

MINUTES OF THE MEETING OF THE CORPORATION MEETING HELD ON MONDAY 30TH NOVEMBER 2015 AT THE BLOSSOMFIELD CAMPUS

PRESENT: John Bolt (Chair)
Chris Baranowski
Scott Beasley (Student Governor)
John Callaghan (Principal)
Joe Kelly
Summiya Khan (Student Governor)
Lucy Lee
Nick Mapp
Phil Mayhew
Alex Palethorpe
Bill Wanley

Lena Stockford (*by telecon*)

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)

The Chair thanked Bill Wanley for his commitment as a Governor and contribution as Chair of the Audit Committee for a number of years, as this would be the last Audit Committee that he would Chair, prior to the end of his term of office in December 2015.

Membership Matters

Apologies for Absence

Apologies were received from Stan Baldwin, Jane Coleman, Keith Marriott, Lena Stockford and Geraldine Swanton.

Declarations of Interest

Declarations were made by Lucy Lee and Phil Mayhew, as employees of SMBC, in relation to the Simon Digby site (Item 10) in north Solihull and the negotiations underway with SMBC.

1. Minutes of the meeting held on 10th November 2015

The minutes of the meeting held on 10th November 2014 were **agreed** as a correct record and signed by the Chair.

1.1 QAA Review Update

The Deputy Principal presented the report and explained that the SED and Student Submission had been completed and would be submitted to QAA.

1.2 Consumer Rights Act Compliance Update

The Vice Principal HR and Student Services explained that a meeting with managers had taken place to work through the action plan to confirm compliance. A further report would be presented at the next meeting to update Corporation on the review of the current position.
ACTION.

2. Principal's Briefing

2.1 Health, Safety and Safeguarding Report

The Vice Principal Finance presented the report and it was confirmed that the format of the reporting met the Corporation's requirements, in terms of ensuring the prominence of health and safety in the College.

Q. There have been 84 safeguarding referrals – is this a high number?

A. The number is an increase on the same period last year, however, students are increasingly likely to refer.

2.2 PMR September 2015

The Vice Principal Finance presented the PMR for September 2015 and explained that budget review meetings were currently taking place with managers.

Discussion took place regarding the adult skills budget.

The Deputy Principal presented student number data for 2015/16.

2.3 Dashboard: Finance and Funding Quadrants

The Vice Principal Finance displayed the finance and funding quadrants and discussion took place.

Q. If Auctus does not meet target, could that affect the College's surplus?

A. Yes, however, there are alternative and additional sub-contractor arrangements being put in place to meet the shortfall, if this becomes an issue. The other sub-contractors listed are likely to achieve their targets. Further, discussions are on-going with Auctus. They have not been suspended, but are not currently recruiting, whilst quality issues and financial viability considerations are resolved.

It was noted that as the dashboard was being further developed it was becoming a useful and informative resource.

2.4 Area Review Update (and Comprehensive Spending Review [CSR] 25th Nov 15)

The Principal provided a verbal update on Area Review discussions to date. It was noted that there were limited curriculum rationalisation options between the colleges and generally the College was performing well against comparison performance measures being discussed.

Options were now starting to be explored by the Area Review Steering Group although no firm recommendations had been mooted. Different types of mergers, shared service options and varying styles of federations were available. Apprenticeship collaboration may be an important need for the sector, given that only 30% of apprenticeships are delivered by FE. Further, the importance of Institutes of Technology was acknowledged. The CSR had identified the future of National Colleges, serviced by Institutes of Technology – whilst the details of these options were awaited they seemed important developments for the College to be involved in.

Discussion took place regarding the approach that the sixth form colleges were taking to the Area Review and the new possibility for them to academise following the CSR.

An indication had been received that the Area Review timeframe might extend into February 2016, so that the Governors' meeting scheduled for Monday 14th December 2015 might not take place, although any updates on this would be communicated to Governors as appropriate.

The Chair of the Corporation explained that she and the Principal would be presenting on phasing of proposals at the next Area Review Steering Group meeting, to ensure effective implementation of any agreed recommendations.

The Principal provided an update on the outcomes of the CSR and noted an AOC document setting out the financial implications for colleges. This would be circulated to all Governors for information. **ACTION.** It was noted that modelling had taken place for 25% and 40% cuts, but that now the details were available from the CSR EMT would be able to provide more detailed information about the implications for this College in due course.

3. Treasury Management Report

The Vice Principal Finance presented the report and explained that it was proposed to have an Expert Group to discuss investment proposals and opportunities for the best benefit of the college. The Clerk would set up a meeting of the Expert Group, following a request for volunteer members. **ACTION.**

It was noted that different arrangements could be considered, other than simply investing in high street banks.

RESOLVED to approve the Treasury Management Policy.

4. Financial Regulations Review

The Vice Principal Finance presented the report and explained that following the audit of procurement arrangements there were some minor terminology changes required around the OJEU information. These amendments would be submitted to a future meeting.

RESOLVED to approve the Financial Regulations.

5. International Update and Action Plan

The Deputy Principal presented the International Report and action plan and explained that continuity of offer was important for current students.

6. Complaints Procedure and Policy

The Vice Principal Teaching, Learning and Assessment presented the report and explained the changes that had been made to the Policy. It was important to have a comprehensive Policy to meet QAA and CMA requirements. She confirmed that the informal stage had been removed, leaving two formal stages. Further, it was noted that routes for external resolution (following exhaustion of the College process) had been clarified and updated to include the Office of Independent Adjudication (OIA) Service for HE students.

Q. Do students need to be informed of the changes?

A. They will be through the student hub, particularly in relation to the OIA addition.

Q. Should there be a time limit on the initial period for 'informal discussions' at an 'early stage', as stated in 1.4 and 1.6?

A. This will be reviewed and fed back at a future meeting. **ACTION.**

RESOLVED to approve the Complaints Procedure and Policy.

7. Curriculum Provision 2015/16

This item was deemed confidential and the Staff and Student Governors left the meeting.

FOR INFORMATION

8. Solihull College Foundation Trust Trustee's Report and Finance Statements for year ended 31st July 2014

The contents of the Solihull College Foundation Trust Trustee's Report and Finance Statements for year ended 31st July 2014 were noted.

9. Bids and Projects Update

The contents of the Bids and Projects Update were noted.

10. Property Update

The contents of the Property Update were noted.

11. Expert Tendering Group Report

The contents of the Expert Tendering Group Report were noted.

12. Sub-contracting Update


The contents of the Sub-contracting Update were noted and it was reported that the Deputy Principal and the Governor with special interest for sub-contracting would be visiting Auctus before any further recruitment took place there.

13. Use of the College Seal

The contents of the Use of the College Seal Report were noted.

14. Date of the Next Meeting: Tuesday 15th December 2015 at 6pm

The Governors' Development Day is scheduled for Saturday 30th January 2015, but is yet to be finally confirmed subject to the Area Review timescales.


15 December 15.