

SOLIHULL COLLEGE AND UNIVERSITY CENTRE

MINUTES OF THE CORPORATION MEETING HELD ON 8th JULY 2020 ONLINE BY TEAMS, starting at 6pm

PRESENT: Barbara Hughes (Chair)
Paul Assinder
Stan Baldwin
John Callaghan (Principal)
Badri Gargeshnari
Mark Hayes (Staff Governor)
Raees Iqbal (Student Governor)
Paul Large
Lucy Lee
Tony Lucas (*left at 7pm after item 13*)
Sukhdeep Nijjar
Sally Tomlinson

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

Rosa Wells (Executive Director Employment & Skills and IoT) *Item 6 only*
Sue McGregor (Dean of HE & Curriculum Innovation) *Item 7 only*
Adam Thomas (Director of Student Services) *Item 5.1 only*
Grace Wynne Wilson (Student Enrichment Co-ordinator) *Item 5.1 only*
Will Pullen (Student Executive President) *Item 5.1 only*
Kate Williams (Management Accountant) attending as an observer
Emma Morom (Assistant Management Accountant) attending as an observer

The meeting was recorded.

The Chair welcomed all and explained that this was the last planned Corporation meeting of the academic year.

Thanks were expressed to the Staff Governors, Mark Hayes and Matthew Warburton, for their contribution and commitment to the Corporation during their tenure. Matthew Warburton's term of office had ended on 30th June 2020 and Mark Hayes would leave on 31st August 2020.

1. Apologies for Absence

There were apologies for absence from Geraldine Swanton.

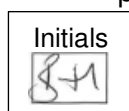
2. Declarations of Interest

There were no new declarations of interest in relation to the agenda.

3. Minutes of Previous Meetings

The minutes of the meetings held on 13th May and 2nd July 2020 were **agreed** as a true and accurate record and signed with the Chair's e-signature, subject to amendments to the minutes of the 2nd July 2020 to reflect the genuine commitment by the College to members of staff and students that identify within the BAME community and supporting those that have concerns about returning to work, even though the guidance has not identified this group as high-risk.

The Chair noted the action points and confirmed that they had either been resolved or would be picked up on future agendas, as appropriate.



The Vice Principal Curriculum and Quality confirmed that she had sent the student questionnaire summary of comments to the Clerk during the meeting for distribution to Corporation members.

Update on Polls from meeting on 2nd July 2020:

- NACTI Expression of Interest – The FE Commission has invited the College to submit an expression of interest regarding the future of the National College for Advanced Transport and Infrastructure – 9 out of 14 Governors confirmed their approval that the expression of interest should be submitted by 6th July 2020.
- Re-opening Arrangements following the COVID-19 Crisis – Governors were asked to confirm their approval and support for College management in plans for re-opening the College following the COVID-19 closure – 8 out of 14 Governors confirmed their approval.

4. Strategic Plan 2020-23 and Annual Priorities 2020/21

It was **agreed** that the current Strategic Plan for 2019-21 be the on-going Strategic Plan and Annual Priorities for the College. A review would take place during 2020/21, with a new Plan produced in July 2021. This was due to impact of the COVID-19 crisis and the need to address issues related to the developing recovery plan during 2020-21.

See: <https://www.solihull.ac.uk/wp-content/uploads/2019/09/strategic-plan-annual-priorities.pdf>

4.1 West Midlands Colleges Update:

The Principal presented the Education and Skills Pledge June 2020 and Capital Investment document for information and explained that the West Midlands College Group had been set up to ensure a strong voice for colleges in the West Midlands Combined Authority. The Group has gone from strength to strength and has broadened into having sub-groups where staff can meet to discuss matters of common interest including curriculum, apprenticeships, T Levels etc.

The Principal explained that the Group had been very effective at lobbying and co-ordinating requests. The prospectuses had been produced to demonstrate the Group's endeavours and had been shared with government and other bodies and had been endorsed by the Mayor of the West Midlands. The Group was provided a new approach, in that colleges that were seen to be in competition were working collaboratively for the good of the region. This involved 21 colleges including Heart of Worcestershire and Warwickshire College Group and provided a good forum for taking the FE agenda forward in the region. It was noted that a government white paper was anticipated in the Autumn that was expected to be much more prescriptive about collaboration of colleges within a region, how colleges will perform in future and identify the role of colleges through funding available.

