

## SOLIHULL COLLEGE AND UNIVERSITY CENTRE

### MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 26<sup>TH</sup> NOVEMBER 2018 AT THE BLOSSOMFIELD CAMPUS

PRESENT: John Bolt (Chair)  
Stan Baldwin  
John Callaghan (Principal)  
Stevie Gray  
Mark Hayes  
Barbara Hughes  
Paul Large  
Lucy Lee  
Sukhy Nijjar  
Geraldine Swanton  
Sally Tomlinson  
Matthew Warburton (Staff)  
Eric Wiles

IN ATTENDANCE: Lindsey Stewart (Deputy Principal)  
Heather Evans (Vice Principal – Finance)  
Pete Haynes (Vice Principal – HR and Student Services)  
Sam Bromwich (Director of Risk, Control and Compliance)  
Sue McGregor (Dean of Higher Education and Curriculum Innovation)  
Theresa Lynch - Clerk

The Chair announced that the FE Commissioner had commented on how well the College had handled the merger during 2017/18. He also noted that the Education and Training Foundation had commissioned the AOC to develop a comprehensive training programme for college governors and that an initial phase would be launched in April 2019.

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

There were apologies for absence from Beth Selwood (Vice Principal Quality and Curriculum), Katie Higgins (Student), Pat Knauff, and Sue Strawford.

#### 2. **Declarations of Interest**

There were no new declarations of interest.

#### 3. **Minutes of the Meeting held on 7<sup>th</sup> November 2018 and matters arising**

The minutes of the meeting held on 7<sup>th</sup> November 2018 were **agreed** as a correct record and were signed by the Chair

3.1 Matters Arising: Outcome of the Dashboard Group would be communicated to the December 2018 Corporation meeting. **ACTION.**

3.2 Matters Arising: Safeguarding briefing on 7<sup>th</sup> November 2018 – it was suggested that these briefings should be given more time on a development morning or evening, rather than as part of a scheduled meeting agenda. The Chair noted that he had been on a safeguarding training day recently that had been useful.

#### 4. **HE Annual Report and Assurance Statement**

The Dean of Higher Education and Curriculum Innovation presented the report and explained that the appeal regarding the TEF Gold award that had been changed to Silver on merger would go to another sub-committee, but was unlikely to be changed. She explained that the College had had confirmation of registration with the Office for Students. The only condition related to the need to monitor the access and participation plan and completion rates for undergraduate students. It was noted that governors would need to be more aware of what the Access and Participation Plan contained and performance in relation to it.

Discussion took place regarding Oxford Brookes Early Years provision and it was noted that poor student feedback had related to 2 members of staff being off sick and that although cover had been put in place students had still raised concerns. It was noted that the small specialised teams in HE provision did present a risk in these circumstances, but that all efforts are made to ensure appropriate cover is in place. The Programme Quality Board would be taking place shortly and this would be addressed further.

Discussion took place regarding the Warwick 2+2 that had been ceased and the reasons for this. It was noted that a new BA in Social Justice with Northampton University had been set up and included work experience.

Issues relating to student welfare issues were noted and it was confirmed that a welfare and health worker had been added to the Student Support team across the campuses. It was noted that the number of students presenting with mental health issues was increasing. The new welfare and health worker was having an impact in supporting students to get back on track with their studies.

Q. Is there a recruitment issue in terms of being able to get students that can achieve higher grades?

A. All HE students are interviewed, but they sometimes don't disclose mental health issues. The College has increased and improved training for staff in identifying and dealing with students with mental health issues. With the student's permission staff will now also contact parents to ensure the student is fully supported outside College too. It was confirmed that there were a range of strategies in place with regard to this emerging and growing issue.

Q. Are managers disappointed in enrolment numbers at Stratford?

A. Yes, the HE students at Stratford were all internal progression. In the future it would be about building the community's trust in the College. The majority of HE students are in employment.

Q. With all the rapid and wide-ranging changes in the HE sector – where will the College be in 5 years time?

A. It is difficult to be sure about 5 years time, but the management have been working on the HE strategy incorporating known changes and this will be presented on 12<sup>th</sup> December 2018.

Q. Is the College looking at 2 year degrees?

A. Yes, this will be looked at alongside degree awarding powers. It is felt that it is important to apply for degree awarding powers before they are withdrawn. Degree awarding powers for apprenticeships is the particular strategy, which are more about standard than having a degree from a University. Other students do want a University degree. The degree awarding powers will allow more flexibility for employers, in particular. The College would probably apply for powers by sector and emerging degree (to level 6) awarding powers rather than the full DAP. The College would be supervised for 3 years to demonstrate the ability to meet degree awarding requirements. Further, it was likely that it would be for teaching degree awarding powers, rather than research awarding powers, because that would need postgraduate and research programmes.

