

**DRAFT Minutes of the Corporation**  
**held on Tuesday 9<sup>th</sup> July at 8.00 am**  
**By Microsoft Teams**  
**Birmingham Metropolitan College**

| Present   | Apologies         |
|---|-------------------|
| Sir Dexter Hutt (DH)                            | Ritik Sharma (RS) |
| Veronica Docherty (VD)                          | Sam Coles (SC)    |
| Hilary Smyth- Allen (H-SA)                      |                   |
| Prof. Prue Huddleston (PH)                      |                   |
| Simon Thompson (ST)                             |                   |
| Cliff Hall (CH)                                 |                   |
| Connor Curtis (CC)                              |                   |
| Tracey Pearce (TP)                              |                   |
| Peter Croom (PC)                                |                   |
| Asha Devi (AD)                                  |                   |
| Michele Larmour (ML)                            |                   |
| Helen Miles (HM)                                |                   |
| Angela Myers (AM)                               |                   |
| Iqbal Mohammed (IM)                             |                   |
| In Attendance                                   |                   |
| Louise Jones (LJ)                               |                   |
| Martin Penny (MP)                               |                   |
| Stephen Belling (SB)                            |                   |
| Suzie Branch (SBH) (Part Attendance for Item 4) |                   |

| Reference  | Agenda Item   |
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| <b>1.1</b> | <b>Apologies</b>  |
|            | Apologies were received and noted from Ritik Sharma and Sam Coles.  |
| <b>1.2</b> | <b>Declarations of Interest</b>   |
|            | No declarations were received in addition to those contained in the College's Register of Interests.  |
| <b>2.1</b> | <b>Minutes</b>  |
|            | In relation to the Open Meeting two amendments were to be made regarding Item 6 and one in relation to Item 8.<br><br>In relation to the Confidential agenda items, one amendment was to be made to Item 11.<br><br><b>IT WAS RESOLVED THAT:</b><br><b>C20: 41</b><br><b>The proposed amendments and minutes of the meeting held on Thursday 14<sup>th</sup> May be approved.</b> |
| <b>2.2</b> | <b>Action Log and Matters Arising</b>   |
|            | The status of actions set out in the Corporation Action Log was noted.<br><br>MP advised that a Contracts Compliance officer had been appointed.  |

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|           | DH advised that the ESFA had responded to his letter regarding historic decisions of the Board and confirmed that the explanations provided had given the clarification required and no further action was required.  |
| <b>3</b>  | <b>Principal's Report</b>   |
|           | <p>CH presented the report in the Board Pack entitled "Principal's Report" and further advised:</p> <ul style="list-style-type: none"> <li>• John Duffy will be leaving the College in October.</li> <li>• Staff development week went well.</li> </ul> <p>CH also recorded his formal thanks to Governors for their time and support of the College during the academic year.</p>  |
|           | <p><b>Governors Questions and Observations:</b></p> <ol style="list-style-type: none"> <li>1. The Principal's video to introduce Staff Development week was good and reflected the tone and culture wanted in the College. (AM and VD)</li> <li>2. <b><i>Was there any follow up to the Business Development Seminar held in collaboration with the Chamber of Commerce and Combined Authority? (DH)</i></b> <p>AD advised that some participants from the seminar had sought to follow up offers for further discussion made in the seminar.</p> <p>SBH advised that a programme of future workshops was being considered with the Chamber of Commerce.</p> </li> <li>3. MP advised that the College was awaiting confirmation of the Adult Education Budget for 2020- 21 from the Combined Authority.</li> <li>4. <b><i>Is it likely the College will be able to take part in the Traineeships Programme announced by Government? (VD)</i></b> <p>CH advised that details had not yet been published but the College was monitoring Announcements on an ongoing basis.</p> </li> <li>5. An international conference concerned with Employer Engagement is scheduled to take place in London on 1<sup>st</sup> and 2<sup>nd</sup> July 2021 and BMet will be invited to take part (PH to provide information)</li> </ol> <p><b>IT WAS RESOLVED THAT</b><br/> <b>C20:42</b><br/> <b>The Content of the Principal's report be noted.</b></p> |
| <b>4</b>  | <b>Strategic Annual Plan for 2020/21</b>  |
|           | <p>LJ presented the report in the Board Pack entitled "BMet Strategic Annual Plan 2020/21" ("the Plan") and advised:</p> <ul style="list-style-type: none"> <li>• The Plan had been shaped by extensive consultation with staff, stakeholders and collaboration with Governors. It was designed to evidence progress made by the College whilst taking account of the fact that it was still in recovery and further work was required.</li> <li>• Achieving Good status with Ofsted and a strong focus on Quality remain priorities and a particular emphasis is placed on the need to focus on changes required by the need for increased on-line delivery.</li> <li>• KPIs included in the Plan are to measure the key things that will make a difference and take account of feedback provided in the Governors workshop. Progress reports will be submitted to the relevant committee.</li> <li>• It was necessary to build an element of flexibility into the Plan so that the College could</li> </ul>   |

