

## Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 2 July 2009 at 1800 hrs.

<b>Present</b>	Melissa Abraham (46/08e on)	Olivier Bogaerts	Vivien Cutler
	Richard Garrick (Vice-Chairman, acting Chairman)	Lisa Huggins-Chan	Bob Herring
	Jeremy Jennings	Yvonne Mwiza	Ken Warman (Principal)
	Janek Whitaker		
<b>In Attendance</b>	Taiwo Adeshina (Finance Director)	Ralph Devereux (Clerk)	Calista Francis (VP (Students))
	Philip Elliot (VP(T&L))(Attendee)		
<b>Apologies</b>	Jamie Duff	Sid Hughes (Chairman)	Fjolla Isufaj

The Chairman (Sid Hughes) had sent apologies and it was agreed that the Vice-Chairman (Richard Garrick) would deputise.

### 43/08 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate.

### 44/08 MINUTES OF THE LAST MEETINGS (Inc Committee meetings)

- a. The minutes of the meeting held on 30 April 2008 were amended to correct some typographical errors and to reflect in 37/08 that the:
  - (i) £352k reflected the costs for Arbitration 1;
  - (ii) £830k settlement related to Arbitration 2 ; and
  - (iii) £700k had been paid on account for Arbitration 2.

The minutes were then confirmed and signed.

- b. The Remuneration Committee.(12.06.09)(Confidential). The Remuneration Committee minutes would be considered at 54/08.
- c. The F&GP Committee. (16.07.09). The F&GP Committee minutes were noted.
- d. The Audit Committee. (02.07.09). The verbal brief was noted; items for consideration were at 49&50/08 and the external audit strategy (and associated fee (25/08)) were noted.
- e. The Standards Committee (02.07.09). The verbal brief was noted.

**a. The Corporation minutes were confirmed and signed.**

**b. The Committee minutes were noted.**

### 45/08 MATTERS ARISING FROM THE MINUTES

- a. Corporation Minutes. There were no matters arising from the minutes.
- b. Audit Committee Minutes (Unconfirmed). Governance was one of the mandatory areas for annual testing and had been completed this year as a direct comparison with established benchmarks derived from the good practice report from the Treasury “managing performance in the public sector – an external perspective”. Governance had been

graded as “Good” in line with previous years however there was some concern that the comparative assessments were subjective in some areas and the results should be treated cautiously. Nevertheless the report was a valuable insight into how other sector corporations viewed their role. There was some feeling that efforts should be made to improve that rating. Notwithstanding that the PFA Report had graded governance as “Satisfactory” it was agreed to research the internal audit report and bring suggestions for improvement to the next meeting.

- c. There was no urgent business agreed.

#### **46/08 PRINCIPAL'S REPORT**

- a. General. (Principal). The college had been awarded first prize in the LSIS Learner Voice Awards for 2009 and the VP (T&L) had been runner up for Outstanding Contribution to the Leadership of Learners; the Standards Committee had agreed both recognitions as well earned and outstanding rewards for the hard work and dedication of all concerned. In particular the VP (T&L) was individually commended for his determined and painstaking work through the year and this was endorsed. Staffing issues had all been covered in the Standards Committee minutes and had been considered in 44/08e. Work with improving external relations and the promotion of a positive image for the college were considered and discussed and the report was noted.
- b. Curriculum. (Principal). The mock results indicated that the drive to improve examination results had been effective. The B6 Bac was now ready and would be launched in September. It was increasingly likely that a pilot 6<sup>th</sup> Form College Bac would be launched in parallel. The new cycle of Pem-Brooke study programme would start in October with revision to the delivery pattern, aimed at relieving strain during the AS revision and course work periods.
- c. Student Support (VP Students). Current details of UCAS applications were presented and discussed. Of the 20 applicants with no offers 12 had failed to respond by the deadline, despite reminder emails, posters and plasma screen messages; these students would now have to enter the clearing process. A full destinations list would be useful information but the difficulties associated with this process were accepted.
- d. Quality and Staff Development. (VP T&L). A comprehensive programme of summer staff development had been arranged and was underway. A successful staff development week had been held, with 48% and 42% of attendees rating the week as “Excellent” and “Good” respectively.

#### **Melissa Abraham joined the meeting.**

- e. Finance (Finance Director) The most recent set of accounts (May 2009) were considered and discussed. A monthly deficit of -£109k against a deficit of -£17k (variance -£92k) had prompted the year to date position of -£385k against budget of -£419; the expectation was that the end-of-year deficit would be broadly in line with the expected -£775 and may well be lower. Staff costs were under control and showed a positive annual variance of c £36k to date, also agency costs were expected to fall off quickly as intensive tuition had now ceased for the year (excepting vocational). Although staff restructuring costs were unlikely to be significant in the current year the external auditors could require provision in the accounts and this would be discussed with them in advance. Details of the current enrolment position were circulated and numbers for the coming year were heartening with, to date, 1012 applications resulting in 585 offers; the mid-Aug 05 figure of 666 offers could well be exceeded. “Off the street” numbers were likely to remain at around 459 and internal progressions of c625 could reasonably be expected. It was agreed that this was a positive development and reflected the rising reputation; the curriculum planning number was 1450. Prospective students were contacted regularly with updated college news to maintain interest and 2 taster days were planned, these were agreed as vital to reinforce initial expectations. An enrolment progress report had previously been presented to the Standards Committee. The catering contract continued to be challenging with repeated requests for an increased subsidy and some differences in interpretation of contract terms; this was in the process of resolution and could result in a change of contractor.

