

SOLIHULL COLLEGE AND UNIVERSITY CENTRE

MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 13TH MARCH 2017 AT THE BLOSSOMFIELD CAMPUS

PRESENT:

- John Bolt (Chair)
- Stan Baldwin
- Scott Beasley
- John Callaghan (Principal)
- Jane Coleman
- Mark Hayes
- Barbara Hughes
- Joe Kelly
- Summiya Khan
- Paul Large
- Lucy Lee
- Phil Mayhew
- Sukhdeep Nijjar
- Alex Palethorpe
- 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)

Barbara Hughes, new governor, was welcomed to her first Corporation meeting and introductions were made.

1. **Apologies for Absence**

There were no apologies for absence.

2. **Declarations of Interest regarding this Agenda**

There were no new declarations of interest.

3. **Minutes of the Meeting held on 7th February 2017 and matters arising**

The minutes of the meeting held on 7th February 2017 were **agreed** as a correct record and were signed by the Chair.

It was noted that section 10 relating to the future plans for the Halls of Residence was no longer confidential, as this had now been announced to staff and students.

4. **Strategic Partnerships**

4.1 Apprenticeship Organisation Update

The Principal explained that interviews had taken place for the role of Director for the AppOrg, however, an appointment had not been made. It was hoped that the role would be filled soon.

4.2 Stratford Upon Avon College (SUAC)

This item was deemed confidential.

5. Governors' Development

5.1 AOC Governance Summit Feedback – 1st March 2017

The Chair gave a presentation to brief governors with feedback from the AOC Governance Summit held on 1st March 2017 in London. The Chair and Clerk had attended the session. It was noted that the day had included updates on apprenticeships, particularly in relation to the introduction of the levy from May 2017. The organisational challenges regarding implementation of the new levy were discussed and it was noted that only 25% of the companies that the College currently worked with were levy-paying.

The Deputy Principal presented that Apprenticeship Report (Item 14) and explained that the appointment of the new Director of Employer Services was due to be made and that that person would be involved in the on-going development of the College's apprenticeship offer. She explained that the Apprenticeship Strategy had been reviewed to incorporate higher level apprenticeships. She explained that there would be significant funding changes and this would impact on the College's income. The achievement methodology had also been changed.

The Deputy Principal explained that the College was awaiting notification from the SFA as to whether their application had been successful to be placed on the Register of Apprenticeship Training Providers (RoATP). Governors would be kept informed when the outcome was known.
ACTION.

Q. Clarity was sought about the funding information in the Apprenticeship Termly Report.

A. It was noted that the information showed actual income to January 2017 and Outturn related to the end of year income as forecast in January.

5.2 Governors' Development Session – 17th May 2017

The Clerk presented a list of areas that had been identified previously in relation to updates for governors and discussion took place regarding the nature of the briefing planned. It was agreed that the following areas should be included:

- Long term key strategic areas and identification of key risks – ensuring clarity about funding forecasts in the next 3-5 years and how this should be approached strategically. Providing sensitivity analysis about opportunities and threats.
- Apprenticeship Levy
- Financial KPIs (PMR) – Financial Planning Update (2017-19)
- Insolvency Regime (KPMG)

Discussion took place regarding marketing and it was noted that a briefing had been provided at the January development day and that governors needed to have an on-going oversight of this area. It was important that the Corporation was aware of the Marketing Strategy and how effective it was in practice. It was also noted that Stan Baldwin had taken this on as a special interest area and would be meeting with the Vice Principal HR and Student Services to consider marketing approaches and information.

Discussion took place regarding the volume of information presented to the Corporation and it was noted that there was still a need to reduce the amount of information. The Clerk explained that the Internal Auditors had carried out a detailed review of the information provided to governors in 2015 and another review of the Cycle of Business in 2017 and had indicated that

the information provided was adequate and appropriate.

6. Quality Improvement Plan (QIP) Update

The Vice Principal Teaching, Learning and Assessment presented the updated QIP and described progress to date. She noted that there had been changes to the observation criteria.

7. Evaluation of Teaching, Learning and Assessment Report

The Director of Quality Improvement presented the report and explained that the impact of coaching was very powerful in on-going improvement. 80% of staff that had coaching made improvements by the end of the coaching process. Support was going to be provided for staff for target-setting. It was noted that a dashboard was being developed that would show the key performance indicators for each member of staff, so that performance monitoring was well informed.

