

Brooke House Sixth Form College

Minutes of a special meeting of the **Corporation** held on 26 July 2018 at 1730 hrs.

Present	Jonathan Beake	Stephen Blackshaw (Chair)	Martin Buck
	James Cross	Michael Desmond	Kola Gdadebo
	Sally Townsend	Olga Venosa	Kevin Watson (Principal)
In Attendance	Ralph Devereux (Clerk)	Adrian Cottrell (Interim FD)	
Apologies	Ali Abdi	Denisa Bordas	Tasnia Kamal

70/17 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

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.

71/17 COMMITTEE MINUTES

Finance and General Purposes Committee (FGP) (24.07.18) The Minutes of the FGP Committee meeting held on 24 July were explained and the recommendations were noted to inform considerations. **(Action 1)**

a. The information was received.

b. Actions had been identified. (Table 77/17 below)

72/17 PRINCIPALS REPORT

The Principal's Report had been circulated in advance of the meeting, however some questions and comments were considered:

- a. General Issues. The reported outcome of Diane Abbott, and Meg Hillier's visit to the FE Commissioner, regarding the former Chair and Principal's departure was welcomed; both MPs had expressed support for the College and Meg Hillier planned to visit early next term.
- b. Capital Works. Leadenhall Project Management (LPM), had been involved in the car park/sports hall sale negotiations (as ESFA agents) and had favourably impressed all involved. They had been invited to make a proposal for project management of the capital improvements programme and the matter had been discussed at length by the F&GP Committee, who had welcomed the encouraging and imaginative scheme. However, LPM had not been involved in any competitive procedure and this would represent a single source tender, it had been confirmed that the College Financial Procedures allowed for such an appointment with the express approval of the F&GP Committee. Conscious of the need for Value for Money (VFM) and ethical considerations members had considered the issue in these aspects: the still effective SFA Guideline Benchmark indicated that 10.9% of the total cost of the project represented VFM, the LPM quoted fee was a "once off" 9.6%; the timely refurbishment of the facilities was essential to the increased attractiveness of B6 to potential students. The Committee had unanimously agreed to appoint LPM as Project Managers for RIBA stages 1-6 and that decision was fully endorsed. **(Action 2)** The FE Commissioner's representatives had been in College earlier that day and had agreed that approach.

a. The information was received.

b. Actions had been notified. (Table 77/17 below)

73/17 BUDGET 2018/19 AND FINANCIAL FORECAST

Progress of development of the Budget and the FF had been explained during previous meetings when the need to rationalise the accounts and the structure for future severe income reductions had been explained. The documents been prepared in accordance with Governance Policies and the detail was supplemented by clear and comprehensive notes, including the background and links to the Strategic Plans including the:

- a. Post Inspection Action Plan (PIAP);
- b. Intervention Action Plan; and
- c. Recovery/Savings Action Plan, (essentially this financial/budgetary plan).

The 2018/19 budget showed a deficit which had been kept below (£500k) after realistic and unavoidable cost reductions, all the changes were fully detailed in the paper, these had been closely scrutinised by the F&GP Committee. The plan was challenging and would require continuous monitoring, control and flexibility; the coming year would be the most critical as improvements to the structure and control, implemented throughout 2018/19, would become apparent and effective in subsequent years. The numbers, in both the Budget and the FF were then further explained, several issues were discussed, and some decisions challenged; all were explained, resolved and assurances accepted. The Financial Objectives had been widened to reflect more on the educational aspects and that was welcomed. The Financial Health was “Satisfactory” rising to “Outstanding” in 2020. The F&GP had unanimously agreed that the proposals met the needs of the College and provided for the financial commitments for the coming year and had unconditionally recommended the Budget 2018/19 and the FF for implementation and submission, the recommendation was accepted. **(Action 3)**

- a. The information was received and noted.
- b. Actions had been identified. (Table 77/17 below)

74/17 CLOSING COMMENTS

- a. The meeting schedule for 2018/19 was amended to change the date for the first Audit Committee meeting from 13 September to 26 September, the meeting would be completed by telephone; with that amendment the schedule was approved. **(Action 4)**.
- b. Corporation planning days would be identified in November 2018 and March 2019 and notified asap. **(Action 5)**
- c. Members were reminded that they had agreed to participate in at least one college based activity each term and that they should inform the Clerk on completion. **(Action 6)**

- a. The information was received and noted.
- b. Actions had been identified. (Table 77/17 below)

75/17 URGENT BUSINESS

There had been no urgent business requested.

76/17 DATE OF NEXT MEETING

The next meeting would be on 27 September 2018.

77/17 ACTION TABLE

See referenced minute for full detail		resp	date
Action 1	71/17. F&GP recommendations noted.	All	wie
Action 2	72/17b. Appointment of LPM endorsed.		
Action 3	73/17. Budget and FF approved.	FD	asap
Action 4	74/17a. Meeting schedule 2018/19 approved.	Clerk	wie
Action 5	74/17b. Planning days to be set Nov 18 & Mar 19.		asap
Action 6	74/17. Extra college activity to be noted by the Clerk.	All	