



Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 27 June 2019 at 1730 hrs.

<b>Present</b>	Ali Abdi	Stephen Blackshaw (Chair)	Michael Desmond
	Sally Townsend	Kevin Watson (Principal)	
<b>In Attendance</b>	Adrian Cottrell (DoF)	Ralph Devereux (Clerk)	Mohanned Khabbازه (VP(C&Q))
	Kishan Pithia (VP(SS))		
<b>Apologies</b>	Jonathan Beake	Martin Buck	James Cross
	Annie Gammon	Sheridan Mangal	

**47/18 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES**

- a. Quorum. The apologies were accepted, one had been advised well in advance but four were extremely short notice for urgent professional or personal commitments. The meeting was inquorate and it was agreed to continue as an information forum; Agenda Item 9 was the only urgent item as the Budget required submission after approval. The Clerk would mail members the following day and seek advice and views from those members who had been unable to attend, any further decisions would be taken under Chair's action. **(Action 1)**
  - b. No interests were declared.
- a. The information was noted and received.**  
**b. Actions had been identified. (Table 56/18 below)**

**48/18 MINUTES OF AND ACTIONS FROM THE LAST MEETINGS**

- a. The minutes of the meetings held on 28 March 2019 and the 17 May 2019 (Special) were circulated, both were confirmed for electronic signature; the Clerk to action. **(Action 2)**
- b. Actions from the last meeting were completed or in progress;

<b>28.03.19. See referenced minute for full detail.</b>		<b>Status</b>
Action 1	31/18. Last Minutes (13.12.18 & 15.02.19) confirmed for signature.	<b>48/18a</b>
Action 2	32/18a. MD reappointed until 28.01.23.	<b>Complete</b>
Action 3	32/18b. Members to attend SC meetings inform Clerk.	
Action 4	32/18b. Last SC Papers (and other info) to be circulated to all.	
Action 5	32/18d. AC membership confirmed. (JC & SM)	
Action 6	33/18. IMS Building Solutions to be appointed.	
Action 7	33/18d. Process for use of contingency allowance.	
Action 8	33/18. IMS to access college during Easter break.	
Action 9	34/18. Name change considerations to be initiated.	
Action 10	35/18. Current utilisation of restricted funds to be circulated	

<b>17.05.19. See referenced minute for full detail.</b>		<b>Status</b>
Action 1	42/18. GDP Policy approved.	<b>Complete</b>
Action 2	43/18. Staff Pay Scales approved for payment as agreed.	
Action 3	44/18. OV resigned from the Corporation.	

c. There was no urgent business requested.

**a. The information was received.**

**b. Actions had been identified. (Table 56/18 below)**

#### **49 /18 COMMITTEE MINUTES**

a. Standards Committee (StC) (28.03.19) (22.04.19) (22.05.19) (19.06.19) The Committee Chair had given advance apologies and the minutes were explained by the Corporation Chair, together with a concise and positive briefing on each and all were received. Members were reminded that the Committee met each month, either for full business meetings or informal briefings on special matters; the Committee approach remained challenging and required clear explanation of issues before acceptance. All Corporation members would continue to receive full meeting papers for information and were welcome to attend meetings either personally or electronically, those planning to do so were reminded to inform the Clerk so that arrangements could be made **(Action 3)**;

b. Finance and General Purposes (FGP) Committee (14.06.19). The minutes from the F&GP meeting were explained by the Committee Chair, the financial position had prompted firm budgetary action and had resulted in an improved position, which would be considered later in this meeting.

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

**b. Actions had been identified. (Table 56/18 below)**

#### **50/18 PRINCIPAL'S REPORT**

A short-notice pilot inspection to provide Ofsted (and the College) with a practical evaluation of the "Education Inspection Framework" (EIF) had recently been completed, staff had been given two-day's notice, the pattern of "normal" inspections. The EIF would, from the start of the next academic year, replace the existing "Common Inspection Framework" (CIF), the four grade categories were unchanged at: outstanding, good, requires improvement or inadequate and the post-inspection consequences for each were detailed. Judgement categories however had been extensively revised and were now:

- a. Quality of Education;
- b. Behaviour and Attitudes;
- c. Personal Development; and
- d. Leadership and Management.

Key themes had been introduced reducing workload for teachers, emphasis on good character and resilience amongst pupils, and a broad, well-balanced knowledge-rich curriculum. The revised framework could mean that Ofsted inspectors would be less focused on pure data and would seek to understand wider issues, through direct exchanges with learners and staff, even in some cases interrupting lessons to probe. Preparation for life beyond education, would also be judged, partly by scrutinising student destinations. There had been no formal report on the inspection but verbal feedback had indicated "good progress and some distance travelled since the last inspection and monitoring visit". Lessons learned and judgements made in the accompanying document were discussed and noted, for example:

- a. involvement of learners and teachers in verbal exchanges with Inspectors would require considerable attention, some questions were wider than "College environment" and focused on national issues; and
- b. tracking of student destinations would need widening.