The Chair explained the importance of keeping abreast of developments regionally and nationally and recommended that Governors read the documents thoroughly in preparation of the publication of the white paper later in the year.

5. Learner Voice

5.1 Presentation by the Student Voice Executive President – Will Pullen

The Chair welcomed Grace Wynne Wilson, Student Enrichment Co-ordinator and Will Pullen, the new Student Voice Executive President for 2020/21 and congratulated him on his appointment. Thanks were also expressed to the Student Voice Executive for their work throughout 2019/20 and particularly to the out-going Student Executive President, Alina Amin.

The Student Voice Executive President had provided a presentation with narration, that governors had been able to watch prior to the meeting. He provided a further explanation about activities during 2019/20 and the positive collaborative work of the students to strengthen the positive impact of the Student Voice Executive for student life at the College, with more students getting involved in activities like the conference. The agenda covered was topical and relevant to the student body and reflected their interests, e.g. knife crime etc.

The Chair noted that some activities had been delayed due to COVID-19 closure and it was hoped that these activities would be picked up in 2020/21.

Q. It was a really good and clear presentation. Had involvement improved for Stratford upon Avon students?

A. Having an engaged Stratford Officer is key to improving involvement of students. Last year unfortunately the Stratford Officer had some issues and had to leave the role. It was too late in the year to re-advertise the role. This was also the case at Woodlands during the previous year. There has been some improvement at Stratford with really positive engagement from course representatives. It was the highest engagement across the College with 85% of the course representatives taking part in the training. It may be useful to have 2 Officers at Stratford upon Avon to provide support for each other.

Q. How embedded has the Student Voice Executive become within the organisation?

A. The Student Voice Executive has become well embedded in the organisation's student structure and has been very active, particularly in the last year. Alina Amin has been very proactive in coming up with ideas, new groups and activities. The Executive leads on a number of activities, which is received well by students. Having a strong president and good support from the Student Enrichment Co-ordinator has really driven Student Voice forward. It is anticipated that this will continue with the new president, Will Pullen. Students often contact the Executive now with ideas and issues – it is now student-led and this has really enhanced the process with the president really leading. The lockdown was unfortunate, but the team has continued to be active throughout the period.

Q. It is clear that there is a thriving and active Student Voice across the campuses, with lots of material on display boards announcing activities. What does the new President have planned for 2020/21?

A. It is anticipated that some of the activities postponed during the COVID-19 closure will be carried forward into 2020/21, as well as, continuance of the various groups. Use of Teams and virtual platforms will be enhanced and increased marketing of the Student Voice activities. It is hoped that the team will apply for the Rainbow Flag Award, which is a quality assurance framework to confirm the activities of the LGBT group. The BAME Officer, Fatima Mai-Bornu, has plans to further support the Black Lives Matter agenda.

The Chair asked how governors could support the Student Voice Executive and asked that the Student Enrichment Co-ordinator and President consider this further. It was noted that governors had been involved in the Student Voice Steering Group and the Equality and Diversity Steering Group in the past. She noted that it would be positive to see more involvement by Woodlands and Stratford upon Avon students, particularly as Teams has now made communication more effective.

Thanks were expressed to Will Pullen, Student Voice President, Grace Wynne Wilson Student Enrichment Co-ordinator and Adam Thomas Director of Student Services and they left the meeting.

5.2 End of Year Report 2019/20

The Vice Principal HR and Student Services presented the report and noted that continued development of the Student Voice Executive was key going forward. The Student Voice Steering Group and the Equality and Diversity Steering Groups had agreed to merge the meetings as the membership was broadly the same and this would therefore involve only 3 slightly longer meetings each year, covering both equality and diversity and learner voice issues, which would help student executive attendance at meetings. It was very much hoped that a Governor would continue to be involved in the Group.

It was anticipated that the Student Voice Steering Group and the Equality and Diversity Steering Group would be merged with 3 slightly longer meetings and it would be useful for a governor to be involved in the Group.

The cancelled Student Conference from March 2020 would be re-scheduled for the autumn term. The May survey results had been presented at the Corporation meeting on 2nd July 2020 and further comments had been shared with Governors.

