



Brooke House Sixth Form College

Minutes of an electronic meeting of the Corporation held on 2 July 2020 at 1730 hrs.

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

The Chair welcomed all to the meeting, which was held electronically because of CoVID-19 associated restrictions.

**42/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES**

The apology was accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared;

**43/19 MINUTES OF AND ACTIONS FROM THE LAST MEETING**

a. re 27/19. 12 December 2019. "Leyton" was changed to "NewVic". The minutes of the meeting held on 26 March 2020 were confirmed for electronic signature; the Clerk to action. **(Action 1)**

b. Actions from the last meeting had been completed.

		resp	date
	See referenced minute for full detail.		
<b>Action 1</b>	32/19. Last minutes (12.12.19) confirmed for signature.	<b>Clerk</b>	<b>wie</b>
<b>Action 2</b>	33/19. Chairs action approved.		
<b>Action 3</b>	34/19e. "Project Hackney" to be evaluated with HLT.	<b>KW</b>	<b>asap</b>
<b>Action 4</b>	38/19. SB reappointed as Corporation Member for 4 years.	<b>Clerk</b>	<b>25.04.20</b>

were no requests for urgent business.

- a. The information was received.
- b. Actions had been identified. (Table 52/19 below)

**44/19 COMMITTEE MINUTES (UNCONFIRMED)**

a. Standards Committee (StC) Meetings (26.03.20)(29.04.20)(20.05.20) & (17.06.20)(unconfirmed). re 88/19 Covid 19. The Committee had recommended establishment of a "Covid Group" and that was accepted and Approved. **(Action 2)** All minutes from the StC meetings were then explained by the Committee Chair, together with a brief summary of the business completed since the last Corporation meeting. It had been agreed that the successful style and pattern of meetings would continue through the coming year.

- b. Finance and General Purposes (FGP) Committee (03.06.20). The minutes from the FGP meeting were explained by the Committee Chair and it was noted that **(Action 3)** re:
  - (i) 39/19. The management accounts had been recommended; and
  - (ii) 41/19. The re-opening preparations had been endorsed.

- c. Audit Committee (AC) (15.04.20) & (02.07.20)(verbal). The minutes from the Audit meeting were explained by the Committee Chair and the actions from the meeting held earlier that day were noted and approved. **(Action 4)**

- a. **The information was noted and received.**
- b. **Actions had been identified.** (Table 52/19 below)

#### **45/19 PRINCIPAL'S REPORT**

The Principal's Report was discussed, in particular:

- a. the Further Education (FE) Commissioner would complete a virtual visit on 23 July; the format was attached and all concerned noted their involvement; **(Action 5)**
- b. a bid had been submitted under the recently announced College Collaborative Scheme in which two successful colleges partnered a less strong organisation, the scheme, in collaboration with Havering and Newham Colleges, was similar to the recent Strategic College Improvement Fund (SCIF), which had benefitted B6;
- c. after careful consideration it had been decided to withdraw from the London Sixth Form Partnership, but to continue close collaboration with all local colleagues; and
- d. future collaboration with the HLT would be considered at the July stakeholders; meeting.

- a. **The information was noted and received.**
- b. **Actions had been identified.** (Table 52/19 below)

#### **46/19 COVID-19**

Processes for dealing with closure and remote working had been considered fully at the Standards Meeting held on 17 June and updates were presented to inform Members. On-line delivery had generally varied according to course content, student commitments and, as expected, the competence levels of the presenters; A Level and GCSE students had received fully structured programmes and it had been possible to deliver successful "on-demand" vocational work and paper based work had been completed by post. On site attendance for "vulnerable" students had been modest throughout lockdown, averaging 8 daily, but all students in this category had been contacted each week and the safeguarding team provided a rostered daily "in college" presence. Some staff and students had now returned to College, details included in the accompanying papers and information on easing of restrictions could be expected in July. The limited attendance, peaking below 30, had apparently been prompted through travel related nervousness. Detailed planning was well underway for the return in September when a mix of face-to-face and on-line learning would welcome the students, that programme would face challenges, as Members had been advised throughout lockdown there had been a 'non-engaged' element and special attention with these had been discussed by the StC. Staff were expected to return for "normal" work with only evidenced medical exemptions. Uncertainty over circumstances throughout the summer break would require rapid and reactive responses and the "Committee Chairs Group" complemented by Annie Gammon was given delegated authority to initiate such response. Thorough evaluation of performance, attitudes and general performance throughout, the lockdown would be completed in the coming year to inform the "new-normal" environment. Members were reminded that a full Ofsted inspection was expected in the coming year.

