

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 13th July 2015,
in Room 5F/43, at Central Campus,
commencing at 5.30 p.m.

Present:- Mr. J. Tew (Independent) (in the Chair)
Mr. J. Britton (Independent)
Mr. J. Elsmore (Independent)
Mrs. T. Hurst (Independent)
Mr. N. Johal (Independent)
Mr. R. Nugent (Independent)
Mr. G. Pennington (Principal) (part of meeting)
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. K. Whiting Executive Director for People and Corporate Services (part of meeting)

B15.53 Declarations of Interest B15.53

Mr. Britton had previously declared an interest in agenda item 8.

B15.54 Apologies B15.54

Apologies were received from Mrs. Brook, Mrs. Parker, Mrs. Wood, Messrs. Bailey, Javid and Sadler, Ms. Sheridan, Director of Quality, Student Services and Innovation, and Ms. Llewellyn, Director of Adult, Community and Foundation Learning.

B15.55 Minutes of the Meeting of the Board of Governors held on Monday 11th May 2015 B15.55

The minutes of the meeting of the Board of Governors held on Monday 11th May 2015 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B15.56 Matters Arising B15.56

There were no matters arising.

B15.57 Principal's Reports B15.57

The Principal presented a report updating members on a number of issues, activities and developments, together with a second report detailing highlights from 2014/15 and key elements in relation to 2015/16.

The Principal reminded members of issues relating to English and maths provision, discussions with the LEP regarding bids for funding, learner applications and acceptances for 2015/16, and learner discovery and taster days that had recently taken place.

In response to a query, a discussion took place regarding the LEP's educational focus and its capital funding framework.

In response to a further query the Principal updated members on the development of the FabLab and reminded members of its potential applications.

The Principal tabled three external reports for members' information.

The Principal made a presentation to members, which outlined the landscape within which the College was operating and developments arising from Government policies, particularly with regard to apprenticeships, 19+ funding cuts, the use of quality levers, issues relating to the raising of the participation age, English and maths, localism, the Productivity Plan and the Wolf Report.

Members were reminded of the main strands of the College's Strategic Plan and how these related to Government policy and initiatives. The importance of positioning the College to take advantage of opportunities that arose was emphasised, together with the need for agility and quick decision making.

A discussion took place regarding the planned 'Combined Authority' and the implications and impact this could have on the metropolitan council areas, together with possible timescales its establishment.

The Principal outlined the main issues within the recent Budget that could impact on colleges.

RESOLVED: that the reports be received.

B15.58 Strategic Plan 2015 B15.58

The Principal informed members that the Strategic Plan had been updated to take into account members' comments. A new Executive Summary had been included, together with revised mission and vision statements.

Members were reminded of the consultation process that had taken place with regard to the Plan.

RESOLVED: that the Strategic Plan 2015 be approved.

B15.59 NOT FOR PUBLICATION B15.59
(NFP) (NFP)

B15.60 Teaching and Learning Report B15.60

The Vice-Principal presented a report informing members of forecast success rates for 2014/15. The report detailed success rates for the various levels of provision including and excluding English and maths.

A discussion took place regarding the potential implications of the Government's requirements in relation to English and maths for colleges and schools, together with the potential impact on OfSTED inspections, particularly in relation to the use of data.

The Vice-Principal outlined changes that had been introduced in order to improve English and maths performance during 2015/16 and reduce its impact on success rates.

The Executive Director for People and Corporate Services up-dated members on the recruitment of staff for English and maths provision.

RESOLVED: that the report be received

B15.61 Presentation - OfSTED Common Inspection Framework B15.61

The Vice-Principal made a presentation informing members of the changes that had been made to the OfSTED Common Inspection Framework. Members were informed in detail of the arrangements for short inspections that would be applied to colleges currently graded 'good'.

The key aspects of inspection under the new framework were leadership, safeguarding, teaching, learning and assessment, a new key aspect for students' personal development, behaviour and welfare, and current learners' progress. With regard to the latter, the Vice-Principal explained that the inspectors intended to review data for current learners rather than data from previous years.

It was noted that if safeguarding was found to be ineffective, a college would be graded 'inadequate'. The Principal suggested that additional monitoring of safeguarding incidents should be undertaken through reporting to the Learners, Quality and Curriculum Committee.

RESOLVED: that the new OfSTED Common Inspection Framework be noted.

B15.62 People and Corporate Services Report B15.62

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

Members noted the improved conditions of service for staff that had been implemented during 2014/15. The Executive Director showed members a video of summer term events that had taken place, including students' awards evenings.

In response to a query, the Executive Director showed members the social media links that had now been established on the College's website.

RESOLVED: that the report be received.

B15.63 Equality and Diversity Annual Report 2014/15 B15.63

The Vice-Principal presented the Equality and Diversity Annual Report 2014/15.