The Student Voice President, Alina Amin, had really taken the role forward during 2019/20 and it was hoped that Will Pullen would continue this development.

Q. Has consideration been given regarding the format of the student conference in November?
A. The team would work on this with the Student Executive President and online seminar/conference would be considered.

6. Institute of Technology

The Executive Director Employment & Skills and IoT presented the report and explained that the membership fee for 2019/20 had been reduced to £70k, as costs had not been as high as anticipated. It was anticipated that the fee going forward would be £100k. Operations were progressing and the Woodlands project was progressing well and the DfE were satisfied with the development.

Q. When are students expected to be recruited for the IoT?
A. Whilst some students were currently being assigned to the IoT, full recruitment would begin for September 2021. The DfE was aware of the challenges for 2019/20.

Q. How is the project progression compared to original expectations?
A. The project was progressing well. The COVID-19 crisis had had an impact on the capital projects, with a delay of about 2-3 months, but the DfE was pleased with progress, given the current position. Top level KPIs had been achieved for 2019/20.

Q. How will Governors become aware of a clawback of funds if projects aren't delivered as planned?
A. The clawback relates to the use of the IoT capital funding, which must be used for IoT students only and to achieving the KPIs. A quarterly report for reporting performance against KPIs is awaited from the DfE and this and the annual return will be the information upon which the IoT is judged. Governors' would be made aware of a potential clawback through the termly IoT report, as appropriate. The DfE do not wish to make a clawback, so it is important to maintain open and regular communication with them to avoid any issues arising.

Q. Do you liaise with the Black Country IoT at all?
A. Yes, have had a meeting with the Black Country IoT counterpart to discuss progress of the 2 IoTs. Their IoT is a very different employer market in the Black Country and they are struggling to take it forward due to the current issues. We have also been involved in the national IoT group and Gatsby Projects too.

The contents of the Budget and five-year forecast were noted.

Q. Have the numbers been re-worked with new data for inclusion of students from NCATI?
A. The full data was not yet available, so it would not be possible to re-work the IoT figures, including NCATI, until the decision has been made regarding NCATI, which will be late August 2020.

Q. What is included in the IoT membership fee?
A. Central costs are covered by the fee and include IoT management, employer engagement and IoT administration. In addition, there are central costs relating to finance, human resources, company secretary and legal advice. There is a central non-pay budget and a CRM cost. Going forward there will be central costs allocated to maintenance, security, rates and utility costs along with technician support for the IoT hub.

Q. There is a marketing budget for year 1 only for the IoT, why is this the case?
A. Beyond year 1, marketing is included within the non-pay budget.

The Executive Director Employment & Skills and IoT was thanked and left the meeting.

7. HE Update

The Dean of HE & Curriculum Innovation presented the report and provided an update regarding new curriculum, periodic review outcomes and a positive internal audit outcome.

It was noted that a white paper for FE and a green paper for HE was anticipated, that were likely to determine new directions for both sectors. The Dean of HE & Curriculum Innovation explained that there were early indications that the use and content of access and participation plans would be re-visited and low value courses would be highlighted. It was anticipated that there would be student number controls in place, which had been indicated to be for 1 year only, but it was believed that this may be extended. It had been confirmed that higher level apprenticeships would not be involved in the controls and therefore would not overly impact on the College. It was anticipated that the TEF process would be reintroduced in 2022.

Q. There are more student registrations to date than previous years. Do you think this is due in any way to COVID-19 or is there another reason? For example, new courses proving popular.

A. The Dean of HE & Curriculum Innovation confirmed that there were currently 191 firm student acceptances for 2020/21. This was a higher number than the same period in 2019, so recruitment was looking positive and it was suggested that students were more hesitant about going away to universities. There were a higher number of internal applications for 2020. Marketing was continuing over the summer, with interviews and on-going communication with potential applicants.

Teaching and support had continued during the COVID-19 crisis, with staff moving to online provision. Different universities had initiated different approaches and this had proved challenging. There had been some issues where students did not have adequate access to IT equipment and this had been addressed, as appropriate. Many students had done well working online and more independently with some HND Photography students being awarded distinctions, which was very good given the circumstances this year.

The Dean of HE & Curriculum Innovation was thanked and she left the meeting.

