

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 6 March 2008 at 1730 hrs.

Present	Melissa Abraham	Olivier Bogaerts	Sade Bright
	Vivien Cutler	Jamie Duff	Richard Garrick (Chair)
	Lisa Huggins-Chan	Sid Hughes	Fjolla Isufaj
	Simon Thomsett	Ken Warman (Principal)	Janek Whitaker
In Attendance	Ralph Devereux (Clerk)	Calista Francis (AP Students)	Tim O'Brien (VP(Curr))
Apologies	Mike Clarke	Bob Herring	Jeremy Jennings
	Mike Pinnock		

14/07 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 at F&GP Minute 1/07b which was extant for all corporation and committee meetings.

15/07 MINUTES OF THE LAST MEETING (Inc Committee meetings)

- a. Search Committee. (Verbal)(Out of agenda order)
The Search Committee had met immediately before the Corporation meeting and had recommended immediate appointment (each for a 4 year term) to the Corporation of;
(i) Lioko Mabeka;

(ii) Janek Whitaker;

The recommendations were accepted and agreed.

Janek Whitaker joined the meeting.

The new members, including Fjolla Isufaj, the newly elected student member, were welcomed to the meeting and all introduced themselves.

- b. Corporation.
 - (i) re 19/07. F&S on the last line was amended to F&GP;
 - (ii) re 25/07. 2007 was amended to 2008.
 - (iii) the minutes of the meeting held on 19 December were then confirmed and signed.

- a. **All recommendations were accepted and the appointments confirmed wef today.**
- b. **The Corporation minutes were confirmed and signed.**
- c. **The Committee minutes were noted.**

16/07 MATTERS ARISING AND REQUESTS FOR URGENT BUSINESS

- a. There were no matters arising;
- b. It was agreed to consider the meetings schedule for 2008/09 as an item of urgent business, also one item (Notice to Improve) to be included in the Principal's Report.

17/07 PRINCIPAL'S REPORT

A paper was circulated and read.

- a. Student Numbers. Negotiations with the LSC on the contract for 2007/08 had resulted in an allocation of 1292 students, a substantial reduction with associated financial consequences. The LSC however, understood the situation and had agreed to a mid year adjustment to allow for

additional recruitment and some exceptional funding linked to actual student numbers and improved quality targets.

- c. Notice to Improve (NTI). The LSC had issued 2 NTIs:
 - (i) financial failure based on the £1M LSC advance associated with the WYG issue;
 - (ii) quality failure since 19% of provision is currently below the Minimum Levels of Performance (MLP).

the exact criteria for both were considered and discussed. It was accepted that the financial NTI was justified and would be cleared when the WYG issue was resolved. The quality NTI was more complex and had been appealed; the difficulties with quality were well understood and an active recovery plan was currently running. It was felt inappropriate to issue an NTI, which was a vehicle for establishments who were unaware of, or unable to, correct quality failings and it could be demotivating for staff and adversely affect student recruitment. Members were asked not to discuss this issue outside of corporation meetings.

- d. Financial Report. The projected reduction in LSC income represented a high risk, only 92% of the LSC income target was likely to be reached and a consequent clawback of £717k should be expected, probably in 2009. The forecast year end position was a deficit of £591.5k and talks were being held with the LSC with a view to obtaining LID and exceptional funding. The LSC advance of £1M had now been extended to 31 July. The actual deficit for December was £103k above budget, although staff costs were £105 below (agency costs running below the allocation for vacant posts). The annual profiling of LSC payments introduced a complication factor into planning although continuous updating of the year end position would continue, it was agreed to complete a phased cashflow to clarify the exact situation. After close examination of the numbers it was agreed as prudent to detail a financial recovery plan, the complex arrangements and provisions for the WYG issue apart, the underlying position gave rise to some concern. It was also agreed that the latest accounts available should be considered at meetings whether or not they had previously been scrutinised by the F&GP Committee.

