



**Minutes of the Meeting of the Corporation of
Birmingham Metropolitan College
held on Thursday 29th March 2012 at 8am
in the Boardroom at Matthew Boulton Campus**

Present:

Vij Randeniya (Chairman) (present until item 8)
Christine Braddock (Principal)
Jane Williams (Deputy Chair)
Jason Allen (Staff Member) (JA)
Gurjeet Kaur Bains (GKB)
Steve Brittan (SB)
Kate Canty (KC)
Veronica Docherty (VD)
Marina Hunt (Staff Member) (MH)
Kathryn James (KJ)
Raj Mack (RM)
Andrew Madden (AM)
Anthony McCourt (from item 2) (AMcC)
Ian Oakes (IO)
Anisa Shahban (Student Member) (AS)
Clive Stone (CS)
Louise Teboul (LT)
Matthew Terry (Co-opted Member) (from item 2) (MT)

In attendance:

Clive Hill (Executive Director Support Services)
Roger Minett (Executive Director Academic Affairs)
Julie Nugent (Executive Director of Organisational and Strategic Development) (JN)
Bob Pattni (Executive Director of Finance) (BP)
Catherine Bennett (Clerk)

Apologies:

Sue Nixon (SN)

The Chairman reported that he would need to leave the meeting by 9.15am and it was agreed that the Deputy Chair would act as Chair in his absence.

Declarations of Interest

There were none save for those already declared in the Register of Interests.

Item 1 – Open and Confidential Minutes of the Meeting held on Thursday 15th December 2012

1.1 The Chairman presented this item and it was agreed that the confidential minutes would be reviewed at the end of the meeting.

- 1.2 The Corporation reviewed the open minutes of the above meeting and it was agreed that they were a true and accurate record of that meeting.

Matters Arising

At this stage, the Principal led a confidential discussion which has been minuted separately. There were no other matters arising that were not already being covered on the agenda.

Item 2 – New Corporation Member Appointments

- 2.1 This item was presented by the Chairman and the Clerk.
- 2.2 The Chairman summarised the recruitment process for both MT and AMcC and the Clerk outlined the proposal in relation to each new member and their respective terms of office.
- 2.3 After discussion, the Corporation gave its approval as set out below.
- 2.4 The Chairman welcomed MT and AMcC to the Corporation and everyone present introduced themselves.

AMcC and MT joined the meeting at this stage.

Approved:

- The appointment of Matthew Terry as a co-opted member of the Corporation for a period of one year.
- The appointment of Anthony McCourt as an independent member of the Corporation for a term of up to four years.

Item 3 – eGovernance Implementation

- 3.1 This item was presented by the Clerk and CH. A discussion took place amongst Corporation members about progress so far and it was agreed that it is working very well albeit there is still some training issues to overcome.
- 3.2 CH reported that the iPad training would be repeated in the near future and it was agreed that this would be very useful.
- 3.3 The Clerk asked to let her know if anyone had any feedback / useful information on using the iPads for governance and she would circulate.

Item 4 – the Freedoms and Flexibilities Agenda – an introduction to what this means for BMET

- 4.1 The Clerk and JN presented this item. The Clerk firstly gave an update on where matters are and JN then went on to outline where the College is in its thinking. A general discussion took place and it was agreed that this would be considered at the residential in May.

- 4.2 Members asked for pre-reading to be provided in advance of the residential so that they could get up to speed quickly. The Chairman also gave the offer of a group of governors assisting with the planning of the residential and it was agreed that this was a good idea.

Action:

- Date to be arranged for group of members to meet to discuss and prepare for residential - Clerk
- Pre-reading to be sent out in advance of residential - Clerk

Item 5 – Report from the Chairman of the Academic Standards and Quality Development Committee Meeting – Thursday 9th February 2012

- 5.1 IO presented this item as Chairman of the Academic Standards and Quality Development Committee.
- 5.2 IO gave a summary on what was discussed by the Committee namely, In-Year Curriculum Performance, the Quality Improvement Plan, lesson observations, grades and actions, Harborne Academy, information on wellbeing and improvement activities in College as well as information on changes to management structure.
- 5.3 IO added that the Committee had discussed the Wednesday afternoon Staff Development activities and an update on this was going to be brought to the next Committee meeting.
- 5.3 IO confirmed that no approvals were being sought today although confirmed that detailed discussions took place amongst committee members at the meeting and the information provided was very useful.

Item 6 – Report from the Chairman of the Finance, Business and Developments Committee – 1 March 2012

- 6.1 SB presented this item as Chairman of the Finance, Business and Developments Committee.
- 6.2 SB gave a summary on what was discussed by the Committee. In particular, an update on capital developments (which SB reported that CH would deal with in the next item but that the Committee had discussed in detail), general developments, partnership arrangements, indicative funding allocations 2012/13 and strategic scenario planning / options and Management Accounts to 31 Jan.
- 6.3 In terms of approvals, SB outlined the matters that the Committee approved and now bring to the Corporation for final approval.

Approved:

The Corporation approved:

- The recommendations set out in the Capital Developments report presented to the Committee
- Partnerships for 2011/12 and the budget proposed for them

- Management Accounts to 31 January 2012
- 6.4 SB also reported that LT gave some information and invited her to say a little more. LT informed the Corporation of opportunities in the business community relating to corporate social responsibility and the Birmingham Young Leaders course. She asked members to contact her if any of the initiatives raised are of interest.

