

SOLIHULL COLLEGE

MINUTES OF THE CORPORATION MEETING HELD ON TUESDAY 14TH JUNE 2016 AT THE BLOSSOMFIELD CAMPUS, starting at 7pm

PRESENT: John Bolt (Chair)
Stan Baldwin
Chris Baranowski
Scott Beasley (Student Governor)
John Callaghan (Principal)
Mark Hayes (Staff Governor)
Joe Kelly
Lucy Lee
Keith Marriott
Phil Mayhew
Geraldine Swanton

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)
Patrick Geary (Director of Quality Improvement)
Theresa Lynch (Clerk to the Corporation)

Mark Dawson, KPMG (item 4 only)

Mark Hayes, Staff Governor, was welcomed to his first meeting of the Corporation and all introduced themselves. Mark Dawson, KPMG was also welcomed.

The Chair noted that this was the first meeting after the sad loss of the Chair to the Corporation, Helena Stockford.

1. Apologies for Absence

Apologies were received from Jane Coleman and Alex Palethorpe.

2. Declarations of Interest

There were no new declarations.

3. Minutes of the Meeting held on 16th May 2016 and matters arising

The minutes of the meeting held on 16th May 2016 were **agreed** as a correct record and were signed by the Chair.

3.1 Budget Update and Pay Award Update

This item was deemed confidential.

3.2 International Student Update

The Deputy Principal provided an update relating to four international students who were being supported to find alternative programmes of study. She explained that two were applying

through UCAS for university places and two were unsure about whether to apply for alternative places.

4. KPMG Presentation

4.1 Financial Statements Audit Plan and Strategy for 2015/16

The Auditor presented the Financial Statements Audit Plan and Strategy for 2015/16 and explained that it had been considered by the Audit Committee. There were no major risks or issues identified in the report.

RESOLVED to approve Financial Statements Audit Plan and Strategy for 2015/16.

4.2 SORP FRS 102 Briefing

The Vice Principal Finance gave a presentation outlining some of the issues raised following a change to accounting standards. The FRS 102 changes would have an impact on how the financial statements were structured, but would not impact on the overall financial position of the College.

Q. What has prompted these changes and how much extra work will it require?

A. The changes relate to the implementation of international accounting standards, which have been adapted for the FE sector. There will be extra work, although unsure how much extra time it will take – a large proportion of time is spent getting to fully understand the changes and the implications of those changes.

It was noted that the 2014/15 accounts would be restated to incorporate the FRS 102 changes and this would be identified in the notes section of the accounts.

Discussion took place regarding the planned changes and the Corporation were asked to consider recommendations, as follows:

- Capital grants – it was noted that these could be accounted for using different approaches – either a performance model or an accruals model and examples were provided to show the impact of each model. Discussion took place regarding the treatment of government grants using the accruals model and it was noted that they would now be treated as creditors and would appear as a long term liability in the accounts;
- Revaluation of property, plant or equipment – discussion took place about whether it would be advantageous to carry out a revaluation on any fixed assets at the 1st August 2014 (start point for FRS 102 changes). It is possible just to revalue some buildings or just say college land. This is a one off opportunity without the ongoing commitment to revalue assets every 5 years.

Discussion took place regarding the implications of changes to employee benefits and leases, although no decisions were required. It was noted that the changes discussed could have an impact on the College's KPIs and this would be further reported at a future meeting. **ACTION.**

The Vice Principal Finance explained that the Expert Group taking place on 29th June 2016 would discuss the FRS102 changes further in relation to the production of the accounts for 2015/16 and restating for 2014/15. All governors were invited to the Group.

RESOLVED to approve the following:

- Apply the accruals model to government grants in the accounts;
- Revaluation of land, but not other fixed

assets. Although this point would be kept under review, by management, subject to full implementation of FRS 102 changes until the accounts were signed in December 2016.

Mark Dawson, KPMG, left the meeting.

5. Internal Audit Governance Report

The Chair of the Audit Committee explained that the Report had been presented to the Committee and members were going to review the contents of the report. Any comments would be communicated to the Corporation by the Clerk at the next Corporation meeting. **ACTION.**

6. Health, Safety and Safeguarding Report

The Vice Principal Finance presented the report and discussion took place.

It was noted that the lower level data relating to slips and trips was included in the termly Audit Committee Health and Safety Report and that this provided information by campus etc. Discussion took place regarding the need to ensure that trends are identified at the level of department and room, so that any issues can be addressed. It was noted that the Health and Safety Officer collected data by curriculum area and this was reviewed to identify any key trends and patterns. This information was considered by the Health and Safety Committee and where any issues emerged action was taken. It was noted that an online package was going to be rolled out for staff regarding slips, trips and falls during 2016/17.

It was noted that the likely increase in reported accidents at the Blossomfield campus probably related to the appointment of a College nurse. This meant that more incidents were being recorded.

Safeguarding – it was noted that it would be useful to provide comparison data for safeguarding referrals year on year.

Q. What does the phrase ‘safeguarding referral’ relate to?

A. These are incidents reported to officers. They could relate to a range of different issues, ie domestic violence, mental health issues etc. Responses will depend on the issue and severity.

It was noted that when presenting data it would be very helpful to have some context, so that it was possible to judge performance.

7. Bank Accounts and Bank Mandate

The Vice Principal Finance presented the report.