The Vice-Principal emphasised that there were no significant gaps between the success rates of learners from different ethnic groups. This had been confirmed by OfSTED at the May 2014 inspection.

In response to a query, the Vice-Principal explained the recommendations within the report, which were aimed at continual improvement of equality and diversity within the College.

RESOLVED: that the Equality and Diversity Annual Report 2014/15 be received.

B15.64 NOT FOR PUBLICATION B15.64
(NFP) (NFP)

B15.65 Policies and Procedures B15.65

i) Safeguarding Policy 2015/16 and Safeguarding Annual Report 2014/15

The Vice-Principal presented the Safeguarding Policy 2015/16 and outlined the amendments that had been made.

Members noted that the Safeguarding Policy included reference to the Prevent Strategy, however, a separate Prevent Policy was being prepared for submission to the next meeting of the Board of Governors. In response to a query, members were informed that initial Prevent training had been undertaken at the Staff Development Day. A member asked that reference to 'CRB' disclosures be amended to read DBS.

The Vice-Principal then presented the Safeguarding Annual Report 2014/15 and outlined the incidents that had occurred compared to the previous year. The Principal suggested that the College should strengthen the way in which safeguarding incidents and outcomes were reported to the Board of Governors, possibly through the Learners, Quality and Curriculum Committee.

RESOLVED:

- a) that, following amendment, the Safeguarding Policy 2015/16 be approved
- b) that the Safeguarding Annual Report 2014/15 be received.

B15.66 Management Accounts for the Period ended 31st May 2015 B15.66

The Executive Director for Finance and Resources presented the management accounts for the period ended 31st May 2015 and outlined the main variances against budget. Members were informed of the forecast surplus year-end position, which it was expected would improve following clarification regarding franchising income and exam fees.

RESOLVED: that the management accounts be received.

B15.67 Code of Good Governance for English Colleges B15.67

The Chairman presented the Code of Good Governance for English Colleges and reminded members of the consultation process that had been undertaken by the Association of Colleges.

Members agreed that the Board of Governors supported the Ten Principal Responsibilities of Good Governance, however, the way in which these were implemented might vary from the methods detailed in the Code. The Chairman informed members that the Corporation Secretary had been asked to undertake a 'gap analysis' to identify areas of non-compliance.

RESOLVED: that the Code of Good Governance for English Colleges be adopted with effect from 1st August 2015.

B15.68 Appointment of Staff Member (Non-Academic) B15.68

The Corporation Secretary presented a report informing members that a second request for nominations had been sought to appoint a Staff Member (Non-Academic). Three nominations had been received, however, two had subsequently been withdrawn. As a result, the Board of Governors was asked to approve the appointment of Mr. Martin Smith, as Staff Member (Non-Academic) on the Board of Governors, for a three-year term of office, commencing 1st August 2015 and ceasing on 31st July 2018.

RESOLVED: that Mr. Martin Smith be appointed Staff Member (Non-Academic) for a term of office of three years commencing 1st August 2015 and ceasing on 31st July 2018.

B15.69 Minutes of the Meeting of the Audit Committee held on Tuesday 23rd June 2015

B15.69

The Chairman of the Audit Committee presented the minutes of its meeting held on Tuesday 23rd June 2015 and outlined its discussions and recommendations to the Board of Governors.

RESOLVED:

- a) that the proposed internal audit plan for 2015/16, based on 35 audit days, be approved.
- (NFP) b) NOT FOR PUBLICATION (NFP)
- c) that the Risk Register be approved.
- d) that the Risk Management Policy be approved.
- (NFP) e) NOT FOR PUBLICATION (NFP)
- f) that the minutes be received.

B15.70 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 24th June 2015

B15.70

The Chairman of the Learners, Quality and Curriculum Committee presented the minutes of its meeting held on Wednesday 24th June 2015 and outlined the discussions that had taken place.

With regard to an external quality report, prepared by FE Associates, the Chairman informed members of the way in which similar reports would be considered. The Learners, Quality and Curriculum Committee would own the reports in terms of accountability and the Audit Committee would consider summary reports in terms of the control framework. Members noted that in future the Learners, Quality and Curriculum Committee would determine the curriculum areas to be reviewed.

The Chairman asked that the Committee's thanks be placed on record for the active contribution the two Student Members had made to the work of the Committee.

Members noted that the Committee had requested that Section 6 of the Student Disciplinary Procedures 2015/16, relating to 'appeals procedure against the hearing outcome' be reviewed and presented to the Board of Governors for approval. The Chairman expressed concern that the appeals procedure appeared unchanged from that presented to the Learners, Quality and Curriculum Committee. Following a discussion the Board of Governors delegated authority to the Chairman of the Board, the Principal and the Vice-Principal to review, finalise and approve the appeals procedure in preparation for the 2015/16 academic year. A member asked that the revised procedure be submitted to a future meeting of the Board of Governors for information.

