

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 19 December 2007 at 1730 hrs.

Present	Melissa Abraham	Mike Clarke	Vivien Cutler
	Jamie Duff	Richard Garrick (Chair)	Bob Herring (Items 13-20/07 only)
	Lisa Huggins-Chan	Sid Hughes (Items 13-22/07 only)	Simon Thomsett (Items 13-16/07 only)
	Ken Warman (Principal)		
In Attendance	Ralph Devereux (Clerk)	Philip Elliot (Asst Principal)	Paul Kemp (Interim VP (Res))
	Calista Francis (Asst Principal)	Tim O'Brien (VP(Curr))	Janek Whitaker
Apologies	Olivier Bogaerts	Mike Pinnock	Ken Spours

13/07 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, the meeting was quorate.
- b. Richard Garrick had declared an indirect interest in WYG issues which remained extant for all corporation and committee meetings.

14/07 MINUTES OF THE LAST MEETING (Inc Committee meetings)

- a. The minutes of the meeting held on 18 October were confirmed and signed.
 - b. F&GP Committee. (06.12.07). The minutes were noted.
 - c. Audit Committee. (06.12.07). The minutes were noted; audit issues would be considered further at Item 18/07.
- a. The Corporation minutes were confirmed and signed.**
b. The Committee minutes were noted. (Esp AC 15, 16&17/07 & FC 14/07)

15/07 MATTERS ARISING FROM THE MINUTES

- a. re 10/07. Corporation Issues. Vivien Cutler had asked that her provisional appointment to the Audit Committee was cancelled; there were no volunteers to fill the consequent vacancy.
- b. There were no matters arising.
- c. There was no urgent business agreed.

16/07 PRINCIPAL'S REPORT

A letter was circulated from the Head of Business and Public Services reminding members of the continuing need for summer internships and mentoring, originally raised at the June 2007 meeting. A moment of respect was held for the student Etem Celebi, who was murdered on 14 November, a permanent memorial would be erected and a sports prize would be dedicated to his memory.

- a. Achievement and Standards. (Principal). OfSTED had visited to complete assessment of A level provision as part of a wider review. Progress towards achieving a fully qualified staff within 2 years of their commencement of work continued. Application for capital and IT investments were being prepared for submission to the LSC. A routine visit by the metropolitan police to check on knife awareness had been completed without incident. The LSC had agreed to a grant of £100k to fund, amongst other initiatives, the BSix professional diploma and much work was ongoing to establish this beacon project. Work to further raise the college profile continued, the first BSix Annual Report had been published and work continued in associated areas.
- b. Curriculum. (VP (Curr)). The Comenius project was explained, discussed and agreed as a worthwhile initiative with partners from Denmark, France and the UK. The issue of increasing grade levels had been discussed at the earlier standards committee meeting, essentially

predicting likely individual qualification grades and establishing regular support and directing the students work towards that end. The curriculum planning process, utilising a balanced score card approach, was established to determine which courses remained financially viable and those which would not break even.

- c. Student Support. (Asst Prin). A copy of the Christmas edition of "Onwards and Upwards" was circulated. Establishment of the learning monitors had facilitated an extremely successful parents' evening. Individual student progress reports had been produced (examples circulated); these had proved extremely popular with parents and had formed the basis for the following discussions. The learning monitors also directed attention to attendance and punctuality and even, in extremis, telephoning student to get them out of bed. The Students Union was now established with a full team of officers.
- d. Teaching and Learning. (Asst Prin) At the last meeting the ideas for improvement had been considered and areas of progress in implementation were then considered and discussed. Three action research co-ordinators had now been appointed, improved and exciting staff development days had been planned, the Masters degree course would run with 11 members, lesson observations were increasing and the QIA had provided 28 days support for the year 2007/08.
- e. Resources. ((Interim VP (Res))
The management accounts, accurate to 31 October were considered and discussed, although the current position was broadly in line with expectations, it was becoming clear that LSC income may be at risk. Current indications were that only 92% of the income target (8% below enrolment target) had been met and, as the comfort zone was 97%, the prospect of clawback of some £654k had been raised, this was offset to some degree by an under spend in the staffing budget and positive action was being taken to enhance recruitment, retention and achievement.

The Information was received.

