

SOLIHULL COLLEGE

MINUTES OF THE CORPORATION MEETING HELD ON WEDNESDAY 21ST MARCH 2018 AT THE WOODLANDS CAMPUS

PRESENT: John Bolt (Chair)
John Callaghan (Principal)
Mark Hayes (Staff Governor)
Barbara Hughes
Joe Kelly
Pat Knauff
Lucy Lee
Sukhy Nijjar
Sue Strawford
Geraldine Swanton
Sally Tomlinson
Matt Warburton (Staff Governor)
Eric Wiles

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)

1. Apologies for Absence

Apologies were received from Stan Baldwin, Jane Coleman, Stevie Gray, Paul Large, Betty LeFeuvre and Adriana Mihai (Student Governor).

2. Declarations of Interest

There were no new declarations of interest.

3. Minutes of the Meeting held on 22nd January 2018 and matters arising

The minutes of the meeting held on 22nd January 2018 were agreed as a true and accurate record and signed by the Chair.

3.1 Matters Arising

An update was provided relating to the transfer of the Pension Fund from Warwickshire to West Midlands and it was noted that this was currently underway, although there did seem to be some delays in the transfer of data to West Midlands. Fees had been charged by the Warwickshire Pension Fund, but would be challenged if applied.

4. Strategic Direction

4.1 Strategic Plan, Vision and Mission

The Principal explained that a number of colleges did not seem to create a separate strategic plan anymore, instead using their annual Members' Report/Financial Statements to set out their strategic direction. The College's strategic direction, mission, vision and values were considered and it was

noted that recommended changes would be made leading to final approval in July 2018. Governors were asked for suggestions. **ACTION.**

The Principal noted that the first round of exams for BTEC qualifications had taken place in January 2018 and results were very good in a number of curriculum areas. It was also noted that the LEP Hybrid Vehicle Technology Training Centre project had been approved by the LEP.

4.2 HR Strategy – Culture Survey, Staff Harmonisation and Associated Costs

The Vice Principal HR and Student Services provided a de-brief relating to the Culture Change Inventory that had been undertaken in both Solihull and Stratford upon Avon Colleges in the Autumn term 2017.

It was noted that the context and timing of the survey were important in terms of outcomes. The Vice Principal HR and Student Services explained that staff at Stratford upon Avon showed that they wish to stay at the College and were not fearful of the merger, but did seem to be less confident about their ability to succeed.

Discussion took place regarding the harmonisation of contracts between SUAC and SCUC. It was noted that salaries at Stratford seemed to be about £2000 lower than those at Solihull and that contracts would be harmonised for the new academic year. It was suggested that, in line with the pay award given to Solihull staff for 2017/18 a pay award of 1% be made to Stratford staff from the date of merger, to begin the harmonisation process and reflect the hard work towards merger.

RESOLVED to approve a 1% pay award for staff at Stratford upon Avon College with effect from 1st February 2018.

4.3 Curriculum Plan and Student Numbers

The Deputy Principal and Stratford Chief Operating Officer presented the curriculum plan and outlined growth areas, particularly at Stratford upon Avon College.

Q. How has the decision about A levels been received at Stratford?

A. Generally staff felt that it was inevitable given the numbers and quality issues and reflected the previous issues and the current FE environment. It was noted that parents had been in touch following the announcement, but accepted the decision and were pleased to have plenty of notice. The College was continuing to support prospective students to find alternative programmes.

4.4 Property and IT Strategy

Property Strategy –

The Vice Principal Finance explained proposals that, had initially been considered prior to merger, had been updated and developed.

Q. Why were the buildings chosen for demolition?

A. They are the buildings in the poorest conditions.

Q. Performing arts space does tend to be specific and require open space – will this be factored in?

A. The space in the new build will be planned based on curriculum need.

The Vice Principal Finance explained that the curriculum plan and timetable for 2018/19 would be finalised to inform space requirements for future years and this would be used by consultants to create

a costed feasibility study.

RESOLVED to approve that the College tender for consultants to undertake a feasibility study regarding property options for the Stratford Campus.

IT Strategy –

The Vice Principal Finance presented the re-costed plan for IT investment that was required to update and improve IT infrastructure, classroom technologies, harder and mobile devices at the Stratford upon Avon campus. Costs were similar to those identified in pre-merger discussions.

The revised overall budget was presented by the Vice Principal Finance as below.

	2017/18		2018/19		2019/20		2020/21		Total	
C = Capital R = Revenue	C	R	C	R	C	R	C	R	C	R
Current Solihull budgets	115	69.5	865	69.5	282	69.5	300	69.5	1,562	278.0
Additional budget required	102	109.2	238	100.5	564	52.5	471	32.5	1,375	294.7

RESOLVED to approve the investment in the IT infrastructure and increased capital and revenue budgets as outlined above.

4.5 Indicative Budgets

The Vice Principal Finance presented the re-forecast budget for 2017/18 and explained the forecast position for 2018/19.

The plan was that there would be a breakeven position by year 3 of the merger, which was still planned, however, investment was required in the early years to ensure quality provision, improvement environment and to underpin growth.

Q. The PMR normally identifies risks and opportunities – what are the potential risks?

A. Planned recruitment is important, with apprenticeships being a particular risk. Targets on pay savings are also important, but the College has always managed to meet these planned savings. Sanctuary Housing was not factored in as a key risk, although other College leases did present a potential risk and were currently being negotiated (see confidential minute, Item 5).

4.6 AoC Spring Statement on Colleges 13th March 2018

The contents of the AoC Spring Statement on Colleges 13th March 2018 were noted.

