

**Minutes of the Meeting of the Corporation
held on Thursday March 17th 2016 at 8.00am
at Matthew Boulton Campus**

Present:	Apologies:
Steve Hollis (Chair)	Jenni Ord (JO)
Veronica Docherty (VD)	
Andrew Cleaves (Principal)	
Kathryn James (KJ)	
Anthony McCourt (AMC)	
Andrew Madden (AM)	
Taher Hussain (Support Staff Governor) (TH)	
Dagen Thompson (Academic Staff Governor) (DT)	
Philip Cornish (PC) (Retiring Student Governor)	
Henry Millin (Student Governor)	
Sheetal Sahdev (Student Governor)	
In Attendance:	
Louise Jones - (LJ)	
Julie Nugent - (JN)	
Adrian Morris –(AMO)	
Helen Ainsbury (HA)	
Liam Nevin – (LN)	

Apologies for absence

Apologies were received from Jenni Ord.

At this point the Chair welcomed the new student governors Henry Millin and Sheetal Sahdev

Declarations of Interest

There were no declarations of interest save those recorded in the register

Item 1 – Open and Confidential Minutes of Meeting held on 17 December 2015 and 14 January 2016

It was noted that the minutes of the 14 January 2016 referred to AMO in the declarations of interest and it was agreed that the reference should be to AM.

With this correction the minutes were approved as a true and accurate record of the meeting.

Matters Arising and Action Log

The action log follow up activities were noted.

Item 2 – Independent Governors Terms of Office

It was noted that the Corporation would be discussing succession planning later in the agenda and the Chair put the recommendation to the Corporation.

Accordingly it was

RESOLVED

- That the term of office of Anthony McCourt be extended to 28 March 2017

Item 3 – Decisions Taken by Written Resolution or Under Chair’s Delegated Powers

The written resolution approved by the Corporation that “the Corporation endorse the recommendations of the Joint Area Review Delivery Team in their draft report *“An area-wide review of education and training provision by the further education college sector in Birmingham and Solihull”* was received.

Accordingly it was

RESOLVED

- That the written resolution referred to in the preamble to this minute be noted.

Item 4- Performance Review Mid-Year Report

This item is recorded in a confidential minute

Item 5 – IT Service Options

This item is recorded in a confidential minute

Item 6 – Report from the Chair of the Finance Committee

LJ summarised the business of the Finance Committee from its meeting of the 4th March 2016:

Draft Minutes

These were noted.

Recovery Plan

It was noted that the current iteration of the Recovery Plan was substantially complete and that work was being undertaken on version two of the plan. The Corporation noted the challenges posed by the Committee as reflected in the draft committee minutes.

Proposed Bank Covenants

The Corporation noted the current position with the negotiations over the proposed bank covenants with Barclays and Lloyds Bank as reflected in the draft minutes.

Management Accounts

The Corporation considered the year to date position and the forecast outturn as reported to the Finance Committee

Partnership Update

LJ advised that some of the College’s sub-contractors were underperforming against contract values whilst others had demonstrated an ability to deliver beyond their allocation. Accordingly, it was proposed to adjust contract values within the approved funding level as set out in Appendix A to the report presented to the Committee and which was now before the Corporation.

Accordingly it was

RESOLVED

- **That the adjusted maximum contract values as set out in Appendix A of the report be approved.**

Property Disposals

This matter is recorded in a confidential minute.

Framework Policy for Fees

LJ advised that the Fee Policy as presented to the Finance Committee was developed to support the Curriculum Planning process and was recommended to the Corporation for approval.

Accordingly it was

RESOLVED

- **That the Fee Policy for 2016/17 be approved.**

Update on Area Review

This matter is recorded in a confidential minute.

Financial Plan Update

LJ advised that the Financial Plan had been updated at the request of the SFA and that there were no significant adjustments of note. A full rebasing of the plan would be reported to the Corporation in July. The Corporation were asked to note that the SFA had served a Notice of Concern following the qualified opinion in respect of the sub-contract audit carried out in October 2015. This would be lifted once the College received an unqualified opinion in its next audit.

Item 7 – Report from the Chair of Audit Committee

KJ summarised the business of the Audit Committee from its meeting of the 3 March 2016:

Draft Minutes of the 3 March 2016

These were noted

BDO Financial Systems Follow Up Review

The Corporation noted that the report reflected the good progress made in this area and that the implementation of the two outstanding medium risk recommendations would be monitored by the Committee.

BDO Sub Contractor Audit

The Corporation noted the report.

Operation of IT Security

KJ advised that the report summarised the existing controls and the further work being done to enhance controls and which would be undertaken between March and September 2016. It was emphasised that there were a series of big issues being addressed by HA and that the Corporation needed to keep the resourcing of this area of the business under review.

Data Protection and Information Governance Headline Review

KJ advised that the report was a headline review pending further analysis and recommendations that would arise from a full review. The committee would be taking a particular interest in this issue.

HA advised that the focus for improving information governance would be to address weaknesses in data integrity. There were some weaknesses in data protection but there had only been three minor breaches in the last twelve months.

