



Brooke House Sixth Form College

Minutes of a meeting of the **Corporation** held on 12 December 2019 at 1730 hrs.

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

**14/19 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.

**15/19 MINUTES OF AND ACTIONS FROM THE LAST MEETING**

a. re 06/19. Line 3. The word “results” was changed to “numbers”, the minutes of the meeting held on 26 September 2019 were then confirmed for electronic signature; the Clerk to action. **(Action 1)**

b. Actions from the last meeting had been completed.

See referenced minute for full detail.		Status
Action 1	01/19b. SB as Corporation Chair for 2019.20.	<b>Completed</b>
Action 2	02/19a. Last minutes confirmed for electronic signature.	
Action 3	0219c. Elected members to be identified.	
Action 4	03/19. All Members welcome at StC meetings. (recurring)	
Action 5	04/19. Intention to remain as “stand alone” reaffirmed.	
Action 6	05/19m. Comparative ALPS data to be circulated.	
Action 7	10/19. “Choices in the City” arrangements approved.	

c. Requests for urgent business were agreed.

**a. The information was received.**

**b. Actions had been identified. (Table 25/19 below)**

**16 /19 COMMITTEE MINUTES (UNCONFIRMED)**

a. Finance and General Purposes (FGP) Committee (09.10.19). The minutes from the FGP meeting were considered, the Financial Regulations, Procurement Manual and the Fees Policy approvals were noted;

b. Standards Committee (StC) Meetings (16.10.19 (confirmed) & 21.11.19) The minutes from the StC meetings were explained by the Chair, the personal meetings with middle leaders were increasingly valuable for both parties as the Committee was becoming more challenging.

c. Planning Day. Notes from the planning day held on 15 November 2019 were noted.

- d. Search Committee (SC)(15.11.19). The SC had recommended the appointment of Princess Awunor (03/19) and she was appointed for 2 years wie. **(Action 2)**
- e. Joint Audit/Finance Committee (AFC) Meeting (19.11.19).
  - (i) Audit. Some Audit outcomes from the AFC Meeting would be considered in the Agenda Item 8 (19&20/19). The IAS Annual Report had been considered and discussed at length by the AC, the Positive Opinion in particular was brought to notice and welcomed by Corporation Members.
  - (ii) The governance and internal controls matrix was noted and received; RAG ratings were noted as all Amber or Green.
  - (iii)The Management Accounts had been recommended to the Corporation, they were received. **(Action 3)**

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

**b. Actions had been identified.** (Table 25/19 below)

## 17/19 PRINCIPAL'S REPORT

The Principal's Report was discussed, in particular:

- a. The FE Commissioner's post "stocktaking" visit report, (attached) provided great comfort to members as it indicated support for the restorative measures. (Separately and as a point of information, the Finance Officer John Boyle had informed the Principal that he had now resigned from the Agency).
- b. Project Hackney. The first meeting of Project Hackney convened and chaired by AG had been held on 28 November 2019. There had been some initial disappointment at the level of schools' representation and there was confirmation that most schools mistakenly did not hold BSix in high regard and whilst there was some support for improved and closer links, there appeared little appetite for closer integration. A second meeting, held on 5 December, had been more constructive in that BSix and New City College had agreed on some common approaches to present the case for 'the college experience' to borough pupils unlikely to progress to their school sixth forms.
- c. The notes of the governors' planning session held on 15 November had been considered and individual elements were more fully explored.
- d. A plan of works to commission a school adjacent to the College had now been received from "Ashby and Croft", the work should be completed by April 2020 for the first students to arrive in that September. The site, an interim facility, would be in use definitely until 2022 and possibly until 2026.

**The information was noted and received.**

## 18/19 AUDIT ISSUES (re 16/19e)

The meeting had discussed a wide range of issues and Corporation members were asked to note the committee recommendations, a-f to inform Agenda Items 8 & 9.

- a. 04/19a. the AC Annual Report to the Corporation, recommended;
- b. 04/19b. Assurance Report recommended;
- c. 04/19d. the Annual Financial Statements (AFS) and Representations Letter, recommended.
- d. 05/19a. the Internal Auditor Service (IAS) Annual Report, recommended;
- e. 05/19b. the IAS Plan and fee, had been both received and approved; and
- f. 06/19. the RM Annual Report to the Corporation, recommended;

