



Brooke House Sixth Form College

Minutes of a meeting of the Corporation held on 26 March 2020 at 1730 hrs.

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

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

b. While meetings are electronically conducted the Clerk assures Members that the Instrument and Articles (I&A), which govern working processes are compliant and allow for this. For information, the Companies Act 2006 and Charity Commission also explain that 'attendance' does not preclude electronic participation. The Charity Commission also allows that unless specifically prohibited in the corporation's governing document, boards may conduct meetings using electronic means.

31/19 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;

32/19 MINUTES OF AND ACTIONS FROM THE LAST MEETING

- a. The minutes of the meeting held on 12 December 2019 were amended at Minute 40/19 Action 8 to read: "ST was appointed H&S Champion" and they were 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 | 15/19a. Last minutes (26.09.19) confirmed for signature. | Completed |
| Action 2 | 16/19d. PA appointed for 2 years. | |
| Action 3 | 16/19e. Management Accounts received. | |
| Action 4 | 19/19a. Going Concern statement noted. | |
| Action 5 | 19/19a. All AFS documents agreed for signature. | |
| Action 6 | 20/19a. Notes from safeguarding day to be circulated. | |
| Action 7 | 20/19b. Safeguarding &CP Policy approved. | |
| Action 8 | 21/19a. ST appointed "Safeguarding Champion". | |
| Action 9 | 21/19. All Policies approved. | |
| Action 10 | 23/19a. Financial Forecast tbc at the February awayday. | |
| Action 11 | 23/19. 6 th Form Liaison Group comms to Clerk. | |
| Action 12 | 27/19. VP(F&R) secondment NewVic agreed in principle. | |
| Action 13 | 28/19. VP (SS&C&Q) reward considered in September. | |
| Action 14 | 28/19. Principal extension for further 2 years agreed, | |

- c. Requests for urgent business were agreed.

- a. **The information was received.**
- b. **Actions had been identified.** (Table 41/19 below)

33/19 COMMITTEE MINUTES (UNCONFIRMED)

- a. Standards Committee (StC) Meetings (15.01.20)(26.02.20) (confirmed) & (26.03.20 - verbal) The minutes from the StC meetings were explained by the Committee Chair, together with a brief summary of the business completed since the last Corporation meeting.
- b. Finance and General Purposes (FGP) Committee (29.01.20)(28.02.20) &(16.03.20). The minutes from the FGP meetings were explained by the Committee Chair and the Financial Regulations, Procurement Manual and the Fees Policy approvals were all noted. Members attention was drawn to Minute 20/19, time limitations on submission of the Education and Skills Funding Agency (ESFA) Integrated Financial Model (EIFM) had required Chair's action for approval; the action was unanimously approved. **(Action 2)** The Document is considered at 35/19b.

- a. **The information was noted and received.**
- b. **Actions had been identified.** (Table 41/19 below)

34/19 PRINCIPAL'S REPORT

The Principal's Report was discussed, in particular:

- a. Coronavirus. The College had followed a similar route to the rest of the sector in provision for the CoVID-19 pandemic and been closed to general students since 20 March, arrangements for remote learning were working well. Special arrangements had been made for vulnerable students to attend during the hours of 10-1400 hrs each day, in the event this had not proved necessary through lack of demand with the number of students being outnumbered by the skeleton staff and after careful consideration had been discontinued. The college will open on 20 April to assess the demand for access from vulnerable students. Depending on the response, a service (run by a restricted number of staff) will re-commence or else the college will remain closed pending a full re-opening once it is safe to do so. Members would be regularly informed of developments throughout the emergency. Student progression for the next academic year had been considered and DfE advice was awaited.
- b. Further Education Commissioner (FEC). The planned personal visit by the FEC and his Deputy had been replaced by a telephone conference call. The FEC had apologised for the changes in visit arrangements and tonal changes between the original and second draft reports on the recent "Stocktaking" visit, which would be looked at again; the next visit should be expected around the end of next term. The FEC had again expressed positive confidence in BSix progress.
- c. Ofsted Preparation. A new improvement initiative, the College Collaboration Fund (CCF) had recently been announced. The scheme allowed for collaboration between 2/3 colleges led by an institution with an Ofsted grading of at least "Good" and including one "Requiring Improvement" or worse. Discussions had started with two local sixth form colleges but had been overtaken by the CoVID-19 progression and all had now been postponed. The Hackney Learning Trust (HLT) had completed a worthwhile readiness check with senior and middle curriculum leaders, which had identified areas for focus and improvement and had provided experience of "pressure" interviews and associated requirements.
- d. Recruitment. Enrolment data was heartening with 1213 applications to date, more than last year's total and the best since 2017/18 (856). Conversion rates and progression were considered, enrolments for the previous year had been:
 - (i) enrolment from applications 264;
 - (ii) internal progression 493; and
 - (iii) "off the street" 352.