8. Finance Reports

8.1 Financial Strategy 2020-23 and Budget 2020-21

The Vice Principal Finance presented the Budget for 2020-21 and Financial Strategy and explained the assumptions and risks that underpin the budget. She explained that the budget for 2020-21 was based on worst-case scenario predictions due to the uncertain impact of the COVID-19 crisis. Anticipated student numbers for September 2020 were uncertain and had therefore been reduced and growth had been removed from the assumption. She provided detailed analysis for each income stream. It was noted that the additional Teacher Pension funding was uncertain beyond March 2021 and other income from commercial activity was unknown for the Autumn term due to need to on-going social distancing measures. Payment of the overage sum for TGH was expected, although it was uncertain which financial year this would fall within.

Expenditure assumptions for 2020/21 were discussed and it was noted that the pay award, pension costs and 1% inflation increases were built into the budget, as well as, additional costs related to re-opening the College under COVID-19 restrictions. Capital costs for the Stratford upon Avon Re-development project were built in. All expenditure would be reviewed in the Autumn term following clarity regarding recruitment numbers.

Detailed discussion took place regarding the potential impact identified in the Budget for 2020/21 on the bank covenants and it was noted that approving a budget that could impact adversely was difficult for Governors. The Principal and Vice Principal Finance provided reassurance that discussions had taken place with the Bank and they were supportive, further it was a worst-case scenario and would be reviewed early in the new academic year when recruitment levels were

known. It was noted that the Bank would provide written confirmation of the discussion and actions should this occur. It was confirmed that a Finance Special Interest Group would take place in October 2020, so that Governors could consider the implications on the financial strategy of recruitment levels as soon as possible. **ACTION.** It was noted that the financial position for colleges across the sector was very difficult and that it was important to manage the impact on the bank covenant, in liaison with the Bank, and to discuss the situation with the External Auditors to consider the impact on the College in terms of the 'going concern' judgement made during the year end financial audit. **ACTION.**

The pre-Corporation Finance group had considered the implications of the budget presented and had requested that EBITDA be presented as positive, whilst taking into account the possibility of the College falling into 'Requires Improvement', which would need to be very carefully managed during 2010/21 and following clarity regarding income from the September recruitment period.

Q. Given the COVID-19 lockdown and focus on business continuity, how have the business planning meetings with budget holders gone in preparing the budget?

A. Meetings with budget-holders have gone very well. Meetings have been held on TEAMS and managers have engaged in the process just like they would have done if we had been in College.

RESOLVED to approve the Budget for 2020-21 and Financial Strategy for 2020-23, based on the commitment that there would be a detailed review early in the Autumn term 2020.

8.2 Notes of the pre-Corporation Finance meeting held on 1st July 2020

The notes of the pre-Corporation Finance meeting held on 1st July 2020 were received for information and it was noted that it had been a good opportunity to consider the strategy going forward, which had now been fed into the Budget for 2020-21.

8.3 Dashboard: Finance and Resources and PMR for May 2020

The contents of the May PMR 2020 were noted for information.

9. Contribution Analysis

The Deputy Principal presented the report and noted that although there were some areas with a low contribution, due to the COVID-19 crisis and subsequent uncertainty for the sector, action that would normally be taken to address these areas were going to be addressed in 2020/21. This was to ensure on-going stability for staff and students during the current crisis. Some of the areas with low contributions were also adversely impacted by the COVID-19 crisis, so it seemed appropriate to allow recover prior to reviewing them in 2020/21.

Whilst the approach was endorsed, it was noted that it was important to address areas that were low prior to the crisis, as long-term subsidy for curriculum areas was not good for the organisation. It was noted that small changes in staffing could impact on overall curriculum area contributions and some resignations had been received at Stratford upon Avon that would have a positive effect. Class sizes were smaller at Stratford upon Avon and this related to the nature of the nature of being a rural area with a smaller community. It was suggested that a lower contribution level may be appropriate, as well as, a re-balancing of the curriculum to increase construction, health and social care and computing, as appropriate.

It was suggested that, as the contribution levels at the Stratford upon Avon campus was of concern, that a thorough review take place for consideration at the Finance Special Interest Group in October 2020, so that the on-going strategy for the campus can be considered. **ACTION.** It was noted that investment at the Stratford upon Avon campus was a key strategy and it was important to maintain this plan, whilst also considering in detail the need to address low contribution areas.

