

**SOLIHULL COLLEGE AND UNIVERSITY CENTRE**

**MINUTES OF THE CORPORATION MEETING HELD ON WEDNESDAY 12<sup>th</sup> DECEMBER 2018 AT THE STRATFORD UPON AVON CAMPUS**

**PRESENT:**

John Bolt (Chair)	Sukhy Nijjar
Stan Baldwin	Sue Strawford
John Callaghan (Principal)	Geraldine Swanton
Mark Hayes (Staff Governor)	Matthew Warburton (Staff Governor)
Barbara Hughes	Eric Wiles
Pat Knauff	
Paul Large	

**IN ATTENDANCE:**

Lindsey Stewart (Deputy Principal)  
Heather Evans (Vice Principal Finance)  
Pete Haynes (Vice Principal HR and Student Services)  
Beth Selwood (Vice Principal Curriculum and Quality)  
Theresa Lynch (Clerk to the Corporation)

Paul Assinder (New Governor)

Randeep Sami – Director of Quality Improvement  
Rebecca Gater – Assistant Principal  
Sue McGregor – Dean of Higher Education and Curriculum Innovation

**1. Apologies for Absence**

Apologies for absence were received from Stevie Gray, Katie Higgins (Student Governor), Lucy Lee and Sally Tomlinson.

**2. Declarations of Interest in relation to the Agenda**

No new declarations of interest were made in relation to the agenda.

**3. Minutes of the Annual Audit Committee and Corporation meeting held on 26<sup>th</sup> November 2018**

The minutes of the Annual Audit Committee and Corporation meeting held on 26<sup>th</sup> November 2018 were agreed as a true and accurate record and signed by the Chair.

**4. Institute of Technology**

The Vice Principal Finance presented the report and explained that the bid had been submitted by the deadline on 23<sup>rd</sup> November 2018. Information about whether IOT bids may cluster was still awaited. An update would be provided to future meetings. **ACTION.**

An explanation regarding the structure, governance and heads of terms for the project were included for information and it was noted that discussion with partners was on-going to finalise these. Some issues would be identified as reserved items for decision by core partners only.

Q. What other IOT bids are being submitted locally?

A. There is one in Dudley and one in North Warwickshire and Hinckley, but the projects were quite different with different emphases and there were likely to be 10 out of 15 submissions approved, so it was hoped this would allow the projects to be approved.

It was noted that £10m capital would be provided by the Government. The capital investment would be fully funded and no match funding was required.

## 5. Higher Education Strategy 2018/19

The Dean of Higher Education and Curriculum Innovation presented the HE Strategy for 2018/19 and described planning for new programmes, including a degree in acting, which would be linked to the RSC and a construction and built environment route with Wolverhampton University.

Clarity was sought regarding the difference between franchised programmes (College delivers, but programme is owned by the University: student numbers and quality monitored carefully by the University) and validated programmes (owned by the College, but awarded by the University; student numbers are assigned to the College and quality monitored by the College). It was noted that validated programmes provided more security for the College, particularly if HE numbers were to be capped by the Government.

Degree awarding powers – it was noted that the College had too many franchised students to be eligible for full DAP, but it may be possible to apply for emerging DAP. This would give some time to demonstrate performance against a 3 year plan that is monitored by OfS. The Principal explained that a 3 year plan could be quite rigid, given that the College has been able to adapt quickly to opportunities and threats.

Q. Would it be necessary to have an academic board? With Governor representation?

A. The HE Strategy Group will be meeting to consider having an Academic Board and clarity would be provided regarding governor representation on an Academic Board. **ACTION.**

TEF Appeal has been turned down and so the merged college is silver due to historical data at Stratford upon Avon College. The College would re-apply in 2021/22 when the data across the merged college would be better.

Discussion took place about the requirement of DAP to be based on level 6 programmes. This would impact negatively on Foundation Degrees that are at level 5. It was also noted that T Levels were being planned for level 4 and 5 and this too would have an impact on Foundation Degrees.

The levy funding is running out and changes to eligibility for apprenticeships may have an impact on HE provision.