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|           | <p>engage with a landscape that is changing on a regular basis. <b>Objective 1</b> in the Plan seeks to achieve this.</p> <ul style="list-style-type: none"> <li>• Careers Advance is a new initiative developed by the College to meet Objective. It was launched on 8<sup>th</sup> July and is aimed at supporting people seeking to develop their skill base or needing to retrain.</li> </ul> <p>SBH advised:</p> <ul style="list-style-type: none"> <li>• Careers Advance aims to provide a one stop shop for all learners regardless of age with an adviser being able to triage and signpost.</li> <li>• Careers Advance is a rapid response to immediate needs and will be evolving on a continual basis responding to developments in the market place.</li> <li>• It aims to demonstrate leadership in the sector.</li> </ul>   |
|           | <p><b>Governors Questions and Observations: -</b></p> <p><b>1. <i>Is Careers Advance a virtual service? (DH)</i></b></p> <p>SBH advised that it was, and the service had been designed to support people who need to develop or change skills quickly; who have been unemployed for some time; may have been furloughed; want to progress or upskill.</p> <p><b>2. <i>Is this a direct response to Covid19? (DH)</i></b></p> <p>SBH confirmed that it was.</p> <p><b>3. <i>Will the service have strong links with Job Centre Plus and provide an opportunity to assist / influence their provision? (VD)</i></b></p> <p>SBH advised that was the intention.</p> <p><b>4. <i>Are there any distinctions between services provided by Job Centre Plus and BMet? (DH)</i></b></p> <p>LJ advised that clients were likely to use both services; The College would be liaising with the Job Centre and DWP to make them aware of the programme's offer.</p> <p><b>5. <i>What measures will be put in place to monitor the quality for activities and experiences in relation to Strategic Priority 3? (PH)</i></b></p> <p>CH advised they would be developed through meetings with students, learning walks and talking with staff about how learning from experience is being incorporated into teaching.</p> <p><b>6. <i>How do we ensure the relevance of what is offered to students? (H-SA)</i></b></p> <p>LJ advised that we are constantly reviewing material published on the web, collaborating with the Chamber of Commerce, attending relevant meetings and considering developments with the Vice Principals. Staff are mindful that the College cannot be complacent about what it offers and the need to be responsive to local, regional and national need.</p> <p><b>7. <i>How do we “maintain pace” in the face of competition (H-SA)</i></b></p> <p>SBH advised that maintaining pace would involve ensuring every call was responded to quickly, received a good quality response and the impact of provision was monitored closely.</p> |

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|           | <p><b>8. Have key milestones for the project been identified? (DH)</b></p> <p>LJ confirmed that they had.</p> <p><b>9. How are staff responding to the need for increased flexibility to provision? (H-SA)</b></p> <p>CH advised:</p> <ul style="list-style-type: none"> <li>• Staff are responding well: Public statements about the FE Sector being part of the response to national requirements has heightened the awareness of staff to the need to adapt and flex provision.</li> <li>• Funders are also driving culture change which has an impact on what we are being asked to offer</li> <li>• SBH advised that Innovations Hubs have been launched across the College with the Business Development Team to review needs and opportunities and were working well.</li> <li>• The College's rapid response to Covid 19 appears to be well above average (DH).</li> </ul> <p><b>10. Should the personal development of staff be more emphasised in the Plan? (AM)</b></p> <p>CH confirmed it was integral to the plan</p> <p>LJ advised that it would be covered by work done to meet Strategic Objectives 2 and 3.</p> <p><b>11. What consideration has been given to Contingency planning and downside scenarios? (ST)</b></p> <p>MP advised:</p> <ul style="list-style-type: none"> <li>• The Plan had been prepared with an understanding that "Business as Usual" did not exist;</li> <li>• The Plan was developed with reference to anticipated funding mindful of the need for constant review taking into account known risks regarding income, market place and changes to Government policy.</li> </ul> <p>CH advised</p> <ul style="list-style-type: none"> <li>• The College will continue to monitor finances on a constant basis.</li> <li>• Enrolment will be a key factor.</li> <li>• If necessary rapid adjustments can be made regarding what the College provides and staffing requirements.</li> <li>• There is an understanding in the sector that it may be a good year for recruitment.</li> <li>• VD observed how the FE Sector had historically been expected to be part of a response to a national crisis.</li> </ul> <p><b>IT WAS RESOLVED THAT</b></p> <p><b>C20:43</b><br/> <b>The Strategic Annual Plan be approved.</b></p> <p><b>C20: 44</b><br/> <b>A short report would be prepared considering possible worse case scenarios and appropriate responses.</b></p> |

