

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 11th May 2015,
in Room 5F/43, at Central Campus,
commencing at 5.30 p.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. M. Bailey	(Independent)	
	Mr. J. Britton	(Independent)	
	Mrs. A. Brook	(Independent)	
	Mr. J. Elsmore	(Independent)	(part of meeting)
	Mrs. T. Hurst	(Independent)	
	Mr. B. Javid	(Independent)	(part of meeting)
	Mr. R. Nugent	(Independent)	
	Mrs. C. Parker	(Independent)	
	Mr. G. Pennington	(Principal)	
	Mr. A. Scott	(Independent)	
	Mr. M. J. Uddin	(Independent)	

Also in Attendance:-

Miss J. Berry	Corporation Secretary	(part of meeting)
Mr. D. Hawkins	Executive Director for Finance and Resources	(part of meeting)
Mr. D. Holden	Vice-Principal	(part of meeting)
Ms. A. Llewellyn	Director for Adult, Community and Foundation Learning	(part of meeting)
Ms. R. Pal	Director for Exams and Funding Data	(part of meeting)
Ms. A. Sheridan	Director for Quality, Learner Studies and Innovation	(part of meeting)
Ms. K. Whiting	Executive Director for People and Corporate Services	(part of meeting)
Mrs. C. Holloway	Head of Department – English and Maths, Teacher Education and Animal Care	(part of meeting)
Ms. R. Misra	Team Leader – ESOL Adults	(part of meeting)
Mr. M. Johal	Team Leader – ESOL Adults	(part of meeting)

B15.30 Declarations of Interest B15.30

Mr. Britton declared an interest in agenda item 8.

B15.31 Apologies B15.31

Apologies were received from Ms. Bushell, Ms. Pitsillides, Messrs. Johal and Sadler; and from Messrs. Elsmore and Javid for late arrival.

B15.32 Minutes of the Meeting of the Board of Governors held on Monday 23rd February 2015 and the Special Meeting held on Thursday 16th April 2015 B15.32

The minutes of the meeting of the Board of Governors held on Monday 23rd February and the Special Meeting held on Thursday 16th April 2015 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B15.33 Matters Arising B15.33

There were no matters arising.

The Head of Department for English and Maths, Teacher Education and Animal Care and the Team Leaders for ESOL (English for Speakers of Other Languages) Adults were invited to join the meeting. The Head of Department and Team Leaders introduced themselves to members.

The Director for Adult, Community and Foundation Learning made a presentation to members outlining the levels and type of provision delivered in relation to Skills for Life and Work, Programmes for the Unemployed and ESOL.

With regard to Skills for Life and Work members were informed of the learning difficulties that some students had and the actions taken by the College to help them overcome these difficulties, particularly with regard to barriers to learning, learner expectations, progression and employment. Planned developments in relation to curriculum provision and community links were explained.

Mr. Elsmore joined the meeting.

The Team Leaders outlined the programmes of study for ESOL, the flexible timetabling and delivery in community venues to meet learners' needs, educational visits and trips and input from visiting speakers. The impact of funding cuts for adult provision was explained and curriculum developments for 2015/16 were outlined.

Members were informed of work undertaken in relation to Programmes for the Unemployed where learners were mandated by either Job Centre Plus or the Department for Work and Pensions. Members were asked to note the positive relationships the College had with the job centres and the employer engagement activities that were undertaken. Partnership working was also highlighted particularly with Sandwell based groups and neighbouring colleges.

Mr. Javid joined the meeting.

In response to a query, members were informed of the careers advice and guidance that was available to students, as well as members of the public. Members were also informed of the ways in which staff could progress within the Department.

A member commented on her recent curriculum visit to the ESOL Department and the positive discussions she had had with staff and students.

The Chairman thanked the Director for Adult, Community and Foundation Learning and her team for the interesting and useful presentation.

RESOLVED: that the presentation be received.

The Head of Department and Team Leaders left the meeting.

The Principal presented a report updating members on a number of issues, activities and developments.

The Principal explained the current position with regard to learner recruitment for 2015/16 compared to the same time in the previous year.

Members were informed of discussions that had taken place with the University of Wolverhampton in relation to the recruitment of English and maths lecturers. Members were also updated on the College's financial position and the potential impact on adult funding following the General Election.