**The information was noted and received.**

#### **47/19 FINANCE REPORT**

- a. Management Accounts. The comprehensive summary of accounts, supplemented by graphical and tabulated information accurate to May 2020 was studied and discussed. The current ytd forecast was for an increased deficit (-c£669)(-budget c£570k); a savings plan had been detailed earlier in the year, Variations from budget were clearly detailed in the accompanying papers and were discussed individually. Income was positive by £25k which was welcomed; an estimated shortfall in catering income of c£14k at year end was expected, through college closure and cash replacement for free school meal (FSM) provision. However, a welcome additional and unexpected c£51k had been received for a mobile mast associated retrospective power cost refund, Staff costs were underspent by c£21k in May and would be c£57k underspent at year-end. The non-pay element was over budget (£116k), all contributing factors were detailed in the papers and were explained. The forecast deficit out-turn at £173,720

reflected an improvement of £238,068 from the February estimate despite Covid related costs of £35k. Financial Health remained as “RI” and could slip into “Inadequate” if the Current Ratio (CR) should slip to .71. The balance sheet was considered and noted. Key PIs were noted; there were 15 cash days in hand and the CFF was checked daily, the adjusted CR was .59 and the staffing ratio was 79.6%. All covenants remained in scope. Issues were considered individually in the Risk Analysis at S25, which was noted. Departmental Budgets were being strictly observed.

- b. Budget. The ESFA Integrated Financial Model ((EIFM). integrating several financial plans and documents) had been submitted by 28 February. Changes to the 2020.21 budget presented to the February meeting had been tabulated and were discussed; the changes total c£9k were noted. Financial Health remained at RI; it was agreed to consolidate all Covid related effects into a dedicated line. **(Action 6)** The draft, which had been electronically circulated, studied, discussed and recommended by the FGP Members was approved. **(Action 7)**

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

b. **Actions had been identified.** (Table 52/19 below)

#### **48/19 STAFFING**

A comprehensive report on the college workforce had been drawn together, all posts had been filled. This 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. 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 noted and received.**

#### **49/19 GOVERNANCE**

a. Compliance Schedule. A comprehensive schedule of statutory and contractual duties of the Corporation had been tabulated, and formed a self-assessment of the Corporation.

b. Register. The Corporation Register had been updated for the coming year and was noted; several members had completed their terms of office:

(i) Jonathan Beake term of office would end on 30 June 2020 and he was unanimously re-appointed for 4 years. **(Action 8)**

(ii) The elected students, had left the College and the teaching staff member Ali Abdi term would end on 30 June, he was thanked for his valued contribution and he, in return thanked the Members;

(iii) the recently approved succession plan would be circulated by the Clerk over the summer break, seeking volunteers for the positions discussed and enabling initiation of the extended process; and

(iv) The Regulatory Documents would be considered early next year. **(Action 9)**

c. Meeting Schedule. The meeting schedule for 2020/21 was noted and agreed. **(Action 10)**

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

b. **Actions had been identified.** (Table 52/19 below)

#### **50/19 URGENT BUSINESS**

There had been no urgent business requested.

#### **51/19 DATE OF NEXT MEETING**

The next meeting would be held at 1730 on 24 September 2020.

#### **52/19 ACTION REGISTER**

See referenced minute for full detail.		resp	date
<b>Action 1</b>	43/19a. Last minutes (26.03.20) confirmed for signature.	<b>Clerk</b>	<b>wie</b>
<b>Action 2</b>	44/19a. Covid Group formed.	<b>Chair</b>	
<b>Action 3</b>	44/19b. Mgt Accounts and Opening Plans endorsed.		
<b>Action 4</b>	44/19c. AC actions noted and approved.	<b>VPFR</b>	
<b>Action 5</b>	45/19a. FE Commissioners visit noted.	<b>Chair</b>	<b>23.07.20</b>
<b>Action 6</b>	47/19b. Covid influences to be consolidated.	<b>VPFR</b>	<b>wie</b>
<b>Action 7</b>	47/19b. Financial Plan approved for submission.		
<b>Action 8</b>	49/19b.(i) JB re-appointed for 4 years.	<b>Clerk</b>	<b>02.07.20</b>
<b>Action 9</b>	49/19b.(iv) Regulatory Documents tbc in 2020/21.		<b>asap</b>
<b>Action 10</b>	49/19c. Meeting schedule 2020/21 Approved.		<b>asap</b>

Ralph Deveraux (Clerk) for Steve Blackden (Chair)

# CorpMinutesRDKW

Final Audit Report

2020-09-26

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