Q. Does each tutor have a caseload?

A. Yes. Assessors who are work based have work based observations, particularly in light of the importance of apprenticeships and ensuring quality.

Q. Is the change of staff through sickness an issue?

A. Yes, and the dashboard will have sickness information included, so that managers can discuss this with staff. Staff sickness can have an effect on the quality of the student experience and is an issue that requires on-going monitoring.

8. Destinations 2015/16 and Student Progression within the College

The Deputy Principal presented the report and noted that the report included the number of students that did go to Russell Group universities.

9. QAR (Qualification Achievement Rates)

The Deputy Principal presented the report and noted that methodology changes had had an impact on national averages. She explained that the national averages for maths and English were extremely low.

Q. Achievement for 16-18 seems to be better than that for adults?

A. This is the case, as stated in the SAR. During Ofsted, however, the inspector felt that adult students were well supported and this would lead to improved outcomes.

10. Performance Tables Presentation and Level 3 Accountability Measures – Value Added

The Director of Quality Improvement presented the report and noted that this information would be published on the College website and would be used to compare the College against other providers. The measures were, however, a very narrow representation of the College's performance, relating only to a third of 16-18 learners, including only those that are 18 at the end of the year and excluding some areas altogether, like Engineering, Construction and Motor Vehicle. Given the criteria, GFEs don't necessarily compare well against schools and sixth forms. The Director of Quality Improvement explained that there were five key measures: progress (value added); attainment; English and maths; retention; and destinations.

11. Targets for 2016/17 – Success Rates/Attendance and Retention

The Deputy Principal presented the targets for 2016/7 for success rates, attendance and retention.

Q. How do the targets get filtered down throughout the organisation?

A. Targets throughout the College are set by programme through the business planning

process. The overall College targets are not an aggregate of the targets set by programme, as this would be difficult to do mathematically and to be meaningful. So the College targets are set with the cross-College performance in mind and based on the previous year's data and reflects what is both challenging, but achievable. School business planning meetings are informed by the Dashboard and all staff are fully aware of performance expectations.

The following targets were **approved**:

SUCCESS RATES	National Average 2015/16	Outturn 2015/16	Target 2016/17
16-18 overall	80%	83%	84%
Level 1	75%	75%	78%
Level 2	76%	82%	82%
Level 3	87%	90%	91%
19+ overall	86%	83%	84%
Level 1	88%	85%	86%
Level 2	84%	80%	84%
Level 3	81%	82%	83%
Apprentices			
Overall	67%	77%	79%
Timely	59%	68%	70%
HE	n/a	84%	85%
RETENTION			
	2015/16	National Average 15/16	Target 2016/17
16-18	94%	90%	94%
19+	92%	93%	94%
Apprentices	89%	n/a	90%
HE	92%	n/a	95%
English and maths	91%	n/a	93%
ATTENDANCE			
	2015/16 outturn	Target 2016/17	
16-18	85%	90%	
19+	84%		
HE	85%		
English and maths	80%		

12. **Dashboard: Quality and HR Quadrants**

The Vice Principal HR and Student Services presented the HR quadrant and noted that this was December 2017 data. The January PMR would be available shortly. He explained that a request at a previous Corporation meeting to RAG-rate appraisals had been responded to by drilling down to the Faculty level data. This clearly showed red, amber and green ratings for the number of appraisals that had been completed. It was noted that this currently indicated a 'green' rating.

Sickness levels were outlined and it was noted that where issues arose the manager and member of staff discussed the impact on the student experience as part of progress meetings and appraisals.

Q. Is 'scattergun' sickness dealt with?

A. Yes, the line manager is integral in ensuring that the member of staff is monitored and where patterns emerge these are highlighted, discussed and where necessary appropriate action taken, particularly given the impact this can have on the students.

The Student Governor asked whether there was a facility for ex-students to continue to access Promonitor. It was suggested that this may be possible and the Vice Principal Teaching, Learning and Assessment and the Vice Principal HR and Student Services would take this forward. **ACTION.**

13. **Maths and English Expert Group Notes of the meeting held on 13th February 2017**

The Chair of the Expert Group presented the notes and explained that two more meetings were planned. It was anticipated that the last meeting of the Group would be to review the outcomes for 2016/17 to ascertain whether there had been improvement. It was noted that the DfE had been into College to record a video relating to the approach to maths and English.

Q. Why can independent schools still run iGCSEs?

A. This did seem unfair, but it was hoped that all providers would be able to run the iGCSEs, but this was not the case currently.

