



Brooke House Sixth Form College

Minutes of a meeting of the Corporation held in the College Hub on 5 July 2021 at 1730 hrs.

Present	Steven Blackshaw (Chair)	Martin Buck	James Cross
	Michael Desmond	Sheridan Mangal	Adeshola Onakoya
	Sally Townsend	Kevin Watson (Principal)	
In Attendance	Jill Derby (Note taker)	Adrian Cottrell (VP(F&R))	Mohammed Khabbازه (VP(C&Q))
	Kishan Pithia (VP(SS))		
Apologies	Annie Gammon		

PART ONE

43/20 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.

The information was received.

44/20 MINUTES OF AND ACTIONS FROM THE LAST MEETING

a. The minutes (Part 1 & 2) of the meeting held on 18 March 2021 and the notes from the Development Meeting on 14 May 2021 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	32/20a. Last Minutes (10.12.20) confirmed for signature.	Complete
Action 2	35/20a. All recommendations re overdraft approved.	
Action 3	35/20c. AEB & Safeguarding tbc at next awayday.	

c. There were no requests for urgent business.

The information was received.

Actions had been identified. (Table 53/20 below)

45/20 COMMITTEE MINUTES

Each Committee Chair explained the minutes of recent meetings, which were then discussed. All were attached, received and recommendations, detailed as appropriate, noted to inform later considerations:

a. Standards Committee (StC) Meetings (18.03.21, 22.04.21, 19.05.21 & 16/17.06.21(unconfirmed), it was confirmed that the pattern of monthly meetings would continue through the next academic year. **(Action 2)** re 16.06.21. 71/20 Some changes were noted for the unconfirmed minutes, which would be incorporated and presented to the next Committee meeting for confirmation. **(Action 3)**

b. Finance and General Purposes Committee (FGP) (22.04.21 & 16.06.21 (unconfirmed)), there had been 2 meetings since the last Corporation meeting. It was agreed that the Forecast Tracker be included in the Management Accounts and Forecast papers at future

Corporation Meetings; the detail would be sent out to all Governors following this meeting
(Action 4)

- (i) re 29&30/20a. Management Accounts recommended; and
- (ii) re 41/20. Policies recommended. Recommendation the following Policies were **approved** with immediate effect: **(Action 5)**
 - Fees Policy 2021.22;
 - Bursaries Handbook;
 - Health and Safety (HAS Policy);
 - First Aid Policy; and
 - IT Security Policy.

During general discussion on the IT Security it was explained that a cyber security review by the Internal Audit Service (IAS) had focused on the protection against ransomware attack and the consequent college liabilities. Improvements to backup had been made but there remained room for improvement. Constant awareness was necessary on the safety of college technology and IT safety and security. The IT Acceptable user policy would be re distributed to members. **(Action 6)** The IT manager would present "cyber security" to the Corporation in the Autumn Term. **(Action 7)**.

- c. Safeguarding. (16.06.21). A progress meeting between the Designated Safeguarding Lead (DSL) and the nominated Safeguarding Governors had been held on 10 June 2021, the notes of the meeting were attached and led into general consideration. A recent incident involving a BSix student and the consequent negative impact on their wellbeing was described, which served graphically to remind all of the primacy of students' welfare and security; and this would be considered regularly at future meetings. The 'No Wrong Door' initiative and Rape Culture would be included in future Ofsted inspections and a full and detailed report would be presented to the Corporation in the Autumn Term. **(Action 8)**
- d. Equality and Diversity (EDI) (24.06.21). The inaugural meeting of the ED Working Group (EDWG) had successfully met and completed extensive exploratory discussions; Notes of the meeting were attached, points that had emerged from the discussions included:
 - (i) need for a policy review;
 - (ii) how involved are the Corporation in making recommendations and how this will relate to existing College policies;
 - (iii) documentation of actions previously taken in the absence of formal requirements; and
 - (iv) TAG Process to be revisited.
- e. Audit Committee (AC)(01.07.21)(unconfirmed). The meeting had welcomed the newly appointed Internal and External Auditors to their first meeting and had recommended approval of the:
 - (i) re 23/20 the IAS Strategy 2021.24 and the Plan 2021.22;
 - (ii) re 24/20 the External Audit Plan and associated fee; and
 - (iii) re 25/20 the RM PolicyAll were approved. **(Action 9)**

The information was received.
Actions had been identified. (Table 53/20 below)

46/20 PRINCIPAL'S REPORT

The Principal's Report was discussed, in particular:

- a. Security Incident. Members were reminded of the incursion on 23 May, this had been an upsetting incident, disrupting the good work in place at the college, reputationally damaging and strongly reinforced the need for constant awareness in this area. Security had now been tightened significantly and the right balance was emerging. It was important not to be just reactive but pro-active regarding the security of students and staff, and visitors to the College.
- b. Further Education Commissioner (FEC). The FEC review had been positive and the lifting of the "financial notice to improve" with the implied confidence in the B6 development process had been welcomed. The College was participating in a FEC nationwide project examining the effectiveness of curriculum planning; the consequent report would not identify the participants.