Item 7 – Presentation on Capital Developments

- 7.1 CH presented this item and led the Corporation through the three current significant capital developments. CH updated the Corporation on the current position. Corporation members asked detailed questions in relation to finances, timing and future strategies.

Approved:

The Corporation approved the recommendations set out in the presentation on Capital Developments.

The Chairman left the meeting at this stage and the Deputy Chair took the role of Chair of this Meeting from this point.

Item 8 – Report from the Chair of the Governance and Search Committee

- 8.1 The Deputy Chair presented this item as Chair of this Committee. She led the Committee through the items discussed at the meeting which included the annual work programme for the Committee, a vacancy review of the Corporation (including detailed discussion of the appointment of AMcC and MT) and governor performance.
- 8.2 The Deputy Chair reported that in terms of governor performance, the Committee had agreed that it did not want this to be simply a tick box exercise and the May residential might be an appropriate place for it to take place perhaps in pairs (two Corporation members or a Corporation member and an Exec member).
- 8.3 The approach to governor performance was agreed although it was noted that time may be tight at the residential and it may need to be carried out as a separate exercise.

Item 9 – Report from the Chair of the Remuneration Committee

This took place at the end of the meeting and has been recorded as a separate confidential minute.

Item 10 – Report from the Chair of the Audit Committee

- 10.1 This item was presented by KJ as Chair of the Audit Committee. KJ led the Corporation through the items discussed.
- 10.2 KJ reported that the Audit Committee reviewed the Annual Health and Safety report and CH added that this was at the request of Gareth Evans at a previous Audit Committee meeting.

10.3 Following discussions, the Chair and CH explained that going forward, this report will be brought directly to Corporation on an annual basis.

Approved:

The Corporation approved the Annual Health and Safety Report 2010/11.

10.4 KJ led the Corporation through the discussions that the Committee had in relation to the internal audit reports on Risk Management, Contracts Management and Curriculum Planning and added that the reports were very good, where relevant management had taken on board the internal auditors' recommendations and that there were no significant issues to report.

Action:

- Clerk to amend Item 2 of draft Audit Committee minutes for the Annual Health and Safety Report to be recommended to Corporation for approval.

10.5 With regard to contracts management, KJ reported that this was of particular interest to Corporation members and an area that members felt they would benefit from a KIT session on. The Corporation agreed. KJ also reported that there will be a final update on curriculum planning that will be presented to the Corporation in July and therefore the report is for note (and not approval) at this stage. The Corporation agreed.

Action:

- Clerk to include Curriculum Planning as a topic on Spring KIT session programme.
- Clerk to amend item 3(iii) of draft minutes of Audit Committee so that the report on curriculum planning is for note and not approval.

10.5 KJ reported that only the report on Contracts Management required ratification by the Corporation.

Approved:

The Corporation approved the internal audit report on Contracts Management

Item 11* - Management Accounts to 29 February 2012

11.1 BP led the Corporation through the Management Accounts to 29 February 2012, highlighting the main areas for discussion.

11.2 Following discussion, the Corporation approved the accounts.

Approved:

The Management Accounts to 29 February 2012 were approved by the Corporation.

Item 12* – Draft Calendar of Corporation Meetings 2012-13

12.1 The Clerk presented this item and asked that members let her know if there are any significant issues with any of the dates and that it would be brought to the July meeting for final approval.

Action:

Corporation members to contact the Clerk well in advance of the July Corporation meeting if there are any issues with the 2012/13 Calendar of Meetings.

Any Other Business

A discussion took place in relation to the residential and the importance of keeping the date in the diary once it has been agreed.

AMcC and MT thanked the Corporation for welcoming him on board.

CS reported to the Corporation that his company was working on a mentoring initiative which includes providing work placements to secondary students and that if any members could assist to let him know. The Clerk added that she would be happy to forward any correspondence on CS's behalf.

KJ reported that her Company is working with the UK Arm of World Skills and provided some background information. The Executive added that this is also something that the College is involved in.

The Principal reported that members should have received the report on "Professionalism in FE" via Dropbox for info which members confirmed they had. The Principal provided additional background information on this.

The Clerk commented that the KIT session Programme is in hand and will be circulated shortly.

The Principal reported that the item on staff pay award will be circulated as early as possible to give ample opportunity for discussion.

Further the Principal gave a further update on the new management structure now that it was in place.

The Principal reported that there is a real drive for colleges to be working with schools and that there was a lot of work taking place in this area. She added further details will be brought to the Corporation at the next meeting.

The Principal informed the Corporation of the Olympic Family Day taking place on 30th June 2012 which is very exciting for the College.

The Principal asked for input and ideas on who should be awarded a fellowship of the College.

CS commented on the College's property strategy given the Principal's comments above and asked that it be brought to the residential. This was agreed.

ACTION:

- If preferred, CS to forward information re work placements to Clerk for circulation to members
- Clerk to circulate KIT Programme
- Members to contact the Principal (either directly or via the Clerk) with ideas for whom the College could award a fellowship to.
- Property Strategy to be brought to the residential

At this stage staff (including the Principal) and student members left the meeting.

Following discussion of the confidential items, the meeting ended.

Date of Next Meeting – Tuesday 10th July 2012

Signed..........Date..........

Chairman