

Solihull College & University Centre

Joint Audit / Corporation Committee

Minutes of the Corporation meeting held on Tuesday 29 November 2022 at 6.30pm in the Damson Suite at Blossomfield Campus

Present

Barbara Hughes - Chair
Lucy Lee
Tony Lucas
Amirun Nehar
Tasleem Chaudary
Rebecca Gater - Principal
Sarah Horton-Walsh
Geraldine Swanton
Harrison Thompson
Sally Tomlinson
Donna Poole- Staff Governor
Vic Gwozdz- Student Governor

In attendance

Heather Evans - Deputy Principal
Pete Haynes -Vice Principal HR & Student Services
Gita Chauhan - Director of Finance *[left after item 4]*
Lee Jamieson – Vice Principal Quality & Curriculum

Anita Suman – Shadow Governor

Sam Bromwich - Director of Corporate Governance, Risk and Compliance

Celtic Murray - Minutes

1 Apologies for absence

The Chair welcomed the attendees to the meeting and offered apologies on behalf of Scott Beasley and Paul Assinder, who were unable to attend.

2 Declarations of interest in relation to this agenda

There were no conflicts of interests declared.

3 Minutes from previous Corporation meeting held on 9th November 2022

The minutes of the meeting on 9 November 2022 were noted and approved without any amendment.

4 Annual Value for Money Report

The Deputy Principal presented this report and explained that the College must ensure that it is getting value for money. The agreed method of approaching this was via a production of an Annual Value for Money Report. This information contained within this report is not new information to the governors and is a summary of other reports.

The governors had no questions on this report and provided their approval.

The Director of Finance left the meeting after item 4.

5 Bids and Project Report

The Deputy Principal presented an update of the current Bids in progress.

Q: Why are the Bids success rate poor this year compared to last year?

A: This year there has been one unsuccessful and two successful Bids with other Bids which the College is awaiting the outcome of. Therefore 2/3 successful Bids is not viewed as “poor”. Bids can take several months to be evaluated. A potential explanation for a decline in the number of Bids comparatively to the previous couple of years is due to apprenticeship type Bids having declined. When apprenticeship Bids are awarded, these can last for several years which means these employers do not need to put their programmes out to a Bid for an extended duration.

Q: How far in advance do you know about Bids you can apply for?

A: This varies, it could be weeks or months. There are no patterns.

Q: Are the Bids left to Head of Schools or the Curriculum Managers?

A: Depending on the bid will depend on which SLT member it is that is involved with the Bids. There is access to a professional Bid writer on a consultancy basis. However, this isn't utilised very often. Previous bids can be re-purposed for this.

Q: How are the bid opportunities being monitored?

A: This is monitored by announcements and designated individuals receive emails about upcoming bids.

6 Data Protection Policies Review *[related policies in reference section]*

The Director for Corporate Governance, Risk and Compliance presented this item, having reviewed the Data Protection Policy and other policies. This was a light touch review as a large review and change of these policies happened last year. The Director advised that unless there is a requirement of regulation to review a policy every year that all remaining policies will now be reviewed every 3 years. Governors approved the change to 3 years.

Q: What is best practice for reviewing policies?

A: There is no requirement to review these policies annually. In the event the policies were no longer “current” or a legislative change required these to be updated, then they would be looked at sooner than 3 years after the last review.

A governor with a background in education law raised several points with the Director presenting this item and it was agreed that they would have a discussion outside of these meetings to pick up on these points. These included the need for a special category data policy in relation to information such as DBS checks and personal information about criminal records/disabilities. **Action**

Q: In the future when proposing changes to policies, can you track what you change in a word document for the governors easily see what changes they are required to approve?

A: Yes. **Action**

Q: Has the College faced any data breaches?

A: The College has had minor breaches of data protection. A major breach would be presented to Corporation. This happened with a previous breach that was reported to the ICO.

The following items were deemed confidential and the Staff, Student and Shadow Governor left the meeting.

7 Plan for launch of new VP role – verbal

8 Contribution Analysis 21/22

9 Pay Award 2022 – verbal

10 Property Update

The governors noted this update and there were no queries.

11 Date of next meeting: Thursday 08 December 2022 at Stratford

The governors noted the date of the next Corporation meeting.

Signed



Date 08 December 2022

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Item 7- Plan for launch of new VP role – verbal (Confidential)

Item 8 – Contribution Analysis 21/22 (Confidential)

Item 9 - Pay Award 2022 – verbal (Confidential)