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| <b>5</b>  | <b>Report of the Chair of the Finance Committee.</b>  |
|           | <p>To complement the Report in the Board Pack entitled Finance Committee Update Report H-SA advised:</p> <ul style="list-style-type: none"> <li>• The Committee had reviewed the draft 2020-21 Budget in detail and noted: <ul style="list-style-type: none"> <li>○ The numbers appear challenging taking into account the uncertainties presented by Covid 19 including those relating to enrolment.</li> <li>○ A budget had to be submitted to the ESFA in July.</li> <li>○ It would be necessary to review the budget after examination results and enrolment numbers were known.</li> <li>○ Additional interim Finance Committee meetings would be scheduled for September, November and December to ensure constant review of the budget.</li> </ul> </li> <li>• The Management Accounts continued to be detailed and helpful,</li> <li>• Staff were to be congratulated on the disposal of the Longlands Site.</li> <li>• The Committee had considered and were able to commend to Board: <ul style="list-style-type: none"> <li>○ Approval of the Supply Chain Policy.</li> <li>○ The Proposed sale of the CoSe site.</li> <li>○ The contents of the Sub Contractors report. <ul style="list-style-type: none"> <li>a. The updated Terms of Reference.</li> </ul> </li> </ul> </li> </ul> <p><b>Governors Questions and Observations: -</b></p> <ol style="list-style-type: none"> <li>1. AD advised that written consent should be obtained from the ESFA to the sale of CoSe to a single partner regardless of advice from the Colleges Property Agents.</li> </ol> <p><b>IT WAS RESOLVED THAT</b><br/> <b>C20:44</b></p> <p><b>The content of the Management Accounts be noted.</b></p> <p><b>C20:45</b><br/> <b>The Supply Chain and Fees Policy be approved</b></p> <p><b>C20: 46</b><br/> <b>The contents of the sub- contractors report be noted</b></p> <p><b>C20:47</b><br/> <b>The revised Terms of Reference be approved</b></p> <p><b>C20:48</b><br/> <b>The 2020/21 Budget be approved</b></p> <p><b>C20:49</b><br/> <b>The proposed sale of CoSe be approved in principle subject to confirmation of ability to sell being obtained from the ESFA and DfE.</b></p> |
| <b>6</b>  | <b>Report from the Chair of the Audit Committee.</b>  |
|           | To complement the Report in the Board Pack entitled Audit Committee Update Report, ST advised:  |

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|           | <ul style="list-style-type: none"> <li>• The Committee had focused on the annual report for internal audit and the 4 specific reports.</li> <li>• The abiding point to note was that the control environment had improved considerably during this last academic year.</li> <li>• There had been some slightly disappointing results in relation to some of the specific reports but, the internal auditors had advised the College's status reflected what could be regarded as a normal position; accordingly, MP and his team were to be congratulated on the progress made.</li> <li>• The Committee recommended the Board approve the appointment of KPMG as external auditors for a further year and note that a slightly increased fee was required to take account of increased reporting requirements.</li> <li>• The Committee also recommended that its Terms of Reference be amended to include a higher quorum for meetings.</li> </ul> <p><b>Governors Questions and Observations: -</b></p> <p>1. <b><i>Have the response times for responding to audit recommendations increased?</i></b><br/>(VD)</p> <p>ST confirmed that there had.</p> <p><b>IT WAS RESOLVED THAT</b></p> <p><b>C20: 50</b><br/>The report presented by ST be noted.</p> <p><b>C20: 51</b><br/>The appointment of KPMG as external auditors be approved for the academic year 2020-21.</p> <p><b>C20:52</b><br/>The amended Terms of Reference be approved.</p> |
| <b>7</b>  | <b>Report from the Chair of ASQD</b>  |
|           | <p>To complement the Report in the Board Pack entitled ASQD Committee Update Report H-SA advised:</p> <ul style="list-style-type: none"> <li>• The Committee's first Deep Dive on 19 May had been successful and more were to be planned for the new academic year.</li> <li>• The College had provided a full report on its response to Covid 19 and in particular how it had assessed grades and undertaken practical assessments; adapted to provide new ways of working and provided support to the vulnerable. BMet staff were to be congratulated.</li> <li>• The Committee had been satisfied from its examination of student survey responses that action had been taken to address long standing issues and that matters would be kept under review during the next academic year, particularly in relation to the need to focus on study skills in the new learning environment.</li> <li>• It had been noted that the number of student complaints had reduced during lock down.</li> <li>• The Committee had been pleased to note the provision of performance data for Levels 1 and 2 and would be provided on an ongoing basis.</li> <li>• The Committee had also been pleased to note improvements in relation to ESOL, Maths and English.</li> </ul>  |