14. **Apprenticeship Termly Report**

See item 5.1 above.

15. **Finance Expert Group Notes of the meeting held on 27th February 2017**

15.1 Financial Regulations

The Vice Principal Finance presented the amended Financial Regulations and noted that the Finance Expert Group and Audit Committee had reviewed them, as well as both the Internal and External Auditors.

RESOLVED to approve the Financial Regulations.

15.2 PMR – December 2016 (new format) and KPIs

The Vice Principal Finance presented the newly formatted PMR and explained that this incorporated the changes brought about by FRS102. She confirmed that the content was the same, but presented in a different way that meant that some indicators changed markedly and this suggested a deficit outturn position for 2016/17. It was noted that the Vice Principal Finance would provide more information at the May 2017 Corporation briefing session. **ACTION.**

15.3 Pension Fund

This item was deemed confidential.

16. **Audit Committee Minutes and Reports for the meeting held on 27th February 2017**

The Chair of the Committee presented the minutes of the meeting of the Audit Committee that took place on 27th February 2017.

16.1 Value for Money Report and Policy

The Vice Principal Finance presented the report and policy.

RESOLVED to approve the Value for Money Policy

16.2 Governance – College Data and Performance Management

The contents of the Governance Internal Audit report were noted.

17. Capability Procedure Review

The Vice Principal HR and Student Services presented the revised Capability Procedure. Clarity was sought in relation to whether the unions were content with the changes and it was noted that Unison and UCU had been consulted. UCU had made comments about sickness being explicitly identified, but had made no further representations. It was confirmed that the Procedure would be approved, however, any further comments from the unions would be communicated to the Corporation, as appropriate.

RESOLVED to approve the Capability Procedure, subject to final confirmation from the unions.

18. Bullying and Harrassment Policy (Staff)

The Vice Principal HR and Student Services presented the Bullying and Harrassment Policy and noted that the unions were content with the Policy.

RESOLVED to approve the Bullying and Harrassment Policy.

19. Search and Governance Committee Minutes and Reports for the meeting held on 2nd March 2017

The Chair of the Committee presented the minutes of the meeting of the Search and Governance Committee that took place on 2nd March 2017.

Stan Baldwin left the meeting during consideration of his re-appointment.

19.1 Membership Report

The Chair presented the Report and explained that the Committee had met with the 2 proposed governors and discussed the experience and skills that they would bring to the Corporation.

RESOLVED to approve the re-appointment of:

Stan Baldwin for a term of 4 years to April 2021 and as Vice Chair and member of the Remuneration Committee;

Keith Marriott for a further term of office for 2 years to April 2019 as an external member of the Corporation.

RESOLVED to approve the appointment of:

Sally Tomlinson for a term of office of 1 year to March 2018, in the first instance, as an external member of the Corporation;

Liz Watson for a term of 4 years to March 2021 as a full member of the Corporation.

RESOLVED to approve that the membership of the Search and Governance Committee to be changed

to:

- 3 Corporation members, including the Principal
- 1 external member.

19.2 Governors' Quality Improvement Plan 2016 – for information

The Chair presented the Governors' QIP for 2016 and the following actions were **agreed**:

- To continue to have one governor with special interest for Student Voice, rather than 2;
- Not to initiate a process for reflecting on the effectiveness of meetings, instead if governors have any comments they should direct these to the Clerk or Chair, as appropriate.

20.

REGULAR UPDATES FOR INFORMATION

20.1 Health, Safety and Safeguarding Report

The contents of the Health, Safety and Safeguarding Report were noted. An update was requested regarding security of the Blossomfield campus following the recent issue with travellers settling on the front car park. The Vice Principal Finance explained that the gates were now closed at night and a member of security was on site all night. Overhead barriers were also going to be installed.

20.2 Bids and Projects Update

The contents of the Bids and Project Report were noted. It was noted that the ESF bid had been successful.

20.3 Tender Update

The contents of the Tender Update Report were noted.

20.4 Use of College Seal Report

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

21.

Date of the next meeting

The next meeting would take place on Wednesday 17th May 2017 at 6pm.

22.

GOVERNANCE STANDING ITEMS

22.1 Membership

The contents of the Membership Report were noted.

22.2 Register of Interests for Governors and members of EMT

The contents of the Register of Interest were noted and governors were asked to notify the Clerk if any changes were required.

22.3 Training Log

The contents of the Training Log were noted.

The meeting ended at 8.20pm.

Signed: J R Bole Date: 17 May 2017

