

SOLIHULL COLLEGE

MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 30th APRIL 2018 AT THE BLOSSOMFIELD CAMPUS

PRESENT:

John Bolt (Chair)	Pat Knauff
Stan Baldwin	Betty LeFeurve (Staff Governor)
John Callaghan (Principal)	Adriana Mihai (Student Governor)
Jane Coleman	Geraldine Swanton
Stevie Gray	Sally Tomlinson
Mark Hayes (Staff Governor)	Matthew Warburton (Staff Governor)
Barbara Hughes	

IN ATTENDANCE:

- Lindsey Stewart (Deputy Principal)
- Heather Evans (Vice Principal Finance)
- Beth Selwood (Vice Principal Teaching, Learning and Assessment)
- Pete Haynes (Vice Principal HR and Student Services)
- Adam Thomas (Director of Student Services)
- Andrew Schneider (Head of Quality Progress and Achievement)
- Emma Scothern (Tutorial Manager and Lecturer – Public Services)
- Lynzi Tanner (Head of Quality Teaching and Learning)
- Theresa Lynch (Clerk to the Corporation)

1. Student Presentation – Executive Committee and Learner Voice Report

The Director of Student Services presented the Executive Committee and each member introduced themselves and described their role and explained their motivation and interest in being on the Student Executive Committee.

The President explained his role in relation to the Student Executive. He explained his background and why he came to College and why he applied for the role as President. He described the difficulty balancing the role, studying and working, but explained that it had been a great experience.

The Digital & Communications Officer explained that his role involved working with the Learning Technology Manager to improve IT for students.

The Sports Officer explained why she had applied for the role as Sports Officer and described facilities being developed for students and her endeavour to create more enthusiasm for sport by students.

Women's Conference was held on 13th March 2018. There had been 2 keynote speeches, information stands by local organisations and presentations by women in high level roles. The Student Voice Governor explained that she had attended and was very impressed with the level of discussion and the feedback from the men's group too. It would be good for more students to attend in future years.

The Director of Student Services confirmed that the 2017/18 team had work well to develop student voice and student activities. Congratulations were expressed to the Student Executive for the good work throughout the year.

Q Through student feedback has anything been raised about quality of teaching?

A. Student Reps would receive this feedback and there is a part of tutorial time when the class can give feedback – this is fed back to the Head of Year. The feedback for the Science department is generally very good. Generally feedback received that is negative is limited use of the skills lab, which mainly reflects the content of the course.

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Q. How are Stratford students included in the student voice activities?

A. From September 2018 the Student Executive structure will be rolled out at Stratford. It will work in a similar way to the Woodlands and Blossomfield format. There will be 2 representatives who can apply for any of the executive roles.

Q. How effective has the Student Executive structure been in comparison to a Student Union?

A. This is now the third year of the Student Executive structure – the contribution from the team has very good and increasing and improving year on year, with new initiatives etc. There was a Student Union at Stratford, however, there was hardly any engagement by students at all. There is hardly any difference really between an executive and a union and both depend on the enthusiasm and engagement of the students. There is a very collaborative approach in working to improve the student experience. The roles on the Executive Committee are a very good experience for individual students and for their future. There is a conference planned every term – working on the success of the Women's Conference.

Student Q. What is your job as governors?

A. The Corporation sets the mission for the College and monitors performance of the senior managers.

RESOLVED to approve the planned Student Executive structure for introduction at the Stratford upon Avon campus from September 2018.

2. Apologies for Absence

Apologies for absence were received from Antoinette Farrell-Jones, Paul Large, Sue Strawford, Sukhy Nijjar and Eric Wiles.

3. Declarations of Interest in relation to the Agenda

Barbara Hughes noted her interest in relation to Sanctuary Housing and confirmed that she would leave during this discussion under item 15 Appendix 1.

Stevie Gray also noted her interest in relation to the use of the student accommodation by her employer and confirmed that she would leave during discussion of item 15 Appendix 1.

4. Minutes of the meeting held on 21st March 2018

The minutes of the meeting held on 21st March 2018 were **agreed** as a true and accurate record and signed by the Chair.

4.1 Matters Arising – Bank Mandate

The Vice Principal Finance presented the revised bank mandate and explained that changes were made to reflect staff changes. It was noted that all staff on the mandate were based at the Blossomfield campus.

