

## **SOLIHULL COLLEGE AND UNIVERSITY CENTRE**

### **MINUTES OF THE CORPORATION MEETING HELD ON WEDNESDAY 1<sup>st</sup> NOVEMBER 2017 AT THE BLOSSOMFIELD CAMPUS**

**PRESENT:** John Bolt (Chair)  
John Callaghan (Principal)  
Jane Coleman  
Barbara Hughes  
Joe Kelly  
Paul Large  
Lucy Lee  
Sukhdeep Nijjar  
Geraldine Swanton  
Sally Tomlinson  
Liz Watson

**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)  
Adam Thomas (Director of Student Services)  
Andy Schneider (Head of Quality: Progress and Achievement)  
Theresa Lynch (Clerk to the Corporation)

The Director of Student Services and the Head of Quality: Progress and Achievement were welcomed to the meeting.

#### **1. Apologies for Absence**

Apologies for absence were received from Stan Baldwin, Mark Hayes, Summiya Khan and Keith Marriott.

#### **2. Declarations of Interest in relation to this agenda**

There were no new declarations of interest.

#### **3. Minutes of the meetings held on 9<sup>th</sup> October 2017 and matters arising**

The minutes of the meeting held on 9<sup>th</sup> October 2017 were agreed as a correct record and were signed by the Chair, subject to the addition of attendees: Barbara Hughes, Sally Tomlinson and Rosa Wells, Director of Employment and Skills. There were no matters arising.

#### **4. Safeguarding Young People and Vulnerable Adults Policy Review and Annual Summary Report**

The Vice Principal HR and Student Services and the Director of Student Services presented the report and explained that the Designated Safeguarding Lead was now Adam Thomas and the Lead Governor was Geraldine Swanton. The presentation provided a development update for governors.

It was noted that governors should ensure there are appropriate policies in place, undertake training and ensure training is undertaken by all staff in the College.

The Vice Principal Teaching, Learning and Assessment explained that a social media platform was being developed, my Solcom, to provide a college-based system for students to communicate with each other. There were currently 2.5k users and the platform was gaining interest and increased engagement by students. It was suggested that the platform could be

demonstrated for governors at a future meeting. **ACTION.**

The Vice Principal HR and Student Services described changes to the Safeguarding Young People and Vulnerable Adults Policy, including changes regarding Looked after Children, tutorials and the curriculum and the introduction of a supervision policy. There would be an external supervisor for all safeguarding officers in future, (Hilary Baird).

The Director of Student Services explained that there had been a change in structure to introduce a Caring Team and described the safeguarding referral data and presented some case studies to demonstrate the work of the Caring Team for governors.

Q. How do you ensure apprentices get support?

A. Safeguarding and Prevent processes are shared with, and tailored to, apprentices. They all receive information about safeguarding staff and services. Assessors are also trained to identify safeguarding issues and referrals are regularly received from apprentices.

Q. Are male students more reluctant to come forward and how is this dealt with?

A. Yes male students do tend to be more reluctant, but that the Caring Team was trying to make promotional material about counselling and welfare more male focussed.

**RESOLVED** to approve the Safeguarding Young People and Vulnerable Adults and the Prevent Policy.

## 5. Value Added Update

The Vice Principal Teaching, Learning and Assessment explained that interviews for the Director of Quality Improvement post had taken place and it had been decided to split the post between 2 members of internal staff:

- Head of Quality: Progress and Achievement – Andy Schneider
- Head of Quality: Teaching and Learning – Lynzi Tanner

The Head of Quality: Progress and Achievement presented ALPS data that measures value added for A level and BTEC level 3 courses.

Q. When the colleges merge will there be an improvement in some curriculum areas, for example, performing arts?

A. SUAC creative programmes do not feature in the ALPs report, as they are not BTEC programmes. There creative programmes are mainly with the awarding body UAL (University of Arts London). During their inspection SUAC were able to demonstrate good value added on these programmes.

Q. Is value added information available to students?

A. It is available through the DfE website that provides information about a number of performance measures. ALPS data is one of a range measures that is used to inform quality at the College. The College is focussing on value added and progress to challenge students to reach their full potential. Due to a number of factors some students are willing to settle for a pass, rather than striving for a merit or distinction, so it is sometimes difficult for staff to support students to reach their potential. There are a number of reasons for this, including unconditional offers being made by universities that can negate the student's incentive to achieve a high grade. ALPS data provides information for a triangulated approach that flags up warning signs for further exploration.

Q. What are the consequences of students handing work in late?

A. Late submission is recorded on Promonitor and a Cause for Concern will be raised, as appropriate, that can lead to disciplinary process and communication with parents. Students are told that late or none submission can lead to being at risk of being taken off their programme of study.

Q. Is it a problem that some universities give unconditional offers and does it mean that some

students leave before finishing their course?

A. It isn't helpful in keeping students on track however it is not a big problem for the College. More of a problem for art subjects and the foundation diploma. It also is having an effect on students' commitment to their maths and English classes. Most students do finish their course and pass, but an unconditional offer does have an effect on the incentive to get a higher grade.

## 6. Quality of Teaching and Learning Update

The Vice Principal Teaching, Learning and Assessment presented the report and explained that 2 schools had had observations during the first half term: School of Retail and Commercial and School of Business and the outcomes were discussed. Some observations had also taken place for maths and English classes and some very good teaching had been seen.

