

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 21 October 2008 at 1730 hrs.

Present	Sade Bright	Vivien Cutler	Jamie Duff
	Richard Garrick (Chair)	Bob Herring	Sid Hughes
	Fjolla Isufaj	Yvonne Mwiza	Ken Warman (Principal)
	Janek Whitaker		
In Attendance	Taiwo Adeshina (Director of Finance)	Ralph Devereux (Clerk)	Philip Elliot (VP (T&L))
	Calista Francis (VP (Students))	Jonathan Stewart (DP(Curr&Dev))	
Apologies	Olivier Bogaerts	Lisa Huggins-Chan	Jeremy Jennings
	Simon Thomsett		

The Chairman welcomed;

- a. Jonathan Stewart the newly appointed Deputy Head to the meeting;
- b. Yvonne Mwiza the newly elected student member to the meeting and to the Corporation and thanked her for standing as a candidate.

1/08 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

- a. The apologies were accepted. No notice had been received of any member becoming ineligible to hold office and the meeting was quorate.
- b. Richard Garrick had declared an indirect interest at F&GP Minute 1/07b which was extant for all corporation and committee meetings.

2/08 ELECTION OF CHAIR AND VICE CHAIR

Richard Garrick explained that since that Sid Hughes had retired from his post as Principal of Newham Sixth Form College, the previously declared conflict of interest had thus been removed and he was eligible to stand as Chair or Vice Chair.

Richard Garrick left the meeting.

- a. Bob Herring proposed and Sade Bright seconded Richard Garrick as Chair for 2008/09, there were no other nominations; carried unanimously.

Richard Garrick rejoined the meeting.

- b. Bob Herring proposed and Janek Whittaker seconded Sid Hughes as Vice-Chair for 2008/09, there were no other nominations; carried unanimously.

Richard Garrick and Sid Hughes were elected as Chair and Vice-Chair respectively for 2008/09.

3/08 MINUTES OF THE LAST MEETING (Inc Committee meetings)

- a. Corporation. The minutes of the meeting held on 3 July 2008 were confirmed and signed.
- b. Standards Committee. A verbal report was given on the Standards Committee meeting held earlier that day.

- a. **The Corporation minutes were confirmed and signed.**
- b. **The report was noted.**

4/08 MATTERS ARISING AND REQUESTS FOR URGENT BUSINESS

- a. There were no matters arising.
- b. It was agreed to consider an adjustment to the bank mandate and to re-affirm powers of dismissal as matters of urgent business.

5/08 PRINCIPAL'S REPORT

- a. **General.** Results particularly at A level had improved. AS and A2 levels had shown a strong performance with increases at A-C and A-B rising from 40-60%.and 14-35% respectively. This performance was in the top decile of ALPS for added value and graded T&L as excellent. These results, the second best in the Borough had stimulated interest from the Learning Trust (LT). However the results had not yet fed through into enrolment since they post-dated potential student decisions and shortfalls in 16-18 (168 below) and 19+ (11 below) were discussed. A strategy embracing these factors had been detailed and submitted to the LT and the LLSC and was attached. Recent figures from the LT indicated that 66% of 16-19 local students seek out of Borough colleges. Joint curriculum planning with Hackney Community College (HCC) continued, students had been transferred from HCC for A2 History, Government and Politics and a joint bid had been made to the LSC for collaborative funding. Staff turnover was high, reflecting the emphasis on raising standards and should now return to more normal levels. Although staff sickness (5.6 – 4.5%) had fallen below the FE level it remained above the SFC average. An OfSTED team had visited to examines provision associated with the level 2 diploma and a statement in the resulting letter was being challenged. Details of measures designed to raise and enhance external relations; recent favourable press coverage and other promotional measures were considered and discussed. The information especially regarding the achievements in improved results was noted and appreciation of the efforts by staff and students was recorded.
- b. **Curriculum.** BTEC results were particularly impressive in all areas and as the cohort for this year was similar to the last and expectations remained high; significantly, and with the high levels of achievement in pass rate, focus was being directed to increasing numbers of “merit” and better awards. Although the target benchmark of 66% had not been reached in 2006/07 performance nevertheless represented a significant improvement. It was planned to introduce the B6 baccalaureate from the start of academic year 2009/10, it would build on the Tomlison model but go even further in (eventually) Level 3 preparation of students for a full career in a wide range of options. The award would require input of c5% of community service and individual achievement.
- c. **Student Support.** Details of current progression to HE destinations were discussed at length and a table of destination was noted. Details of what had been achieved and future plans were fully explained and welcomed, 87% of students, with a mixture of qualifications had applied and 79% were placed. Advice and guidance to students was provided at an early stage to raise interest in upward movement.
- d. **Quality and Development.** Internal quality reviews, inspections conducted by internal staff and external consultants, were in progress and concentrating on areas placed in (Internal) special measures earlier this year. Four reviews had been completed and one (Mathematics and ICT) had been graded Inadequate, the Standards Committee had examined this at length and corrective action in hand was explained and noted. Details of further measures designed to raise quality and enhance staff development were considered and discussed.