Q. What is the long-term aim for the Stratford contribution rate and, assuming the target is above the current level what is the plan to get there?

A. It was anticipated that given the context of the Stratford campus the contribution rate would inevitably be lower and it was expected that it would be in the region of 37%.

10. Sub-contracting Report

The Deputy Principal presented the report and noted that the strategy for 2020/21 remained the same. The Sub-contracting Policy would be updated when ESFA guidance was received and it was suggested that this be approved by Chair's Action, if there was not a Corporation meeting due to take place.

Q. Should the report be supplemented by extracts from the teaching quality data from the dashboard to emphasise that financial and quality issues are of equal importance?

A. It was noted that quality information was included in the termly reports, but that it would be enhanced to cross-reference with the dashboard, so that the report was more clearly integrated with the dashboard information and referenced

Q. Has the potential impact of COVID- on Sub-contractors been carefully monitored?

A. Yes, sub-contractors had been monitored carefully, but the nature of the provision had actually thrived, for example, Learning Curve run distance learning certificates, which have increased in demand during the lockdown.

RESOLVED to approve:

- The Sub-contracting Strategy 2020/21.
- The Sub-contracting Plan for 2020/21.
- The extension to the Adult Education Budget (AEB) Subcontract Framework Agreement.
- The award of a contract be issued to Learning Curve for up to £100,000 and SW Training for £150,000
- The procurement exception for RMF Construction Training Academy for 3 years from 1st August 2020 with a maximum value for £500K pa subject to WMCA AEB contract T&Cs.

11. Property Update Report

The Vice Principal Finance presented the report and provided an update regarding the telecoms project. It had been decided not to progress this project with CityFibre Ltd to lease an area of College grounds near the astroturf to install two datacentre units which would be for broadband usage. It was felt that the area was too close to the sports pitch.

Q. How does this property report link to the College West Midlands Capital Investment Strategy?

A. This Property Report provide an update regarding what the College is actually doing in terms of current projects. The College's Property Strategy, approved in February 2020, would be more aligned to the regional capital investment strategy.

11.1 Stratford Campus Redevelopment

The Chair's Action for phase 2 (B Block) costs for Stratford Redevelopment was ratified.

Q. Is there an opportunity to review this expenditure further in order to meet covenants for Nat West loans/improve EBITDA?

A. Yes, the planned investment for the Stratford Campus Re-development would be reviewed annually alongside financial planning across the College and would be reduced if deemed necessary, as appropriate.

11.2 Stratford Car Park Land Sale

The Vice Principal Finance provided an update regarding negotiations with Warwickshire County Council with regard to the potential purchase of the car park at Stratford upon Avon campus. She noted that an exclusivity agreement had been agreed and the Heads of Terms document was being reviewed by the College's Legal Counsel. It was anticipated that the College would receive a firm proposal from WCC by 31st October 2020.

11.3 Tudor Grange House

The Vice Principal Finance explained that Macc Group had revised the plan for accommodation in relation to the TGH project and therefore the planning process would need to be re-visited and communication with Historic England would be required. The planning application was currently with SMBC. It was hoped that permission would be given at the July or August Planning Committee meetings. The change in development would result in an increase in the overage payment and it was anticipated that it would be £1.394m. Macc Group, however, had requested that the payment be staggered in 2 payments over 9 months, to support their cashflow position, and the College wished to support this request.

RESOLVED to approve the staggering of the 2nd overage payment for Tudor Grange House by Macc Group.

11.4 Sanctuary Housing

This item was deemed confidential and the Chair of the Corporation, Barbara Hughes left the meeting during discussion.

12. CPD Update

The Vice Principal Curriculum and Quality presented the report and noted the significant investment (£140k) spent on staff undertaking qualifications. This included teaching qualifications, Masters and conferences. The impact of CPD was evident in terms of a number of hourly paid staff that had applied for permanent posts, as they tended to be much better prepared for remote delivery and engaging teaching and learning online, compared to external applicants.

The plan for teaching and learning CPD for 2020/21 was to move back to whole College development days, as the full days provided a vibrant environment for sharing good practice and networking between staff. During 2019/20 there had been more of a 'pick and mix' style CPD offer throughout the year.