The information was received.

47/20 STAFF SATISFACTION SURVEY

All staff had been invited to participate in an anonymous on-line survey (attached) indicating views and feelings on organisation and administration of the College. Overall responses to the survey had been positive and were discussed. The survey had included a question "should more thought be given to senior and middle management teams being more representative of the ethnic and gender composition of the student body" and this could well influence future interview processes. The 'you said, we did' response would now be initiated. Key actions had been identified and these would be drafted into a progress report linked to the 10 strategic objectives. The full results would be circulated to Members. **(Action 10)**

The information was received.

Actions had been identified. (Table 53/20 below)

48/20 FINANCE

- a. Management Accounts. The financial report referencing the May position had been closely considered and recommended by the FGP; the comprehensive document comprised a narrative informed by graphical and tabulated detail including all variances. The accounts, drafted on 11 June 2020, showed an increased deficit end of year forecast of c(£315k), which, however, was an improvement of c£20k over budget. Pay costs were c£169k over budget with an annual c£223k overspend, due to a combination of the support staff pay increase and additional temporary Covid testing staff. Non-pay costs had been c£16k below budget and would translate into a c£83k underspend including the effect of a specially designed savings plan. Key Performance Indicators (KPI) were considered and noted: the EBITDA v Income was 3.04% and the financial health assessment, provisionally graded as "Requires improvement" (RI) could still improve to "Good" by year end.
- b. Budget 2021.22. The suggested draft budget for 2021, the plan for 2022.23 and the underlying assumptions had been scrutinised by the F&GP Committee and the return, incorporating the necessary integrated financial model was required at the ESFA by 31 July 2021. The detail was based on known factors and reasonable assumptions to an ESFA template. The surplus was £80k despite increased student numbers, this resulting from the lagged funding process where increased recruitment this year determined funding for the next, with associated cost penalties for the current year. An equally hard year awaited in 2021/22. The targeted 12%+ student intake could not be assumed and accordingly had not been included in the Budget forecast. Investment in required teaching staff to service the increased student roll had been included. Capital expenditure required closer scrutiny and this and the other points would be reviewed by the F&GP Committee and, if the detail was amended to any material extent then it should be referred back to the Corporation. **(Action 11).**

The information was received.

Actions had been identified. (Table 53/20 below)

49/20 RISK MANAGEMENT

The paper considered changes in the Risk environment since May 2021. Three scores had been used in the Risk Register (RR):

- a. Inherent;
- b. Residual; and
- c. Target.

Target risks reflected what was achievable during the year and there was a total of 11 Risks in the Register, which was discussed. There was particular interest between Residual and Target Risk scores and it was explained that Target Risk scores would be revised at the start of the coming year to reflect experience and changed parameters. The full Strategic Register was attached, discussed and approved. **(Action 12)** During general considerations it was raised that underfunding for the College, discussed in the previous item could be a real risk, and this was not mentioned in the document. Additionally, the financial health risk which indicated how well college can reach its objectives was quite high; this would be considered at the next RM Group meeting **(Action 13)**

The information was received.

50/20 MEETING SCHEDULE 2021.22

The attached draft meeting schedule for the coming year was discussed, some were unsuitable for members and these would be reviewed. The Meeting schedule would be re distributed when completed. **(Action 14)**

The information was received.

Actions had been identified. (Table 53/20 below)

51/20 URGENT BUSINESS

There had been no urgent business agreed.

52/20 DATE OF NEXT MEETING

The next meeting date would be confirmed.

53/20 ACTION REGISTER

See referenced minute for full detail.		resp	date
Action 1	44/20a. Last minutes (18.03.21) (15.5.21) confirmed.	Clerk	wie
Action 2	45/20a. Cycle of Standards Cttee meetings to remain as now		
Action 3	45/20a. Standards Minutes amendments		
Action 4	45/20b. Forecast Tracker to all Governors	VPFR	
Action 5.	45/20b(ii) 5 Policies approved.		
Action 6	45/20b(ii) IT Acceptable user policy to be distributed.		
Action 7	45/20b(ii) Cyber Security Presentation to Corp in Autumn.	VPSS	21.22
Action 8	45/20c. Safeguarding detail to Corporation in Autumn.	VPFR	wie
Action 9	45/20e. AC recommendations all three approved.	KW	
Action 10	47/20. Staff satisfaction detail passed to members.	VPFR	
Action 11	48/20b. Further pre-submission scrutiny of Budget by FGP.		
Action 12	49/20. Strategic Risk Register approved.		
Action 13	49/20. Additional financial risks to be considered.	Clerk	
Action 14	50/20. Meeting schedule to be reviewed and re distributed		

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Final Audit Report

2021-10-04

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