

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 8th December 2014,
in Room 5F/43, at Central Campus,
commencing at 5.15 p.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. M. Bailey	(Independent)	
	Mr. M. Beardsmore	(Independent)	
	Ms. S. Bushell	(Student)	(part of meeting)
	Mr. J. Elsmore	(Independent)	
	Mr. R. Nugent	(Independent)	
	Mr. G. Pennington	(Principal)	
	Mr. J. Sadler	(Student)	(part of meeting)
	Mr. A. Scott	(Independent)	
	Mr. M. J. Uddin	(Independent)	

Also in Attendance:-

Miss J. Berry	Corporation Secretary	
Mr. D. Holden	Vice-Principal	(part of meeting)
Mr. D. Hawkins	Director of Finance	(part of meeting)
Ms. K. Whiting	Director of Human Resources	(part of meeting)

B14.107 Welcome B14.107

The Chairman welcomed Mr. Sadler, Student Member nominee, to his meeting of the Board of Governors.

B14.108 Declarations of Interest B14.108

There were no declarations of interest.

B14.109 Apologies B14.109

Apologies were received from Mrs. Brook, Mrs. Hurst, Ms. Randall, Mrs. Pitsillides, Messrs. Britton, Javid and Johal.

B14.110 Minutes of the Meeting of the Board of Governors held on Wednesday 22nd October 2014 B14.110

The minutes of the meeting of the Board of Governors held on Wednesday 22nd October 2014 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B14.111 Matters Arising B14.111

The Chairman asked that members consider agenda item 16 'Appointment of Student Member'. Mr. Sadler was asked to withdraw from the meeting. Discussion regarding this matter is detailed below under minute number B14.122.

B14.112 Principal's Report

B14.112

The Principal presented a report updating members on issues, activities and developments. The Principal highlighted the College's key achievements during the year including the outcome of the OfSTED Inspection and the increase in learner numbers. Members were reminded that the increase in learner numbers would have a positive impact on funding allocations for 2015/16.

Members were informed of a positive meeting with the Skills Funding Agency and the Education Funding Agency. OfSTED had asked the College to share best practice and had undertaken a case study on the College's ESOL provision.

A number of open evenings had taken place and these had been extremely successful.

The Principal outlined the College's strategy for moving forward which would be discussed at the Annual Strategy, Policy and Discussion Forum in February 2015.

In response to a query, the Principal explained the FabLab initiative and the positive impact this could have on the College, its learners and small businesses. The application and funding process was outlined.

A discussion took place during which the Chairman reminded members of their ambassadorial role.

RESOLVED: that the report be received.

B14.113 2013/14 Success Rates Update

B14.113

The Vice-Principal presented a report detailing actual success rates for learner responsive provision 2013/14 compared to the provisional success rates previously reported. In five of the six areas reported upon actual success rates had improved compared to the provisional rates; in the sixth area the provisional success rate had been confirmed.

The report also included short course success rates and all duration functional skills for 2013/14 compared to 2012/13, both of which had improved and were above the national average.

RESOLVED:

- a) that the Board of Governors congratulate staff on the College's success rates for 2013/14.
- b) that the report be received.

B14.114 Self-Assessment Reports

B14.114

i) Governance Self-Assessment Report 2013/14

The Corporation Secretary presented the Governance Self-Assessment Report (SAR) 2013/14 and explained that the SAR reflected the outcome of the OfSTED Inspection, May 2014.

The actions taken to address areas for improvement in 2013/14 were outlined, together with key strengths and areas for improvement in 2014/15.

A member suggested that, in future, the SAR should include a section detailing the actions necessary for governance to become 'outstanding'.

A Student Member commented on an Association of Colleges' event she had recently attended in relation to governance and agreed to forward information she had received to the Corporation Secretary for circulation to members.

RESOLVED:

- a) that the Board of Governors confirm that the self-assessment grade for governance should be 2, "good".
- b) that the Governance Self-Assessment Report 2013/14 be approved.
- ii) College Self-Assessment Report 2013/14

The Vice-Principal informed members that the College had been asked by the National Cabinet Office and OfSTED if the College could be used in the promotion of OfSTED's Annual Report. The Vice-Principal had responded positively and would be liaising with OfSTED on the content of the publicity.

