

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

OPEN MINUTES OF CORPORATION MEETING

Monday 03 July 2017 18.30



- Present:** Sue Taylor (Chair)
Carole Shaves (Vice-Chair)
Sue Adams
Nichollas Hollingsworth
Karen Hucker (Principal)
Elisabeth Lawrence (Staff Governor)
Wayne Marley
David Padmore
John Stebbing
Jessica Stubbings
Lloyd Taylor (Parent Governor)
- In Attendance:** Dave Brown (VP)
Mike Groves (Director of Finance)
Linda Johnson (VP)
Jackie Taylor (Director of Services Supporting Learning)
Debbie Vockins (Director of HR)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** Michael Boakes
Bella Cornford (Student Governor)
Ola Jader (Vice-Chair of the Senior Students)

STANDING ITEMS

NOTIFICATION OF ANY OTHER BUSINESS

Seeking approval of a second new Independent Governor, to be taken alongside consideration of the minutes of the Search meeting held on 2 May 2017.

DECLARATION OF INTERESTS

There were none.

RETURNS REQUIRED

- **Signed Declaration of Interests 2017/18.** Governors and SLT were asked to submit their signed Declaration of Interest to the Clerk at the meeting.
- **Skills Audit 2017/18.** The Skills Audit was currently being updated for 2017/18; Governors and SLT were requested to submit any amendments to the Clerk.
- **Online Corporation Self Assessments.** Governors had been given the opportunity to complete the online Self Assessment survey at the training session held on 19th June. The Clerk had contacted those Governors who had been unable to attend the training session via email with a link for completion of the survey.

MINUTES OF PREVIOUS MEETING

The Open and Confidential Minutes of the Corporation meeting held on 12 December 2016 were agreed and signed as correct.

WELCOME AND INTRODUCTIONS

The Chair welcomed the College's new Director of Finance, Mike Groves, to the meeting.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

MAIN AGENDA

PART A & B – PUBLIC AND CONFIDENTIAL ITEMS

The Chair reported that in the absence of the Student Governor, the open part of the meeting (Part A), and confidential part (Part B) would be discussed at the same time.

1. APPOINTMENT OF CHAIR & VICE-CHAIR 2017/18

The Corporation considered the appointment of Chair and Vice-Chair for 2017-18.

There had been no expressions of interest for the position of Chair and the current Chair was happy to continue for a further year.

A nomination was put forward for Sue Taylor as Chair, duly seconded. This was carried. The Corporation agreed that Sue was an inspirational Chair who worked hard for the Corporation and the College.

The Chair noted that the current Vice-Chair would be stepping down at the end of her current Term of Office in February 2018, Therefore, nominations were invited for the position of Vice-Chair of the Corporation for 2017/18.

A nomination was put forward for Wayne Marley as Vice-Chair, duly seconded. This was carried. The Corporation considered that Wayne was a good choice for the position of Vice-Chair as an experienced Governor who has been Chair of the Finance & Property Committee for a number of years, often giving his time outside of meetings to support the College and offer advice when required.

Resolved: The Corporation approved the appointment of the Chair and Vice-chair for 2017-18.

2. STUDENT REPORT

The Corporation noted that the current Student Governor had been unable to attend the meeting and therefore the next Student Report would be presented to the Corporation meeting being held on 25 September.

The Chair updated that interviews for the new Student Governor and Vice-Chairs of the Senior Students had now taken place; the panel had been overwhelmed by one student in particular and he had been offered the position of Student Governor. Two excellent Vice-Chairs had also been appointed to support the Student Governor. All would be in attendance at the first Corporation meeting of the 2017/18 academic year on 25 September 2017.

3. BRIEFING ON SAFEGUARDING AND HEALTH & SAFETY

The Link Governors provided a summary of the issues that had been considered at the Safeguarding, Equality & Diversity and Health & Safety meetings as follows:

Safeguarding

[Confidential note].

The number of placements organised had risen this year to 490 (453 last year) which was a great indicator of the success of the programme. A number of second year students had been offered employment as a result of their placements. It was noted that 45 placements had been added to the Health & Safety register and placements now reached as wide as Rye and Eastbourne. One student had experienced an Ofsted inspection whilst on placement and had been questioned by the Inspector; they had managed to answer all questions including those regarding safeguarding.

