



**Minutes of the meeting of the Corporation of Birmingham Metropolitan College
of Further and Higher Education
held in the Boardroom at Matthew Boulton campus
on Thursday 14th July 2011 at 8.30am**

Present:

Mr V Randeniya (Chair of Corporation and Governance and Search Committee) (Chair)	Mr A Madden (AM)
Mr J Allen (JA)	Ms C Mayne (CM)
Ms G Kaur Bains (GB)	Ms S Nixon (SN)
Mr S Brittan (SB)	Mr C Stone (CS)
Ms K Canty (KC)	Ms L Teboul (LT)
Ms V Docherty (VD)	Dr C Braddock (Principal)
Mr G Evans (GE)	

In attendance:

Mr C Hill (Executive Director Support Services) (CH)
Dr R Minett (Executive Director Quality Assurance) (RM)
Mr B Pattni (Executive Director of Finance) (BP)
Mr J Starmer (Director of Estates) (JS) (item 4 only)
Mrs C Bennett (Clerk to the Corporation)(Clerk)

Apologies for Absence

Mr A Burley (AB)	Prof Ian Oaks (IO)
Ms M Hunt (MH)	Mr S Pearce (SP)
Mr R Mack (RM)	Ms J Williams (Deputy Chair of the Corporation)
Mr L Nolan (LN)	

Declarations of Interest

The Chair of the Corporation declared an interest in item 6.4.

Item 1* – Minutes of the Corporation meeting held on 24 March 2011

The public and confidential minutes of the meeting held on 24 March 2011 were accepted as a true and accurate record of that meeting.

Item 2 – The College’s Strategic Framework

2.1 RM presented this item and led the Corporation through the paper which set out the College’s revised Strategic Framework 2011-2014. RM also led the

Corporation through the summary of the Task and Finish Group Recommendations as well as the College's draft Development Plan.

- 2.2 The Principal informed the Corporation that some good feedback has been received on the Strategic Framework from the recent Staff Development Day.
- 2.3 The Chair commented that perhaps the Strategic Framework needed a conclusion. Further discussions took place amongst Corporation members and the following was agreed:

Approved:

(i) The College's Strategic Framework and its publication and dissemination was approved.

(ii) The Corporation endorsed the principles and design of the College Development Plan.

Action:

Conclusion to be added to the Strategic Framework. RM dealing.

Item 3 – Strategic Response to Ofsted Report

- 3.1 This item was presented by RM who led the Corporation through his paper and related documents that set out the College's strategic response to the outcomes of the recent Ofsted report.
- 3.2 A detailed discussed took place amongst Corporation members and it was agreed that the information was very useful.

Item 4 – Confidential Item

Item 5* – Management Accounts for the ten months ended 31 May 2011

- 5.1 BP presented this item and led the Corporation through the main areas of the accounts and responded to any questions that arose.

Approved:

The Management Accounts for the ten months ended 31 May 2011 were approved by the Corporation.

Item 6 – Reports from Sub-Committees

- 6.1. *Draft Minutes of the Governance and Search Committee meeting held on Thursday 16th June 2011*

- 6.1.1 The Chair of the Governance and Search Committee led the Corporation through the draft minutes of the Governance and Search Committee meeting minutes of 16 June 2011.
- 6.1.2 The Chair of the Governance and Search Committee reported to the Committee that it had discussed Corporation membership, Corporation Self assessment and Corporation committee structure.
- 6.1.3 The Chair reported to the Corporation for note the retirement of the student member Catherine Mayne with effect from 31 July 2011 and thanked her for her contribution; that the nominations process is under way to appoint two new student members and that Sally Davis resigned from the Corporation with effect from 10 June 2011.

Approved:

The Corporation approved the retirement of Sean Pearce and Andrew Burley with effect from 31 July 2011;

6.2 Draft minutes of the Academic Standards and Quality Development Committee meeting held on Monday 20th June 2011

- 6.2.1 This item was presented by VD in the absence of the Chair of the Academic Standards and Quality Development Committee (IO).
- 6.2.2 VD led the Corporation through a summary of what was discussed at the Academic Standards and Quality Development Committee meeting and Corporation ratified the approvals set out below.
- 6.2.3 VD also informed the Committee that the Corporation were provided with an update on CPD and Harborne Academy Achievements.