RESOLVED to approve:

The signatories for the Barclays Bank account:

LIST A:

John Callaghan - Principal
Lindsey Stewart – Deputy Principal
Heather Evans – Vice Principal Finance
Sangita (Gita) Gorman – Finance Manager
Pete Haynes – Vice Principal HR & Student Services
Jo Haine – Head of Information Systems

LIST B:

Elaine Watton – Head of IT Projects and Systems Development
Emma Taft – Assistant Management Accountant
Kate Williams – Management Accountant
Adam Thomas – Director of Student Services

LIST C:

Jackie Small – Sales Ledger Controller

4.2 Matters Arising - Student – A Levels

The Deputy Principal explained that there had been no negative feedback regarding the cessation of A Levels at the Stratford campus. She confirmed that some of the applicants would take alternative courses at the College and some would go to other institutions. Information about the numbers of students affected would be provided to the Corporation. **ACTION.** Discussion took place about how the press and wider community had received the news.

5. Strategic Direction – Curriculum and Quality

5.1 Embedding of British Values (BV)

The Tutorial Manager gave a presentation that explained how British Values had been embedded through induction, tutorials and through teaching activities. She demonstrated the Student Hub and tutorial resources available to staff and students. All lessons can be linked to British Values and students are often asked to make those links at the end of the lesson. Candidates for new roles at the College are also asked about their approach to British Values at interview.

Q. How do you check that BV are completed? How you know it is having impact?

A. Regular learning walks take place. Audits on personal tutors are undertaken and assessment made about how well they are delivering BV. There are posters around the College and a lot of enrichment activities to underpin BV. Discussion took place regarding tutorial activities relating to BV and it was noted that new resources had been provided, but it was noted that appropriate and dynamic delivery of the resources was important to engage students and ensure the BV messages are clear. Staff training had been underway and it was confirmed that further training would be taking place. In 2018/19 students would be given additional resources that would require them to evaluate the impact of the session.

Q. Are Stratford and Solihull being aligned in terms of BV and the tutorial system and when was it envisaged this would be complete?

A. The Tutorial Manager had been working with staff at Stratford to provide training and development and roll out the Solihull tutorial processes. Further training would be provided on a risk-basis, where gaps are identified. It is anticipated that there will be a consistent approach across the College from September 2018. The Vice Principal Curriculum and Quality noted that Ofsted had made positive comments regarding tutorials at Stratford, so the main focus was ensuring a consistent approach across the College, rather than a need to improve quality.

5.2 T-Levels (Technical)

The Vice Principal Curriculum and Quality gave a presentation regarding the introduction of T Levels and explained the challenges these changes presented, particularly in relation to work experience, but also noted that full details were not yet available. The College would continue to engage and develop processes.

Q. What was the problem that T Levels were introduced to solve and what will they replace?

A. They will replace vocational level 3 qualifications. Awarding bodies will tender for each subject route as there will only be one awarding body per route. The perceived problem that led to the introduction of T-Levels was the skills shortage.

Q. Won't there be c900 hours per year in a programme of study that is currently 540 hours?

A. Yes, but half of the programme will be the work placement – classroom delivery is unlikely to change, except maths and English that would be additional to the core programme.

5.3 Institute of Technology (IOT)

The Principal provided an update regarding the development of the IoT and explained that it was estimated that it would be funded to an amount of £10m. There are 3 IoT bids in Birmingham and the Black Country so it is unlikely that all 3 will be funded. The Government may ask that the bids merge, however, the employer group were reluctant to do this.

It was noted that final approval would be at the end of 2018 to be implemented September 2019. The College would be informed May 2018 whether the bid would go through to the final stage.

Q. What is the risk financially?

A. Current risk is low, however, the risks will increase once approved and would include the potential risks of working collaboratively with a range of different institutions and whether funding was diverted via the IoT for higher level STEM areas. Capital is all funded. If approved it will be necessary to set up an infrastructure to support the IoT, but the risk of this would be shared with the other institutions. Each of the partners has substantial engineering provision, so it is not envisaged that a new institution would be set up, rather a central resource acting as an umbrella for the existing providers. If the bid is not approved there is a very low financial risk and a low level of staff time involved.

Q. What has happened regarding the AppOrg?

A. The College is managing it in a different way to initial plans. Setting up an company would not have worked due to procurement issues. Good working relations have been developed with BMet under the AppOrg banner in a number of areas and on some joint-bids.