Discussions with the Black Country LEP with regard to potential funding for creative industries provision were outlined.

RESOLVED: that the report be received.

B15.36

Draft Strategic Plan 2015

B15.36

The Principal presented the Draft Strategic Plan 2015, together with a summary document that members had requested. The Principal reminded members of the consultation processes that had taken place and commented that the Plan was considered realistic but challenging.

A discussion took place during which a number of amendments to the summary document were suggested. A lengthy discussion took place regarding the College's Vision following which it was agreed that the Chairman and Principal should draft a Vision Statement taking into account members' comments and circulate this via email for members to consider.

RESOLVED:

- a) that the Chairman and Principal draft a Vision Statement taking into account members' comments and circulate this via email for members to consider.
- b) that the Strategic Plan 2015 and the Strategic Plan Summary be approved, subject to a number of amendments requested by members and agreement of the Vision Statement.
- c) that the report be received.

B15.37
(NFP)

NOT FOR PUBLICATION

B15.37
(NFP)

B15.38

Teaching and Learning Update

B15.38

The Vice-Principal presented a report updating members on matters relating to English and maths, Study Programmes, the Quality Improvement Plan and the self-assessment process.

Members noted that the College's self-assessment process would be reviewed and revised in line with the new OfSTED Common Inspection Framework, which would be published in June 2015.

The Vice-Principal demonstrated OfSTED's Data Dashboard, explaining how it could be accessed, together with its format and content. It was emphasised that the most recent information on the Dashboard related to 2013/14.

The Chairman reminded members of the Curriculum Visits Day that had been held on Thursday 16th April 2015. Feedback had indicated that members had found the day very interesting and useful.

RESOLVED: that the report be received

B15.39

Interim Report – Teaching, Learning and Assessment 2014-15

B15.39

The Director for Quality, Learner Studies and Innovation presented a report detailing the outcome of teaching, learning and assessment activities in the period September 2014 to March 2015.

A discussion took place regarding the College's aim to provide all learners with work experience. A number of members offered to assist the College in securing work placement opportunities.

A member congratulated the College on the quality of its Additional Learning Support and it was suggested that this should be marketed to the wider community.

In response to a query, members were reminded that performance management related to staff that were graded 3 or 4; mentoring support and training was provided to all staff.

Members noted that FE Associates had undertaken a review of the College's lesson observation process during April 2015. The outcome of this review would be presented to the Learners, Quality and Curriculum Committee

RESOLVED: that the report be received.

B15.40 People and Corporate Services Report B15.40

The Executive Director for People and Corporate Services presented a report updating members on developments within the Directorate of People and Corporate Services.

Members were informed that the College was in the process of recruiting an Assistant Principal – Curriculum. Interviews for this post would take place on Tuesday 19th May 2015 and members were invited to join candidates for lunch. Further details would be circulated to members when the programme for the day had been finalised.

The Executive Director gave a demonstration of the College's new website and explained that its development was on-going. The website's links with social media were explained.

Members were updated on the establishment of a Schools Liaison Team and the activities that were being undertaken.

RESOLVED: that the report be received.

B15.41 Policies and Procedures – Tuition Fee Policy 2015/16 B15.41

The Director for Exams and Funding Data presented the Tuition Fee Policy for 2015/16 and informed members that the policy was in line with guidance published by the Skills Funding Agency and the Education Funding Agency, although there had been no major changes compared to 2014/15.

In response to a query, a brief discussion took place regarding higher education provision and international students.

RESOLVED: that the Tuition Fee Policy 2015/16 be approved.

B15.42 Finance and Resources B15.42

Management Accounts for the Period ended 31st March 2015

The Executive Director for Finance and Resources presented the management accounts for the period ended 31st March 2015 and outlined the main variances against budget. Members were informed of the current and forecast year-end cash position and that the forecast year-end position was in line with the budget.

Managers were reminded of a request that reports to the Board include a front sheet and an executive summary.

In response to a query a discussion took place regarding actual and future spend on marketing activities. Activities that had been undertaken to increase learner numbers, including the development of the new website, were outlined.

RESOLVED: that the management accounts be received.

B15.43 Three Year Financial Plan Monitoring Report B15.43

The Executive Director for Finance and Resources presented the three-year financial plan monitoring report. Members were advised that a new Three Year Financial Plan would be presented to the next meeting of the Board of Governors with the proposed budget for 2015/16.

