

**SOLIHULL COLLEGE  
MINUTES OF THE MEETING OF THE CORPORATION MEETING HELD ON THURSDAY  
19<sup>th</sup> MARCH 2015 AT THE BLOSSOMFIELD CAMPUS**

**PRESENT:** Lena Stockford (Chair)  
Noreen Akhtar (Student)  
Stan Baldwin  
Chris Baranowski  
John Bolt  
John Callaghan (Principal)  
Jane Coleman  
Joe Kelly  
Nick Mapp  
Phil Mayhew  
Alex Palethorpe  
Bill Wanley

**IN ATTENDANCE:** Lindsey Stewart (Deputy Principal)  
Heather Evans (Vice Principal Finance)  
Pete Haynes (Vice Principal HR and Student Services)  
Beth Selwood (Vice Principal Teaching, Learning and Assessment)  
Theresa Lynch (Clerk to the Corporation)

**1. Membership**

**1.1 Apologies for Absence**

Apologies for absence were received from Keith Marriott.

**1.2 Declarations of Interest**

There were no new declarations of interest.

**2. Ofsted Feedback**

*Confidential section at the end of the meeting. Will be reviewed at the next meeting.*

**3. Principal's Briefing**

**3.1 Strategic Direction Update –**

The Principal presented the report which included the mission, vision, values, public value statement and strategic goals for 2015/16.

Q. Does the Ofsted outcome change the plan in any way?

A. Not at this stage. The core elements remain the same and this will be accompanied by a strategy to respond to the Ofsted outcomes.

Q. In view of low growth in 16-18 and the financial position of many colleges. How will the college ensure the financial goals are achieved?

A. Robust business planning, which incorporates more efficient ways of delivering the curriculum and delivery of the study programme is delivered. The planned

budget for next year is achievable.

Q. With more on-line will there be an impact on educational outcomes?

A. Outcomes, underpinned by on-line support can improve, but it is important to implement it carefully and appropriately.

**RESOLVED** to approve the Mission, Vision, Values, Public Value Statement and Strategic Goals for 2015/16.

### **3.2 Prevent Update**

The Vice Principal HR and Student Services presented the report and explained that it incorporated recent developments and the college's strategy and action plan that had recently been put in place.

He explained the background to the Prevent agenda and the importance for the college to continue to foster it within the safeguarding processes and practices in relation to ensuring the on-going well-being of the students. The Safeguarding Policy had been amended in December 2014 to incorporate this duty. The strategy and action plan now provided further details about embedding the Prevent agenda.

It was noted that regular updates would be provided to the Corporation through the safeguarding report.

Q. An event was cancelled in January. Was this related to the Prevent agenda?

A. Yes, however, unfortunately it was cancelled due to the illness of one of the speakers. There had been an event, on 18<sup>th</sup> March 2015, for students with one speaker from the far right and another that had been involved with Al Qaida. This event will be rolled out to staff too.

Q. Is there ever a stage at which the Corporation should be informed about a case?

A. Governors would be kept informed through the safeguarding report.

### **3.3 Marketing Update and Tender Approval**

The Vice Principal HR and Student Services presented the report and explained that following the expert group meeting in January 2015 work had been completed to develop the tender proposal. It was noted that there would be 3 elements to the tender document. Requests for the College website, Student and Staff Hubs (intranet) and additional digital assets.

Q. What are the timescales for the tender process?

A. The timeframe for the new website would be 6-7 months. It would then be implemented in April 2016.

**RESOLVED** to approve that the tender process be undertaken for Marketing services including development of the college website, student and staff hubs and additional digital assets, as appropriate. *The tender document was signed by the Chair of the Tender Expert Group.*

### **3.4 Governors' Dashboard – Key Performance Indicators 2014/15 and PMR January 2015**

The Principal explained that the dashboard was continuing to be developed. Retention was been reviewed and the dashboard would be updated accordingly.

There were still some technical issues for access by governors and these would be resolved, so that the dashboard could be embedded into governance performance monitoring.

### **3.5 Bid and Projects Update**

The Vice Principal Finance presented the report and provided an update on projects since the report had been circulated. It was noted that following approval from the LEP orders had to be placed by the end of March 2014.

Discussion took place regarding the Aviation Engineering Training Centre (LEP Growth Fund) and governors agreed that rather than have another expert group, to approve the contractor, that this be considered now by full Corporation. It was noted that approval had been given for the project with costs of £2m (with a £830,000 contribution from the LEP) at the Corporation meeting on 4<sup>th</sup> November 2014. Thomas Vale was the preferred and only contractor (from framework agreement), who would be submitting a full contract cost in due course.

It was agreed that Chris Baranowski would review the project details, as approved in November 2014, with the Vice Principal Finance and an email with final details of contract cost and final arrangements would be circulated to all governors when available. **ACTION.**

Risks were minimalized as the college had now received a letter from the LEP confirming the project and the contractor had been chosen through a framework tender process.