Review of Whistleblowing Policy

KJ advised that the committee had reviewed the substantially re-drafted policy which had been reviewed in light of best practice guidance and practical application. LN advised that subject to the approval of the policy by the Corporation there was further work to do in ensuring that staff felt comfortable to use the policy and that it was seen as part of the College's suite of safety policies.

KJ also advised that the Corporation were now asked to appoint an independent governor to discharge the responsibilities set out in the policy.

Accordingly it was

RESOLVED

- **That the Whistleblowing Policy as amended be adopted**
- **That Andrew Madden be appointed as the Independent Governor for the purpose of the Policy.**

Appointment of External and Internal Auditors

KJ advised of the outcome of the interview and evaluation process, which was a recommendation that the Corporation appoint BDO as internal auditors and KPMG as external auditors. KJ further advised that the KPMG audit team was changing and therefore there was a natural rotation that would preserve the independence in its relationship with the College.

Accordingly it was

RESOLVED

- **That BDO be appointed as internal auditors and KPMG as external auditors for the College.**

Risk Register

The risk register was noted.

Item 8 – Report of the Chair of Academic Standards and Quality Development Committee

VD summarised the business of the Academic Standards and Quality Development Committee from its meeting of the 8 March 2016.

Draft Minutes of the Academic Standards and Quality Developments Committee 8 March 2016

These were noted.

Strategic Review of HE

VD advised the Corporation on the key themes and strategic priorities arising from the review and the challenge from the Committee and the Principal to develop the recommendations into a strategy and an implementation plan.

Accordingly it was

RESOLVED

- **To promote a higher level skills offer, based on close links with industry and the development of higher level skills to support career progression. This should include traditional HE qualifications and increasingly, the development and delivery of higher level (including degree) and Apprenticeships. Marketing will focus on affordability and promotion of employability skills.**
- **The Higher Level Skills Strategy will align with the Growth Strategy, with a clear focus on developing and delivering increased volumes of provision in Advanced Manufacturing, Business and Professional Services, Rail, Health and Social Care, Retail and Construction. Other provision, for example sport, will be kept under annual review with Heads of Faculty and College and maintained in relation to local demand.**
- **To recruit and appoint a new senior role to lead and deliver the HE strategy**
- **That the Heads of College develop the HE experience at each of the four main colleges, creating a differentiated experience that reflects BMet's strong vocational focus and provides a high quality professional and technical environment.**
- **That the further actions proposed by the Principal be endorsed (to develop a strategy and an implementation plan reflecting four main themes: quality, progression, marketing and partners).**

HE Quality Review

VD advised the committee that the QAA had now confirmed that all four areas of HE provision had been adjudged to meet expectations. The Corporation noted the pleasing outcome and asked that congratulations be passed to all the staff that had helped secure this outcome.

Quality Strategy

VD summarised the draft Quality Strategy and advised that a further version would be presented to the committee in June and thereafter the Corporation, in readiness for the 2016/17 academic year.

Accordingly it was

RESOLVED

- **That the Quality Strategy be approved**

Performance Report

VD introduced the report and summarised the forecasts commenting on the considerable efforts that had gone into improving forecasting to assist evidence based interventions.

AMO assured the Corporation that forecasting was much stronger with the benefit of improved data analysis. This had led to focussed interventions which included mock assessments, and support targeted at underperforming students.

Thereafter, VD drew attention to section 4 of the report which set out the specific interventions in more detail. This had been refined since the meeting of the Committee and the updated document would be made available to all governors.

The Principal advised that the challenging and supportive discussion at the Committee had led to further work with AMO tasked to focus on five areas that were key to driving improvement. AMO summarised these as:

- A personal tutor strategy
- A staffing plan – focussing on the right numbers, the right skills and the right development
- A revised 16-17 QIP with data driving interventions
- A culture of unmissable lessons
- Using data to create a culture of expectation with effective evidence based intervention.

SH observed that the QIP represented the strategy and other matters were drivers that would deliver the strategy. He proposed that at the next meeting, the Corporation reflect on progress with implementing these priorities.

Harborne Academy and DfE Visit

VD introduced the report and explained the new Progress 8 measure that the Academy was now being assessed against.

AC noted that the Academy had taken steps to improve forecasting and quality including recruitment of external governors with valuable experience.

Item 9 - Any Other Business

SFA Update on Investigation

This item is recorded in a confidential minute

FE Commissioner Stocktake Report

The Corporation noted the report and agreed to consider the recommendations as part of its discussion on succession planning.

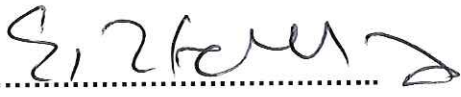
Corporation Succession Planning

This item is recorded in a confidential minute

Any Other Business

The Chair advised the Corporation that this was the last meeting for Philip Cornish as student governor. He commended Philip on the valuable contribution made to the work of the Corporation and presented him with a token of appreciation on behalf of the Board.

Date of Next Meeting: Thursday 19 May 2016.

Signed..... 

Chairman

Date..... 