Simon Thomsett left the meeting

17/07 SAR (Out of Agenda Order)

The annual SAR had now been completed and represented a thorough and realistic assessment of local capabilities and standards; the plan was the culmination of 5 months work having been started in August. All grades had been assessed at 3 (satisfactory) with the exception of the skills for life area, which had been graded as 4 (unsatisfactory) that area had been specifically considered by the standards committee earlier that day. The report was the main source of information for the QDP, the QIP, the departmental analyses and was used by the SMT/CMT as a management tool to track progress at their meetings. The report was comprehensive and challenging and would now be posted on the provider gateway (LSC) and be passed to all staff colleagues as a working document. The report was commended for the clear layout of a complex set of information and the Assistant Principal was commended for the hard work in its compilation; the SAR was approved.

The SAR was approved.

18/07 AUDIT ISSUES

- a. The Audit Committee Annual Report 2006/07. The committee annual report (recommended at AC15/07) was discussed, the recommendation was accepted and the report approved,
- b. Internal Audit Annual Report 2006/07. The internal auditors' annual report for 2006/07 had been finalised after the initial visit for 2007/08 had indicated strong improvement in completion of outstanding recommendations. The audit committee had scrutinised the report and had recommended it (AC14/07) to the corporation. After careful consideration the improvements were noted, the recommendation accepted and the report was approved.
- c. Management letters (Ext Audit & ILR). The external auditor and the funding (ILR) auditors' management letters had been scrutinised and recommended by the audit committee (AC 16/07) after consideration the recommendation was accepted and the letters approved.
- d. RM Update. As part of the recovery plan regarding adverse audit comments, considerable work had been completed with RM procedures generally, including revision of the Risk Register, which had been thoroughly scrutinised by the audit committee. The amended document was explained, discussed and agreed.

a. The audit committee annual report (2006/07) was approved.

- b. **The internal auditors' annual report (2006/07) was approved.**
- c. **The external and ILR auditors' management letters were approved.**
- d. **The updated RM Register was noted.**

19/07 ANNUAL FINANCIAL STATEMENTS

The draft annual financial statements were scrutinised and discussed page by page; the amendments required by the Finance Committee were explained although the copies for signature were correct. The surplus of £7K was noted and, in the light of the financially turbulent year, was felt a satisfactory outcome. Particular consideration was given to the "Going Concern" issue and the unqualified audit opinion was noted. The exit meeting with the External Auditors had been reassuring with no procedural recommendations and no adjustments of note to the prepared account numbers. The accounts were considered in detail, with members being reminded of their responsibilities when agreeing them for signature; it was noted that all financial commitments to the lawyers in connection with the WYG case had been made on the advice of RPC and with the prior knowledge of the LSC. The statements had been recommended to the Corporation by the Finance Committee at the last meeting (FC 14/07). The recommendations of the Audit and F&S Committee were accepted and the AFS were approved for signature.

The AFS 2006/07 were approved for signature.

Bob Herring left the meeting.

20/07 RECRUITMENT REPORT

It was becoming clear that over the last 2 years enrolment had relied heavily on internal recruitment, evidenced by declining numbers of "New students" this was unhealthy and a determined thrust to attract new students was planned. There was also concern that "off the street" student numbers were declining and this was compounded by a fall in number converting from interviewees to students. As part of the strategy to improve enrolment more publicity would be given to successes with level 1 provision, which was the best locally and more attention would be given to attracting out of borough students. Regular reports on progress would be provided for members.

The information was received

21/07 MARKETING PLAN

The marketing plan had now been comprehensively reviewed and was discussed in detail; raising of the profile locally was particularly welcomed. The strategic aims listed in the document were scrutinised and endorsed and the planned activities would support these.

The information was received.

22/07 QIP

The QIP had been informed by the SAR (17/07) and was carefully considered page by page. The 3 strategic aims were considered, discussed and unanimously endorsed and all targets were agreed. It was noted that the risk column was unnecessary and would not be included in the final version. Progress with implementation of the QIP would be regularly reported.

The information was received and noted.

Sid Hughes left the meeting.

23/07 WYG UPDATE (Confidential Item)

24/07 URGENT BUSINESS

There had been no urgent business agreed.

25/07 DATE OF NEXT MEETING

The next meeting would be at 1730 on 6 March 2007.