RESOLVED to approve that the bank mandate is amended to include new finance staff (in line with financial regulation 8.1.3):

List A	List B	List C
John Callaghan Lindsey Stewart Heather Evans Sangita (Gita) Gorman Pete Haynes	Hilary Baird Elaine Watton Jo Haine Add - Diane Cleaver Kate Crowe	Jackie Small

	Leraz Shutkever Remove - Elaine Cotterell	Remove - Sheila Mansell
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8. Ofsted Action Plan Expert Group

8.1 Expert Group Final Report

The Ofsted Action Plan Expert Group report was received.

8.2 Quality Improvement Plan

The Vice Principal Teaching, Learning and Assessment presented the Quality Improvement plan and it was noted that this would be a key document for Ofsted.

Detailed discussion took place regarding maths and English outcomes and attendance.

Q. What is being done where the quality of teaching for maths and English is not of a high standard?

A. The quality of teaching in maths and English is better than 2014/15, however, action is on-going to continually raise standards. Vocational teams are being encouraged to continue to improve teaching in this area.

Actions were being taken to ensure continued improvement in attendance at maths and English lessons. Timetabling will be scrutinised to ensure there are no outlying sessions, which students sometimes choose not to attend. Discussion took place regarding the timetabling issues and it was agreed to have a full report presented to governors at a future meeting.
ACTION.

Workshops would be put on to support students relating to specific issues. It would be useful to indicate direction of travel in terms of strategies being used to improve outcomes.

It was noted that the Ofsted Action Plan Expert Group had considered work experience and employability opportunities in detail and it was confirmed that 100% of students would undertake a placement or take part in employability activities.

Q. Are the employability activities meaningful?

A. Yes, there are a range of visits, volunteering roles, projects, part time jobs etc. It is as meaningful as a placement and more appropriate for some students.

Discussion took place about how work experience/employability activities fitted with course descriptions and it was confirmed that the descriptions were accurate and met CMA guidance. All programmes had external verification which provided further assurance. Student surveys provided evidence about whether student expectations were being met.

8.3 Notes of the meeting held on 25th May 2016

The notes of the Ofsted Action Plan Expert Group meeting held on 25th May 2016 were received.

9 Dashboard 2015/16 Update

9.1 Quality Quadrant

The Director of Quality Improvement presented the quadrant.

9.2 Staffing Quadrant

The Vice Principal HR and Student Services presented the quadrant.

10 Quality Strategy 2016/17

10.1 Teaching, Learning and Assessment Policy 2016/17

The Director of Quality Improvement presented the report and explained that the Policy introduced in 2015 had moved away from grading and was now using a range of indicators to inform judgements about the quality of teaching and learning.

The staff governor provided feedback regarding the introduction of the non-graded observation process. It was noted that some staff preferred a grading system, however, most had now embraced the more qualitative process and were able to see how the feedback linked to teaching and learning strategies and approaches.

Q. How is the capability procedure used with the new system?

A. With a range of performance indicators, it ensures the capability procedure is much more rounded, evidenced and comprehensive.

Detailed discussion took place regarding the safeguarding and appeals section of the Policy and the reason for having this. It was noted that staff could not appeal against a judgement, but could raise issues about the process if they felt that they have been treated unfairly. It was noted that unions found this a positive inclusion. Discussion took place regarding the language used and whether the use of the word 'appeal' might be reviewed.

RESOLVED to approve the Teaching, Learning and Assessment Policy 2016/17.

10.2 Quality Improvement Strategy 2016/17

The Vice Principal Teaching, Learning and Assessment presented the Quality Improvement Strategy for 2016/17.

10.3 Solihull Own Learning and Assessment (SOLA)

The Vice Principal Teaching, Learning and Assessment presented the Solihull Own Learning and Assessment (SOLA). It was noted that it was important to promote independent learning, as this is a key skill for students going on to University and those going into employment. It was noted that SOLA hours are funded as part of the study programme.

Q. What feedback has been received from students regarding SOLA?

A. Engagement is a little varied. Hair and Beauty students have really engaged with SOLA, others are beginning to engage more fully.

11. Student Voice End of Year Report 2015/16

The Vice Principal HR and Student Services presented the Student Voice End of Year Report 2015/16 and explained that engagement throughout the year had been good, particularly in view of the introduction of the Student Executive. The Student Voice Governor suggested that after Ofsted it might be useful for another governor to take on the role.

12. Membership Report

This item was deemed confidential and the staff and student governor left the meeting.

13. **Remuneration Committee minutes of the meeting held on 25th May 2016**

This item was deemed confidential and the staff and student governor and EMT members left the meeting.

14. **Principal's Report – Apprenticeship Organisation, Institute of Technology and Shared Services**

The Principal's report relating to Apprenticeship Organisation, Institute of Technology and Shared Services was received.

The rest of the Principal's report was deemed confidential due to commercial sensitivity and the staff and student governors left the meeting for this item.

REGULAR UPDATES FOR INFORMATION

15. **Update Reports**

15.1 Bids and Projects Update

The contents of the Bids and Projects Update Report were noted for information.

15.2 Tender Update

The contents of the Tender Update Report were noted for information.

15.3 Finance PMR

The contents of the Finance PMR for April 2016 were noted for information.

15.4 Declarations of Interest Update

The contents of the Declarations of Interest Report were noted for information.

15.3 Use of the College Seal

The College Seal had not been used since the last meeting.

16. **Dates of Future Meetings:**

Tuesday 5th July 2016 at 6pm (note the annual dinner will follow the meeting)

The dates for 2016/17 were noted.

The meeting ended at 9.15pm.

Signed:

Date: 5th July 2016.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.