The Vice Chair updated on the county wide picture: the current terrorist threat level was 'severe'. 31 cases had been referred to Prevent in the Sussex area; it was noted that a high percentage of referrals were made across the county due to mental health issues.

There was currently an issue with drugs along the south coast with an increase in gangs recruiting young vulnerable people to sell drugs in schools and colleges. Police have recommended to keep a record of anything drugs related in case required as evidence for arrest.

Sussex Police were launching a new campaign on sexting.

A Health Improvement Grant for £10,000 (subsequently increased to £17,000) had been awarded to the College to focus on 3 key areas: Emotional Health, Wellbeing and Resilience; Physical Fitness and Healthy Eating; and Working with Vulnerable/Targeted Learners.

A transition process had been put together for vulnerable students involving being interviewed by a member of Study Centre staff, mini transition days and 1:1 study support sessions.

Equality & Diversity

The College's statutory duty under the County Terrorism Act to promote Fundamental British Values had been met through the tutorial and curriculum programme.

Equality & Diversity continued to be embedded very well in all areas of the College. Examples were given of work within sections such as: in Creative and Media the team had supported a significant

APPROVED: Chair	DATED:
---------------------------	---------------

number of students with mental health issues and had used the Fitness to Study scheme to monitor and help students; students in Health and Social Care had been offered a deaf awareness and sign language workshop; in Science, a STEAM (Science, Technology, Engineering, Arts, Maths) speaker, a female biology researcher, had given a talk to first year female students; and Performing Arts had explored texts with transgender themes.

The College's continued support of High Needs and Looked After (LAC) students was strong. Retention of LAC students was very good and performance was strong and anticipated to be significantly above national rate for High Needs students.

Successful work had been undertaken by the Sports Maker to increase female participation in physical activity.

The positive contribution of International Students to the College was noted with wide reaching participation, including with the Senior Students.

Further training for staff was in place in July to ensure Equality & Diversity continued to be embedded within the College.

Health & Safety

It was noted that the latest Health and Safety meeting had not been attended by the Link Governor. However, all items reported to the meeting had also been reported to the Finance & Property Committee at their 13th June meeting, details of which could be seen in the Minutes from that meeting.

4.&6. COMMITTEE REPORTS

The Chair reminded Governors that, to reduce paper usage, hard copies of Policies for approval at Corporation meetings were no longer being provided within the meeting packs for Governors. Hard copies would still be provided for Committee meetings and were available from the Clerk on request.

a. Search Committee

The Committee Chair reported on the meeting of 2 May 2017 as follows:

- Approval of two Independent Governors
The Committee had assessed the application of Pat Strickson, who had been interviewed prior to the Search Committee meeting and agreed to formally recommend to the Corporation that the application be approved. The Committee had unanimously agreed that Pat's experience and extremely strong educational background, having held Headteacher and Executive Headteacher positions prior to retirement, would be a real asset to the Corporation. It was noted that Pat also had a strong grasp of Safeguarding issues and could therefore potentially be mentored in the role as Safeguarding Link Governor in future.

Resolved: The Corporation approved the appointment of Pat Strickson as a member of the Corporation for an initial one year term of office from 03.07.17 – 02.07.18.

The Chair, Vice-Chair and Principal had reviewed an application from and interviewed another potential new Governor on 27 June. The Panel recommended to approve the appointment of Lorraine Brown as a new Governor. Lorraine was currently involved with a local organisation as Finance Manager. Prior to this role, Lorraine had worked in various financial roles such as Financial Consultant and Accountant giving her an extremely strong financial background.

Resolved: The Corporation approved the appointment of Lorraine Brown as a member of the Corporation for an initial one year term of office from 03.07.17 to 02.07.18.

- Updates to Committee membership
Changes had been considered to Committee Membership as follows: Pat Strickson to be appointed to Audit and Personnel once approved by Corporation.
Lorraine Brown to be appointed to Finance & Property once approved by Corporation.
The new Vice-Chair to be appointed to the Search and Remuneration once appointed by the Corporation.