The Vice-Principal presented the College Self-Assessment Report 2014/15 and explained that the SAR reflected the findings of the OfSTED Inspection, May 2014. Members noted that the SAR included an impact statement in relation to 2013/14 and the quality improvement plan for 2014/15, both of which had been considered by the Learners, Quality and Curriculum Committee. The key strengths and areas for improvement were outlined and discussed.

In response to a query, the variance between the teaching and learning observation grade reported in the SAR and the Principal's Report was explained.

In response to a further query, a discussion took place regarding the Government's requirements in relation to English and maths. Members were informed of the increase in the number of students studying English and maths in 2014/15 compared to 2013/14. The potential impact on students studying vocational courses and the way in which vocational courses were structured was outlined. A discussion also took place regarding GCSEs and functional skills.

Members noted the emphasis in the SAR on employability skills. The Vice-Principal explained that the potential new OfSTED framework might include a new aspect grade in relation to students' personal development, behaviour and welfare, which would include employability.

A member raised a query regarding 'value-added in relation to the learner journey. Following a discussion the Vice-Principal agreed to review the employability aspects of the SAR.

RESOLVED:

- a) that the Vice-Principal review the employability aspects of the SAR.
- b) that, subject to (a) above, the College Self-Assessment Report 2013/14 be approved.

B14.115 Strategic Plan Operational Monitoring Report

B14.115

The Vice-Principal presented a report updating members on progress in implementing the objectives within the Strategic Plan.

Members were informed that the Principal and management team were developing a new strategy, which would be discussed at the Annual Strategy, Policy and Discussion Forum 2015.

	RESOLVED: that the report be received.	
B14.116	<u>Human Resources Report</u>	B14.116
	The Director of Human Resources reminded members that the UCU's local dispute in relation to pay had been withdrawn; however, notification had been received of a national dispute that might result in strike action. With regard to industrial relations the Principal informed members that meetings with the local unions had been positive and constructive.	
	Members noted that the leadership training programme for curriculum teams was on-going and feedback had been very positive.	
	RESOLVED: that the verbal report be received.	
B14.117	<u>Risk Management Monitoring Report</u>	B14.117
	The Director of Finance presented the October 2014 risk management monitoring report and reminded members that this had been considered by the Audit Committee and the Learners, Quality and Curriculum Committee.	
	RESOLVED: that the report be received.	
B14.118 (NFP)	NOT FOR PUBLICATION	B14.118 (NFP)
B14.119 (NFP)	NOT FOR PUBLICATION	B14.119 (NFP)
B14.120	<u>Review of Financial Regulations</u>	B14.120
	The Director of Finance presented revised Financial Regulations and outlined the main changes that had been made, which related to job titles, committee responsibilities and internal audit recommendations.	
	RESOLVED: that the revised Financial Regulations be approved with immediate effect.	
B14.121	<u>Finance and Resources</u>	B14.121
	a) <u>Management Accounts for the Period ended 31st October 2014</u>	
	The Director of Finance presented the management accounts for the period ended 31st October 2014 and outlined the main variances against budget. Members were reminded of financial challenges but were informed that the College expected the year-end position to be in line with the budget.	
	RESOLVED: that the management accounts be received.	
	b) <u>Three Year Financial Plan Monitoring Report</u>	
	The Director of Finance presented the three-year financial plan monitoring report.	
	RESOLVED: that the report be received.	
B14.122	<u>Appointment of Student Member</u>	B14.122
	The Chairman presented a report detailing a nomination received for the appointment of a Student Member to the Board of Governors.	

Members were asked to note that as Mr. Sadler was under 18 years of age there were restrictions on his involvement with regard to certain types of decisions in accordance with the Instrument and Articles of Government.

Members were reminded that the Student Member would also serve as a member of the Learners, Quality and Curriculum Committee. The Student Member nominee had attended the meeting of the Committee held on Wednesday 26th November 2014.