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|           | <ul style="list-style-type: none"> <li>• The terms of a project to further develop how the College engages with “the StudentVoice” had been agreed and would be reported on in due course.</li> <li>• The Committee had considered three documents that were now commended to the Board for approval: <ul style="list-style-type: none"> <li>○ The Higher Education Strategy.</li> <li>○ The ASQD Terms of Reference.</li> <li>○ The Diversity and Inclusion Strategy.</li> </ul> </li> </ul> <p><b>Governors Questions and Observations: -</b></p> <p>1. Governors had been invited to observe virtual classes and it had been extremely useful to see how teaching was being provided in this way (VD)</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>C 20: 53</b><br/>The report presented by PH be noted.</p> <p><b>C20:54</b><br/>The Higher Education Strategy be approved.</p> <p><b>C: 20:55</b><br/>The Diversity and Inclusion Strategy be approved.</p> <p><b>C20: 56</b><br/>The amended Terms of Reference be approved.</p> |
| <b>8</b>  | <b>Report from the Chair of Remuneration Committee</b>  |
|           | <p>DH advised: -</p> <ul style="list-style-type: none"> <li>• The Remuneration Committee met on 7<sup>th</sup> July to review the Job Description and Person Specification for the new Principal.</li> <li>• The College’s consultant AOC (The Association of Colleges) was being asked to amend the drafts to be less generic.</li> <li>• The Remuneration Committee wished to create Focus Panels involving staff and students to play a part in the Assessment process.</li> <li>• The Role would be advertised in September after the summer break</li> <li>• The Remuneration Committee would conduct an appraisal and review of Senior Post Holders at the start of the new term and would involve a series of virtual with Governors and 1-1 meetings with each Senior Post Holder.</li> </ul> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>C20: 57</b><br/>The report presented by DH be noted</p>   |
| <b>9</b>  | <b>ESFA Loan Documentation</b>  |
|           | This Matter is considered in a stand alone set of minutes using a prescribed format required by the ESFA.   |
| <b>10</b> | <b>Board and Committee Calendar for 2020/21</b>   |
|           | <p>SB presented the calendar of Governors Meetings for 2020- 21.</p> <p><b>IT WAS RESOLVED THAT</b></p>   |

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|           | <p><b>C 20:58</b></p> <p><b>All meetings be virtual meetings until 2021 and that the position be reviewed in December 2020.</b></p> <p><b>Corporation Meetings would be scheduled 8.00 – 10.00 am for as long as they are held virtually.</b></p> <p><b>Audit Committee meetings would be scheduled 8:00 – 10: 00 am</b></p> <p><b>The November Audit date would be changed to October so that it could take place before the November Corporation Meeting.</b></p> <p><b>ASQD meetings would be scheduled 9:00-11:00 am when held virtually and 10:00- 12:00 when not.</b></p> <p><b>Finance meetings be scheduled 8:00- 10:00 am</b></p>   |
| <b>11</b> | <b>Any other business</b>  |
|           | <p>DH concluded the meeting by:</p> <ul style="list-style-type: none"> <li>• Thanking Connor Curtis, Ritik Sharma and Sam Coles for their contribution to the Board during their terms of office.</li> <li>• Noting the appointment of Natalie Alleyne to take up the role of Staff Governor in the new academic year.</li> <li>• Noting that interviews were to take place with two potential new independent Governors.</li> <li>• Noting that it had been a good year.</li> <li>• Thanking Governors for their support and input during the year.</li> <li>• Expressing appreciation and thanks for the staff who had demonstrated their ability to cope with the crises of Covid 19 in a very pleasing way.</li> </ul> |

Signed: \_\_\_\_\_



Chair: Dexter Hutt