RESOLVED: The Corporation approved the changes to Committee Membership.

- Appointment of Members (Election of Staff Governors) Policy SG3
Minimal changes had been made to the policy, mainly to replace the term 'Member' with 'Governor'.

RESOLVED: The Corporation approved the Appointment of Members (Election of Staff Governors) Policy SG3.

- Attendance of Non-Members at Meetings Policy (SG2)
Minimal changes had been made to the policy such as the addition of Vice Principals (as appropriate) under attendance at Personnel Committee meetings and one amendment under the Principal's attendance to include Remuneration Committee meetings (as appropriate).

RESOLVED: The Corporation approved the Attendance of Non-Members at Meetings Policy SG2.

- Corporation Confidentiality Policy (SG1)
A number of minor amendments had been made including reference to the EFA and SFA being replaced with the newly formed ESFA.

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

RESOLVED: The Corporation approved the Corporation Confidentiality Policy SG1.

- Corporation Links Policy (SG4)
As well as a number of minor amendments, changes had been made to remove the names of Link Governors to avoid the requirement for frequent amendments should these change between the policy's timetabled review date. An amendment had also been made to the paragraph referring to the Chair and Vice-Chair's attendance at the Self Assessment Panel and Senior Leadership Team meetings.

RESOLVED: The Corporation approved the Corporation Links Policy SG1.

b. Personnel Committee

The Open and Confidential minutes of the meeting of 15 May 2017 were noted and taken as read. There were no items were for approval by the Corporation.

c. Strategic Planning, Policy & QA Committee

The Open and Confidential minutes of the meeting of 12 June 2017 were noted and taken as read; the following key points were presented by the Committee Chair:
[Confidential note].

International Students

Recruitment was moving from strength to strength in this area with the recent addition of a second property to provide accommodation for International Students; [Confidential note]. It was reported that the College had been granted its Tier 4 Visa for another year.
[Confidential note]

d. Audit Committee

The minutes of the meeting of 8 May 2017 were taken as read and the Committee Chair reported key points as follows:

The Committee had looked at the Risk Management Report and noted that one risk remained red which related to the negative impact of changes in funding methodology. One risk, relating to reduced enrichment offer due to reduction in funding leading to reduced opportunities for students, had been recommended to be removed from the register and moved to the monitoring list due to its ongoing low score. The Committee had also requested for the matrix on the front of the risk register to be labelled more clearly to state that this gave an indication of how each risk was scored.

Discussions had been held around proposals for Internal Review 2017/18 and it had been agreed that, although the last Internal Review had made a positive contribution, other assurances were provided through external audit, ESFA assurances on finance levels and Ofsted reports as well as assurance through SAR panels and committee reports. The Committee therefore agreed that the Internal Review could move to taking place every two years, as opposed to on an annual basis, and that these could take place in future after the results of the external audit had been seen. The Committee could therefore decide, based on the results of the external audit, whether further assurance was required in any areas. It was also noted that, if any issues came to light before that time, further information could be requested by the Committee Chair and an internal review triggered at that point if necessary.

The Committee had also looked at the monitoring of Audit Recommendations including those outstanding from the previous internal review and external audit and the actions taken to address these.

One item was presented for approval: Risk Management Policy OC3.

Only minor changes had been made to the policy this year as part of the annual review which were, in the main, to remove reference to 'Internal Audit'.

RESOLVED: The Corporation approved the Risk Management Policy OC3.

e. Finance & Property Committee

The Open and Confidential minutes of the meeting of 13 June 2017 were noted and taken as read. Five items were recommended for approval as follows:

• **The Financial Plan 2017/18-2019/20**

The College was required to submit a three year financial plan each year to the ESFA; the plan also calculated the College's projected financial health grade for each year going forward.

[Confidential note].

As requested by the Committee, a sensitivities analysis had been undertaken in November 2016 to model potential changes which was a useful exercise in terms of advanced budget planning. This exercise led to in year changes which impacted on the plan; this exercise would be run again for 2017/18.

