

**Solihull College and University Centre  
Minutes of the Corporation meeting held on 30 November 2021  
On MS Teams starting at 5.00 pm**

**Present**

Barbara Hughes (Chair)  
Christine Abbott  
Stan Baldwin  
Tasleem Chaudary  
Badri Gargeshnari  
Sarah Horton-Walsh  
Tony Lucas  
Donna Poole  
Geraldine Swanton  
Zane Richter  
Lindsey Stewart (Acting Principal)  
Harrison Thompson  
Sally Tomlinson

**In Attendance**

Heather Evans (Vice Principal Finance)  
Pete Haynes (Vice Principal HR and Student Services)  
Rebecca Gater (Vice Principal Curriculum and Quality)  
Sam Bromwich (Director of Risk Control and Compliance)

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

Apologies for absence were received from

Neil Ladwa, Geraldine Swanton and Sally Tomlinson. Scott Beasley was on a leave of absence for the Autumn term 2021.

Theresa Lynch (Clerk)

### **2. Declarations of Interest in relation to this agenda**

No new declarations of interest were received.

### **3. Minutes of the Audit/Corporation Meeting held on 8<sup>th</sup> November 2021**

The minutes of the meeting held on 8<sup>th</sup> November 2021 were **agreed** as a correct record and signed by the Chair, subject to removal of the word 'not' on page 5, item 10.

#### **3.1 Matters Arising**

There were no matters arising.

#### **3.2 Actions**

The contents of the Actions list were noted.

#### **4. Minutes of the Search and Governance Committee meeting held on 16<sup>th</sup> November 2021 and related reports**

The Chair presented the minutes of the Search and Governance Committee meeting held on 16<sup>th</sup> November 2021. It was noted that Sukhy Nijjar had resigned due to personal and business commitments.

##### **4.1 Membership Report**

The Chair noted that she and Acting Principal had met with a potential governor, Christine Abbott. She had excellent experience and would be able to offer expertise in HE and governance. Very positive references had been received and checks with Companies House and the Charity Commission had not raised any concerns.

**Resolved** to appoint Christine Abbot as a full Corporation member with effect from 1<sup>st</sup> December 2021, for one year in the first instance

##### **4.2 Staff Governor Election Outcome**

The Clerk explained that Donna Pool had been elected in the Staff Election process carried out in October 2021. Checks with Companies House and the Charity Commission had not raised any concerns.

**Resolved** to ratify the appointment of Donna Poole as Staff Governor with effect from 1<sup>st</sup> December 2021, for four years to 30<sup>th</sup> November 2025.

##### **4.3 Search and Governance Committee Assurance Report**

The Chair presented the Search and Governance Committee Assurance Report and explained that it had been produced in response to the recommendation of the Risk, Compliance and Value for Money Special Interest Group and that it set out the work of the Committee during 2020/21. The Search and Governance Committee Assurance Report was ratified.

#### **5. Annual Value for Money Report**

The Vice Principal Finance presented the Annual Value for Money Report and noted that it had been developed as part of the recommendations of the Risk, Compliance and Value for Money Special Interest Group. She noted that it pulled together 10 KPIs across all aspects of the college and that all were currently rated as Green.

The Corporation confirmed that the report provided a good overview of performance in relation to value for money.

#### **6. Treasury Management Update**

The Vice Principal Finance presented the report and noted that the Financial Oversight Group had reviewed the level of cash balances and considered whether loans should be repaid. The £6m minimum cash balance (plus £2m in case capital grant from DfE not awarded) was confirmed.

The Vice Principal Finance confirmed that she was also reviewing the current investment strategy.

The Corporation congratulated the Vice Principal Finance and her team for excellent stewardship of the financial position, particularly in relation to the cash balances.

**Resolved** to approve repayment of £2m loan to Natwest when the loan reverted to a flexible rate in January 2022.

## 7. PMR Re-Format Update

The Vice Principal Finance presented the report and noted that both September and October 2021 PMRs had been produced in the new format. She explained that there were more headline pages at the front of the document, with more detailed commentary and information behind. There was more colour diagrams and RAG ratings for ease of reference. Feedback about the new format was positive.

## 8. Bids and Projects Report

The Vice Principal Finance presented the report and explained that the college was now the lead college in relation to the Creative, Culture and Digital strand of the Strategic Development Fund project.

Q. Are there any additional risks to the college in taking the lead role?

A. No, it was not anticipated that this would present any additional risk. The project was fully funded and the lead role meant having responsibility for ensuring that the partner colleges deliver, although funding was not provided without full evidence in place. There were good relationships with the partners and there was also funding available for project management.

