

**Minutes of the Meeting of the Corporation
held on Thursday 16 July 2015 at 8.00am
at Matthew Boulton Campus**

Present:

Steve Hollis (Chair)
Jenni Ord (JO) (until 9.30 am)

Veronica Docherty (VD)
Andrew Madden (AM)
Kathryn James (KJ) (until 10.00 am)
Andrew Cleaves (Principal)
Gala Albas (Student Governor) (GA)
Philip Cornish (Student Governor) (PC)
Taher Hussain (Support Staff Governor) (TH)

In Attendance:

Louise Jones - (LJ)
Julie Nugent - (JN)
Adrian Morris –(AMO)
Liam Nevin – (LN)

Declarations of Interest

There were no declarations of interest other than those set out in the register of interests.

Item 1 – Open and Confidential Minutes of Meeting held on 22 May 2015

The minutes were approved as a true and accurate record of the meeting.

Matters Arising and Action Log

There were no comments in respect of the Action Log and no matters arising.

In the interests of expediency the Board considered agenda items other than in the order specified in the agenda.

Item 2 – Extension of Governors Terms of Office

The Board noted that Gala Albas would be leaving the College to pursue higher education and her term of office would shortly expire. The Board thanked Gala for her contribution to the College during her tenure as student governor.

The Board thereafter debated the recommendations. It was noted that whilst the Board had the power to extend the term of office of the staff governors there was also benefit in conducting fresh elections. AC advised that the arguments were finely balanced but that changing membership at this time could prove disruptive to both the Board and the College.

SH stated that an extension to the terms of office for the staff governors would be consistent with the approach taken to the independent governors

KJ emphasised that it was important to ensure that staff were apprised of the reasoning behind the extensions of the terms of office of governors.

The Board were advised that AM had also agreed to extend his term of office and this was reflected in the recommendations.

Accordingly it was

RESOLVED

- **That the term of office of Andrew Madden be extended to 31 July 2017**
- **That the terms of office of the staff governors, Taher Hussain and Dagen Thompson be extended to 31 August 2016**

Item 3 (i) – Draft Recovery Plan

This item is recorded in a confidential minute

Item 3 (ii) – Cash Flow Review

This item is recorded in a confidential minute

Item 3 (iii) – Facility Agreement

This item is recorded in a confidential minute

Item 3 (iv) – Property Disposals

This item is recorded in a confidential minute

Item 3 (v) – Update on Growth Strategy

This item is recorded in a confidential minute

Item 3 (vi) – Minutes of the Recovery Plan Working Group – 24.6.15

The minutes were noted

Item 4 (i) – Approval of Budget and College Plan 2015/16

LJ introduced this item and advised that approval was sought from the Board for the College Plan, the revenue budget and the capital budget of £1.6 million for 2015-16. LJ advised that the income and expenditure account showed a planned deficit of £1.988 million with a contingency of £2 million set against the stresses on income and risks identified in the budget.

The Financial Plan was presented in the prescribed format and LJ advised that the technical data which informed the plan was available both at the meeting and on Dropbox should governors wish to explore any point of detail.

It was noted that the SFA had reviewed the plan and considered it prudent. It was further noted that based on the plan, the financial health of the College would be rated as inadequate for this year, and for the duration of the time the BIS loan is in place. However, if this overriding criteria was not in place the rating would be satisfactory for the following two years, and would be good in 2018.

JO stated that the College Plan was consistent with the discussions held in the Recovery Working Group with risks and opportunities clearly set out.

KJ stated that the budget and College plan were both sensible and proposed that the Management Accounts contained a tabulated risk and opportunities section with summary reporting to the Board where either are crystallised.

The Chair noted that the College had taken the necessary action on cost reduction and the focus was now on productivity gain, with targeted improvements in quality and efficiency.

Accordingly it was

RESOLVED

- **That the College Plan be approved.**
- **That the revenue budget for 2015/16 be approved**
- **That the capital budget of £1.6 million for 2015/16 be approved.**

(JO left the meeting at this point)

Item 5 – Management Accounts

This item is recorded in a confidential minute

Item 6 – Post Inspection Action Plan and Quality Improvement Plan

AMO delivered a presentation to the Board entitled “Building a Better BMet” and which set out the measures being taken to drive improvement in quality across teaching and learning.

VD advised the Board that the Academic Standards and Quality Development Committee had received a similar presentation and she was more confident that the measures proposed would drive improvement across the College whilst also noting the challenge that would be presented by much larger class sizes.

The Chair questioned whether the ambition and objective should be to attain an Ofsted grade 1 when the College was re-inspected. AMO stated that moving the College from a grade 3 to a grade 1 during the inspection window was unrealistic based on precedent. However, the plan was ambitious in seeking to improve performance by 2 grades across a number of areas, and beyond the inspection period, adherence to the plan was capable of producing a grade 1 outcome.

The Chair asked for clarity over the method for engaging lecturers and ensuring ownership of the plan. AMO advised that Teaching and Learning communities were being established by college site and these would address challenges, share best practice and drive a performance culture.

The Chair asked for an assurance that the Board would receive early notification of underperformance so that appropriate remedial action could be taken. The Principal advised that these issues would now be identified through the Termly Review Boards reporting through to the Executive, and then to the Academic Standards and Quality Development Committee or the full Corporation Board if necessary.