The exact collaborative delivery mechanism for the IoT will be explored once approved, but is a different proposition to the AppOrg, as this would be an overarching structure and not involved in the direct delivery of the provision, as the AppOrg would have been.

RESOLVED to approve the Institute of Technology bid, in principle, subject to approval by the DfE.

6. Quality Improvement Plan Update

The Vice Principal Curriculum and Quality presented the Quality Improvement Plan. She explained that BTEC had introduced an 'N' (near miss) grade for students that did not pass the January exam and this meant that 177 students out of 231 that did not pass could still achieve their qualification.

The new Tutor Dashboard pulled together all performance monitoring information as identified by the HMI and would be introduced in September 2018 as part of Pro-monitor suite of resources.

Discussion took place regarding level 3 achievement and the Vice Principal Curriculum and Quality confirmed that she would provide more information. **ACTION**.

7. Evaluation of Teaching and Learning Report

The Head of Quality Teaching and Learning presented the report.

Q. The number of re-observations is quite high – what is being done and is the correlation with the other measures too?

A. A range of actions are taken to support staff through re-observation. Some staff seem to struggle with observations, but achieve well in terms of other measures. There are a small group of staff who have a range of issues and receive coaching on a regular basis. There is no particular area where staff are being re-observed – it does seem to be across the curriculum. It is important

to be able to see areas of under-performance and how the measures correlate.

The Vice Principal Curriculum and Quality noted that there had been no apprenticeship programme observation at Solihull had been included in the report. About 80% of assessor observations had now taken place and would be reported at a future meeting. **ACTION.**

8. **Notes of the Quality Support and Challenge**

The Chair of the Quality Support and Challenge Group explained that the Group had been set up in response to the merger and the inspection at Stratford in the Autumn Term. Russell Jordan the HMI would be visiting on 22nd May 2018 – the Expert Group discussions would feed into the meeting with the HMI scheduled for that day.

The Chair of the Quality Support and Challenge Group explained that it had been positive to hear from Stratford staff at the meeting in relation to their enthusiasm and engagement for curriculum development and performance management and monitoring. Although it was early in the merger, a lot of collaborative work had already been underway and processes were being aligned. Staff really welcomed the open business planning process in shaping the curriculum and expectations of each area. Solihull staff are also learning from staff at Stratford and good practice is being shared and disseminated at both colleges

9. **Notes of the Maths and English Expert Group held on 19th March 2018**

The Chair of the Maths and English Expert Group provided an update and explained that the Group had discussed attendance, exam dates and the importance of timetable to support good attendance, as well as having been reassured of a stable and effective establishment of maths and English staff teams.

10. **QAR (Qualification Achievement Data)**

The Deputy Principal presented the report and explained the position in relation to achievement.

Q. Are you confident that there will be no more legacy learners?

A. Yes, double-checking regarding Stratford, with a lot of detailed reporting being undertaken to ensure no issues arise.

It was confirmed that the SAR was an internal document for reviewing the College's quality processes and outcomes and the QAR was an external publication, published by the DfE

11. **Update on January 2018 Exams**

The Vice Principal Curriculum and Quality presented the report and explained the impact of the RQF BTEC Level 3 programme January exams. The newly introduced 'N' grade would mean that less students would fail overall and could still achieve their qualification. The College would, however, be supporting the students to re-sit the exams in the hope that they improve their grade.

12. **Performance Tables and Level 3 Accountability Measures – Value Added**

The Head of Quality Progress and Achievement presented data relating to value added and noted that Stratford data for progress was very good particularly compared to other GFEs.

Q. Do we know whether jobs that students obtain are commensurate with their qualifications or do they simply take any job?

A. The DfE tables do not specify this.

Q. Is destinations data collected?

A. The College asks for destination information when students leave and then follow up in the Autumn term and in January each year. Traditionally the College has undertaken this process, but a company was employed to do it once and this can provide some useful information.

13. **Targets for Stratford 2017/18**

The Deputy Principal presented the report and provided an update on the current position in relation to performance at Stratford upon Avon College.

