



**Minutes of the meeting of the Corporation of
Birmingham Metropolitan College
held in the Boardroom at Matthew Boulton Campus
on Thursday 15th December 2011 at 8am**

Present:

Vij Randeniya (Chairman)
Christine Braddock (Principal)
Jane Williams (Deputy Chair)
Jason Allen (JA)
Steve Brittan (SB)
Kate Canty (KC)
Veronica Docherty (VD)
Gareth Evans (GE)
Marina Hunt (MH)
Kathryn James (KJ)
Raj Mack (RM)
Andrew Madden (AM)
Sue Nixon (SN)
Ian Oakes (IO)
Clive Stone (CS)
Louise Teboul (LT)

In Attendance:

Caileen Hargreave (IBM) (Item 2 only) (CH-IBM)
Grant Tefler (IBM) (Item 2 only) (GT-IBM)
Baiju McCubbins (IBM) (Item 2 only) (BM-IBM)
Clive Hill (Executive Director of Support Services) (CH)
Roger Minett (Executive Director of Academic Affairs) (RM)
Julie Nugent (Executive Director of Organisational and Strategic Development) (JN)
Bob Pattni (Executive Director of Finance) (BP)
Catherine Bennett (Clerk)

Apologies:

Gurjeet Kaur Bains
Anisa Shahban

Declarations of Interest

CS declared an interest in item 3
GE declared an interest in item 6(a) and in items involving Aston University

The Chairman stated that these would be managed as necessary as we reach the relevant items.

Item 1 – Open and Confidential Minutes of the Meetings held on 10th October and 1st November 2011 respectively

- 1.1 The Chairman presented this item and it was agreed that the confidential minutes would be reviewed at the end of the agenda with all other confidential items.
- 1.2 The Corporation reviewed the open minutes of the meetings held on 10th October and agreed that they were true and accurate records of those meetings.

Matters Arising

There were no matters arising that were not already being covered on the agenda.

Item 2 – IBM and BMET – A Presentation on Future Developments and Strategic Partnership

- 2.1 CH (IBM) gave a presentation to the Corporation on the future developments and strategic partnership with BMET.
- 2.2 Members commented on the excellent presentation and discussed and asked questions in relation to the differences in technology in comparison to competitors, life expectancy of technology, resource, cultural and behavioural change.
- 2.3 Detailed discussions also took place about how the partnership is work in progress and it is important for the College to work with global companies balanced against ensuring the best results for the College.
- 2.4 Members commented that it would be useful to have a KIT session on this and the Clerk agreed to arrange as part of the next programme.

Action:

Clerk to arrange a KIT session on the IBM partnership as part of the next programme.

Item 3 – Confidential Item

Item 4 – Annual Report on Safeguarding

- 4.1 JW and RM presented this item and led the Corporation through an update of where the College is in terms of safeguarding. JW added that there continues to be a strong focus on this and the Corporation can be pleased at the level of attention it continues to be given.
- 4.2 A general discussion took place in relation to the induction process. Overall the Corporation noted the report and agreed that it is very pleasing to see the continuance of the excellent work in this area.

Item 5 – Presentation on the New Freedoms and Flexibilities offered in the new Education Bill

- 5.1 JN and the Clerk presented this item. JN led the Corporation through an update setting out the new freedoms and flexibilities recently published and the Clerk outlined the current foundation Code of Governance.

- 5.2 Detailed discussions took place in relation to what this may mean to the College and the new and exciting opportunities that may result. However it was agreed that more information was needed.
- 5.3 As Chair of the Governance and Search Committee, the Deputy Chair suggested that the Governance and Search Committee look at this in more detail at the next meeting in the New Year. This was agreed.

Action:

Freedoms and Flexibilities to be discussed at the next Governance and Search Committee meeting in the New Year (date tbc) – Clerk.

Item 6 – Report from the Chairman of the Finance, Business and Developments Committee

Item 6(a) Draft Minutes of the Finance, Business and Developments Committee held on 17th November 2011

- 6.1 SB presented this item and led the Corporation through the draft minutes of the meeting held on 17 November.
- 6.2 In relation to Harborne Academy, SB reported that the Committee had discussed the options in terms of delivery of the new build and agreed to recommend to the Corporation that the work be carried out directly with a selected Partnership for Schools Framework Contractor through the BLLP (Birmingham Local Education Partnership – Land Lease).