Accordingly it was

RESOLVED

- **That the Post- Inspection Action Plan and the Quality Improvement Plan be approved**
- **That the Teaching, Learning and Assessment Plan for 2015/16 be re-endorsed**
- **That the strategic support arrangements as proposed in the supporting paper be noted**

Item 7 – Update on Performance Against College Targets 2014/15 and Proposals for 2015/16

JN presented the report and advised the Board on actual or expected outturn against targets on student performance, quality, efficiency, funding, and customer service for 2014/15. Thereafter, JN outlined the key targets proposed for 2015/16 and which were integral to the “Building a Better BMet” programme, and the more detailed performance information that the Board would receive as set out on page 19 of the supporting report.

The Chair noted that the proposed performance report captured the key issues of concern to the Board and was consistent with agenda items debated during this meeting.

Accordingly it was

RESOLVED

- **That the current position against targets and the actions taken to address issues and mitigate future risk of poor performance in 2015/16 be noted**
- **That the proposed targets and improvements to performance reporting for 2015/16 be endorsed.**

(KJ left the meeting during this item)

Item 8 – Subcontracting Arrangements for 2015/16

JN presented this item and summarised that the intention was to ensure a more strategic approach to sub-contracting with close monitoring to ensure that the arrangements were consistent with the College’s plans and of a high standard of quality.

The Principal further advised that the intention was to reduce sub-contracting and focus on specialist areas that the College could not deliver itself.

The Chair noted that sub-contracting was a potential disruption threat to the business and that the Board would benefit from exploring this further within the context of wider disruption risks.

Accordingly it was

RESOLVED

- **That the sub-contracting arrangements for £2,370,000 of Skills Funding Agency funding be delivered through the twelve partners as identified in the report.**

Item 9 – IT and Information Strategies 2015 -18

LJ introduced this item and set out the strategic objectives, also advising the Board that the investment needed to deliver the plans was reflected in the Recovery Plan.

The Chair noted that increasingly developments in this field were based on pay as you go “Cloud Storage” solutions. Since IT would be critical to the College’s delivery ambitions he proposed that whilst endorsing the plan as presented, it be subject to independent expert scrutiny with a further review by the Board.

Accordingly it was

RESOLVED

- **That the IT and Information Strategies for 2015-18 be approved by the Corporation**
- **That both strategies be subject to independent scrutiny with the outcome to be reviewed by the Corporation**

Item 10 – Corporation and Committee Calendar 2015-16 and Annual Business Cycle

LN presented the proposed business cycle and calendar of meetings for the Corporation Board and its committees in 2015-16.

The Chair reminded the Board that it was open to governors to attend any meetings of committees that they were not members of.

Accordingly it was

RESOLVED

- **That the Corporation and Committee calendar for 2015-16 and the planning cycle be approved.**

Item 11 – Report from the Chair of the Academic Standards and Quality Development Committee 2.6.15

VD summarised the business of the Academic Standards and Quality Development Committee conducted at its meeting of the 2 June 2015 and particularly drew the attention of the Board to those matters requiring its approval.

The Board considered the Annual Equality and Diversity Report and noted performance against the existing objectives, and thereafter considered the proposed objectives from 2014/15 to 2016/17.

VD then summarised the proposed changes to the terms of reference of the committee

Accordingly it was

RESOLVED

- **That the annual equality and diversity report be noted and the objectives for 2014/15 to 2016/17 be endorsed.**
- **That the terms of reference of the Academic Standards and Quality Development Committee, as amended, be endorsed**

Item 12 – Report from the Chair of the Audit Committee held on 29.6.15

In the absence of KJ, LJ summarised the matters requiring the approval of the Corporation. AM advised that the Audit committee had reviewed the proposals now before the Corporation and were satisfied with them.

In order to manage the business of the meeting it was agreed to note those items reported for information.

Accordingly it was

RESOLVED

- That the annual internal and external audit plans be approved
- That the anti-Fraud and Theft Policy and the Anti-Bribery Policy be approved

Item 13 – Report from the Chair of the Governance and Search Committee held on 2.7.15

In the absence of JO, LN advised on the matters requiring the approval of the Corporation. In respect of the Instrument and Articles of Government AM proposed an amendment to the clause concerning written resolutions to make it clear that such resolutions must be provided to all eligible governors.

The Chair requested that a KIT session be run for governors on conflicts of interest and induction and development.

Accordingly it was

RESOLVED

- That subject to the amendment identified in the preamble to this minute, the Instrument and Articles of Government as amended be approved.
- That the Code of Conduct and Conflicts of Interest Policy be approved
- That the Gifts and Hospitality Policy be approved.
- That the Governor Induction, Development and Appraisal, and Governor Recruitment Policies be deferred until the next meeting of the Corporation

Item 14 – Use of Corporation Seal

LN advised the Board that matters identified on the schedule, whereby the Corporation seal had been affixed since the last meeting, concerned the rectification of documents that were incorrectly executed and did not represent substantively new commitments.

Accordingly it was

RESOLVED

- That the use of the Corporation Seal be noted

Any Other Business

This item is recorded in a confidential minute

Date of Next Meeting: Thursday 17 September 2015 (8.00 – 11.00AM)



Signed.....

Chairman

Date..... 17th September 2015