RESOLVED to approve the following targets for Stratford upon Avon College for 2017/18:

STUDENT NUMBERS	2016/17 outturn	Target 2017/18	Current Forecast 2017/18	
16-18 FT Numbers	1,092	959	1,008	
16-18 Apprenticeships New Starts	84	30	27	
Adult Classroom	1,648	1,672	1,871	
19+ Apprenticeships New Starts	92	40	41	
HE	35	32	11	
24+ Loan	12	34	25	
Full Cost	97	227	57	
SUCCESS RATES	National Average 2016/17	Outturn 2016/17	Target 2017/18	
16-18 overall	82%	79%	85%	
Level 1	79%	59%	77%	
Level 2	80%	77%	80%	
Level 3	86%	86%	87%	
19+ overall	88%	82%	86%	
Level 1	90%	89%	91%	
Level 2	86%	90%	91%	
Level 3	80%	73%	80%	
Apprentices				
Overall	69%	71%	73%	
Timely	60%	51%	60%	
ATTENDANCE RATES	2016/17 Outturn	Target 2016/17	Actual 2016/17	
16-18	87%	90%	87%	
19+	83%		86%	
HE	85%		85%	
English and maths	77%		75%	
RETENTION RATES	2016/17	National Average 2016/17	Target 2017/18	Actual 2017/18
16-18	92%	91%	92%	95%
19+	94%	90%	94%	96%
Apprentices	80%	N/A	85%	93%
HE	88%	N/A	95%	100%
English and Maths	92%	89%	92%	96%

14. **Young Carers Policy**

The Vice Principal HR and Student Services presented the report and explained that it confirms the Colleges commitment to support young careers in the College. It was noted that Barbara Hughes would act as the named governor.

Q. Where was the model Policy from?

A. It had been produced in College based on the College's own commitment and values. Not many

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colleges have one of these policies yet.

RESOLVED to approve the Young Carers Policy.

15. **Property Report**

The Vice Principal Finance presented the covering report and explained that work had been underway on the feasibility study for the Stratford campus. A proposal had been received within budget from Turner and Townsend – the framework and rates are set – commercial services had already done the tender process.

It was noted that Octopus Healthcare had obtained planning permission for the work at Tudor Grange House on 25th April 2018 with no objections. The College would now receive some overage payments.

Simon Digby – the College had signed an agreement with Solihull MBC to do a joint valuation for the land.

Masons Road – it was noted that dilapidation costs would be in the region of £40k.

Appendix 1 was deemed to be confidential.

16. **Governors' Self-Assessment Report**

The Clerk explained that the process that had been undertaken in 2017 would be repeated. It included completion of a questionnaire and a 1:1 meeting with the Chair to the Corporation. It was noted, however, that the questionnaire had been completed via a region-wide initiative managed by Halesowen College. Although they were running this again, they had reduced the number of possible answers on the questionnaire and it was considered that this would not provide adequate options to provide meaningful information when collated. It was **agreed** therefore that the College would use the questionnaire from 2017 and run the process in-house. This would mean there was not benchmarking data, but this was felt to be an appropriate course of action. Governors would be contacted in due course to arrange 1:1 meetings and complete questionnaires. **ACTION**.

17. **Curriculum Changes Update**

This item was deemed confidential.

18. **Dashboard 2017/18 Update**

The Dashboard was received for information and it was noted that for the June Corporation meeting the information on the dashboard would present the fully merged data.

18.1 PMR February 2018

The PMR for February 2018 was received for information.

19. **Regular Update Reports**

19.1 Bids and Projects Report

The Bids and Projects Report was received for information and the number of successful bids were noted. It was noted that there was an opportunity to merge with one of the College subcontractors, Creative Alliance. The College would be developing the proposal and would report back to a future meeting on progress. **ACTION**.

19.2 Tender Update Report

The Tender Update Report was received for information.

Initials

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19.3 Use of the College Seal Report

The Use of the College Report was received for information.

19.4 Gifts and Hospitality Register

The Gifts and Hospitality Register was received for information.

20. Equality and Diversity Assurance Report

The Vice Principal HR and Student Services noted that the full Equality and Diversity Report could be found at <https://www.solihull.ac.uk/about-us/equality-diversity/>.

21. Date of Future Meetings

Monday 11th June 2018 at 6pm at Stratford upon Avon College

Wednesday 4th July 2018 at 5.30pm at Blossomfield campus

22. Governance Items

22.1 Membership

The Membership Report was received for information.

22.2 Register of Interests for Governors, the Clerk and Members of EMT

The Register of Interests for Governors, the Clerk and members of EMT was received for information.

Thanks were expressed to Jane Coleman for her contribution as this was her last meeting.

Signed: SR. B. U.

Date: 11th June 2018.