Approved:

- The Corporation approved the the College's approach to the Quality Improvement Plan;
- The Corporation approved the College's approach to In Year Monitoring of Further Education Programmes;
- The Corporation approved the Value Added recommendations as set out in more detail in the Academic Standards and Quality Development pack;
- The Corporation gave its approval for the Chair of the Academic Standards and Quality Development Committee to sign off the final version of the action plan following the IQER Inspection which will then go to QAA (RM to action).
- The Corporation approved the equality and diversity recommendations set out in more detail in the Academic Standards and Quality Development pack.

6.3 Draft minutes of the Audit Committee meeting held on Monday 4th July 2011

- 6.3.1 GE presented this item in the absence of the Chair of the Audit Committee (SP).
- 6.3.2 GE led the Corporation through the items discussed at the Audit Committee meeting and the Corporation ratified the approvals set out below.
- 6.3.3 GE informed the Corporation that the Committee reviewed annual internal audit reports relating to Financial Controls, Follow-up on previous internal audit recommendations and the Internal Audit Charter. In addition, GE reported that the Committee had reviewed and approved the Audit Committee's Terms of Reference to be used as a template for all other committees once the new structure had been decided.
- 6.3.4 Finally GE reported that the Audit Committee had discussed its membership following the resignation of Sally Davis from the Corporation (and therefore the Audit Committee) as well as Sean Pearce's retirement from Corporation and as Chair of Audit. GE reported that the Audit Committee had discussed the need to appoint a suitably qualified person as Chair of Audit going forward and the Clerk confirmed that the search and interview process is in hand with a view to appointing a new member early in the Autumn term.

Approved:

- The Corporation approved the Risk Register and Risk Management Policy
- The Corporation approved the Internal Audit Plan
- The Corporation approved the External Audit Strategy and Planning Memorandum (including the reappointment of the College's External Auditors for 2011/12);
- The Corporation approved GE being acting Chair of Audit from 1 August 2011 until the new committee structure is in place (subject to any other existing member of the Corporation wishing to take on the role).

6.4 Draft minutes of the Strategy, Finance and Business Development Committee Meeting held on Tuesday 12th July 2011.

- 6.4.1 The Chair of the Corporation presented this item in the absence of the Chair of the Strategy, Finance and Business Development Committee Chair (JW).
- 6.4.2 The Chair of the Corporation led the Corporation through the items discussed at the Strategy, Finance and Business Development Committee meeting and the Corporation ratified the approvals set out below.

Approved:

- The Corporation approved the College's Strategic Framework as already discussed under item 2 above;
- The Corporation approved the recommendations set out under confidential item 4;
- The Corporation approved the Indicative Financial Forecasts and Management Accounts to 31 May 2011 (as set out in item 5 above);

- The Corporation gave its approval for the Chair of Corporation to sign the Letter of Variation in respect of a Facility Agreement;
- The Corporation approved the Tuition Fees Policy.

Item 7 - Clerk's Annual Report

- 7.1 The Clerk presented this item and briefly led the Corporation through the report which sets out the Corporation's activity throughout the academic year 2010/11.
- 7.2 The Clerk said that this is the first time such a report had been produced and any feedback in relation to additions, improvements etc would be welcomed. Some members informed the Clerk that their CAT records were not quite up to date and there were some amendments to attendance but on the whole it was agreed that the report was useful.

Action:

Clerk to amend CAT records and attendance sheets where necessary

Item 8 - Bribery Act 2010

- 8.1 The Clerk presented this item and led the Corporation through the salient points of the report.
- 8.2 The Clerk informed the Corporation that whilst current policies and procedures comply with the Act, a review and updating exercise is taking place to ensure that all relevant policies and procedures explicitly refer to the Bribery Act 2010 and where necessary will be brought to Corporation for approval.

Item 9 – Draft Calendar of Meetings for the Corporation 2011/12

- 9.1 The Clerk presented this item and informed the Corporation that if anyone has any specific issues with any of the dates, to let her know urgently. Subject to any major issues, the calendar is in final form.
- 9.2 Members asked if meetings could start at 8am rather than 8.30am. This was agreed.
- 9.3 The Clerk stated that she would be in touch at the beginning of the Autumn term with any updates should members have any major issues. In addition, the Clerk said that membership of committees would be confirmed early in the Autumn term.

Action:

- Members to let Clerk know urgently if there are any major difficulties with dates of meetings
- Clerk to circulate committee membership list early Autumn.

AOB

The Principal provided an update to the Corporation on recent visits to the College and opportunities not already referred to in the meeting.

The Chair once again thanked all those members leaving the Corporation for their contribution and management for their work throughout the year. He also thanked members for their time and support.

The meeting then ended.

Date of Next Meeting:

Provisionally Thursday 15th December 2011.

Signed..........Date.....10/10/11.....

Chairman