

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 6 November 2007 at 1730 hrs.

Present	Melissa Abraham	Sade Bright (3/07b on)	Olivier Bogaerts
	Richard Garrick (Chair)(Item 2/07b on)	Bob Herring	Lisa Huggins-Chan
	Sid Hughes	Mike Pinnock (3/07b on)	Simon Thomsett
	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))	Lioko Mbika
	Jane Whitaker		
Apologies	Mike Clarke	Cheryl Day	Jamie Duff
	Jeremy Jennings		

1/07 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.

2/07 ELECTION OF CHAIR AND VICE CHAIR

- a. Sid Hughes proposed and Simon Thomsett seconded Richard Garrick as Chair for 2007/08, there were no other nominations; carried unanimously. Thanks were recorded for the outstanding leadership and work by the Chair, particularly in respect of the protracted and complex WYG issue.

Richard Garrick joined the meeting.

- b. The Chair proposed and Sid Hughes seconded Simon Thomsett as Vice-Chair for 2007/08, there were no other nominations; carried unanimously.

Richard Garrick and Simon Thomsett were elected as Chair and Vice-Chair respectively for 2007/08

3/07 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) Sade Bright;
 - (ii) Vivien Cuter;
 - (iii) Michael Pinnock;
 - (iv) Ken Spours;
 - (v) and the reappointment of Olivier Bogaerts and Sid Hughes.(extended under emergency powers)

Sade Bright and Mike Pinnock joined the meeting.

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

- b. Corporation. re Item 27/06. References to WYG and RPC were clarified and 27/06c was amended to reflect that £3.5m was an indicative figure only. This item was declared a confidential minute and the minutes were then confirmed and signed. Members were reminded of the sensitivity of the issue and asked to keep the minutes securely.
 - c. F&GP Committee. (20.09.07) re Item 1/07b. The words”and non-pecuniary”... were deleted. The minutes were noted.
 - d. Audit Committee. (04.10.07) The comments at 5/07 were brought to the attention of the corporation and noted; audit issue would be considered further at Item 7/07.
- 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. (Esp AC 5/07)**

4/07 MATTERS ARISING FROM THE MINUTES

- a. re Attendance Register. Cheryl Day had resigned from the Corporation due to pressure of work, she would however continue as a lay member of the Standards Committee. Thanks were recorded for her hard work and support and also for her commitment regarding the Standards Committee.
- b. There were no other matters arising.

5/07 PRINCIPAL’S REPORT

The Principal’s report had been completed to a revised format and was now a more detailed and focused document comprising specialist reports by each member of the SMT; these individual contributions were then explained by each author, considered and questioned. Of particular note was that enrolments would not meet the annual target although the size of the shortfall remained unclear, more detail and financial implications would be brought to the next meeting. It was agreed that the concept of an SMT Report was appropriate and was welcomed.

The information was received.

6/07 BUDGET 2007/08

The Budget for 2007/08 had not been formally agreed by the Corporation since the final meeting of 2006/07 had not taken place. Consequently, the Chair had approved the document under emergency powers to facilitate submission to the LSC by the required date; this action was approved. The amended (and approved) version had now been scrutinised by the F&GP Committee and recommended for approval (5/07). The recommendation was accepted and the Budget was approved.

- a. **Chairs emergency action was approved;**
- b. **The budget for 2007/08 was approved.**

7/07 AUDIT ISSUES

- a. Internal Audit Plan 2007/08. The 3 year audit strategy (2007-10) and the annual plan (2007) had been scrutinised by the Audit Committee and recommended to the Corporation for approval. (AC 7/07)The strategy combined focus on improved RM management and monitoring, the core requirements of the LSC and made allowance for work in specific areas. The annual plan included provision for early testing of those areas of concern, detailed in the 2006 visits, in order to facilitate comment in the final annual report for that year to be presented to the next meeting. Examination of processes involved in the WYG litigation was included. The daily rate had increased from £590 (2006) to £615 equating to an annual fee of £15,375 with an additional provision of £5k (WYG issue); total £20,375. The committee recommendation was accepted and the plan (and associated fee) was approved.
 - b. RM Policy. The RM Policy had been rationalised and updated with the advice and guidance of a RM consultant; the document was discussed and the committee recommendation (AC9/07) was accepted and the plan approved.
 - c. The Internal Auditors had been appointed some 5 years ago and it was agreed as appropriate to complete a tendering exercise during the year for implementation in 2008/09.
- a. **The Internal Audit Plan and associated fee was approved.**

- b. The RM Policy was approved.
- c. A tendering exercise for internal audit services would be completed during 2007/08 for implementation in 2008/09.

8/07 ACHIEVEMENT 2006/07 AND QIP

Detailed information on achievement and standards for 2006/07 clearly highlighted all strengths and weaknesses. The enhanced tracking systems introduced through the year were facilitating greater monitoring and early correction. Success rates were improving although more slowly than required. It was also noted that a traditionally strong area, added value, had slipped from the previously high assessment and this was being studied as a matter of concern. The establishment of the standards committee now provided a specialist forum for consideration of these issues in detail and feedback would enable the corporation to be kept fully aware of the issues as they developed. The QIP was a comprehensive document and had been fully informed by this year's achievement data and performance. It was agreed as a valuable tool for monitoring by the standards committee and progress against implementation would be brought to corporation meetings as a specific part of their reporting, when there was no standards committee report then the issue would be considered separately.

The Information was received.

9/07 WYG UPDATE (Confidential Item)

10/07 CORPORATION ISSUES

- a. Documents. The Corporation Documents were approved pending revision after publication of the revised Instrument and Articles early in 2008.
- b. Committee Membership. The enlargement of the Corporation had allowed amendment to the suggested committee membership accordingly the following was agreed:

Audit	F&GP	Rem'n	Search	Standards
O l i v i e r Bogaerts	Richard Garrick	Richard Garrick	Sid Hughes	Sid Hughes
L Huggins- Chan	Sid Hughes	Sid Hughes	Principal	J e r e m y Jennings
Vivien Cutler	S i m o n Thomsett	Simon Thomsett	Richard Garrick	Lisa Huggins- Chan
Sade Bright	Principal			Principal
James Cross (Lay)				Mike Pinnock
				C h e r y l D a y (Lay)

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

- c. Corporation Strategic Planning. It was provisionally agreed that the annual corporation strategic planning session would be held from 1200 on Friday 1 February till 1200 on 2 February; members were asked to check availability and those unable to attend should contact the Principal's PA as soon as possible.
- d. Annual Declarations. The statutory annual declarations for 2007/08 had been circulated with the papers for this meeting and had also been sent electronically. Members were requested to complete these by either method as a matter of urgency and return to the Clerk.
- e. The Clerk had now been appraised by the Chair and the consequent report would be available for scrutiny by members on request,

11/07 URGENT BUSINESS

There had been no urgent business agreed.

12/07 DATE OF NEXT MEETING

The next meeting would be at 1730 on 19 December 2007.