

Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 7 June 2018 at 1730 hrs.

Present	Jonathan Beake	Stephen Blackshaw	Michael Desmond
	Sally Townsend	Olga Venosa	Kevin Watson (Principal)
In Attendance	Ralph Devereux (Clerk)	Adrian Cottrell (Interim FD)	
Apologies	Martin Buck	James Cross	

PART ONE

58/17 OPENING

- a. The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.
 - b. The appointments of Jonathan Beake (JB) and Olga Venosa (OV) were confirmed in advance of the business items. (Item 60/17b refers) **(Action 1)**
 - c. The Corporation was emerging from an unsettled few weeks and past performance had been closely scrutinised in the light of Ofsted criticism of governance, consequent changes in approach and style were required; all current members had committed to these changes and a determination to look forward was evident, the Chair thanked all for their support. Accordingly:
 - (i) the importance and requirement of full and accurate reporting of information to the Corporation was stressed, early indications of any emerging challenges were required and a “no surprises” approach was to be adopted, assurance was sought and received that would be standard procedure wise; and
 - (ii) Corporation and Committee meeting would comprise Part 1 and Part 2 elements, Part 1 for normal business and Part 2 restricted to non-elected members only, the purpose to allow the confidential raising of concerns or issues, particularly issues relating to personalities. **(Action 2)**
- a. The information was received.**
b. Actions had been identified. (Table 67/17 below)

59/17 MINUTES OF AND ACTIONS FROM THE LAST MEETING

- a. The minutes of the meeting held on 14 December 2017 were confirmed for electronic signature; the Clerk to action. **(Action 3)**
 - b. Actions from the last meeting were completed or in progress.
- a. The information was received.**
b. Actions had been identified. (Table 67/17 below)

60/17 COMMITTEE MINUTES

- a. Standards Committee. (StC) (19.12.17, 15.02.18, 29.03.18 & 04.06.18 (Verbal) The Minutes of the StC meetings were noted and received. The Chair explained that the meeting held on 4 June had considered matters included in Agenda Item 8 and suggested that such considerations should form part of the Committee remit, effectively the oversight of implementation of measures to action issues raised in the Ofsted Report and that was agreed. **(Action 4)**
- b. Search Committee. (SC)(14.12.17, 19.02.18 & 10.02.18) The Minutes of the SC meetings were noted and received. The recommendation that JB and OV should be appointed had been accepted and they were both appointed for a 2-year term wise. (Action @ 58/17b)
- c. Audit Committee. (AC)(08.03.18) The Minutes of the AC meeting were noted and received.

- d. Finance and General Purposes Committee (FGP) (07.06.18) The business of the FGP Committee meeting held immediately before this meeting was explained, some outcomes would inform consideration in this meeting, matters raised under urgent business were brought to members' attention and noted.

a. **The information was received.**

b. **Actions had been identified.** (Table 67/17 below)

61/17 FINANCE REPORT

- a. Management Accounts. A revised set of Management Accounts accurate to 30 April 2018 was circulated, the revision had been completed using trend data prompted by the limited time available for production and had been closely studied and discussed by the FGP Committee earlier that day who had recommended it to the Corporation. Main issues and the KPI were brought to members' attention informed by detail in the revised paper; the recommendation was accepted and the information was received. It was agreed to include "minimums" in future presentations of the KPIs. **(Action 5)**
- b. FE Commissioner. A progress meeting would be held on 29 June with various ESFA personnel which the Corporation Chair, Principal and FD would attend.
- c. Car Park (Windfall) Funds. Funds from the car park sale were now on deposit, in this context the Bank had issued a "standard investment options" letter but an arrangement that would maximise the associated return required further scrutiny; the issue would be researched and a FGP Committee recommendation would be determined as soon as possible after their meeting on 21 June. The Committee had agreed that an interim placing of the funds in a term 30-day term option was prudent and should be implemented asap; that action was endorsed.