4.7 ESFA College Financial Health and Control Letter – March 2018 and Colleges Dashboard

The contents of the ESFA College Financial Health and Control Letter – March 2018 and Colleges Dashboard were noted.

5. Notes of the Finance and Resources Committee meeting held on 12th March 2018 and related reports

The notes of the Finance and Resources Committee meeting held on 12th March 2018 were deemed confidential.

5.1 Merger Costs

The Vice Principal Finance presented the merger costs report and explained that it covered both professional fees and the final financial position for Stratford upon Avon College.

6. Minutes of the Audit Committee meeting held on 12th March 2018 and related reports

The Chair of the Audit Committee presented the minutes of the Audit Committee meeting held on 12th March 2018 and explained that a review of risk and board assurance had taken place and a new revised structure had been agreed to streamline the process, which would be presented at the next meeting. She explained that board assurance presentations had taken place for accommodation and incident management and that all Stratford upon Avon College's risks had now been included in the in the College's Strategic Risk Register.

6.1 Health and Safety Report and Policy Review

The Health and Safety report and policy were presented.

RESOLVED to approve the Health and Safety Policy.

6.2 Stratford upon Avon College Audit Plan

This item was deemed confidential.

6.3 Data Protection GDPR Update

The contents of the Data Protection GDPR update report were noted.

7. Dashboard at January 2018

7.1 PMR January 2018

The contents of the PMR for January 2018 were received and it was noted that the student number information relating to Stratford upon Avon College could be found at page 12 of the PMR.

Funding Quadrant -

The Deputy Principal and Stratford Chief Operating Officer presented the funding quadrant of the dashboard.

Finance Quadrant –

The Vice Principal Finance presented the quadrant and explained that these figures did not include changes made in February 2018 relating to the merger.

Staffing Quadrant –

The Vice Principal HR and Student Services presented the quadrant and explained that the Stratford upon Avon College figures would be presented in future. He explained the position in relation to sickness and appraisals.

Q. What do the long term sickness cases relate to?

A. Bereavement, general stress and others relate to staff that have had operations and specific illnesses.

8. Sub-contracting Report

The Deputy Principal presented the report and explained that a tender to sub-contract AEB provision had taken place following merger. Four providers had been identified as potential partners.

It was noted that AEB funding would become the responsibility of the WM Combined Authority, so it was important to maintain the adult budget and further growth at Stratford was required. Discussion took place regarding the approach to VAT in relation to the 20% management fee contained within the sub-contracting agreements and the Vice Principal Finance explained that the fee related to a range of College-based functions, but was called management fee for convenience, so whether VAT should be included was currently under review.

The Deputy Principal explained that an OJEU process would take place to produce a preferred provider list so that contracts could start early for 2018/19 to ensure achievement of budget projections.

RESOLVED to agree awards to:

- Prospects Training International Ltd (t./a Geason)
AEB Income £150,000; Contract Value £120,000;
- Back 2 Work Complete Training Limited
AEB Income £100,000; Contract Value £80,000;
- Phoenix Training (Midlands) Ltd
AEB Income £100,000; Contract Value £80,000;
- Pilot IMS
AEB Income £100,000; Contract Value £80,000;

RESOLVED to approve the proposed sub-contracting tender process for 2018/19 to create a preferred provider list.

9. Bids and Projects Report

The Vice Principal Finance presented the report and confirmed that the bid to the LEP for a Hybrid Vehicle Technology Training Centre had been successful.

It was noted that the ESF Elevator Project was underway. A claim had been submitted and an audit conducted.

A report regarding the Institute of Technology would be presented at the next meeting. **ACTION.**

RESOLVED to ratify the Chair's Action dated 9th March 2018 to submit the bid to the LEP for the Hybrid Vehicle Technology Training Centre with a total project cost of £582k, subject to LEP funding of £272k.

10. Banking Report

The Vice Principal Finance presented the report and explained that 5 tenders had been received for banking.

She explained that a report would be considered by the next meeting of the Finance and Resources Expert Group regarding investment of cash reserves. **ACTION.**

RESOLVED to agree to appoint Lloyds as the College bankers for a fixed period of three years from 1 June 2018 to 31 May 2021, with an option to extend for a further two years, subject to satisfactory performance and a benchmark of applicable rates/performance.

11. Election of Vice Chair of the Corporation

E Wiles left the meeting during the election process.

The Chair requested nominations for the role of Vice Chair and noted that a nomination had been received for Eric Wiles to be Vice Chair. It was noted that Stan Baldwin was also Joint Vice Chair to July 2018.

RESOLVED to elect Eric Wiles as Joint Vice Chair from 1st April 2018 to 31st July 2018.

12. Minutes of the Remuneration Committee meeting held on 29th January 2018 and related Reports

The minutes of the Remuneration Committee meeting held on 29th January 2018 were deemed confidential.

12.1 Deputy Principal and Stratford upon Avon College Chief Operating Officer Job Description

The Deputy Principal and Stratford upon Avon College Chief Operating Officer Job Description item was deemed confidential.

12.2 Targets for Members of EMT for 2017/18

The Targets for Members of EMT for 2017/18 were deemed confidential.

12.3 Senior Postholder Contracts

The contents of the Senior Postholder Contract were deemed confidential.

13. Regular Reports – Health, Safety and Safeguarding Termly Report

The contents of the Health, Safety and Safeguarding Termly Report were noted.

14. Dates of the Next Meeting: Monday 30th April 2018 at 5.30pm

Signed: JRB012

Date: 30th April 2018.