- a. **The information was received.**
- b. **The 2 NTIs were noted.**
- c. **A financial recovery plan would be detailed.**

18/07 MID-YEAR QUALITY REVIEW

The Standards Committee had met immediately prior to this meeting and had closely considered the mid-year quality review, which was a new initiative and was based on data that emerged from the SAR completed in the last quarter of 2007, from the forums which were run on the recent Awayday and drew together the wide range of policy initiatives introduced throughout that last year. It was designed as a vehicle to facilitate early intervention and rapid correction to challenging areas, all data was evidenced, specific and formed the basis for intervention. Major management influencing areas (Achievement and Retention, Attendance and Punctuality, Teaching and Learning, Tutorials, and Leadership and Management) had been considered in depth and the committee had then moved on to consider Individual Department Profiles. It was agreed that although there were considerable challenges, there was much good work in progress, which, to maintain a balanced approach, should be praised with the same rigour as the improvement process. The challenges were becoming more difficult. Introduction of Minimum Performance levels, where failure to deliver would mean a notice to improve in 12 months; failure to do so would result in withdrawal of funding and consequent loss of that provision. A strong attitude was now in place and departments failing to deliver, (Arts and Media, Skills for Life, Sport, Hair and Beauty and ICT and Maths) were being given special attention. Accepted indicators such as poor attendance, high sickness levels and difficulty in recruitment were all evident in these areas. The department heads of Arts and media and Maths and IT had joined the committee to explain how difficulties were being addressed. It was unanimously agreed that achievement must be driven up and progress must be accelerated; examinations were looming and it was likely that an Ofsted inspection would fall in spring 2009. Always a vital area for consideration this issue had now moved to a higher profile in the light of the already advised NTI. Accordingly the unconfirmed minutes of the earlier Standards Committee meeting would be circulated to complement this discussion.

- a. **The Information was received;**
- b. **Unconfirmed Standards Committee minutes would be circulated.**

19/07 QIP UPDATE

Progress was being made with implementation of the QIP. A QIA audit was currently being completed and the results would be brought to the next meeting. Reports on students were now

more comprehensive with a resultant increase in the information available to parents. A fuller review of performance against KPIs would now include tutorials. Greater attention was being given to student voice and progress against comments and issues was fed back, for example HODs now had formed focus groups with students. Externally, negotiations with Pembroke College, Oxford continued with a view to increasing placements and a nationwide HE fair was being hosted the following week. Slight concern was expressed regarding the number of complex improvement initiatives and it was confirmed that individual departments had less complex and bespoke action plans. In addition, it was agreed to review some of the less pressing actions in the QIP with the intention of re-scheduling some of these to later in the year. This would both be more realistic and sustain the focus on quality improvement.

The Information was received.

20/07 NEW POLICIES

Three Policies (Discipline, Grievance and Anti-Bullying) had been reviewed and updated to reflect best practice; they were all considered, discussed and approved.

The Policies were approved for immediate adoption.

21/07 AWAYDAY FEEDBACK

It was agreed that the recent awayday had been a valuable and worthwhile opportunity to consider a wide range of issues away from the formal atmosphere of meetings. The resultant action plan was discussed and agreed.

The action plan was approved.

22/07 CORPORATION HOUSEKEEPING

The Corporation documentation had been approved at the November meeting (10/07 refers) pending amendment prompted by the revision of the Instrument and Articles. These had now been published and had become effective on 1 January 2008; the consequent amendments to corporation documents had been circulated to all members for retention and reference. All amendments to the I&A had been detailed for information and the changes to corporation documents were listed in the bound copies; the changes were noted, in particular Article 31a requiring regular consideration of the educational character and mission statement. The documents would be considered for approval at the next meeting. Removal of the different categories of membership (save for elected staff students and parents) required that the corporation composition was considered. Current membership was 18 and this was confirmed as appropriate. Nominations were invited for membership of the Audit Committee; Janek Whitaker volunteered and was appointed

- a. **The information and corporation documents were received;**
- b. **The corporation composition was noted at 18 members;**
- c. **Janek Whitaker joined the audit committee.**

23/07 WYG UPDATE (Confidential Item)

24/07 URGENT BUSINESS

Meetings Schedule 2008/09. The schedule for 2008/09 would be prepared for consideration at the next corporation meeting.

25/07 DATE OF NEXT MEETING

The next meeting would be at 1730 on 8 May 2008.

All staff and students withdrew