- a. The information was received.

**b. The financial situation was noted.**

**47/08 RECOVERY PLAN (Confidential Item)**

**48/08 BUDGET 2009/10**

The first year of the 3-year recovery plan represented the budget for 2009/10 and had been approved.

**The budget for 2009/10 was approved.**

**49/08 INTERNAL AUDIT ANNUAL REPORT 2008/09**

The Internal Audit Annual report was not yet available and would be considered at the next meeting.

**The information was received.**

**50/08 INTERNAL AUDIT PLAN 2009/10**

The internal audit plan for 2009/10 was based on the agreed 3-year audit cycle although some changes, informed by the 2008/09 experience had been incorporated. The plan, compiled together with the Director of Finance, was at Appendix 1 and had been considered in depth by the Audit Committee who had agreed the objectives for the year. The plan and associated fee (maximum £22,498) had been recommended to the corporation; that was accepted and both were approved.

**The Internal Audit Plan 2008/09 (and associated fee) was approved.**

**51/08 FEES POLICY**

The Fees Policy had been considered and recommended by the F&GP Committee (32/08); that was accepted and the policy was approved.

**The Fees Policy was approved.**

**52/08 MEETING SCHEDULE 2009/10**

The meeting schedule was considered:

- a. the Audit Committee meetings scheduled for 8 October and 3 December were deleted;
- b. an Audit Committee meeting was inserted for 10 November;
- c. the F&GP meeting scheduled for 8 October was deleted;
- d. a F&GP meeting was inserted for 5 November; and
- e. the Standards Committee meeting scheduled for 22 October would start at 1600.

Some meetings through 2008/09 had been rescheduled resulting in some difficulties for members with busy diaries. It was stressed that meeting arrangements were only changed when there was no alternative; members were assured that policy would continue and the difficulties this year had focussed on the OfSTED inspection.

**The amended schedule was approved.**

**53/08 WYG UPDATE**

Progress towards final settlement of the WYG issue continued and a final close was expected early in 2010.

**The information was received.**

**54/08 REMUNERATION COMMITTEE MINUTES**

It was not possible to consider the confidential item relating to the Remuneration Committee minutes since the withdrawal of staff and student members would render the meeting inquorate. It was agreed as unacceptable to delay implementation of the changes until the October meeting and accordingly, the recommendations of the committee would be implemented under Chair's action (for consideration at the next meeting).

**Recommendations of the Remuneration Committee would be implemented.**

**55/08 URGENT BUSINESS**

There had been no urgent business agreed.

**56/08 DATE OF NEXT MEETING**

The next meeting would be at 1800 on 22 October 2008.

**57/08 RECOVERY PLAN (Confidential Item)**

The expected current year deficit of c£750k, discussed at the last meeting had prompted development of a recovery plan involving difficult decisions and the senior management with the support of the F&GP committee had developed such a plan that would return the college to financial viability in 3 years. The difficult decisions had also introduced (one-off) costs and the year end position could be worsened by some £200k of redundancy costs (46/08e refers) depending on the timing of the associated payments. The major risk to that plan was failure to achieve the student numbers which prompted the major (LSC) element of income. The budget for 2009/10 was the starting point of the plan and the figures now included additional funding for an additional 55 student places with no current clawback provision. This additional allocation (representing c£353k) had been notified in response to an LSC invitation to request more places, 110 had been asked for and the remaining 55 may still be allocated after reconciliation of all college responses. This would help to ease the deficit in the first year and had been welcomed by the F&GP Committee as relevant to the dual aims of the recovery plan: to ease expenditure and to increase income mainly through improved enrolments. The main expenditure aim was to reduce staffing costs to the sector norm of 70% of income and the plan was predicated towards that aim and indicated a budgetary surplus by the end of the recovery period; however it was stressed staff economies did not represent the total savings and robust measures had been taken across the board. The staff restructuring programme had now been established and all concerned had been notified; the redundant posts (22.8) had been shared across the staff structure including senior management where the Deputy Principal and one HOD post would be discontinued and one Assistant Principal would take a year's sabbatical. Accordingly savings of £700k had been achieved and the effect on the budget was apparent, staff costs were reducing over the life of the plan and modest achievable increases in student numbers had been built in; a sensitivity analysis, based on a range of enrolment variations was considered and discussed. The numbers for 2009/10 showed an expected operating deficit of c-£483k, however the positive outcome of the WYG issue and other favourable exceptional (ie one-off) influences would probably result in a positive outturn; the succeeding years outturns of c-£133k (20010/11) and c£160k (2011/12) were noted. The cash flow indicated a strong monthly trend although dipping in early 2010; close monitoring would allow corrective action. After full consideration and discussion the plan was approved for implementation and the annual budget for 2009/10, the first year of the 3-year plan, was concurrently approved.

**The 3-year recovery plan was approved.**