

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 19th October 2015,
in Room 5F/43, at Central Campus,
commencing at 4.45 p.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. J. Britton	(Independent)	(part of meeting)
	Mr. K. Ellis	(Independent)	
	Mrs. T. Hurst	(Independent)	
	Mr. B. Javid	(Independent)	
	Ms. R. Jenkins-Crutchley	(Independent)	
	Mr. N. Johal	(Independent)	
	Mrs. C. Parker	(Independent)	(part of meeting)
	Mrs. L. Pitsillides	(Staff)	
	Mr. G. Pennington	(Principal)	(part of meeting)
	Mr. A. Scott	(Independent)	
	Mr. M. Smith	(Staff)	
	Mr. M. J. Uddin	(Independent)	

Also in Attendance:-

Miss J. Berry	Corporation Secretary
Mr. D. Hawkins	Executive Director for Finance and Resources
Mr. D. Holden	Vice-Principal
Dr. M. Lamb	Director of Sixth Form
Ms. A. Llewellyn	Director of Adult, Community and Foundation Learning
Ms. K. Lord	Assistant Principal
Ms. R. Pal	Director for Funding, Information Services and Exams
Ms. A. Sheridan	Director of Quality, Student Studies and Innovation
Ms. K. Whiting	Executive Director for People and Corporate Services

B15.84 Welcome B15.84

The Chairman welcomed the Assistant Principal to her first meeting of the Board of Governors.

B15.85 Declarations of Interest B15.85

There were no declarations of interest.

B15.86 Apologies B15.86

Apologies were received from Mrs. Brook, Mr. Dunne and Mr. Britton and Mrs. Parker for late arrival.

B15.87 Minutes of the Meeting of the Board of Governors held on Monday 13th July and the Special Meeting held on Monday 7th September 2015 B15.87

The minutes of the meeting of the Board of Governors held on Monday 13th July and the Special Meeting held on Monday 7th September 2015 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B15.88 Matters Arising B15.88

There were no matters arising.

B15.89 Principal's Report

B15.89

The Principal presented a report updating members on enrolments to-date, success rates 2014/15, funding and developments in line with the Strategic Plan.

Student enrolments were significantly above target and actions being taken to ensure effective use of resources and to maximise student retention were outlined.

For the benefit of the new members, the Chairman reminded members of the discussions that had taken place earlier in the year with regard to the Strategic Plan. The impact of lagged funding was explained. The Principal informed members of reduced funding that had been notified to the College during the summer and the possible impact of the Government's forthcoming Spending Review.

The Principal outlined a number of developments that were being progressed in line with the Strategic Plan. The Chairman informed members that these matters would be presented to a future meeting of the Board of Governors.

Mr. Britton joined the meeting during the above discussion.

The Principal informed members of the opening of a Careers Hub and a Student Hub. It was noted that the Careers Hub was open to non-College students.

Members were reminded that a presentation on Area Reviews would take place at the conclusion of this meeting. A paper would also be presented to the next meeting of the Board of Governors.

RESOLVED: that the Principal's Report be received.

B15.90 2014/15 Provisional Results, Outcomes and Actions

B15.90

The Vice-Principal presented a report detailing provisional success rates for 2014/15 for 16-18 and 19+ provision, apprenticeships and overall success rates and key actions. The report detailed success rates including and excluding English and maths.

The Vice-Principal outlined the actions that had been established in relation to curriculum key risk areas. It was noted that these would be monitored through the Learners, Quality and Curriculum Committee. Members were reminded of the external review processes that had been established, which would also be reported to the Committee.

i) 'A' Level Results

The Director of Sixth Form informed members of the AS and A2 success rates for 2014/15 compared to the previous year and the national averages for further education colleges and sixth form colleges.

In response to a query, a discussion took place regarding the changes to the 'A' level regime and the impact this might have on future years' success rates.

Mrs. Parker joined the meeting.

The Chairman asked that the Board of Governors record its thanks and congratulations to the Director of Sixth Form and his team for the success achieved by 'A' level students in 2014/15.

RESOLVED:

- a) that the Board of Governors record its thanks and congratulations to the Director of Sixth Form and his team for the success achieved by 'A' level students in 2014/15.
- b) that the report be received.