Approved:

The Corporation approved the option for the delivery of the new build directly with a selected Partnership for Schools Framework Contractor through the BLLP (Birmingham Local Education Partnership – Land Lease).

- 6.3 SB reported that the Committee were given an update and discussed the latest position on capital developments. Further the Committee approved the Management Accounts to 30 Sept for the group. In addition, SB reported that the Committee were given a strategic and financial update on Harborne Academy which the Committee approved and agreed to recommend to the Corporation for approval.
- 6.4 SB reported that the Committee were presented with a report on Partnership Arrangements and, following discussion it was agreed that the Finance, Business and Developments Committee would recommend to the Corporation the proposed partners and accompanying budgets set out in the report.

Approved:

The Corporation gave its final approval of:

- the strategic and financial report in respect of Harborne Academy
- the proposed partners and accompanying budgets for 2011/12

Item 6(b) Financial Statements for the year ending 31st July 2012

- 6.5 BP led the Corporation through the Financial Statements and confirmed that they had also been provided to the Audit and Finance Committees. BP highlighted the key areas of the statements.
- 6.6 Following discussion, the Corporation agreed that this was another very pleasing set of statements and agreed that the Chairman and Principal sign the accounts on behalf of the Corporation.

APPROVED:

The Financial Statements for the year ending 31 July 2011 were approved by the Corporation.

Item 6(c) Management Accounts to 31st October 2011

- 6.7 BP led the Corporation through the Management Accounts to 31st October 2012, highlighting the main areas for discussion. Following discussion, the Corporation agreed that these were a very pleasing set of accounts.

APPROVED:

The Management Accounts to 31st October 2011 were approved by the Corporation.

Item 6(d) Letter of Support for Harborne Academy

- 6.8 BP presented this item and explained that this had been a request of the external auditors and had also been presented to the Finance and Audit committees of both the College and the Academy.
- 6.9 Both BP and CH informed the Corporation of the reasoning behind it and responded to questions raised by Corporation members. Following discussion, it was agreed the Chairman could sign the letter of support on behalf of the Corporation.

APPROVED:

The Letter of Support was approved by the Corporation and it was agreed that it would be signed by the Chairman.

Item 7 – Report from the Chair of the Governance and Search Committee

- 7.1 The Deputy Chair (as Chair of the Governance and Search Committee) reported to the Corporation that she would report on the open minutes at this stage and come back to the confidential minutes at the end of the agenda. This was agreed.
- 7.2 The Deputy Chair reported that the Committee met on 18th November and discussed the draft standing orders for the Corporation and the terms of reference for this Committee as well as Corporation Members' IT needs.
- 7.3 The Deputy Chair stated that in relation to IT needs, the proposal was to issue Corporation members with an iPad and that the Committee had agreed that the next Corporation meeting in March would be a pilot paperless meeting. She added that training sessions would take place in the New Year prior to the March meeting.
- 7.4 A detailed discussion took place. It was agreed that if the paperless approach does not work then it can be looked at again, perhaps with a part paperless approach for

those who would prefer it. The Deputy Chair added that the Committee felt it was important to not give a choice for the March pilot in order to get full buy-in and then evaluate the paperless approach after that meeting.

- 7.4 Corporation members agreed to the pilot taking place and commented that it is very important to be at the forefront of technology in much the way that students are.

Action:

- iPads to be arranged for Corporation Members (Principal and Clerk)
- Date to be arranged for iPad training in the New Year – Clerk

Item 8 – Report from the Chair of the Remuneration Committee Meeting held on 18th November 2011

Item 8(a) Draft Minutes of the Meeting held on 18th November 2011

- 8.1 The Deputy Chair (as Chair of the Remuneration Committee) presented this item. Again, she stated that the confidential minutes would be dealt with at the end of the agenda.
- 8.2 The Deputy Chair reported that the Committee had reviewed its terms of reference. She added that all other items discussed would be dealt with under the confidential report.