It was planned to offer the Aspiring Managers and Middle Managers programmes to support staff to move forward in their careers

It was confirmed that a new Assistant Principal had been appointed and due to the need to give notice were likely to join the College during the Autumn term.

13. Minutes of the Meeting of the Audit Committee that took place on 15th June 2020

The Chair of the Committee presented the minutes of the meeting of the Audit Committee held on 15th June 2020 and noted that there had been a discussion about the risk assessment process during COVID-19 and that the normal risk register process would be resumed in 2020/21. Internal audit reports had provided good assurance.

13.1 Strategic Risk Register and Board Assurance Framework 2020

The Chair of the Committee presented the Strategic Risk Register and Board Assurance Framework 2020.

RESOLVED to approve the Strategic Risk Register and Board Assurance Framework 2020.

13.2 Internal Audit Plan 2020/21

The Chair of the Committee presented the Internal Audit Plan 2020/21 and noted that the Committee had requested that they be more involved in setting the plan for 2021/22 by considering the Plan earlier in the cycle.

RESOLVED to approve the Internal Audit Plan 2020/21.

13.3 KPMG Financial Statements Audit Plan and Strategy for 2020

The Chair of the Committee presented the KPMG Financial Statements Audit Plan and Strategy for 2020. It was noted that the fees had been increased to reflect additional work required regarding disclosures for ESFA and OfS. There would be an increased focus across the sector on the going concern judgement this year due to COVID-19, including emphasis on the cashflow modelling and maintenance of covenants going forward.

The Chair of the Committee explained that a re-tender process would take place in 2020/21 for both internal and external audit and it was anticipated that fees would increase.

RESOLVED to approve the KPMG Financial Statements Audit Plan and Strategy for 2020.

13.4 Value for Money Policy (11th November 2019)

The Value for Money Policy was presented to the Committee in 11th November 2019 and was now presented to the Corporation for approval.

RESOLVED to approve the Value for Money Policy.

13.5 COVID-19 Risk Register

The COVID-19 Risk Register was presented for information. The Chair noted that she had requested inclusion of a narrative regarding the role of Governors and their responsibility during the COVID-19 crisis, including their role in supporting the well-being of the leadership team, as well as other staff. **ACTION.**

13.6 ESFA Financial Health and Control Letter May 2020

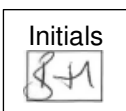
The contents of the ESFA Financial Health and Control letter for May 2020 identifying the College's financial health grade for 2018/19, based on the outturn forecast, was Outstanding.

14. Minutes of the meeting of the Search and Governance Committee that took place on 1st July 2020

The Chair of the Corporation, Barbara Hughes, left the meeting during consideration of her re-appointment and election of the Chair. The Vice-Chair took the Chair for consideration of these items.

The Chair presented the Search and Governance Committee that took place on 1st July 2020 and noted that a skills analysis exercise had taken place and that the Chair and Clerk would be creating a training plan. **ACTION.**

14.1 Membership Reports



Paul Large and Sukhy Nijjar left the meeting during consideration of their re-appointment to the Corporation.

The Chair presented the Membership Report and explained that there were 3 terms of office due to end later this year. The contribution and commitment of the Governors due to re-appointment were considered.

Two people had applied for the Governor vacancies on the Corporation. The Chair explained their background and experience and it was noted that appointment would be subject to interview with the Chair, Principal and Clerk and relevant eligibility procedures. If appointed both would join the Corporation on 1st September 2020.

The Chair explained that there had been four candidates for the Staff Governor election and Carol Harvey-Barnes had received the highest number of votes. Her profile was made available for information.

RESOLVED to approve the re-appointment of:

- Paul Large for a second term of office to October 2024 and as a member and Vice Chair of the Audit Committee.
- Barbara Hughes for a second term of office to December 2024 and as a member of Remuneration Committee and Chair of the Search and Governance Committee.
- Sukhy Nijjar for a second term of office to December 2024.

RESOLVED to approve the appointment process for the following new governors, subject to interviews taking place, references being sought and eligibility checks being undertaken:

- Sarah Horton-Walsh - with effect from 1st September 2020 for a term of 4 years.
- Scott Beasley - with effect from 1st September 2020 for a term of 4 years.

RESOLVED to ratify the appointment of the Staff Governor, Carol Harvey-Barnes for a 4 year term of office from 1st September 2020 to 31st August 2024.