B15.91 Partnership with Future Skills and Sandwell Adult Education B15.91
– Update on Progress

The Vice-Principal presented a report updating members on developments since the previous meeting regarding Future Skills. The background to the initiative was explained for the benefit of new members. The Executive Director for People and Corporate Services updated members on matters relating to staffing and marketing.

Members were also updated on adult education provision within the local authority.

The Chairman informed members that he and another Independent Member had witnessed the execution of the transfer documents relating to Future Skills.

RESOLVED: that the report be received.

B15.92 Teaching and Learning Report B15.92

The Vice-Principal presented a report updating members on traineeships, study programmes, the study programme structure, developments through funding bids and teaching initiatives.

The Principal highlighted a number of other initiatives that had been introduced including short programmes for disengaged learners and pre-apprenticeships.

RESOLVED: that the report be received.

B15.93 People and Corporate Services Report B15.93

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

In response to a query, members were informed that a number of staff appointed during 2014/15 had been one-to-one support workers for learners with additional needs.

RESOLVED: that the report be received.

B15.94 Policies and Procedures B15.94

i) Prevent Duty Policy

The Vice-Principal reminded members that the Safeguarding Policy had been approved at a previous meeting of the Board of Governors. An appendix to the Policy, relating to the Prevent Duty, was tabled for members' consideration.

RESOLVED: that the Prevent Duty appendix to the Safeguarding Policy be approved, subject to further discussion at the next meeting of the Board of Governors.

ii) Sub-Contracting Policy and Local Apprenticeship Franchising

The Director for Funding, Information Services and Exams presented a proposed Supply Chain Sub-Contracting Policy for 2015/16 and explained that this was a requirement of the Skills Funding Agency's funding rules.

Members were reminded of the Government's priority to increase apprenticeship provision and were informed that the Sub-Contracting Policy would allow the College to expand its apprenticeship provision with the involvement of local stakeholders, subject to adequate due diligence processes, as well as through direct delivery.

RESOLVED: that the Supply Chain Sub-Contracting Policy 2015/16 be approved.

B15.95 Management Accounts for the Period ended 31st July 2015 B15.95

The Executive Director for Finance and Resources presented the management accounts for the year ended 31st July 2015 and outlined the year-end position compared to forecast. The reasons for the increased surplus position were explained. Members were informed that the financial year-end audit had been concluded and no changes had been required as a result of the audit process.

RESOLVED: that the management accounts be received.

B15.96 Three Year Financial Plan 2015/16 – 2017/18 B15.96

The Executive Director for Finance and Resources reminded members that a revised College budget 2015/16 and three year financial plan had been considered and approved at the meeting of the Board of Governors held on Monday 7th September 2015. Colleges had been required to submit their revised financial plans to the Skills Funding Agency by 30th September 2015. Prior to this date, the College had amended its financial plan to take into account enrolments for 2015/16.

RESOLVED: that the revisions to the College budget 2015/16 and the three year financial plan be approved.

B15.97 2015-16 Forecast Position B15.97

The Executive Director for Finance and Resources presented the financial forecast for the period to 31st July 2016.

RESOLVED: that the financial forecast be received.

The Principal left the meeting.

B15.98 Appointment of Student Members B15.98

The Corporation Secretary informed members that two nominations for the appointment of Student Members had been received from the Students' Union. One nomination form was tabled for members' consideration. It was expected that the second nomination form would be presented to the next meeting of the Board of Governors.

RESOLVED:

- a) that Mr. Jason Imasogie be appointed Student Member on the Board of Governors for a term of office of 9 months commencing 20th October 2015 and ceasing on 31st July 2016.
- b) that Mr. Imasogie be appointed as a member of the Learners, Quality and Curriculum Committee with effect from 20th October 2015.

- c) that the Chairman and Corporation Secretary arrange to meet with the Student Member nominees prior to the next meeting of the Board of Governors.
- d) that the report be received.

B15.99 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 7th October 2015

B15.99

The Chairman presented the minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 7th October 2015.

The Chairman reminded members that Mr. Elsmore's term of office had ceased on 16th October 2015. The Chairman asked that the Board of Governors thanks be placed on record for the significant contribution Mr. Elsmore had made to the work of the Board of Governors and the Learners, Quality and Curriculum Committee during his term of office.

RESOLVED:

- a) that the Board of Governors thanks be recorded for the significant contribution Mr. Elsmore had made to the work of the Board of Governors and the Learners, Quality and Curriculum Committee during his term of office.
- b) that the minutes be received.