Q. If targets are not delivered is there any potential for clawback?

A. Yes, if funding is not spent there could be a claw back. Contracts would be put in place with both organisations passing some of the risk to them too.

Q. Does the college carry out do due diligence in relation to financial viability when partnering with other colleges?

A. No, by very nature colleges are funded by ESFA and are therefore relatively safe partners. If a college was in financial difficulties, it would probably be known, and the college was unlikely to partner with them.

**Resolved** to approve the revised Strategic Development Fund projects noting Solihull College and University Centre is now leading on the Creative, Culture and Digital strand.

## 9. Remuneration Committee Annual Report to the Corporation

The Chair of the Remuneration Committee presented the annual report. The report was ratified.

## 10. Contribution Analysis 2020/21

The Vice Principal Finance presented the report and noted that the contribution analysis in the PMR was relatively high level, so 3 times per year a more detailed report was provided for the Corporation.

Detailed discussion took place regarding the difference between Stratford and Blossomfield/Woodlands contributions. It was noted that following the re-structure a Head of School was now responsible for their curriculum area across all campuses, which would reduce the campus-based differences re contribution over time. It was noted that although contributions were important indicators of value for money, they also had to be considered with mission-important elements of the curriculum, that may not produce an appropriate contribution level.

Q. If there was a very high contribution would that attract scrutiny?

A. Yes, if there was a high contribution this would be reviewed to establish why this was the case. Each area is reviewed individually incorporating a wide range of elements alongside the contribution. It is an important process that is part of the business planning process and a tool for managers to use to review performance.

Q. There was a forecast increase of 13% for Stratford – what does that relate to?

A. This largely relates to the closure of catering and is also linked to growth.

Q. Is a corporate overhead included in the contribution calculation?

A. It includes the Heads of School salary, costs relating to the faculty office and exams, but not building, running costs, quality management or senior management costs.

## **11. Pay Award 2021**

*This item was deemed confidential.*

## **12. Minutes of the Remuneration Committee meeting held on 15<sup>th</sup> November 2021**

*This item was deemed confidential.*

### **12.1 Acting Principal 2021/22**

*This item was deemed confidential.*

### **12.2 Vice Principal Quality and Curriculum Targets 2021/22**

*This item was deemed confidential.*

### **12.3 Vice Principal HR and Student Services Targets 2021/22**

*This item was deemed confidential.*

### **12.4 Vice Principal Finance Targets 2021/22**

*This item was deemed confidential.*

## **13. Date of the next meeting**

The next meeting was scheduled for Monday 13<sup>th</sup> December 2021 at 5pm. The Chair noted that she would provide an update regarding the Principal's appointment process at this meeting. It was anticipated that there would be external input to the process.

The meeting ended at 7.25pm.

Signed



Date **13 December 2021**

The Acting Principal noted that the Principal's secretary would be taking early retirement from the college at Christmas – a new appointment was being made.

**Solihull College and University Centre**  
**Confidential Minutes of the Corporation meeting held on 30<sup>th</sup> November 2021**  
**at Blossomfield Campus starting at 7.00 pm**

**Present**

- Barbara Hughes (Chair)
- Paul Assinder
- Stan Baldwin
- Tasleem Chaudary
- Sarah Horton-Walsh
- Lucy Lee
- Tony Lucas
- Lindsey Stewart (Acting Principal)
- Harrison Thompson

**In Attendance**

- Heather Evans (Vice Principal Finance)
- Pete Haynes (Vice Principal HR and Student Services)
- Rebecca Gater (Vice Principal Curriculum and Quality)
- Theresa Lynch (Clerk)

*Confidential from staff and student governors.*

**11. Pay Award 2021**

Confidential

**Solihull College and University Centre**  
**Confidential Minutes of the Corporation meeting held on 30<sup>th</sup> November 2021**  
**at Blossomfield Campus starting at 7.00 pm**

**Present** Barbara Hughes (Chair)  
Paul Assinder  
Stan Baldwin  
Tasleem Chaudary  
Sarah Horton-Walsh  
Lucy Lee  
Tony Lucas  
Lindsey Stewart (Acting Principal)  
Harrison Thompson

**In Attendance** Theresa Lynch (Clerk)

*Confidential from EMT (other than Acting Principal), Staff and Student Governors*

**12. Minutes of the Remuneration Committee meeting held on 15<sup>th</sup> November 2021**

**12.1 Acting Principal 2021/22**

Confidential

**12.2 Vice Principal Quality and Curriculum Targets 2021/22**

Confidential

**12.3 Vice Principal HR and Student Services Targets 2021/22**

Confidential

**12.4 Vice Principal Finance Targets 2021/22**

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