

SANDWELL COLLEGE

Minutes of a Special Meeting of the Board of Governors
held on Tuesday 1st December 2015,
in Room 6F/39, at Central Campus,
commencing at 10.45 a.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. K. Ellis	(Independent)	
	Mrs. T. Hurst	(Independent)	
	Mr. B. Javid	(Independent)	
	Ms. R. Jenkins-Crutchley	(Independent)	
	Mr. T. Mahmood	(Independent)	
	Mr. G. Pennington	(Principal)	
	Mr. A. Scott	(Independent)	
	Mr. M. Smith	(Staff)	

Also in Attendance:-

Mr. D. Hawkins	Executive Director for Finance and Resources
Mrs. S. Shelton	Personal Assistant to the Principal

B15.106 Welcome B15.106

The Chairman welcomed Mr. Mahmood and Ms Jenkins-Crutchley to their first meeting of the Board of Governors.

B15.107 Declarations of Interest B15.107

There were no declarations of interest.

B15.108 Apologies B15.108

Apologies were received from Mrs. Brook, Mrs. Parker, Ms. Pitsillides, Messrs. Britton, Dunne, Johal, Uddin and the Corporation Secretary.

B15.109 Financial Year-End 2014/15 B15.109

i) Sandwell College – Members Report and Financial Statements for the Year Ended 31st July 2015

The Executive Director for Finance and Resources presented the Members Report and Financial Statements 2014/15 and highlighted the year-end position in relation to the income and expenditure account and the balance sheet.

Members noted that there were no issues with regard to the bank covenants.

The Audit Committee had considered the Members Report and Financial Statements in detail and recommended its approval to the Board of Governors.

ii) Verbal Report of the Meeting of the Audit Committee held on Tuesday 1st December 2015

The Chairman of the Audit Committee presented a verbal report of the meeting of the Audit Committee that had taken place earlier in the day and outlined the recommendations that had been made to the Board of Governors.

RESOLVED: that the verbal report be received.

a) Financial Statements and Regularity Audit - Management Report and Opinion 2014/15

The Chairman of the Audit Committee presented the Financial Statements and Regularity Audit Management Report and Opinion 2014/15. The report had been recommended to the Board of Governors for approval.

RESOLVED: that the Financial Statements and Regularity Audit Management Report 2014/15 be received and approved.

b) Internal Audit – Annual Report 2014/15

The Chairman of the Audit Committee presented the Internal Audit Annual Report 2014/15. This summarised the work of the Internal Audit Service during 2014/15 particularly in relation to Governance, Risk Management and Internal Controls. The report had been recommended to the Board of Governors for approval.

RESOLVED: that the Internal Audit Annual Report 2014/15 be approved.

c) Risk Management Annual Report 2014/15

The Chairman of the Audit Committee presented the Risk Management Annual Report 2014/15 and referred members to the report's conclusion. The Audit Committee had recommended the report to the Board of Governors for approval.

RESOLVED: that the Risk Management Annual Report 2014/15 be approved.

d) Letter of Representation

Members considered the proposed letter of representation that had been recommended to the Board of Governors for approval. The Chairman of the Audit Committee commented that the letter contained no representations specific to the College.

RESOLVED: that the Letter of Representation relating to 2014/15 be approved for signature by the Chairman.

iii) Annual Report of the Audit Committee to the Board of Governors and the Accounting Officer 2014/15

The Chairman of the Audit Committee presented the Committee's Annual Report to the Board of Governors and the Accounting Officer 2014/15 and reminded members that under the Joint Audit Code of Practice (JACOP) the Annual Report had to be submitted to the Skills Funding Agency with the financial statements.

RESOLVED: that the Annual Report of the Audit Committee to the Board of Governors and the Accounting Officer 2014/15 be approved.

iv) Reconciliation of Period 12 Management Accounts (July 2015) to the Financial Statements 2014/15

The Director of Finance presented a reconciliation of the management accounts for July 2015 (period 12) with the financial statements 2014/15.

RESOLVED: that the report be received.

v) Sandwell College – Members Report and Financial Statements for the Year Ended 31st July 2015 – Approval and Signature

Following further consideration of the Members Report and Financial Statements for the year ended 31st July 2015, together with all of the reports relating to the financial year-end audits, the Board of Governors approved the Members' Report and Financial Statements 2014/15 for signature by the Chairman and Principal.

RESOLVED: that the Members Report and Financial Statements 2014/15 be approved for signature by the Chairman and Principal.

B15.110 Management Accounts for the Period ended 31st October 2015 B15.110

The Executive Director for Finance and Resources presented the management accounts for the period ended 31st October 2015.

RESOLVED: that the management accounts be received.

B15.111 Determination of Confidential Items B15.111

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.

Members were reminded that there was now a requirement for the Members Report and Financial Statements to be published on the College's website.

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

B15.112 Date of Next Meeting B15.112

The Chairman reminded members that Mr. Javid's term of office as a member of the Board of Governors would cease on 31st December 2015. On behalf of the Board the Chairman thanked to Mr. Javid for his very positive contribution to the work of the Board of Governors and the Learners, Quality and Curriculum Committee.

The next meeting of the Board of Governors was planned to take place on Monday 22nd February 2016, commencing at 5.30 p.m., at Central Campus.

In addition, the Annual Strategy, Policy and Discussion Forum had been planned to take place on Friday 5th February 2016, commencing at 11.00 a.m. A Strategy Event had also been planned to take place on Monday/Tuesday 14th/15th December 2015.

The meeting terminated at 11.50 a.m.