Currently strengths included development of employability skills, learner engagement and assessment learning and areas for improvement related to appropriate support and challenge for learners and the promotion of equality and diversity.

Q. Business has been an area of concern, so how is this informing performance overall?

A. Observations were quite good in Business, but other information would be used to form an overall picture of performance.

Q. Had there been learning walks and would governors be involved?

A. Yes, learning walks had taken place in relation to induction, tutorials and English and maths classes. A report would be made to governors at a future meeting and governors would be invited to attend learning walks in January 2018. **ACTION.**

## 7. Curriculum Reforms Update

The Vice Principal Teaching, Learning and Assessment provided an update on the recent curriculum reforms and how they were being implemented at the College and discussion took place.

## 8. Targets for 2017/18

The Deputy Principal presented the report and confirmed that the dashboard would be updated with the targets agreed. Detailed plans underpin the targets set in each curriculum area. Approved – put the table in.

Q. Does HE target take into account the change in HE incomes?

A. No, the financial plan is realistic – so targets are based on the numbers planned, rather than the sensitivities regarding growth presented by KPMG.

<b>STUDENT NUMBERS</b>	<b>Target 2017/18</b>
16-18 FT Numbers	3,416
16-18 Apprenticeships New Starts	159
Adult Classroom	3,800
19+ Apprenticeships New Starts	236
HE	890
24+ Loan	355
Full Cost	1,115
<b>SUCCESS RATES</b>	<b>Target 2017/18</b>
<b>16-18 overall</b>	<b>85%</b>
Level 1	77%
Level 2	87%
Level 3	90%

<b>19+ overall</b>	<b>86%</b>
Level 1	88%
Level 2	89%
Level 3	81%
Overall	75%
Timely	70%
HE	88%
<b>RETENTION</b>	<b>Target 2017/18</b>
16-18	94%
19+	93%
Apprentices	85%
HE	95%
English and Maths	90%
<b>ATTENDANCE</b>	<b>Target 2017/18</b>
16-18	90%
19+	
HE	
English and maths	

## 9. Merger with Stratford upon Avon College Update

The notes of the Merger Steering Group meeting held on 18<sup>th</sup> October 2017 and the final consultation outcomes report were noted.

Q. If the merger date of 19<sup>th</sup> December 2017 cannot be met what are the implications?

A. The plan was to approve the merger for both colleges on 16<sup>th</sup> November, but the merger date could change to 1<sup>st</sup> February 2018, due to outcomes related to pensions and banking. Interim arrangements would need to be put in place from 31<sup>st</sup> December 2017 to date of merger, if this occurs. A delay beyond 1<sup>st</sup> February 2018 could become a deal-breaker and it would be necessary to negotiate this with the EFSA and Lloyds bank to ensure payments are in place to the end of February 2018. The Vice Principal Finance explained that the WM LGPS was going to provide information by mid-November and were very positive about working with the College. However, it would be necessary to have some indication of what might happen upon revaluation in 2019, in case costs may increase at that point.

## 10. Banking Arrangements

The Vice Principal Finance presented the report and explained that the need to set up a bank account was connected with the merger.

**RESOLVED** to approve:

- The signatories for the new Lloyds bank account:  
John Callaghan - Principal  
Lindsey Stewart – Deputy Principal  
Heather Evans – Vice Principal Finance  
Sangita Gorman – Finance Manager  
Pete Haynes – Vice Principal HR & Student Services
- That the paperwork required to set up the new account with Lloyds Bank be signed by the Principal and Vice Principal Finance and in line with financial regulations.

## 11. Audit Committee minutes and reports for meeting held on 16<sup>th</sup> October 2017

The Chair of the Audit Committee presented the minutes of the meeting held on 16<sup>th</sup> October 2017.

### **11.1 Risk Strategy and Timetable for 2017/18**

The Chair of the Audit Committee presented the report.

**RESOLVED** to approve the Risk Strategy and Timetable for 2017/18.

### **11.2 Risk Management Policy**

The Chair of the Audit Committee presented the Risk Management Policy for approval.

**RESOLVED** to approve the Risk Management Policy.

### **11.3 Extension of the Appointment of the Internal Auditors**

The Chair of the Audit Committee presented report.

**RESOLVED** to approve the approve the extension of the appointment of the Internal Auditors, RSM, for a further 3 years starting 1<sup>st</sup> August 2017 to July 2020.

### **11.4 Extension of the Appointment of the External Auditors**

The Chair of the Audit Committee presented the report.

**RESOLVED** to approve the extension of the appointment of the External Auditors, KPMG, for a further 2 year starting 1<sup>st</sup> August 2018 to July 2020.

## **12. Pay Award**

*This item was deemed confidential.*

## **13. Correspondence**

### **13.1 ESFA Financial Health Letter dated 18<sup>th</sup> October 2017**

The contents of the ESFA Financial Health letter dated 18<sup>th</sup> October 2017 were noted.

### **13.2 FE Commissioner's Autumn Letter October 2017**

The contents of the FE Commissioner's Autumn letter dated October 2017 were noted.

## **14. Bid and Projects Report**

The contents of the Bids and Projects Reports were noted.

## **15. Date of the Next Meeting**

The date of the next meeting was 6pm Thursday 16<sup>th</sup> November 2017.

*The meeting ended at 8.30pm.*

Signed

J.R. Bolt

Date

16<sup>th</sup> November 2017.