

MINUTES OF THE MEETING OF THE CORPORATION MEETING HELD ON MONDAY 14TH MARCH 2016 AT THE BLOSSOMFIELD CAMPUS

PRESENT: Lena Stockford (Chair)
Stan Baldwin
Chris Baranowski
Scott Beasley (Student Governor)
John Bolt
John Callaghan (Principal)
Joe Kelly
Lucy Lee
Nick Mapp (Staff Governor)
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)
Theresa Lynch (Clerk to the Corporation)
Shaun Hindle (Senior Director Employment and Skills)
Sue McGregor (Dean of HE and Curriculum Innovation)

1. Apologies for Absence

Apologies were received from Jane Coleman, Keith Marriott, Alex Palethorpe and Summiya Khan (Student Governor).

2. Declarations of Interest

A declaration was made by Phil Mayhew re item 4.4 Sub-contracting Report, as he is going to become a trustee of the Coleridge Trust.

3. Minutes of the meeting held on 9th February 2016

The minutes of the meeting held on 9th February 2016 were **agreed** as a correct record and would be signed by the Chair.

3.1 Appraisal Report

The Vice Principal HR and Student Services presented the report and confirmed that dates for all outstanding curriculum staff appraisals had been received and it was anticipated that all would be completed and paperwork returned by Easter.

Q. What is expected by Easter?

A. That all outstanding appraisal meetings will have taken place and paperwork will have been completed and returned to HR.

Q. The number of outstanding appraisals has reduced from 25% in December to 16% in March – is that correct?

A. Yes, there has been a steady flow of appraisal meetings taking place.

3.2 QAA Update

The initial QAA letter (dated 11th March 2016) was distributed and it confirmed that academic standards at the College met UK expectations. The full report would be available by 29th April 2016.

The Student Governor confirmed that the student feedback to the assessors had been very positive, praising staff and facilities.

Further discussion took place regarding the recommendations and affirmations and it was noted that the report would be published on 20th May 2016, when it could then be used for marketing purposes. An Action Plan would also be produced in response to the recommendations and affirmations.

The Chair congratulated staff and students on getting a good outcome for the QAA review and expressed thanks to the Student Governor for his positive contribution throughout.

4. Principal's Briefing

4.1 Health, Safety and Safeguarding Report

The Vice Principal Finance presented the report and explained that there were a higher number of accidents in 2015/16 than in the previous year and that regular reviews took place to ensure no specific issues or patterns were emerging. Analysis was also taking place regarding the nature and severity of accidents.

4.2 Bids and Projects Update

The Vice Principal Finance presented the report and explained the current position with regard to LEP projects.

4.3 Dashboard: Finance and Student Numbers

The Deputy Principal presented the student numbers dashboard and explained that action was taking place to address a reduction of applications compared to 2015 and the College was advocating progression within the College to students. Factors contributing to challenges in recruitment were discussed. It was noted that the UTC near the Woodlands campus could have an impact.

Q. How can the College establish which factors are having the greatest impact on recruitment?

A. Every learner that does not start at the College, having made an application was contacted in the first week and the main reason for not coming to the College, seemed to be a preference to stay on at school. Detailed analysis was on-going and marketing strategies reviewed and improved, as appropriate. Discussion took place regarding demographic changes in future years and it was confirmed that a further discussion would take place to highlight how these were likely to affect College recruitment. **ACTION.**

Q. Wasn't one of the outcomes from the Area Review to have a combined marketing campaign?

A. The Principal had discussed this with BMet and South and City Colleges, however, this did not seem to be a current priority. It was noted that social media was being used to target specific areas, subjects or sectors. Events were taking place and all avenues for communicating with students were being used.

Q. As SFA funding reduces how is full cost being exploited?

A. Full cost provision is being marketed. Some people are funding their own courses. There were no loans for level 2 courses. There were a range of strategies for attracting adult learners.

Q. Are courses being sold to employers?

A. Yes, in the region of £60k full cost courses are through employers, particularly in engineering.

Detailed discussion took place regarding financial indicators and the extent of work undertaken to ensure cashflow is healthy. It was noted that in preparing the Strategic and Financial Plans for approval in July each income and expenditure line was being carefully scrutinised and this would be communicated during the next 4 months, culminating in the final Plans.

4.4 Sub-contracting Update

The Deputy Principal presented the report and provided an update on sub-contracting partners. A further update regarding finalisation of the contract with Auctus would be provided at the next meeting. **ACTION.**

Q. If government funding changes with regarding to England Golf then how much would the College loose?

A. About £80k and this possible eventuality has been built into the financial plan.

4.5 Apprenticeship Report

The Deputy Principal presented the report and explained that a detailed discussion had taken place at the Ofsted Action Plan Expert Group meeting on 10th March 2016.