Item 8(b) - Confidential Item

Item 9 – Report from the Chair of the Audit Committee

Item 9(a) Draft Minutes of the Meeting of the Audit Committee held on 29th November 2011

- 9.1 KJ presented this item as Chair of the Audit Committee. She informed the Corporation that the Committee had welcomed its new members and wished GE well in his new role.
- 9.2 KJ added that the Committee had also reviewed the risk register, received and discussed the College's insurance details, were provided with internal audit reports on key financial controls, the annual internal audit report and the internal audit progress report. Further, the Committee reviewed the Management Letter and Letter of Representation which, she reported, we would come on to shortly.

APPROVED:

The Corporation approved the Internal Audit Report on Key Financial Controls.

- 9.3 KJ reported that the Committee were provided with copies of the financial statements for year ending 31 July 2011 to assist them with their discussions. The Committee also reviewed and discussed the letter of support which again KJ added we will come on to.
- 9.4 KJ also reported to the Corporation that the Committee discussed the submission of the FMCE return and the SFA Assessment of College's finances and added that BP will come back to this shortly.

Item 9(b) Audit Committee Annual Report 2010/11 to the Corporation

- 9.5 KJ reported that the Audit Committee reviewed and discussed the Annual Report of the Audit Committee. A detailed discussion took place amongst Corporation members who agreed that the report was very helpful.

APPROVED:

The Corporation approved the Audit Committee's Annual Report 2010/11 and KJ signed it as Chair of the Audit Committee.

Item 9(c) Management Letter and Letter of Representation

- 9.6 BP presented this item and reported to the Corporation that the External Auditors had presented the Management Letter and Letter of Representation to the Audit Committee.
- 9.7 A general discussion took place following which it was agreed that the letters could be signed by the Chairman and the Principal.

APPROVED:

The Management Letter and Letter of Representation were approved by the Corporation.

Item 9(d) Financial Management and Control Evaluation Report (FMCE) 2010/11

- 9.8 BP presented this item and reported that the Audit Committee had reviewed the FMCE, a summary of which must be submitted annually. The Corporation commented on the excellent result in terms of the PFA audit during Ofsted.

APPROVED:

The Corporation approved the FMCE Submission for 2011.

Item 10 – Report from the Chair of the Academic Standards and Quality Development Committee

Item 10(a) – Draft Minutes of the Academic Standards and Quality Development Committee Meeting held on 29th November 2011

- 10.1 IO led the Corporation through the draft minutes of the above meeting and reported that the Committee were presented with reports on equality and diversity, new committee membership, draft terms of reference, a summary of the implementation of revised quality improvement procedures, College performance (including success rates and achievements), a review of the SAR (which IO reported we would come back to), learner involvement surveys, an update on Harborne Academy, the HE Annual Monitoring Report and an update on the Professional Development Centres.
- 10.2 IO added the Committee had been informed of the excellent news of the College winning a TES Award for Teaching and Learning.

APPROVED:

The Corporation gave its final approval on the following reports:

- Equality and Diversity

- College Performance (including success rates and achievements)
- HE Annual Monitoring Report

CS left the meeting at this stage.

Item 10(b) – Self Assessment Report

- 10.3 RM presented this item to the Corporation and reported in that the Academic Standards and Quality Development Committee had reviewed the SAR in detail. He led the Corporation through the main points of the SAR.
- 10.4 The Corporation discussed the SAR in detail and asked management various questions in relation to it.

APPROVED:

The Corporation approved the SAR.

Item 11* - Revised Financial Regulations

BP presented this item and led the Corporation through the revisions.

APPROVED:

The Corporation approved the revised Financial Regulations.

Item 12* - Treasury Management Policy

BP presented this item and led the Corporation through the revisions.

APPROVED:

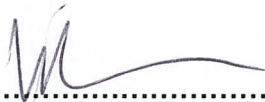
The Corporation approved the revised Treasury Management Policy

AOB

At this stage, the Chairman reported that GE had secured a new post at a new University nearer home and would therefore be leaving the Corporation. He wishes GE well on behalf of the Corporation and thanked him for all the time and support he had given to the College during his time as a Corporation member.

It was agreed that the confidential items would now be taken (minuted separately as confidential items).

Date of Next Meeting – 29th March 2012

Signed..........Date.....29/3/12.....