These would be further considered early in 2020, when new student and staff members had joined the Corporation. The activity had provided a sound testbed for management and staff to gain first-hand and detailed experience and had been welcomed. Members took comfort from the positive outcome and asked for that to be passed to all concerned. **(Action 4)**

**The information was noted and received.**

51/18

## FINANCE

- a. Management Accounts. The May accounts were then considered, there had been some welcome positive trends since the previous month; the comprehensive document comprised a narrative informed by graphical and tabulated detail including full information on all variances, which were explained and considered. The outturn deficit was noted as c (£183k) an improvement over the April numbers and, after allowing for exceptional items, it was likely that the budget would have been met had the restructuring costs not been incurred. Income was positive by c£103k, staff costs were showing as a welcome c£126 below budget and non-pay costs were £256k over budget through IT and Premises maintenance. The balance sheet was considered and noted and key PIs were also noted from the accompanying narrative. There were 25 forecast cash days in hand, the adjusted CR was 2.30 and the Financial Health rating was “RI”. The accounts were received. **(Action 5)**
  
- b. Detail of the Budget had been determined to overcome the next financially challenging 12 months (lagged funding) and move to a “break-even” result in 2 years, followed by progressive annual surpluses; the annual positions for the 3 years were clearly tabulated in the accompanying document. Success of the plan would require concurrent savings and significant growth in student recruitment from September 2019; the comfort number was 1035 students, but the confirmed, and realistically achievable aim, was to increase to a steady state of 1200 over the life of the Plan. **(Action 6)** The FE Commissioner’s requirement for maintenance of financial health rating of satisfactory (now redefined as “Requires Improvement” (RI)) had high priority and the tight “headroom” in this respect was particularly noted; the current year would show a comprehensive income deficit of (£634k). The numbers had been scrutinised in depth and agreed by the FGP Committee. Financial Objectives, clearly detailed in the accompanying paper had informed the budgeting processes, which had been prepared in accordance with Governance Policies. All detail was supplemented by clear and comprehensive notes, including the background and clear links to the revised 10-point Strategic Plan. Specific targets, Financial Health and other Key Performance Indicators (KPI). Annex A (Financial Planning Checklist) was discussed and noted. **(Action 7)** The proposals met the needs of the College and provided for the financial commitments for the coming years and they were unanimously approved by those present but 47/18a was noted. **(Action 8)**

a. **The information was received.**

b. **Actions had been identified.** (Table 56/18 below)

52/18

## STAFFING REPORT

A comprehensive report on the college workforce had been drawn together, it was an extremely useful document to inform many related matters, as it was a source for a wide range of questions. Composition of the workforce by proportion, ethnicity, age, disability, religion, sexual orientation, gender and salaries were all studied. This led to consideration of staff turnover in largely similar categories but with additional information. One issue in particular was raised, “Spot Salaries”, it was confirmed that rigorous rules were applied with salaries, scales were published and the posts were advertised against these. The few continuing historically based spot salaries would be discontinued as incumbents left college employment. The report was welcomed, but was self-evidently only as good as the base data that informed the calculations and it was confirmed that each dataset would be passed to the individual concerned for validation in the coming year.

**The information was received.**

53/18

## GOVERNANCE

- a. Compliance Schedule. A comprehensive schedule of statutory and contractual duties of the Corporation had been tabulated and indicated compliance; in the coming year the content would form the basis for a self-assessment of the Corporation to be supplemented by each Committee Self-evaluation against their Terms of Reference (TOR).
  
- b. Register. The Corporation Register had been updated for the coming year and was noted; several members had completed their terms of office:
  - (i) the students Joy Akintan and Victoria McMahan, had left the College;
  
  - (ii) the support staff colleague Kola Gdadebo, had left the College; and

- (iii) Olga Venosa had resigned, notified at 44/18, a successor would be identified to join the AC. **(Action 9)**

All were thanked for the contribution and commitment throughout their membership. The process for identification of student members and the election of the support staff member would be initiated early next term. **(Action 10)**

- c. Meeting Schedule. The meeting schedule for 2019/20 was noted with some variation to FGP Committee meeting dates to be confirmed. **(Action 11)**

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

**b. Actions had been identified.** (Table 56/18 below)

#### 54/18 URGENT BUSINESS

- a. There had been no urgent business agreed.
- b. The Chair thanked all for their excellent support and determination through 2018/19; this time last year the College was in a very different place and the progress, evidenced by the FE Commissioner's team's comments, the ESFA feedback and the Ofsted team's closing remarks, could not have been made without clear governance and sound professional management. He wished all well for the summer break.

#### 55/18 DATE OF NEXT MEETING

The next meetings would be:

- a. College EAM Hub at 1730 on 26 September 2019; and  
b. Institute of Arbitrators at 1400 on 15 November 2019.

#### 56/18 ACTION REGISTER

See referenced minute for full detail.		resp	date
Action 1	47/18a. Budget to be electronically approved.	Clerk	asap
Action 2	48/18a. Last minutes (28.03.19 & 17.05.19) confirmed.		wie
Action 3	49/18a. Members attending SC meetings to advise the Clerk.		
Action 4	50/18. Staff and students commended for inspection outcome.	KW	2022
Action 5	51/18a. Management Accounts received.	VPFR	
Action 6	51/18b. Achieve 1200 student number by 2022.	All	wie
Action 7	51/18b. Annex A noted.		
Action 8	51/18b. Budget conditionally approved.	Chair	asap
Action 9	53/18b(iii). Additional member of the AC to be identified.		
Action 10	53/18b. Elections for student and staff members next term.	Clerk	wie
Action 11	53/18c. Meeting Schedule conditionally agreed.		

**Clerk's note. Electronic confirmation of Action 8 received on Friday 28 June from MB. Budget approved.**

*Ralph Devereux (Clerk) for Steve Blackshaw (Chair)*

Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (Oct 1, 2019)

# 7. CorpMins 27.06.19RD

Final Audit Report

2019-10-01

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