**RESOLVED** to approve the HE Strategy 2018/19.

## 6. Self-Assessment Report 2017-18 and Quality Improvement Plan 2018/19

The Vice Principal Quality and Curriculum presented the Self-Assessment Report for 2017/18 and explained that the summary in the first 10 pages gave a strong flavour of the College's current position.

### 6.1 Executive SAR Summary 2017/18

The Vice Principal Quality and Curriculum explained that the Executive SAR Summary had been produced on a laminated sheet so that governors could keep it to hand for the meeting

with inspectors at the monitoring visit this academic year. It was confirmed that it was very useful to have the strengths and areas for improvement clearly stated.

## **6.2 College SAR 2017/18**

The Vice Principal Quality and Curriculum presented the SAR and provided a detailed analysis of how the QIP priority areas fitted into the current inspection framework.

It was noted that there would be a new inspection framework from September 2019.

**RESOLVED** to approve the College Self-Assessment Report for 2017/18.

## **6.3 College Summary QIP 2018/19**

The Vice Principal Quality and Curriculum presented the QIP.

## **6.4 English and Maths Position Statement**

The Chair of the English and Maths Expert Group explained that a position statement was being produced to clearly state the position in relation to maths and English. The Assistant Principal presented the current key messages outlining the successes from 2017/18 and strategy and areas for focus in 2018/19.

It was noted that the full position statement would be considered at a future meeting of the Maths and English Expert Group. **ACTION.**

Q. Is widening participation funding used generally or for specific students?

A. Additional support need funding is used to support small class sizes, as well as, in-class support for individuals and small groups. More funding would be used at Woodlands than Blossomfield, due to the higher needs and therefore the funding is targeted.

Q. Do students with learning difficulties do less well at Eng and maths?

A. Where there is evidence to support this it needs to be stated clearly in the Position Statement, with an explanation of what is being done to provide support. It was noted that, although these students don't necessarily pass the GCSE, they often make better progress than those students that do and it was important to show this clearly.

Q. Are we doing better than equivalent GFE colleges?

A. Yes.

Q. Functional Skills is still shown – which students tend to do these now? The numbers at Stratford upon Avon seem to be higher?

A. Students without a Grade 1 at GCSE do Functional Skills. At Stratford the numbers of students on Functional Skills are in proportion to Solihull. There are much fewer students on Functional Skills at both Solihull and Stratford.

## **7. Value Added Report**

The Deputy Principal presented the Value Added Report and explained that much of the information was contained within the SAR. Some strong value added at Stratford, extended diplomas and additional credits, but there was work to do around RQF and some diplomas.

It was noted that all teams needed to consistently monitor progress and where there was

low value added, this needed to be improved. ALPS data used the majority of level 3 courses, although not all, but there was a need to evidence value added for all levels and this was being explored.

Q. Actions identified in the report are fairly limited, given that value added has not increased markedly this year – should there be more action?

A. Most actions to improve value added are identified within the QIP, so there is a lot of work being undertaken for on-going improvement.

## 8. Safeguarding Young People and Vulnerable Adults Policy

The Vice Principal HR and Student Services presented the Policy which was informed by the Keeping Children Safe in Education statutory regulations. It was confirmed that the Policy met statutory guidance and these were the crimes identified. The Policy would be used to ensure and increase staff awareness, so students' safety was maintained.

Some minor amendments were noted.

**RESOLVED** to approve the Safeguarding Young People and Vulnerable Adults Policy, subject to minor amendments to be made.

## 9. Dashboard Presentation

The Principal presented the revised dashboard following the Dashboard Expert Group. Discussion took place regarding the various sections for monitoring performance, including recruitment, attendance and retention, finance and staff. It was noted that the PMR and QIP would be included to support monitoring. Student progress measures had been included in the staffing section and would be further developed.

It was noted that the dashboard developments were an attempt to bring management information together to provide a clear overall picture for performance monitoring, as noted by Ofsted at the last inspection.