RESOLVED:

- a) that the Board of Governors delegate authority to the Chairman of the Board of Governors, the Principal and Vice-Principal to review, finalise and approve Section 6 of the Student Disciplinary Procedures 2015/16 relating to 'appeals procedure against the hearing outcome'.
- b) that the revised Student Disciplinary Procedure 2015/16 be submitted to a future meeting of the Board of Governors for information.

- c) that the minutes be received.

B15.71 Minutes of the Meeting of the Search Committee held on Monday 6th July 2015 and Report of the Special Meeting held on Monday 13th July 2015

B15.71

The Chairman presented the minutes of the meeting of the Search Committee held on Monday 6th July 2015 and a report of the Special Meeting that had been held earlier in the day. The Chairman outlined discussions that had taken place and the recommendations made to the Board of Governors.

The Chairman informed members that three applicants for membership of the Board of Governors had met with the Search Committee to discuss their applications. The Committee had agreed to recommend all three applicants for appointment as Independent Members. The rationale for these recommendations was explained.

Mr. Nugent presented recommendations from the Search Committee regarding the appointment of Mr. Tew as an Independent Member and also as Chairman of the Board of Governors. Members noted that Mr. Tew had indicated that he was willing to be appointed to the Board of Governors for a further term of office of no more than two years. The Committee had emphasised the importance of succession planning for the appointment of a new Chairman during the coming year in order to ensure an effective hand-over.

RESOLVED:

- a) that Mr. Jan Britton be appointed Chairman of the Search Committee with immediate effect.
- b) that the role of Deputy Vice-Chairman be dis-established.
- c) that Mr. Tew be appointed to serve as an Independent Member on the Board of Governors for a two-year term of office commencing 1st August 2015 and ceasing on 31st July 2017.
- d) that Mr. Tew be appointed Chairman of the Board of Governors for a two-year term of office commencing 1st August 2015 and ceasing on 31st July 2017.
- e) that Mr. Tew be appointed to serve as Vice-Chairman of the Search Committee, Vice-Chairman of the Remuneration Committee and member of the Learners, Quality and Curriculum Committee with effect from 1st August 2015.
- f) that the Board of Governors note that the Search Committee was satisfied with the progress that had been made in implementing the Governance Self-Assessment Report Action Plan.
- g) that Mrs. Rebecca Jenkins-Crutchley be appointed to serve as an Independent Member on the Board of Governors for a term of office of three years commencing 1st August 2015 and ceasing on 31st July 2018.
- h) that Mr. Ken Ellis be appointed to serve as an Independent Member on the Board of Governors for a term of office of three years commencing 1st August 2015 and ceasing on 31st July 2018.
- i) that Mr. Noel Dunne be appointed to serve as an Independent Member on the Board of Governors for a term of office of three years commencing 1st August 2015 and ceasing on 31st July 2018.
- j) that the minutes be received.

B15.72 Appointment of Chairman (with effect from 1st August 2015) B15.72

The appointment of Chairman of the Board of Governors, with effect from 1st August 2015, had been discussed earlier in the meeting under agenda item 19.

B15.73 Any Other Business B15.73

1. Mr. Mike Bailey and Mr. Richard Nugent (Independent Members)
Mrs. Stacey Wood and Mr. Joshua Sadler (Student Members)

The Chairman asked that members' thanks and appreciation for the commitment and contribution that Mr. Bailey and Mr. Nugent had made to the Board of Governors, its committees and the College during their terms of office be placed on record. The Chairman informed members that as Mr. Bailey had been unable to attend this meeting he would write to him on behalf of the Board.

Mr. Nugent commented that it had been a privilege to serve as a member of the Board of Governors.

The Chairman also expressed thanks to the Student Members for their contributions to the Board of Governors and the Learners, Quality and Curriculum Committee.

The Chairman asked that members then consider agenda items 23 and 24. Discussions regarding these matters are detailed below under minutes numbered B15.75 and B15.76.

B15.74 NOT FOR PUBLICATION B15.74
(NFP) (NFP)

B15.75 Determination of Confidential Items B15.75

Members were asked to confirm which of its discussions should be minuted confidentially. It was agreed that discussions relating to agenda items 7, 12, 17 (in part) and 22 should be minuted confidentially.

RESOLVED: that discussions relating to agenda items 7, 12, 17 (in part) and 22 be minuted confidentially.

B15.76 Date of Next Meeting B15.76

The next meeting of the Board of Governors was planned to take place on Monday 19th October 2015, commencing at 5.30 p.m., at Central Campus.

The meeting terminated at 8.38 p.m.