The Senior Director Employment and Skills gave a presentation to explain changes to funding of apprenticeships and the College's approach to attracting employers and students and discussion took place regarding the levy and government contribution. The importance of working with employers to provide courses that they require for their employees was discussed. The launch of the College's '100 apprentices in 100 days' scheme was highlighted. It was noted that apprenticeships would be offered from level 2 to level 7 and would be targeted at all age groups.

4.6 Area Review Update

The Principal provided an update regarding the Area Review and it was noted that there would be on-going closer working with the Birmingham colleges. It was noted that the Principal and Chair had been invited to present at a conference in Reading about the colleges' experience of Area Review. It was also noted that an Area Review Toolkit had been produced for colleges.

5. Budget Re-forecast 2015/16, Financial Plan and Pay Award

5.1 PMR December 2015

The PMR for December 2015 was received.
The January 2016 PMR was also received.

5.2 Budget Re-forecast and Revised Financial Plan

The Vice Principal Finance presented the re-forecast budget and revised Financial Plan and noted that the Chancellor's Budget due on 16th March 2016 could impact on funding, so it may be necessary to revisit funding assumptions for future years. It was noted that savings planned for 2016/17 were currently being implemented – there would be limited impact on staff, with some savings coming through unfilled vacancies. Re-structuring funds were being reviewed to ensure appropriate levels. Business planning would continue and the final Budget for 2016/17 and the Financial Plan would be submitted to the July Corporation meeting for final approval and submission to the SFA. Discussion took place regarding the pay award, which was planned at 1% increase with effect from 1st August 2015. It had not yet been awarded due to the necessity to ensure in-year affordability. Payment of the pay award or any issues relating to affordability would be reported at the next meeting. **ACTION.**

RESOLVED to approve the re-forecast Budget for 2015/16 and the revised Financial Plan.

6. Equality and Diversity Report and Briefing Update

The Vice Principal HR and Student Services presented information about equality and diversity and the duties of the Corporation. It was noted that further information regarding achievement would be presented to a future meeting, when deep dive areas could be identified in terms of ethnic, gender or disability groups. **ACTION.**

The draft Equality and Diversity Annual Report for 2015 was distributed and it was noted that this would be available on the College website when finalised. The Equality Policy 2012 was available for information.

7 Minutes of the Audit Committee meeting held on 1st March 2016

The Chair of the Committee presented the minutes of the meeting held on 1st March 2016.

7.1 Internal Audit Plan: additional safeguarding and CMA audit days

The Chair of the Committee explained that the 5 contingency days in the Internal Audit Plan for 2015/16 would be used for a safeguarding audit relating specifically to the delivery and embedding of the PREVENT agenda (3 days) and an assurance audit to review compliance requirements arising from the advice note from the Competition and Markets Authority around information provided to its customers (2 days) and this was confirmed.

7.2 Policy Review

7.2.1 Incident Management and Business Continuity Plan

Discussion took place regarding the contents of the Incident Management and Business Continuity Plan and it was noted that it was important to ensure that the plan provided the powers for key staff to take action in the event of an emergency. It was suggested that following testing it may be possible to further strengthen empowerment to ensure staff are aware of their remit.

The Incident Management and Business Continuity Plan was **approved.**

7.2.2 Business Continuity Policy

The Business Continuity Plan was **approved.**

7.2.3 Data Protection Policy

It was noted that there would be new data protection regulation over the next 2 years that would require embedding into the Policy.

The Data Protection Policy was **approved.**

7.2.4 Data Archiving and Retention Policy

The Data Archiving and Retention Policy was **approved.**

7.3 Re-appointment of Internal Auditors 2016/17

This item was deemed confidential.

8. Expert Group Feedback

Treasury Management Expert Group – notes of the meetings held on 1st February and 7th March were received for information and it was noted that a full report would be presented to the next Corporation meeting. **ACTION.**

9. Governance – Self-Assessment Report

The Clerk presented the Governors' Self-Assessment Report and it was approved.

10. Strategic Direction

This item was deemed confidential.

11. Financial Health and Dashboard Information from SFA dated 29th February 2016

The Financial Health and Dashboard Information from SFA dated 29th February 2016 was received for information.

12. Property Report

The contents of the Property Report were received for information.

13. International Update

The contents of the International Report were received for information.

14. Tendering Update

No tendering updates to report.

15. Use of the College Seal

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

16. Date of the Next Meeting: Tuesday 26th April 2016 at 6pm

The date of the next meeting was noted as Tuesday 26th April 2016 at 6pm.

17. Any Other Business

17.1 Senior Leadership Remuneration

This item was deemed confidential.

17.2 Ofsted – HMI Letter dated 11th March 2016

The Chair congratulated staff on very positive and encouraging feedback both verbally and in the letter dated 11th March 2016 from the HMI, Russell Jordan.

The meeting ended at 8.35pm.

Signed JRB

Date 26th April 2016.