Discussion took place regarding access issues that governors had been experiencing. It was suggested that an icon/app be created for iPad access. **ACTION.** It was important that the dashboard was used by all governors. Inspectors would welcome the tool, but would expect that it was accessed and monitored closely by governors. It was suggested that a training session take place in the Spring term to launch the new dashboard and ensure full understanding and engagement. **ACTION.**

## 10. Freedom of Information Report and Policy/Publication Scheme

The Clerk presented the Freedom of Information report and policy and noted that fees were still to be reviewed.

**RESOLVED** to approve the Freedom of Information policy/Publication Scheme, subject to further minor amendments.

## 11. Search and Governance Committee Report

The Chair presented the report and thanked Barbara Hughes and Pat Knauff for taking part in the Student Governor interviews. It was noted that there had been two students that really showed enthusiasm and commitment to the College and role and it was suggested

that both be appointed.

It was noted that the Chair would step down at the end of his term of office as Chair in July 2019. Nominations would be requested prior to the next meeting. **ACTION.** It was noted that student and staff governor ineligible to stand as Chair.

**RESOLVED** to approve the following appointments:

- Badrinath Gesgarnari as a full member of the Corporation wef 1<sup>st</sup> January 2019 for a term of office of 4 years to 31<sup>st</sup> December 2022;
- Tyreece Jones as a Student Governor wef 12<sup>th</sup> December 2018 for a term of office of 4 years or until he ceases to be registered as a student at the College.

To approve the amendment of the Instrument of Government (a(i)) to allow for up to 21 members on the Corporation from 1<sup>st</sup> January 2019 to 31<sup>st</sup> December 2019, to incorporate 2 external governor roles:

To approve the following appointments:

- Paul Assinder as an external member on the Corporation wef 1<sup>st</sup> January 2019 for a one year period, in the first instance, to 31<sup>st</sup> December 2019, to support succession planning;
- Angharad James as an external student member on the Corporation wef 1<sup>st</sup> January 2019 to 31<sup>st</sup> July 2019.

12. **Minutes of the Remuneration Committee meeting held on 13<sup>th</sup> November 2018 and consideration of the performance against target for the Deputy, Vice Principals and Clerk for 2017/18 and approval of targets for 2018/19**

*These items were deemed confidential.*

13. **Property Report**

*This item was deemed as confidential.*

14. **Complaints Annual Report 2017-18 and Policy and Procedure Review**

The Vice Principal Quality and Curriculum presented the report.

Q. How many complaints are resolved in 10 days?

A. All complaints are responded to in 10 days and some are actually resolved. The exact numbers would be communicated in due course. **ACTION.**

Discussion took place regarding the Policy and Procedure and it was noted that it did seem somewhat minimalist. It was noted that there was an informal stage and the time limit to bring complaints was 12 months. The Vice Principal Quality and Curriculum explained that

complaints could be about a large range of issues and were dealt with on a case-by-case basis. It was very difficult to standardise the process because of the range and varying degrees of severity. It was noted that there was also a separate academic appeal procedure alongside this general policy and procedure.

Minor amendments were required.

**RESOLVED** to approve the Complaints Policy and Procedure, subject to further minor amendments.

**15. Regular Update Reports**

**15.1 Bids and Projects Report**

The contents of the Bids and Projects Report were noted and it was confirmed there were no updates.

**15.2 Use of the College Seal**

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

**15.3 Tender Update Report**

The contents of the Tender Update Report were noted for information and were deemed as confidential, due to potential commercial sensitivity.

**16. Date of the Next Meeting**

A Governors' Development morning will take place on Saturday 19<sup>th</sup> January 2019 from 9.30am to 1pm.

It was suggested that the dashboard used as part of the Ofsted Preparation session and governors be asked to identify something they would like to look for and could look-up some specific information to fit the Ofsted requirements. **ACTION.**

The date of the next meeting will be Monday 11<sup>th</sup> February 2019 starting at 5.30pm and will be held at the Woodlands campus.

The meeting ended at 8.30pm

Signed: J.R. Bolt

Date: 28/2/2019