

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 3 July 2008 at 1730 hrs.

Present	Melissa Abraham	Olivier Bogaerts	Sade Bright
	Jamie Duff	Richard Garrick (Chair)	Bob Herring
	Sid Hughes	Lisa Huggins-Chan	Jeremy Jennings
	Simon Thomsett	Ken Warman (Principal)	Janek Whitaker
In Attendance	Taiwo Adeshina (Director of Finance)	Ralph Devereux (Clerk)	Philip Elliot (AP (T&L))
	Calista Francis (AP (Students))	Tim O'Brien (VP(Curr))	
Apologies	Vivien Cutler		

Before the meeting the corporation completed a self-assessment under the direction of the AP(T&L). The data would be analysed and reported at the next meeting.

38/07 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

- a. The apology was 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.

39/07 MINUTES OF THE LAST MEETING (Inc Committee meetings)

- a. Corporation. Some minor adjustments were made to the minutes of the meeting held on 8 May which were then confirmed and signed.
 - b. F&GP Committee. The unconfirmed minutes of the F&GP Committee meeting held on 12 June 2008 were noted.
 - c. Audit Committee. The unconfirmed minutes of the Audit Committee meeting held on 3 July were circulated and noted.
- a. **The Corporation minutes were confirmed and signed.**
 - b. **The Committee minutes were noted.**

40/07 MATTERS ARISING AND REQUESTS FOR URGENT BUSINESS

- a. There were no matters arising.
- b. There were no requests for urgent business.

41/07 PRINCIPAL'S REPORT

- a. Principal. The Report considered issues affecting the 3 strategic aims, and of particular note, was the reorganised departmental structure and establishment of a team with responsibility for all aspects of student affairs under direction of an AD(Student Experience) and including a Social and Emotional Aspects of Learning (SEAL) co-ordinator to replace existing counsellors. 21 new teachers would be in place for the start of the next academic year and a new Deputy Principal would replace the current VP(Curr) who was taking a post in Hastings. Sickness rates were down from 6.45% in May last year to the present 4.9% and return to work interviews were now established. Consultation was in progress regarding introduction of the revised performance management system (Appx B). The LSC had required an action plan in response to the NTI and this had been submitted accordingly. The Learning Trust had considered a paper for the future of local 16/19 education, which focused A Level provision in school 6th Forms. This would

effectively reduce student choice and limit the provision and status of colleges, the strategy is being amended as a result of these and other objections; after consideration it was agreed that it was sensible to work alongside of , not in opposition to ,the Learning Trust while arguing for an alternative strategy and thus retain influence on the outcome. Some 330 offers had now been made for the next academic year and the proactive publicity campaign was planned to continue through the summer. The open Saturday providing advice and guidance to parents and prospective students had been successful and would be repeated.

- c. Vice-Principal (Curr). The extension of the teaching period by 3 weeks for AS students was proving popular and successful and would be repeated next year. The extra time allowed focus on HE options and had included popular visits to Queen Mary and Canterbury Universities. The BSix Arts Festival had likewise been popular with many outstanding performances and the opportunity to meet artistic celebrities. The curriculum plan for 2008/09 was considered and discussed, in particular the reduction of course lengths in sports designed to retain student interest.
- d. AD (Student Support). A workshop on understanding adolescence had provided a valuable opportunity for parents to participate in a lively debate and, although the date clashed with the European Cup Final which affected attendance, it was intended to run another. Student awards ceremonies had been organised on a rolling basis this year and all concerned had been included. The internal enrolment programme had again been successful with c300 already signed up. Last year internal progression eventually produced 700 students.
- e. AD (T&L). The Learning Advocates and 3 Teacher Leaders had been trained and the LAs had completed observations on the TLs, the Standards Committee had received a full presentation by one of the LAs at their meeting earlier that day. The programme had been extremely worthwhile and would now be extended to all year groups. A Peer Review and Development (PRD) Group had now been established with Havering, Sir George Monoux and Woodhouse SFCs as part of a national initiative to provide mutual support and improve standards; the BSix tutorial and learning provision would be examined by the group in Oct. Staff development events from June were considered and discussed.
- f. Finance Director. The Finance Report was considered as the next item.

The Report was received.

42/07 FINANCE REPORT

- a. Accounts. The management accounts had been circulated, they made provision for the likely clawback (£948) which may reduce to £616; the revised figures showed that the ytd deficit was -£378k against a planned -£92k with consequent cash flow difficulties in January 2009 further exacerbated by repayment of the LSC advance. The steep rise in the clawback figures was the result of failure to achieve enrolment and other targets which had not been forecast. Repayment of the LSC advance would also fall due in January 2009 and delay, or a phased repayment schedule would be sought. The actual monthly surplus was £84k higher than planned because of the tight focus on expenditure, particularly staffing costs. The forecast year end position currently stood at -£933k. The key risks continued as a negative outcome of the WYG issue and the failure to achieve student numbers.
- b. Budget. Planning for the 2008/09 budget had been difficult because of uncertainty over the level of LSC funding; the revised methodology had delayed the release of numbers nationwide. The F&GP Committee had thoroughly considered and scrutinised the current draft. The LSC was aware of, and sympathetic to , the difficult situation (a copy of the paper presented to the LSC on 11 June was circulated) and had indicated that emergency funding of between £300-600k was available, accordingly 2 sets of figures, one for the lower and one for the higher end of that range had been prepared. Option 1 in the paper provided for the lower figure. The strategy for the next budget had been considered at length by the F&GP Committee. Option 1 showed that a deficit of c-£489k could be achieved. It was agreed that the lower (£300k) exceptional funding figure together with the identified economies represented the optimum situation. The F&GP Committee had recommended the budget indicated as Option 1 in the paper, this was accepted and the budget approved. Consideration of the 3 year financial forecast based on the expectation that the improvement programme would be feeding through during 2009/10 showed an expectation of a surplus (c£229k) in 2010/11. The 3 year forecast was not yet in the required LSC format although the numbers would not change and it was agreed to delegate approval of that version to the F&GP Committee.

- a. **The Financial report was received and noted.**
- b. **The Budget for 2009/10 was approved (Option 1 in the attached paper);**
- c. **The 3 year financial forecast figures and commentary were approved;**
- d. **the F&GP were authorised to approve the required version of the 3 year financial forecast.**

43/07 INTERNAL AUDIT ANNUAL REPORT 2007/8

The consolidated annual internal audit report had been recommended by the Audit Committee for approval (AC 37/07). Through the year a total of 23 recommendations had been made and an unqualified opinion had been given. It was agreed that the information in the report was available for electronic public scrutiny since this was merely an extension of public access through the papers held in the LRC. The Corporation took comfort from the positive tone of the Report in the light of the less welcome information last year. The Audit Committee recommendation was accepted and the Report was approved.

The Annual Internal Audit Report for 2007/08 was approved.

44/07 CORPORATION MEETINGS SCHEDULE

The Start time for the Standards Committee meetings was changed to 1500 and the 9 October Audit Committee meeting was deleted; the schedule was then approved.

The meetings schedule for 2008/09 was approved.

45/07 WYG UPDATE (Confidential Item)

48/07 URGENT BUSINESS

- a. There had been no urgent business agreed.
- c. This was the Vice-Principal's last meeting as he was taking up a new post in Hastings; he was thanked for his contribution and commitment and unanimously wished every success and all the best for his future.

49/07 DATE OF NEXT MEETING

The next meeting would be at 1730 on 23 October 2008.