Q. An update was requested on the ATA & JLR Apprenticeship Programme?

A. The Deputy Principal provided an update:

- **ATA** – was still developing. Funding had been received from the local authority for a formal launch. About 16 apprenticeships were planned. There would be regular updates through the Bids and Projects Report.
- **JLR Apprenticeship Programme** – it was felt that JLR would probably not chose the BMET/Solihull bid.

**RESOLVED** to approve the appointment of Thomas Vale as contractor for the Aviation Engineering Training Centre, with a maximum contract sum of £1m, provided that the overall budget is maintained.

### **3.6 Sub-contracting Report**

The Deputy Principal presented the report and reported on procurement of potential new sub contract partner, including Total Training, Creative Alliance and HTFT Partnership.

*Confidential minute regarding a sub-contracting partner, due to commercially sensitive nature of the discussion. This will be reviewed at the next meeting.*

#### 4. **Audit Committee**

The Chair of the Committee presented the minutes of the meeting that took place on 12<sup>th</sup> March 2015 and related reports.

It was noted that a useful presentation had been made by the Network Manager relating to the resilience of the IT infrastructure and it was confirmed that presentations by managers were very useful for governors.

The Chair explained that assurance had been provided by the internal audit reports considered.

It was **agreed** that the risk appetite statement be approved:

*'The Risk Management Strategy enables the College to keep its approach to risk under regular review. In particular, risk management is a key element in the review processes for major projects.'*

##### **4.1 Appointment of Auditors**

The Chair described the appointment process being planned for the appointment of internal and external auditors.

**RESOLVED** to approve:

- the appointment of KPMG for 1 year from 1<sup>st</sup> August 2014;
- the tender for external audit services for 3 years from 1<sup>st</sup> August 2015;
- the tender for internal audit services for 3 years from 1<sup>st</sup> August 2015.

##### **4.2 Safeguarding Internal Audit Report**

The safeguarding internal audit report was presented to the Corporation for information.

#### 5. **Minutes of the Meeting of the Corporation held on Thursday 12<sup>th</sup> February 2015**

The minutes of the meeting held on 12<sup>th</sup> February 2015 were **agreed** as a correct record and signed by the Chair.

#### 6. **Matters Arising**

##### **6.1 Equality and Diversity Objectives**

The Vice Principal HR and Student Services reported that the Equality and Diversity report had been amended and uploaded on to the college website. An objective had been added to increase the number of BME staff employed by the college.

##### **6.2 QSR Data for Classroom Based and Employer Provision**

The QSR reports for classroom based and employer provision had been presented

at the meeting of the Corporation on 12<sup>th</sup> February 2015. Governors were asked if they had any further questions on the reports presented.

7. **Expert Groups**

**7.1 Dashboard Group**

The contents of the notes of the Dashboard Group meeting that took place on 6<sup>th</sup> March 2015 were received.

8. **Remuneration Committee matters from the meeting held on 26<sup>th</sup> January 2015**

**8.1 Disciplinary and Grievance Procedures for Senior Postholders and Staff**

The Vice Principal HR and Student Services presented the report and explained that the SPH procedures had been combined with the staff procedures. The procedures had not been changed materially.

Q. Do the procedures deal with staff that are off work during the process?

A. No there was not a specific provision for this situation. Each case tends to be dealt with on an individual basis and legal advice would be sought as appropriate. It was **agreed** that further research would be conducted about including such a provision. Jane Colman agreed to discuss this further with the Vice Principal HR and Student Services, as appropriate.

Q. Is there provision relating to capability?

A. The Capability Procedure for SPH and staff will also be reviewed, with a view to combining them, however, this was a little more complex. The provision above could also be included in this procedure.

**RESOLVED** to approve the Disciplinary and Grievance Procedures for Senior Post Holders and staff.

**8.2 Benefits for EMT and Staff**

The Vice Principal HR and Student Services presented the report and explained that any scheme adopted would be for all staff. Further exploration would take place and staff would be surveyed to clarify interest and whether a co-operative scheme would be appropriate. There would be no costs incurred by the college, so management would take this forward and

Q. Does AOC still offer a scheme?

A. Yes, they offer a cooperative scheme.

9. **Use of the College Seal since the last meeting**

The contents of the use of the college seal report were received.

10 **Financial Health Letter and Benchmarking Information from the SFA**

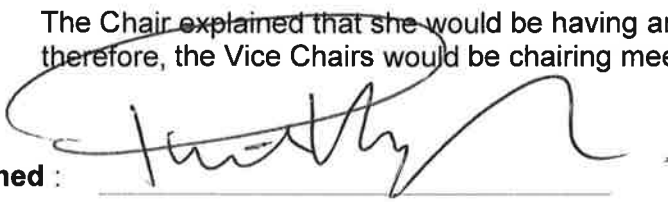
The contents of the financial health letter from the SFA were noted. The Corporation endorsed the positive financial position particularly in the current FE environment.

11. **Date of the Next Meeting**

The date of the next meeting is Monday 27<sup>th</sup> April 2015 at 6pm.

The Chair explained that she would be having an operation early in May 2015 and, therefore, the Vice Chairs would be chairing meetings in April and May.

Signed :

A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line.

Date :

27 April 2015.