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

Overall the Committee agreed that the Financial Plan presented a positive picture for the College going forward which was the result of strong financial management.

RESOLVED: The Corporation approved the Financial Plan 2016/17 – 2019/20 and associated commentary.

- **The Strategic Financial Objectives 2016/17-2019/20**
These had not been amended for 2016/17 although the College's averages had been verified within the document to see how they compared to sixth form college sector averages and all other colleges averages.

RESOLVED: The Corporation approved the Strategic Financial Objectives 2017/18-2019/20.

- **Draft Budget 2017/2018**
[Confidential note].

RESOLVED: The Corporation approved the draft budget for 2016/17.

- **Accounting Policies for Year Ending July 2017**
It was confirmed that there had been no change made to the proposed Accounting Policies from previous years.

RESOLVED: The Corporation approved the Accounting Policies for Year Ending July 2017.

- **Financial Procedures Policy OC2**
A number of amendments had been made to the policy and were considered by the Committee in detail.
[Confidential note].

RESOLVED: The Corporation approved the Financial Procedures Policy OC2.

7. PRINCIPAL'S REPORT: JUNE 2017

The Principal's report provided a summary to update Governors on the key strategic issues the College was focusing on at the current time as well as achievements and activities during the term.

Funding 2017/18

The funding formula remained the same for 2017/18 at £4,000 per full time student per year. The 16-18 allocation was slightly increased on 2016/17 funding due to overall improved retention in 2015/16 which had impacted on the funding formula; it was noted that this increase was not enough to cover all costs given static funding. The SFA budget had remained the same as for 2016/17.

Curriculum 2017/18

A change in delivery to linear A Levels would be taking place from September; it was noted that this could have performance and financial implications for the College as a two year linear approach could impact on retention which in turn was used as part of the funding methodology.

The College was looking at the use of progression exams at the end of the first year to ensure students are exposed to the exam environment. It will also be used as a gateway to year two and to identify those students who were unlikely to pass the A Level and may need discussion about a more appropriate programme.

Post Area Review Update

Some colleges in the Sussex Coast review were now progressing preferred outcomes as a result of the review including: the merger of City College Brighton and Northbrook College had now taken place; the merger of Chichester College and Central Sussex College was due to take place in August 2017; and BHASVIC would not be pursuing academy status and would remain an independent SFC. It was noted that, post Area Review, there had not been a huge exodus from sixth form colleges to become academies.

Sport England Bid

The College had put in a bid for Sport England funding in April 2017 for Tackling Inactivity in College Students; the bid had been successful; [Confidential note]. It was reported that only one in four bids had been successful and therefore this was a great achievement for the College.

The bid covered a range of activities including improving mental health as well as physical wellbeing and would be used for extended opening hours for the gym for students as well as timetabled activity sessions for different groups of students linked to career aims. It was noted that this activity was mainly aimed at students as opposed to staff.

[Confidential note].

8. REVIEW OF COMMITTEE EFFECTIVENESS FOR 2016/17

Each committee had reflected on their effectiveness against their terms of reference at their last meeting of this academic year along with their attendance figures which, in comparison with other Sixth Form Colleges, were extremely favourable.

The Chair thanked the Corporation for their excellent attendance and commitment to the work of the Committees. It was considered that a strong corporation was in place and this would be built on further with the appointment of two new Governors. With a number of Governors stepping down over the next

APPROVED: <i>Chair</i>	DATED:
----------------------------------	---------------

12 months, it was noted that recruitment would be an ongoing process with suggestions for suitable candidates always welcome to be made to the Chair, Principal or Clerk.
The full review was available on the confidential area of the Governors' website:
<http://www.bexhillcollege.ac.uk/docs2/about/governors.shtml>

9. ANY OTHER NOTIFIED BUSINESS

There was none.

DATES OF MEETINGS FOR 2017/18: 25 September 2017, 11 December 2017, 23 April 2018, 2 July 2018

DATES OF TRAINING SESSIONS FOR 2017/18: 25 September 2017 (before Corporation), 23 April 2018 (before Corporation), 18 June 2018

Meeting closed at 20.20.