B15.100 Minutes of the Special Meetings of the Search Committee held on Monday 13th July and Monday 7th September and the Meeting held on Monday 12th October 2015

B15.100

The Chairman of the Search Committee presented the minutes of its meetings held on Monday 13th July, 7th September and 12th October 2015, which contained a number of recommendations to the Board of Governors. The Corporation Secretary reminded members that the recommendations contained within the minutes of the meeting held on Monday 13th July 2015 had been considered by the Board of Governors at a meeting held later that day.

The Chairman of the Board of Governors explained the rationale for the Committee's recommendation that the Board of Governors should appoint a second temporary Vice-Chairman. Mr. Britton proposed that Mr. Johal be appointed as second temporary Vice-Chairman with immediate effect. This was seconded by Mr. Uddin and unanimously agreed.

The Chairman of the Search Committee outlined the reasons for the establishment of a Task and Finish Group in relation to Area Reviews. It was emphasised that this Group would not have any devolved authority or power to act on behalf of the Board of Governors.

RESOLVED:

- a) that Mr. Tariq Mahmood be appointed to serve as an Independent Member on the Board of Governors, for a term of office of 18 months, commencing 1st November 2015 and ceasing on 30th April 2017.
- b) that Mrs. Hurst be appointed Chairman of the Learners, Quality and Curriculum Committee with immediate effect.

- c) that Mr. Ellis be appointed as a member of the Learners, Quality and Curriculum Committee with immediate effect.
- d) that Mrs. Jenkins-Crutchley be appointed as a member of the Audit Committee with immediate effect.
- e) that Mr. Mahmood be appointed as a member of the Audit Committee with effect from 1st November 2015.
- f) that, for the time being, the vacancy on the Search Committee remain in abeyance.
- g) that, for the time being, the appointment of a Vice-Chairman of the Audit Committee remain in abeyance.
- h) that Mrs. Hurst be appointed as an Independent Member on the Board of Governors for a two-year term of office commencing 1st January 2016 and ceasing on 31st December 2017.
- i) that Mrs. Hurst be appointed as a member and Chairman of the Learners, Quality and Curriculum Committee with effect from 1st January 2016.
- j) that Mr. Scott be appointed as an Independent Member on the Board of Governors for a one-year term of office commencing 1st January 2016 and ceasing on 31st December 2016.
- k) that Mr. Scott be appointed as a member and Chairman of the Audit Committee with effect from 1st January 2016.
- l) that Mr. Johal be appointed as second temporary Vice-Chairman of the Board of Governors with immediate effect.
- m) that a Task and Finish Group be established in relation to Area Reviews comprising the Chairman of the Board of Governors, the Vice-Chairman (or second temporary Vice-Chairman), the Principal and two other Board members.
- n) that the Board of Governors confirm that the Task and Finish Group would not have any devolved authority or power to act on behalf of the Board of Governors.
- o) that the Corporation Secretary liaise with members in order to arrange for a Strategy Day to take place later in the current term or very early in the New Year.
- p) that the Board of Governors note that the Search Committee had undertaken a review of the Register of Corporation Members' Interests.
- q) 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.
- r) that the minutes be received.

B15.101 Student Disciplinary Procedures 2015/16

B15.101

The revised Student Development and Disciplinary Procedures 2015/16 were received for information, as had been requested.

RESOLVED: that the Student Development and Disciplinary Procedures 2015/16 be received.

B15.102 Any Other Business B15.102

There were no items of other business.

B15.103 Annual Report – Board of Governors/Senior Postholders' Expenses 2014/15 B15.103

Members received a report detailing expenses paid to members of the Board of Governors, senior postholders and the Corporation Secretary during 2014/15.

RESOLVED: that the report be received.

B15.104 Determination of Confidential Items B15.104

Members were asked to confirm which of its discussions should be minuted confidentially. It was agreed that the Chairman should determine confidential minutes once they had been drafted.

RESOLVED: that the Chairman determine discussions that should be minuted confidentially once the draft minutes had been produced.

B15.105 Date of Next Meeting B15.105

The next meeting of the Board of Governors was planned to take place on Monday 14th December 2015, commencing at 5.00 p.m., at Central Campus.

The meeting terminated at 6.38 p.m.