

**Minutes of the Meeting of the Corporation  
held on Thursday July 21st 2016 at 8.00am  
at Matthew Boulton Campus**

<b>Present:</b>	<b>Apologies:</b>
Steve Hollis (Chair)	Anthony McCourt (AMC)
Veronica Docherty (VD)	Taher Hussain (Support Staff Governor) (TH)
Jenni Ord (JO)	Dagen Thompson (Academic Staff Governor) (DT)
Andrew Cleaves (Principal)	
Andrew Madden (AM)	
Sheetal Sahdev (SS) (Student Governor)	
<b>In Attendance:</b>	
Louise Jones - (LJ)	
Rebecca Hayes - (RH)	
Helen Ainsbury (HA)	
Liam Nevin – (LN)	

**Apologies for absence**

Apologies were received from Anthony McCourt, Dagen Thompson and Taher Hussain. The Chair welcomed Rebecca Hayes to the meeting.

**Declarations of Interest**

The Principal declared an interest in item 8 (vii) as a governor of Birmingham City University, but as this was an information only item it would not be necessary to leave the room.

**Item 1 – Actions Arising from the Last Meeting**

(i) Open and Confidential Minutes of meeting held on 19 May 2016

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

(ii) Matters Arising and Action Log

These were noted

(iii) Decisions Taken Under Chair's Delegated Authority

It was noted that the Chair had taken a decision under delegated authority to approve revisions to maximum contract values applicable to:

- Auctus
- Aspirations
- Free2Learn
- Skills Centre

## **Item 2 – Annual Business Plan**

LJ introduced this item and advised that the plan represented a further development of the Building a Better BMet programme, and by reference to the report demonstrated how the annual business plan fitted into the College's policy framework.

VD asked whether consideration had been given to full fee paying courses and LJ advised that these were not within the College's strategic priorities.

AM noted that there were significantly higher targets for attendance and success rates and asked whether the College could be confident in delivering these. LJ stated that there was considerable work being undertaken but also a change in emphasis. The College's current approach was to focus on disciplinary measures for non-attendance, but there would now be a greater focus on incentives to attend, complemented by a personal tutor to support high attendance.

AC referred to the 5 point plan and stated that improved pastoral care was a significant component of this, and this would help address attendance problems early on.

SH asked whether this new approach would address the College's performance on English and Maths. LJ advised that this would ensure that students were on the right course from the outset with regular assessment and support through personal tutors.

JO stated that the plan was best on evidence of what was currently known but would benefit from a review after six months to determine whether any assumptions had changed, for example in respect of income projections. It was agreed that this review would be considered by the Finance Committee.

Accordingly it was

### **RESOLVED**

- **That the Annual Business Plan be approved.**

## **Item 3 – IT Service Strategic Options**

This item is recorded in a confidential minute

## **Item 4 - Approval of Board and Committee Calendar and KIT Programme 2016/17**

The Chair advised the Corporation that the paper set out the proposed calendar and Corporation work plan for the forthcoming year and the suggested KIT programme. The Chair requested that the KIT programme allowed for some flexibility in content and this was agreed.

Accordingly it was

### **RESOLVED**

- **That the Calendar of meetings, and KIT programme for 2016-17 be approved**

## **Item 5 – Performance Report**

HA summarised the report focussing in particular on retention, forecast success rates, and income. JO requested and it was agreed that in accordance with the previous year's practice, the Principal would email all governors with details of results upon their publication.

Accordingly it was

## RESOLVED

- **That the Performance Report be noted**

### **Item 6 – Report from the Chair of the Academic Standards and Quality Development Committee**

#### (i) Draft Minutes of the 21 June 2016

These were noted

#### (ii) Teaching and Learning Assessment Strategy

VD presented the amended strategy and advised that it reflected feedback from students, staff and inspectors – leading to the development of the five point plan, which underpinned the strategy.

SH asked whether there were additional staff costs associated with the personal tuition proposals and if these had been incorporated within budgets.

LJ advised that personal tuition was part of the funding model and it was expected that this featured within the College's programme.

The Principal advised that key to delivery was ensuring that average class sizes and staff utilisation were both running at efficient rates.

VD commented that there was now a much clearer relationship between its plans.

Accordingly it was

## RESOLVED

- **That the Teaching Learning and Assessment Strategy for 2016/17 be approved.**

#### (iii) Quality Strategy 2016/17

VD summarised the strategy and advised the Corporation that it had been agreed at the Committee that the recommendation to approve the strategy was conditional upon some further work to ensure a stronger focus on improvement as opposed to measurement.

SH asked how teaching staff felt about the changes and whether they were optimistic that the Strategy was helping to improve performance.

