

## SOLIHULL COLLEGE AND UNIVERSITY CENTRE

### MINUTES OF THE CORPORATION MEETING HELD ON TUESDAY 15<sup>TH</sup> OCTOBER 2019 AT THE WOODLANDS CAMPUS

**PRESENT:**

Barbara Hughes (Chair)	Katie Higgins (Student Governor)
Paul Assinder	Pat Knauff
Stan Baldwin	Paul Large
Dr Peter Bebbington	Tony Lucas
John Bolt	Sukhdeep Nijjar
John Callaghan (Principal)	Geraldine Swanton
Mark Hayes (Staff Governor)	Sally Tomlinson

**IN ATTENDANCE:** Lindsey Stewart (Deputy Principal and Stratford Chief Operating Officer)  
Heather Evans (Vice Principal Finance)  
Pete Haynes (Vice Principal HR & Student Services)  
Rebecca Gater (Vice Principal Quality & Curriculum)

Rosa Wells (Executive Director Employment and Skills & IoT)  
Adam Thomas (Director of Student Services)  
Theresa Lynch (Clerk to the Corporation)

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

Apologies for absence were received from Stevie Gray, Lucy Lee, Tony Lucas and Matt Warburton (Staff Governor).

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

There were no new declarations of interest.

#### 3. **Minutes of the Meeting held on 2<sup>nd</sup> October 2019 and matters arising**

The minutes of the meeting held on 2<sup>nd</sup> October 2019 were agreed as a true and accurate record.

##### **3.1 Institute of Technology (IOT)**

The Director of Employment and Skills presented the update report and explained that the DfE was keen to finalise the IoT by the end of October 2019.

#### 4. **Safeguarding Annual Report**

The Vice Principal HR and Student Services presented the report on Safeguarding Young People and Vulnerable Adults Policy and noted that there were 3 additions to the Policy relating to:

- Reference to upskirting
- Information relating to child criminal exploitation (CCE)
- Reference within the safer recruitment section to enhanced DBS checks where a member of staff moves role to one with significant increase in 1 to 1 contact with young people or vulnerable adults.

It was noted that referrals at Stratford had reduced because there was now a consistent approach to how cases were dealt with and recorded.

The Director of Student Services provided detail relating to a case study for a student that had complex support needs and had returned after a period of absence to be supported to achieve her qualifications. It was noted that a further case study would be shared with governors by email. **ACTION.** Thresholds for dealing with the levels relating to safeguarding cases from both Warwickshire and Solihull authorities were shared.

The Vice Principal HR and Student Services explained that the Prevent Action Plan had now been completed and had become part of normal College processes. It was suggested that a position statement now be created, instead of re-visiting the action plan. It was noted that guidance regarding external and visiting speakers was being reviewed and this would need to be considered.

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

#### 5. **Apprenticeship Report**

The Executive Director Employment and Skills & IoT presented the report and explained that a number of exciting opportunities for work with employers were being developed and explored. Discussion took place regarding the impact of higher-level apprenticeships on HE numbers.

It was noted that feedback from employers generally seemed to be good, however, there were 11% poor or very poor. It was noted that it was difficult to establish which employers this related to because it was anonymous, however, it often related to the administration process, which was constantly being reviewed and improved. All employers have an account manager and all apprentices have an assessor and, to a large extent, this ensures that communication is good and that issues are addressed immediately.

#### 6. **Financial Oversight and Compliance**

The Chair presented the report and explained that it had been produced in response to a variety of correspondence in the sector relating to financial compliance and issues that had occurred regarding financial irregularity in some colleges, e.g. Bournville College. The report provided assurance to governors that processes identified as key were in place and compliant with sector requirements. There were, however, some issues that had been raised by governors through their feedback to the Chair's letter (August 2019) regarding areas that could be changed or improved.

Discussion took place regarding risk processes and it was noted that it would be useful for governors to be involved in identifying and assessing key College risks at each corporation meeting.