If historic internal progression rates applied the total was 994 excluding "off the street" entrants, assuming a similar number as last year, the total could be 1300+(FEC planning number 1200). Realistic targets had been agreed. Challenges associated with the present restriction of access to College for information and interviews were actively being addressed and current extensive on-line material and communication facilities, were being further enhanced. Members took comfort from the information.

- e. Project Hackney. A recent analysis of applications to date from Hackney schools stood at just 9%, unanimously seen as disappointing and indicating that “Project Hackney” was not working. The Standards Committee had looked at access to all schools in the Borough. The detail would be discussed with the HLT, in relation to “Project Hackney” and members would be informed of the outcome. **(Action 3)**

a. The information was noted and received.

b. Actions had been identified. (Table 41/19 below)

35/19 FINANCE REPORT

- a. Management Accounts. The comprehensive summary of accounts, supplemented by graphical and tabulated information accurate to February 2020 was studied and discussed, essentially there had been little change from the previous month’s position. Some queries had been sent in advance of the meeting by the FGP Chair, which had been responded to electronically by the VP(FR); the exchange was available from the Clerk on request. The current ytd forecast was for an increased deficit (c£220k) and a savings plan had been detailed to recover the situation. 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 temporarily remained as “RI” and the overdraft facility was in use. The balance sheet was considered and noted. Key PIs were noted; there were 22 cash days in hand and the CFF was checked daily, the adjusted CR was .95 and the staffing ratio was 79.5%. All covenants remained in scope. The accounts were received. In response to a challenge re the current use of the overdraft, members were assured that the Bank was completely supportive of the arrangement.
- b. The ESFA Integrated Financial Model ((EIFM). integrating several financial plans and documents) had been submitted by 28 February (33/19b refers); the complete 3-year Plan was included in the accompanying document and was explained and discussed. The Plan, which had used the current forecast as the base and forecast outcomes for 2020 and 2021 was fully compliant with the College’s financial objectives. Key planning information, including detailed and associated information was fully explained and had informed close scrutiny and discussions by the FGP Committee. Necessary in-year savings both pay and non-pay were discussed and noted. The staff pay rise proposal for 3%, 2% and zero respectively, for each year of the plan was noted.

36/19 STUDY PROGRAMME.

The Standards Committee Chair had spent considerable time in College and had reviewed the Study Programme, through a series of probing interviews; the consequent detailed report had been fully considered by the Committee, (SC 44/19d refers). All interviews and exchanges had been openly and frankly completed evidencing the current optimistic “can-do” spirit. The Committee had felt this was a sound and helpful report and the paper had been circulated to all Corporation Members for information.

The information was received and noted.

37/19 RISK MANAGEMENT

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 noted, in particular:

- a. Risk 11. the CoVID-19 situation had prompted a new and significant risk, which was now in effect and evolving with continuous actions and responses; the inherent level was 45 and the College level 30. The detailed management responses was fully detailed in the accompanying paper and informed full considerations;
- b. Risk 3. financial health (discussed at 35/19a) the tight financial budget had now been brought in to central control; and
- c. the updated summary table of strategic risks and the full Risk Register were noted.

The information was received and noted.

38/19 GOVERNANCE

The Chair's term of office would close on 25 April 2020, he had indicated willingness to continue and he was unanimously reappointed for a further 4 year term. **(Action 4)**.

a. The information was received and noted.

b. Actions had been identified. (Table 41/19 below)

39/19 URGENT BUSINESS

There had been no urgent business requested.

40/19 DATE OF NEXT MEETING

The next meetings would be:

a. 15 May 2020 (Away day); and

b. 1730 on 2 July 2020.

41/19 ACTION REGISTER

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

Ralph Devereux (Clerk) for Steve Blackshaw (Chair)






DraftCorpMinutes26.03.20RD

Final Audit Report

2020-07-06

| | |
|-----------------|--|
| Created: | 2020-07-06 |
| By: | Ralph Devereux (office.mpe@btconnect.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAIByDmr20XEve9ZPedPX05uxKyM3QOJWV |

"DraftCorpMinutes26.03.20RD" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)
2020-07-06 - 10:04:43 AM GMT- IP address: 86.150.243.161
-  Document emailed to Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com) for signature
2020-07-06 - 10:04:58 AM GMT
-  Email viewed by Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com)
2020-07-06 - 10:39:40 AM GMT- IP address: 81.92.203.198
-  Document e-signed by Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com)
Signature Date: 2020-07-06 - 10:40:23 AM GMT - Time Source: server- IP address: 81.92.203.198
-  Signed document emailed to Ralph Devereux (Clerk) for Steve Blackshaw (Chair) (clerk.mpe@btconnect.com) and Ralph Devereux (office.mpe@btconnect.com)
2020-07-06 - 10:40:23 AM GMT