Discussion took place regarding the TEF performance indicator regarding salary achieved by

graduates, given that in some curriculum areas salaries were not as high as others, for example, performance arts. The less strong salary data was unfair, but it was important to have progression routes in all appropriate areas.

## 5. Health and Safety Update

### 5.1 Health and Safety Annual Report 2017/18 – Assurance Presentation

The Vice Principal Finance provided the annual report for 2017/18 for information and noted that it had been presented at the Audit Committee meeting on 22<sup>nd</sup> October 2018.

### 5.2 Health, Safety and Safeguarding Autumn 2018 Report

The Vice Principal Finance presented the report for the Autumn term 2018 and discussion took place. It was noted that the mandatory fire training listed was on a rolling basis, so there was always likely to be some staff that had not yet done it, because the training period had to expire before taking it again.

Q. Is the issue regarding fire evacuation at Stratford upon Avon college the same issue as identified before merger?

A. Some work has been done on this issue to establish that the sensors do work, however, the 2 fire boards need further work to change the way they are set up so that the alarm rings in all buildings. Work is on-going at Stratford upon Avon College to improve processes and systems.

Confirmation of first aid and fire marshall training was provided and it was suggested that the report include further information regarding training of fire marshal training in future. **ACTION.**

Discussion took place regarding security incidents and it was noted that the College works closely with the neighbourhood police team. They supported the College by providing a knife arch on occasion to promote deterrence. This was particularly done in the first term to send a clear message to students. It was also noted that drug dogs come on site and are now being trained at the College.

The Principal explained that Tudor Grange Park could be a hotspot for incidents being surrounded by 3 schools and the college. It is helpful that students are aware of a police presence to promote a feeling of safety. The College, police and SMBC have a joint operation to put security cameras in vulnerable areas in and around the park. It was noted that along the running track was a very vulnerable area and this would be raised with SMBC. **ACTION.**

## 6. Finance and Resources

### 6.1 Financial Position 2018/19 and PMR September 2018 and presentation

The Vice Principal Finance presented the report and PMR for September 2018. She explained that all the figures in red would be re-visited during the re-forecast exercise and would be confirmed at a future meeting. **ACTION.** She explained that the contingency that was included in the financial plan presented in June 2018 had now been removed, given the reduction in income following September recruitment levels. It was noted that the challenge would come in future years as the Plan was based on HE growth, so this would be a sensitive area. It was also noted that although cash balances were good, there would be a couple of difficult years. However, in 2020/21 demographics would improve, so the College should be well positioned with growth on the horizon.

The October 2018 PMR would include the re-forecast position and be made available in due course. **ACTION.**

## **6.2 Notes of the Finance and Resources Expert Group on 15<sup>th</sup> November 2018**

The notes of the meeting of the Finance and Resources Expert Group held on 15<sup>th</sup> November 2018 were received for information.

### **7. Date of the next meeting:**

The next meeting will take place at Stratford upon Avon College and be on Wednesday 12<sup>th</sup> December 2018 at 5pm, starting with a student presentation and Governors' Development morning on Saturday 19<sup>th</sup> January 2019 9.30-1pm.

### **FOR INFORMATION**

### **8. Staff Management Representations and Register of Interest**

The contents of the Staff Management Representations and Register of Interest were received.

### **9. Register for Gifts and Hospitality Report**

The contents of the Gifts and Hospitality Register were noted.

### **10. Regular Reports**

#### **10.1 Bids and Projects Update**

The contents of the Bids and Projects Update report were noted for information.

#### **10.2 Property Report**

*Barbara Hughes left the meeting during discussion of Sanctuary Housing.*

*This item was deemed confidential.*

#### **10.3 Use of the College Seal**

The Use of the College Seal report was received.

#### **10.4 Chair's Action: Collective Agreement Additions 12.11.2018**

The Chair's Action: Collective Agreement Additions dated 12.11.2018 was received for information and ratified.

### **11. Governance Standing Items**

#### **11.1 Membership**

The contents of the Membership Report were noted for information and the Clerk noted that Student Governor interviews would be taking place shortly.

#### **11.2 Register of Interest for Governors and EMT**

The contents of the Register of Interest report were noted for information.

The meeting ended at 7.45pm.

Signed: JAB Date: 12 Dec '18.

Initials