#### 7. **Projected Financial Position Statement 2018/19 and PMR July 2019**

The Vice Principal Finance presented the report and the PMR for July 2019 and described the potential impact of additional pension costs relating to the McCloud/Sargeant judgement with regard to the Local Government Pension Fund. The estimated year-end position was noted.

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8. **Sub-contracting Report 2018/19 and Strategy for 2019/20**

The Deputy Principal presented the report and explained the Strategy and Policy for 2019/20.

It was noted that the Plan for 2019/20 was to work with the following providers:  
Lot 1: WMCA – SW Training UK Limited and East Birmingham Community Forum  
Lot 2: Non WMCA – Learning Curve and Skills Network.

But that the final allocations would be approved via Chairs Action once AEB income was clarified.

**RESOLVED** to approve the

- Sub-contracting Strategy;
- Sub-Contracting Policy 2019/20.

9. **Human Resources Annual Report**

The Vice Principal HR and Student Services presented the report and explained that work was still underway in consultation with UCU and Unison to finalise harmonised collective agreements relating to a number of policy areas.

Discussion took place regarding sickness rates and the reduction of overall sickness in 2018/19 to 3.73% (from 4.25% in July 2018).

It was noted that BAME data was included in the annual Equality and Diversity report that could be found on the College website.

Data relating to the Trade Union Facility Time was included as a required reporting item.

10. **Property Report**

The Vice Principal Finance presented the report and explained that Stage 3 designs had been included in the Project Managers Report. The tender process was underway for the contractor and it was agreed that once full costs were known the Tendering Expert Group would award the contract.

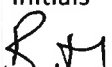
*Confidential discussion regarding Sanctuary Housing. The Chair left the meeting and the Vice Chair chaired the discussion.*

**RESOLVED** to approve:

- The Stage 3 designs for the Stratford Campus redevelopment; and
- The decision matrix for the sale of the car park at Stratford upon Avon Campus.

11. **Recruitment Data 2019/20**

The Deputy Principal presented initial recruitment data for 2019/20 and it was noted that it was slightly above 2018/19. Details relating to each curriculum area were discussed. HE recruitment and the impact of an increase in the number of higher-level apprenticeships were discussed.

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12. **Management Representations and Register of Interest for Staff**

The Management Representations and Register of Interest for Staff (2018-2019) was received for information.

13. **Evaluation of Teaching, Learning and Assessment Policy 2019/20**

The Vice Principal Quality and Curriculum presented the Policy and explained that the amendments reflected the requirements of the new Education Inspection Framework (EIF) and the updated QAA Codes for Higher Education programmes.

**RESOLVED** to approve the Evaluation of Teaching, Learning and Assessment Policy 2019/20

14. **Governance Matters**

The Chair explained that she had received an email on 10<sup>th</sup> October 2019 from Stevie Gray who had indicated her intention to resign with immediate effect due to work commitments and a change in personal circumstances. The Chair accepted Stevie's request with sadness and much appreciation for her contribution since joining the Governors following merger.

The Chair explained that Kate Whiting had been appointed as an external member of the Remuneration Committee on 8<sup>th</sup> October 2018 for a one-year term of office, in the first instance. She had attended well and contributed to the work of the Committee and it was recommended that her appointment be extended to a full four-year term of office.

**RESOLVED** to approve the re-appointment of Kate Whiting as an external member of the Remuneration Committee be extended to a full four-year term of office to 31<sup>st</sup> October 2022.

15. **ESFA Financial Health Letter and Finance Dashboard October 2018**

The ESFA Financial Health Letter and Finance Dashboard October 2018 had not yet been received.

16. **Regular Update Reports**

**16.1 Bids and Projects Report**

The contents of the Bids and Projects Report were received for information.

**16.2 Use of the College Seal and Chair's Signature**

The contents of the Use of the College Seal and Chair's Signature Report were received for information.

17. **Date of the Next Meeting**

The date of the next meeting is Wednesday 27<sup>th</sup> November 2019 at the Blossomfield campus, starting at 5.30pm.

Finish 8.20pm

Signed B. A. Ingham .  
Date 27.11.2019

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