITTEES:

- i) Quality and Curriculum Committee 28/02/24 - noted.**
- ii) Resources Committee 11/03/24 – noted.**
- iii) Audit Committee 14/03/24 – noted.**
- iv) Search and Governance Committee 27/03/24 – to follow**

8.2 Matters Arising – none.

8.3 Any Other Business (Confidential) – None.

Meeting closed: 7.30 p.m.

Chair

Date