a. **The information was received.**

b. **Actions had been identified.** (Table 67/17 below)

62/17 BUDGET 2018/19 AND FINANCIAL FORECAST (FF)

Work on the 2018/19 Budget and the 3-yr FF continued as a matter of urgency, it had not been possible to bring full detail to this meeting since the Interim FD had had insufficient time to prepare. Notwithstanding, an overview of the prospective budget position was circulated and discussed, the document had been recommended to the Corporation by the FGP. Two collateral issues were raised:

- a. Car Park Funds. The Committee was of the opinion that windfall funds from the car park sale should not subsidise the general budget but be available for improvements, which would directly enhance appeal to prospective students, each of which would be subject to FGP Committee scrutiny and subsequent recommendation to the Corporation. The approach was unanimously approved. **(Action 6)**
- b. Agency Staff. Provision for agency staff had been less than satisfactory in previous years and would be robustly scrutinised, management had set the aim, which was to achieve full and permanent staffing for all posts thus minimising agency expenditure and benefitting students. Month end processes would be enhanced to provide accurate records of expenditure and strictly monitored against the budget, which would be set against the curriculum and staff plans. **(Action 7)**

The final budget would be recommended to the Corporation in mid-July and approval would be required in time for submission for the ESFA by 31 July, it would be necessary to call a special meeting to consider that single issue. **(Action 8)**

a. **The information was received and noted.**

b. **Actions had been identified.** (Table 67/17 below)

63/17 PRINCIPAL'S REVIEW

As advised (60/17a), the Standards Committee had scrutinised, discussed and endorsed the 4 Papers comprising the Principal's Review of the wider college environment in the light of the Ofsted Report. These Papers were then considered individually:

- a. Paper One. Paper 1 summarised the (Ofsted identified) main weaknesses and was received, the severity of the criticisms had both surprised and motivated actions to date and informed future plans.
- b. Paper Two. Paper 2 detailed 10 actions designed to eliminate the weaknesses identified in Paper 1 together with others identified during the Principal's research. The actions would translate into a full Post Inspection Action Plan (PIAP) detailing required outcomes, identifying the means of achievement, the required timescale and clearly allocating responsibility. The Plan would be concise and direct and would form the strategic plan for the coming year. When complete it would be circulated to all Corporation Members and closely scrutinised by the Standards Committee before formal presentation to the Corporation for approval. **(Action 9)**
- c. Paper Three. Paper 3 outlined the philosophy for the way ahead and prompted a lengthy discussion. Local issues and competition, educational approach, the curriculum offer, inappropriate marketing and the target cohort were some of the influencing issues and all added to a lively discussion. Comprehensiveness was discussed in terms of local impact, for example whether more challenged and/or able students were appropriately catered for and, in this context, the importance of Value Added (VA) was emphasised as an important Ofsted benchmark. It was vital that matching of courses to ability and interest was robust or that would lead to failure. The college had many strengths but it was not, as some appeared to believe, unique in the challenges that were there to be faced. The needs of the local population had to be taken and catered for and if change was necessary, and it clearly looked that way, then it must be introduced. The depth of this issue prompted a dedicated session and it was agreed to arrange a strategic planning session on a Saturday in the Autumn, preparatory papers for the event would be sent in advance **(Action 10)** searched to inform the considerations.
- d. Paper Four and Appointments.
 - (i) Paper 4 explained the manner in which senior management had operated under the former Principal's leadership and outlined a suggested and improved structure, which had been closely considered and scrutinised by the Standards Committee. That Committee had warmly supported the introduction of the suggested structure and the associated enabling job descriptions. The associated cost of the 3 Vice-Principal post structure was accepted, there would be some cost-savings but there would be a net cost. The relationship of Senior Post Holders (SPH) with the Corporation was explained, including the practicalities of appraisals and expectation of presentations at Corporation meetings. After full consideration the plan was approved for implementation as soon as possible; realistically that was unlikely until early in 2019. Advertisements for the posts would be drafted and placed by the Principal in the near future, it was accepted that it may be necessary to advertise again later in the year. No significant increase in the salaries discussed were envisaged.
 - (ii) Appointments Panel. It was necessary to appoint the interview/appointments panel, the Corporation Chair and Vice-Chair, the Standards Committee Chair and the Principal were proposed as primary members and that was approved. It was also proposed as prudent to nominate reserve members, JB and OB volunteered and were accepted with thanks.