The Report was received.

6/08 FINANCE REPORT

- a. 2007/08. The main issue for consideration was the 2007/08 year end position. A deficit of -c£138 (budget £9k) was a considerable improvement over the forecasted position of -c£588k mainly because there would be no in-year LSC clawback and the deficit was mainly caused by staff restructuring costs. It was noted that the figure did not provide for WYG invoices and FRS 17 requirements. Variations from the budget over the year were all attributable and were considered and discussed. The I&E accounts were then considered and noted. The Audit of the 2007/08 accounts had recently been completed and to date no significant variations or adjustments had been notified. It was agreed as prudent to spread reserves across more than one bank and that the Bank of Ireland should be approached.
 - b. Management Accounts. It was too early in the financial year to note any trends since enrolment was not yet completed and some year end adjustments were still to be implemented. Variations to budget were examined and explained. The LSC had been approached to consider the possibility of writing off or at least, delaying repayment of funds provided as short term support during the WYG case. The overspend in year now appeared to be approaching c£450k and it was agreed that a detailed 3 year recovery plan should be determined to illustrate to the LSC that situation was understood and that action was in hand to ensure viability in the longer term; this plan would be considered as a matter of urgency by the Finance Committee at the next meeting and presented to the Corporation in December.
- a. **The Financial report was received and noted.**
 - b. **Possibility of spreading reserves would be investigated.**
 - c. **A 3 year financial recovery plan would be presented to the Finance Committee.**

7/08 VALUE ADDED PERFORMANCE

Value-added is an analysis of advancement in relation to the prior achievement of students, at A level the comparison is against GCSE results. 2 separate systems/sets of data were available for such analysis; ALIS (A Level Information System) a broadly based system used in many colleges and the ALPS (A Level Performance System) a more specialist form used by sixth form colleges and schools; the latter is the more stringent. ALPS data for achievements for this year's level results were then discussed were within the top 10% of schools and colleges nationally with a "T" score of 2.33 (2007 - 6.67); a score of 3.67 or higher is deemed to be very good or better. This was felt to be a commendable result and all involved were commended. Furthermore, Government and Politics had been assessed at Grade 1 placing it within the top national 3%. Accounting, Art & Design, Biology, Chemistry, English Literature, History, Mathematics (and Further Maths), Philosophy and Physics were all assessed at Grade 2.

The Information was welcomed and received.

8/08 CORPORATION HOUSEKEEPING

- a. Standing Orders (SO), Committee Terms of Reference (TOR) and Code of Conduct. The current documents were approved at the corporation meeting held on 3 March (22/07); the only update was the Corporation Register and this would be circulated once committee membership is confirmed. Continuance of the current documents with the addition of the amended register was approved.
- b. Committees. Current membership of Committees was discussed and agreed as detailed below, a volunteer to fill the vacancy on the Finance Committee would be sought as a matter of urgency and could be filled by a lay member.

Audit	F&GP	Rem'n	Search	Standards
O l i v i e r Bogaerts	Richard Garrick	Richard Garrick	Sid Hughes	Sid Hughes

Janek Whittaker	Sid Hughes	Sid Hughes	Principal	Jeremy Jennings
Jamie Duff	Principal		Richard Garrick	Lisa Huggins-Chan
Sade Bright	Lay member (possibly)			Principal
James Cross (Lay)				Mike Pinnock
				Fjolla Isofaj

Additionally, the WYG working group (Sid Hughes, Richard Garrick and the Principal) reported directly to the F&GP Committee for decision and recording.

- c. Corporation Strategic Planning Day. It had been agreed, as last year, to hold an additional strategic planning session as part of the annual agenda, the date agreed at the last corporation meeting was the 30/31 January 2009 and this was agreed.
 - a. **Corporation documents were approved.**
 - b. **Committee membership was agreed.**
 - c. **The date for the strategi planning day would be 30/31 January 2009.**

9/08 WYG UPDATE (Confidential Item)

10/08 URGENT BUSINESS

- a. The appointment of Jonathan Stewart as Deputy Principal required that he should be added to the bank Mandate as a cheque signatory within the limits detailed in the financial regulations and this was agreed.
- b. The Principal had delegated power, in all cases, to dismiss to the SPH. He had taken relevant steps to ensure impartiality through quarantine and would thus be the source of any subsequent appeal procedure; this arrangement was reaffirmed.
 - a. **The DP was added to the bank mandate.**
 - b. **Power to dismiss was affirmed as with the SPH.**

11/08 DATE OF NEXT MEETING

The next meeting would be at 1730 on 4 December 2008.

9/08 WYG UPDATE (Confidential Item)

Agreement appeared to have been reached in the WYG case although one item remained to be finally resolved all indications were that this would not be contentious. A detailed breakdown of the likely outcome showing a net gain of c£669k was circulated and discussed; the outcome would be that accounts would be adjusted accordingly resulting in a budget surplus of £1.2m and a cash increase of c£700k. The expected closure was welcomed.

The Information was received.