The Principal advised that the biggest challenges from staff feedback were in relation to workload and perceptions of trust in management. It was acknowledged that there was work to do in addressing these. LJ advised that considerable work was being done in developing greater staff consultation, including working groups that encouraged staff to propose ideas.

VD stated that from her conversations with staff there was a feeling that greater stability in staffing arrangements was perceived as an improvement.

Accordingly it was

## RESOLVED

- **That the Quality Strategy be approved subject to the further actions identified in the preamble to the draft minutes of the Academic Standards and Quality Development Committee.**

(iv) College Performance and Forecast

This was noted.

(v) Big Teaching and Learning Survey

VD introduced this report.

SH asked what the plans were for providing feedback on the results and LJ advised that there would be a publicity launch in September which would include focus groups, publicity through the student council and various other focal points.

The report was thereafter noted.

(vi) Equality Annual Report

VD introduced this report and SH asked whether there were any known community tensions that were affecting the College.

The Principal advised that staff were doing good work with local community groups and addressing any tensions at source.

The report was thereafter noted.

(vii) Harborne Academy Performance Update

This item is recorded in a confidential minute

**Item 7 – Report from the Chair of the Audit Committee**

AM introduced the business and advised that the committee meeting of the 12<sup>th</sup> July had been inquorate and therefore the Corporation were being asked to ratify the decisions arising from the meeting.

(i) Draft Open and Confidential Minutes of 3.3.16

As the meeting of the committee on the 12<sup>th</sup> July had not been quorate the draft minutes of the March meeting were presented for approval.

Accordingly it was

**RESOLVED**

- **That the minutes of the Audit Committee of the 3 March 2016 be approved**

(ii) Draft Open and Confidential Minutes of 11.7.16

These were noted

(iii) Risk Management Update

AM summarised the report and noted that the current iteration had lost the historic information and that it had been agreed that this information would be added. It was also proposed that the Corporation consider its risk appetite and that this be considered as a possible subject for the away day.

(iv) IT Usage and Social Media Policy

This was noted

(v) Data Protection Policy and Implementation Plan

This was noted

(vi) Annual Review of the Operation of Anti –Fraud Controls

This was noted

(vii) Funding Audit Assurance

This is recorded in a confidential minute

(viii) Funding Investigations

This is recorded in a confidential minute

(ix) Annual Audit Plans – Internal and External

AM summarised the proposed external and internal audit plans noting in particular the key audit risks, materiality provisions, and the impact of changes to financial standards in relation to the external audit plan.

Accordingly it was

**RESOLVED**

- **That the Audit Strategy memorandum for 2016/17 be approved**
- **That the Internal Audit Plan for 2016/17 be approved.**

**Item 8 – Report from the Chair of Finance Committee**

(i) Draft Minutes of Finance Committee 8.7.16

These were noted

(ii) Budget and Three Year Financial Forecast

JO set out the key features of the proposed budget and the three year financial plan and summarised the discussion arising from the Finance Committee. It was noted that the prospective withdrawal from the EU created unknown risks and that the situation required careful monitoring. The Principal advised that Cameron Homes had withdrawn from their proposed purchase of the Longlands site and that immediate measures were being taken to remarket it.

JO drew the attention of the meeting to the appendix to the budget which set out the SFA checklist that the Corporation should consider when assessing the plan.

It was confirmed that the plan had been discussed with the SFA and that they were satisfied with this and the actions that the College were taking in respect of recovery generally.

Accordingly it was

**RESOLVED**

- That the budget for 2016/17 be approved
- That the financial plan for 2017-19, including the forecast for the year ending 31 July 2016 be approved.

(iii) Operating Plan Update

This was noted.

(iv) Supply Chain and Fee Charges Policy

JO set out the key features of the policy and advised that the proposals had also been developed with consideration given to the policy adopted by other FE Colleges.

Accordingly it was

**RESOLVED**

- That the Supply Chain (Fees and Charges) Policy be approved.

(v) Management Accounts

These were noted

(vi) Sub- Contractor Recommendations

JO introduced the report and advised that consistent with the Corporation's agreed approach, the proposal represented a further reduction in maximum contract values from 2015-16. In addition the tenderers proposed had been selected through a tender process that involved a review of quality.

Accordingly it was

**RESOLVED**

- That the Sub-contractors and the maximum contract values as identified in the Appendix to the report be approved.

(vii) Property Disposals

This item is recorded in a confidential minute

**Item 9 – Governors Confidential Discussion and Any Other Business**

This item is recorded in a confidential minute

**Date of Next Meeting: Thursday 15 September 2016.**

Signed.....

**Chairman**

Date.....15<sup>th</sup> September 2016.....