With respect to 62/17d the Corporation hereby resolves: (Action 11)

- (i) to appoint on the basis discussed at the meeting a Vice Principal - Staffing and Resources, a Vice Principal - Curriculum and Quality and a Vice Principal - Student Services, each such position to be a "senior post" for the purposes of the Articles of Government;
- (ii) to appoint a selection panel consisting of the Principal and, subject to paragraph (3) below, the Chair, the Vice-Chair and Martin Buck, which panel shall make arrangements for interviewing, and shall interview, candidates for the senior posts referred to in paragraph (i) above and then make recommendations to the Corporation;
- (iii) that the Chair has discretion from time to time to replace (permanently or temporarily) any member of the selection panel except the Principal with any other member of the Corporation (not being a staff member or student member);
- (iv) that, following receipt of any recommendation from the selection panel, the Corporation shall be deemed to have appointed to the relevant senior post any recommended candidate

upon confirmation by the Clerk that he has received by email or otherwise approvals to such appointment from a majority of the members of the Corporation (excluding for these purposes any staff member and student member); and

- (v) the Principal has power to finalise the terms and conditions of any person appointed in accordance with paragraph (4) above, subject to any terms and conditions specifically decided upon by the selection panel.

64/17 GOVERNANCE

- a. Membership:
 - (i) Shabaz Khan and Sabrina Poma had both resigned from the Corporation due to increased pressure of work in their respective new appointments;
 - (ii) OV and JB respectively were appointed to the AC and FGP Committees **wie**; **(Action 12)**
 - (iii) SB was confirmed as Safeguarding Member; **(Action 13)**
 - (iv) the newly elected (sole candidate) Support Staff Member was Kola Alex Gbadebo;
 - (v) an election between 2 candidates for the Academic Staff member was underway, after the outcome both the support and academic staff members would be provided with an induction and familiarisation session with the Corporation Chair and the Principal, they would then take up post.
 - b. Meeting Schedule 2018/19. The draft meeting schedule for the coming year was discussed agreed and approved. **(Action 13)**
- a. The information was received and noted.**
b. Actions had been identified. (Table 67/17 below)

65/17 URGENT BUSINESS

There had been no urgent business requested.

66/17 DATE OF NEXT MEETING

- a. A special meeting would be arranged for mid-July.
- b. The next scheduled meeting would be on 27 September 2018.

67/17 ACTION TABLE

Action. See referred minute for full detail.		resp	date
Action 1	58/17b. JB & OV appointed to Corporation (2 years).	Clerk	wie
Action 2	58/17b. Corporation meeting format to change.		asap
Action 3	59/17a. Minutes to be electronically signed.		
Action 4	60/17a. StC to adopt implementation responsibility.	all	wie
Action 5	61/17. Future KPIs to show "minimums".	FD	
Action 6	62/17a. Windfall fund allocation to be specifically approved.	All	
Action 7	62/17b. Agency staff expenditure to be strictly monitored.	FD	
Action 8	6217. Special meeting for Budget approval in mid-July.	Clerk	asap
Action 9	63/17b. PIAP circulated to members.	AC	
Action 10	63/17c. Strat Planning session tba in Sept/Oct.		
Action 11	63/17d. See Resolution	all	wie
Action 12	64/17. JB & OV to join AC and FGP Committee.	Clerk	
Action 13	64/17b. Meeting schedule 2018/19 approved		