14.2 Chair and Vice Chair Election

The Vice Chair, Stan Baldwin left the meeting during consideration of the election of Vice-Chair.

Prior to the meeting Governors had been asked for nominations for the role of Chair and Vice-Chair and the following proposal had been presented:

- Barbara Hughes stand as Chair from 1st September 2020 to 31st August 2021;
- Stan Baldwin stand as Vice Chair from 1st September 2020 to 31st August 2021.

No further nominations were received.

RESOLVED to elect:

14.3 Self-Assessment Process

The arrangements relating to the Self-Assessment process for 2020 were noted.

15. Bids and Projects Report

The Deputy Principal presented the report and explained that there were three projects requiring approval:

STEM-UP – the project required the College's participation as a partner in the ESF Project. A contribution of match funding over the 3 year period of £713,773 was required. This would attract ESF funding of £713,773 of which £54,831 would be retained by BCU for the central costs. This approval was subject to completing all ESF Project Initiation Paperwork and Corporation approval of entering into a contract with BCU.

Outline Business Case for the LEP Bid – Greater Birmingham & Solihull Institute of Technology: Digital Infrastructure with a total project cost of £1.68m subject to LEP funding of £1.68m with match funding provided through the DfE IoT Capital Grant. (Expression of Interest was total project cost of £1m subject to LEP funding of £1m matched by DfE Capital Grant). This is a bid on behalf of the IoT, only 1/6 of this funding relates to Solihull College & University Centre directly.

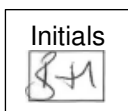
CWLEP for Stratford College - with total project costs of £1,240K with LEP grant of £620K and match funding of £620K. A bid as been submitted to the CWLEP which brings together 2 existing projects and 2 new projects. This bid responds to the key priority areas in Stratford and include Construction, Digital, Creative and Hospitality. The total project costs are £1,240,000 of which half will be matched by the project costs which are part of the Stratford Campus Redevelopment Project.

RESOLVED to approve the following projects:

- ESF STEM-UP - the College's participation as a partner in the ESF Project, STEM-UP with a contribution of matched funding over the 3-year period of £713,773 which attracts ESF funding of £713,773 of which £54,831 will be retained by BCU for the central costs. (subject to completing all ESF Project Initiation Paperwork and development of a contract with BCU);
- GBSLEP IoT Project – 1/6 of funding towards the Outline Business Case for the LEP Bid: Digital Infrastructure with a total project cost of £1.68m subject to LEP funding of £1.68m with match funding provided through the DfE IoT Capital Grant. (Expression of Interest was total project cost of £1m subject to LEP funding of £1m matched by DfE Capital Grant);
- CWLEP - total project costs of £1,240K with LEP grant of £620K and match funding of £620K.

16. Vice Principal Curriculum and Quality Probationary Report

This item was deemed confidential and EMT, Staff and Student Governors and staff observers left during consideration of this item.



17. Health, Safety and Safeguarding Report

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

The Chair requested that the number of mental health champions be included in the next report alongside the fire marshal and first aider numbers. **ACTION.**

Q. How does the College ensure that students remain vigilant and aware of knife and gun crime issues, as these may increase if COVID-19 is followed by a deep recession?

A. There has been an extensive programme of training for students, including briefings from victims of knife crime, parents of victims and the police. The sessions are hard hitting, but very important to ensure the reality and impact of knife crime is understood. The Safeguarding team are very aware and alert to the signs of young people becoming involved with gangs and crime and staff are very vigilant about problems students may be having.

18. Regular Update Reports

18.1 Use of the College Seal and Chair's E-Signature

The contents of the Use of the College Seal and Chair's E-Signature report were noted for information.

18.2 Tender Update Report

The contents of the Tender Update Report were noted for information.

19. Confirmed Dates for 2020/21

The confirmed dates for 2020/21 were noted and the Chair explained that it may be necessary to have an additional Corporation meeting towards the end of August 2020 to approve the arrangements for re-opening fully in September 2020.

Thanks were expressed to EMT and all those leaving prior to the confidential item for the hard work and commitment throughout the year and particularly during the difficult conditions presented by the COVID-19 closure.

The meeting finished at 7.20pm.

Signed: Barbara Hughes

Date: 30 September 2020