RESOLVED:

- a) that Mr. Joshua Sadler be appointed as Student Member on the Board of Governors with immediate effect until 31st July 2015.
- b) that the Board of Governors note that Mr. Sadler was under 18 years of age.
- c) that the Board of Governors note that the Student Member would serve as a member of the Learners, Quality and Curriculum Committee.
- d) that the report be received.

Mr. Sadler re-joined the meeting and the Chairman informed him of the above decisions.

Discussion then reverted to agenda item 6 'Principal's Report'. Discussion regarding this item is detailed above under minute number B14.112.

B14.123 Minutes of the Special Meeting of the Search Committee held on Friday 14th November 2014

B14.123

The Chairman presented the minutes of the Special Meeting of the Search Committee held on Friday 14th November 2014, which included a recommendation regarding the appointment of Mrs. Claire Parker as an Independent Member. Mrs. Parker's background, skills and expertise were outlined to members.

RESOLVED:

- a) that Mrs. Claire Parker be appointed as an Independent Member on the Board of Governors for a term of office of three years commencing 1st January 2015 and ceasing on 31st December 2017.
- b) that the minutes be received.

B14.124 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 26th November 2014

B14.124

The Chairman of the Learners, Quality and Curriculum Committee presented the minutes of its meeting held on Wednesday 26th November 2014 and outlined the main discussions that had taken place, particularly with regard to employability skills. The Chairman emphasised the positive impact the attendance of Student Members had on the work of the Committee.

Members were informed of discussions that had taken place regarding a proposal to introduce a Governor Link Scheme, whereby members would be linked to a curriculum area. Members of the Committee had agreed to support and participate in the scheme, and other members of the Board of Governors were encouraged to do so. The Vice-Principal outlined the aims of the scheme and the time commitment that would be required. Members were also informed that a further Licence to Observe training event would be organised for members of the Board of Governors, which was an integral part of the Governor Link Scheme.

RESOLVED:

- a) that members of the Board of Governors support the introduction of the Governor Link Scheme and the Licence to Observe training.
- b) that the minutes be received.

B14.125 Students' Union Accounts 2013/14

B14.125

The Director of Finance presented the Students' Union accounts for 2013/14 and reminded members that the Union had received a block grant of £20,000 from the College.

Members were asked to note that the year-end deficit had arisen because the Students' Union minibus had been vandalised and damaged resulting in a disposal on fixed assets and costs being incurred for repairs.

A Student Member raised a query regarding Students' Union expenditure and it was agreed that she should meet with the Director of Finance and Student Liaison Co-ordinator to clarify matters.

RESOLVED:

- a) that the Student Member meet with the Director of Finance and Student Liaison Co-ordinator to clarify matters relating to the Students' Union expenditure.
- b) that the Students' Union Accounts 2013/14 be received and noted.

The Chairman asked that members then consider agenda item 21 'Determination of Confidential Items'. Discussions regarding this item are detailed below under minute number B14.127.

B14.126 Any Other Business

B14.126

(NFP) NOT FOR PUBLICATION

(NFP)

B14.127 Determination of Confidential Items

B14.127

Members were asked to confirm which items of discussion should be minuted confidentially. It was agreed that discussions relating to agenda items 12, 20, 22 and 23 should be minuted confidentially.

RESOLVED: that discussions relating to agenda items 12, 20, 22 and 23 be minuted confidentially.

The Student Members left the meeting.

B14.128 NOT FOR PUBLICATION
(NFP)

B14.128
(NFP)

B14.129 NOT FOR PUBLICATION
(NFP)

B14.129
(NFP)

B14.130 Date of Next Meeting

B14.130

The next meeting of the Board of Governors was planned to take place on Monday 23rd February 2015, commencing at 5.30 p.m., at Central Campus.

Members were reminded that the Annual Strategy, Policy and Discussion Forum would take place on Friday 6th February 2014 commencing at 12 noon.

The meeting terminated at 7.55 p.m.