RESOLVED: that the report be received.

B15.44 2015/16 Budget Update B15.44

The Executive Director for Finance and Resources outlined the current position with regard to the draft budget for 2015/16. Members noted that the budget would result in an improved financial health score within the 'satisfactory' band.

RESOLVED: that the 2015/16 Budget Update be received.

B15.45 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 18th March 2015 B15.45

The Chairman of the Learners, Quality and Curriculum Committee presented the minutes of its meeting held on Wednesday 18th March 2015.

Members were reminded of the Curriculum Visits Day that had taken place on Thursday 16th April 2015 and the positive feedback that had been received. The Principal outlined his plans for continuing this initiative and the Director for Quality, Learner Studies and Innovation commented that staff, students and managers had given positive feedback on their experience of the day.

Members noted that the Committee would continue to receive regular updates in relation to English and maths provision. The Committee had agreed that the Chairman and Principal should write to local MPs and other key stakeholders alerting them to the implications of the English and maths initiative. Members noted that the Chairman and Principal would action this request now that the General Election had taken place.

Members were informed that revised terms of reference for the Committee had been recommended to the Board of Governors for approval. In addition, the Committee had recommended that the Principal should be appointed to serve as a member of the Committee, ex-officio.

RESOLVED:

- a) that the composition of the Learners, Quality and Curriculum Committee be increased from seven to eight members with immediate effect.
- b) that the Principal be appointed to serve as a member of the Learners, Quality and Curriculum Committee, ex-officio, with immediate effect.
- c) that the revised terms of reference for the Learners, Quality and Curriculum Committee be approved.
- d) that the minutes be received.

B15.46 Minutes of the Meeting of the Audit Committee held on Tuesday 24th March 2015 B15.46

The Chairman of the Audit Committee presented the minutes of its meeting held on Tuesday 24th March 2015. The Chairman outlined the internal audit reports that had been considered and a new style risk management report. The risk management report would be presented to the next meeting of the Board of Governors.

RESOLVED: that the minutes be received.

B15.47 Minutes of the Special Meeting of the Search Committee held on Tuesday 24th March 2015 B15.47

The Chairman presented the minutes of the Special Meeting of the Search Committee held on Tuesday 24th March 2015. The Chairman outlined discussions that had taken place and informed members of the actions he had taken since the Committee's meeting.

RESOLVED:

- a) that Mr. Britton be appointed to serve as a member of the Audit Committee with effect from 1st August 2015 until 31st October 2016.
- b) that Mr. Johal be appointed to serve as a member of the Remuneration Committee with immediate effect.
- c) that Mrs. Parker be appointed to serve as a member of the Search Committee with immediate effect.
- d) that Mr. Nugent be appointed to serve as a member of the Search Committee with immediate effect until 31st July 2015.
- e) that the minutes be received.

B15.48 Staff Member (Non-Academic) B15.48

The Chairman informed members that a vacancy had arisen for a Staff Member (non-academic) as the former member had left the College's employment. Nominations for the appointment of a Staff Member had been sought, however, none had been received. After the deadline for receipt of nominations a member of staff had expressed an interest in being appointed as Staff Member.

Following a discussion during which a number of options were considered, it was agreed that the Corporation Secretary should repeat the request for nominations on a reduced timescale.

RESOLVED:

- a) that the Corporation Secretary repeat the nomination process for the appointment of a Staff Member (non-academic) as requested by the Board of Governors.
- b) that the verbal report be received.

B15.49 Any Other Business B15.49

There were no items of other business.

Members of the Senior Leadership Team (excluding the Principal) left the meeting.

B15.50 NOT FOR PUBLICATION B15.50
(NFP) (NFP)

B15.51 Determination of Confidential Items B15.51

Members were asked to confirm which items of discussion should be minuted confidentially. It was agreed that discussions relating to agenda items 8 and 21 should be minuted confidentially.

RESOLVED: that discussions relating to agenda items 8 and 21 be minuted confidentially.

B15.52 Date of Next Meeting B15.52

The next meeting of the Board of Governors was planned to take place on Monday 13th July 2015, commencing at 5.30 p.m., at Central Campus.

The meeting terminated at 8.34 p.m.