**a. The information was received.**

**b. Actions had been identified.** (Table 25/19 below)

## 19/19 FINANCE

- a. Annual Financial Statements. The combined AFC meeting had discussed the External Auditors Management Report at length and the highlights of those discussions were brought to members attention. The external auditors' report (and associated information including the Letter of Representation) had been recommended to the Corporation; it was noted that there had been no qualifications and the opinion was unqualified; the assurance regarding the College as a "Going Concern" was particularly noted. **(Action 4)** The preparation for the audit had been well received by the External Auditors and the level of accuracy and attention to detail had been particularly commended. The documents were closely scrutinised, discussed and agreed. Thanks were recorded to the External Auditors for their professional approach throughout the audit process. Both the Audit and the F&GP Chairs explained the significance and responsibilities of each individual member in their instructions (to the Corporation Chair and Principal) to sign the documents. The Accounts (AFS & Regularity and the Letter of Representation) were then recommended for signature. **(Action 5)**
- b. Management Accounts. The comprehensive summary of accounts, supplemented by graphical and tabulated information accurate to 31 October was studied and discussed, essentially there had been little change from the previous month's position. The current ytd forecast was for an increased deficit (c£220k); all variations from budget were clearly detailed in the accompanying papers and were discussed individually. Income was positive by £11k but expenditure was adverse, staff costs were in line with expectations although some recent temporary staff had prompted a small overspend. The non-pay element was also over budget (£14k), all contributing factors were detailed in the papers and were explained. Financial Health remained as "RI" The balance sheet was considered and noted. Key PIs were noted; there were 22 cash days in hand, the adjusted CR was .95 and the staffing ratio was 79.5%. All covenants remained in scope. The accounts were received.
- c. Risk Management (RM). This full report on the Register update examined the current state of each Risk individually and each was considered. Individual mitigation elements were discussed and it was agreed that generally the risk profile had slightly reduced but the highest Risk 1, the failure to recruit Students remained a constant and high concern. The updated summary table of strategic risks and the full Risk Register were noted.

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Table 25/19 below)

## 20/19 SAFEGUARDING

- a. Nominated Members. The Chair and MB had updated their safeguarding awareness through a review day which included a specific meeting with the VP(ss) supplemented by meetings with the wider college team, tutors and students. The VP(ss) had provided a very positive influence on this vital area and that had been apparent through the whole process; it had been a useful and informative visit and both participants expressed full confidence in the cross-college processes. The next visit would be on 15 January 2020 and repeated twice yearly. The Chair would circulate notes from the day to members. **(Action 6)**
- b. Safeguarding and Child Protection Policy. The comprehensive Policy had been extensively reviewed and updated and included all relevant aspects including "Prevent". The Policy was commended for presentation and clarity and it was approved. **(Action 7)**

- a. **The information was received.**
- b. **Actions had been identified.** (Table 25/19 below)

## 21/19 POLICIES

Several Policies had been reviewed and were presented for consideration, each was considered in turn:

- a. Health and Safety (HAS); the Policy remained largely unchanged from the previous version however there was no longer a dedicated HAS Officer, the necessary tasks now fell to the VP (F&R) and other colleagues. After discussion it was agreed that a HAS Champion should be identified; Sally Townsend volunteered and the offer was accepted with thanks. **(Action 8)**

- b. Freedom of Information (FOI) and Publication; a new FOI Policy, personalised from a standard format had been drafted.
- c. Non-Regular Workers (NRW). The NRW Policy clarified the position and requirements for paid and unpaid casual workers and volunteers in the college.

All 3 Policies were approved. **(Action 9)**

- a. **The information was received.**
- b. **Actions had been identified.** (Table 25/19 below)

#### 22/19 ELECTION OF MEMBERS

Another parent members to complement Princess' appointment would be welcomed and efforts to encourage would continue. The vacancy for a specialist lay appointment to the AC continued, a volunteer was being sought through a contact at "Linklater's" and if one emerged, would be put in contact with the AC Chair.

**The information was received.**

#### 23/19 URGENT BUSINESS

- a. ESFA Reports. Submission deadlines for some financial forecasts had now changed and it would be necessary to consider some detail for approval at the next away day. **(Action 10)**
- b. London Sixth Form Partnership. B6 was a member of the Partnership, MB was the permanent representative on the governor liaison group and was usually accompanied to meetings by another member. The next meetings would be held at St Charles' College on 5 February 2020 and Havering College on 7 May and members wishing to attend should contact the Clerk. **(Action 11)**

- a. **The information was received.**
- b. **Actions had been identified.** (Table 25/19 below)

#### 24/19 DATE OF NEXT MEETING

The next meetings would be:

- a. 7 February 2020 (Away day); and
- b. 1730 on 26 March 2020.

#### 25/19 ACTION REGISTER

See referenced minute for full detail.		resp	Date
<b>Action 1</b>	15/19a. Last minutes (26.09.19) confirmed for signature.	Clerk	Wie
<b>Action 2</b>	16/19d. PA appointed for 2 years.		
<b>Action 3</b>	16/19e(iii). Management Accounts received.		
<b>Action 4</b>	19/19a. Going Concern statement noted.	All	
<b>Action 5</b>	19/19a. All AFS documents associated agreed for signature.	SB/KW	
<b>Action 6</b>	20/19a. Notes from safeguarding day to be circulated.	Chair	Asap
<b>Action 7</b>	20/19b. Safeguarding & CP Policy approved.	VPSS	
<b>Action 8</b>	21/19a. ST appointed "H&S Champion".	ST	Wie
<b>Action 9</b>	21/19. All Policies approved.	VPFR	
<b>Action 10</b>	23/19a. Financial Forecast tbc at the February awayday.		07.02.20
<b>Action 11</b>	23/19b. 6 <sup>th</sup> Form Liaison Group comms to Clerk.	All	Wie

# CorpMinutes 12.12.19RDKWPT1

Final Audit Report

2020-07-06

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