

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 22nd February 2016,
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. N. Dunne	(Independent)	
	Mr. K. Ellis	(Independent)	
	Mrs. T. Hurst	(Independent)	
	Ms. R. Jenkins-Crutchley	(Independent)	
	Mr. T. Mahmood	(Independent)	
	Mr. G. Pennington	(Principal)	
	Mrs. L. Pitsillides	(Staff)	
	Mr. A. Scott	(Independent)	
	Mr. 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
Mrs. K. Lord	Assistant Principal
Ms. A. Sheridan	Director of Quality, Learner Services and Innovation
Mrs. K. Whiting	Executive Director People and Corporate Services

B16.08 Welcome B16.08

The Chairman welcomed members to the meeting.

B16.09 Declarations of Interest B16.09

There were no declarations of interest.

B16.10 Apologies B16.10

Apologies were received from Mrs. Brook, Mrs. Parker, Mrs. Wood (Student Member nominee) Messrs. Johal and Smith, and the Director for Funding, Information Services and Innovation.

B16.11 Minutes of the Meeting of the Board of Governors held on Monday 19th October and the Special Meetings held on Tuesday 1st December 2015 and Tuesday 9th February 2016 B16.11

The minutes of the meeting of the Board of Governors held on Monday 19th October 2015 and the Special Meetings held on Tuesday 1st December 2015 and Tuesday 9th February 2016 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B16.12 Matters Arising B16.12

i) Financial Year-End 2014/15 (Vide Minute B15.109)

The Corporation Secretary informed members that the Members' Report and Financial Statements 2014/15 had been signed by the Chairman, Principal and financial statements auditors and submitted to the Skills Funding Agency by its deadline of 31st December 2015.

(NFP) ii) NOT FOR PUBLICATION (NFP)

B16.13 Principal's Report B16.13

The Principal presented a report updating members on learner recruitment against target for 2015/16, success rates for 2014/15, funding, and developments in line with the Strategic Plan.

Student recruitment was above target and recruitment for 2016/17 was currently higher when compared to the same time in the previous year. Developments with regard to the recruitment process and the learner journey were outlined. Marketing campaigns were being undertaken where learner numbers needed to improve.

In response to a query, the Vice-Principal explained that the publication of national success rates had been delayed.

The Principal outlined, in detail, a number of developments and potential partnerships that were being pursued. In response to a query, the Executive Director for Finance and Resources explained the process and timeline for finalising a potential partnership with a training provider.

Members noted the actions taken with regard to a LEP proposal aimed at enhancing the FabLab development.

Initiatives with regard to the further development of sixth form provision were explained and members were informed of the traineeships being offered by the College.

Actions being taken to improve student attendance, particularly in relation to English and maths, were explained. The Chairman asked that a report on Student Attendance be submitted to the Learners, Quality and Curriculum Committee.

A member queried whether the College used student mentors and members were informed of initiatives that had been introduced including motivational talks by former students.

Members were informed of a national strike by UCU that was planned to take place on Wednesday 24th February 2016, together with the reasons for the action. Members were informed of actions that had been taken in liaison with the police and the local authority following a recent bomb hoax. A discussion also took place regarding student discipline and safeguarding.

RESOLVED:

- a) that a report on Student Attendance be submitted to the Learners, Quality and Curriculum Committee.
- b) that the Principal's Report be received.

- i) Governance Self-Assessment Report 2014/15
- ii) College Self-Assessment Report 2014/15

The Vice-Principal presented the Self-Assessment Reports for 2014/15.

Members were referred to the College's key strengths and the reasons why the College had not graded itself as 'outstanding'.

In response to a query, members were informed of the College's links with employers and the actions taken to secure work experience opportunities for learners. In response to a further query, members were also informed of the health and safety checks that were undertaken with employers.

The Director for Quality, Learner Services and Innovation outlined the support provided by Sandwell MBC with regard to work experience opportunities.

In response to a query, members were reminded of the processes that were in place to improve the quality of teaching and learning, including the introduction of Teaching Squares.

RESOLVED:

- a) that the Governance Self-Assessment Report 2014/15 be approved.
- b) that the College Self-Assessment Report 2014/15 be approved.
- c) that the reports be received.

- i) Prevent Appendix to the Safeguarding Policy

The Vice-Principal informed members of a review that OfSTED had undertaken with regard to the College's implementation of the Prevent Duty. Two members of the Board of Governors had met with OfSTED as part of the review. The Prevent Appendix to the College's Safeguarding Policy had been considered as part of the review. OfSTED had graded the College 'good'.

RESOLVED: that the Prevent Appendix to the Safeguarding Policy be approved.

- ii) Freedom of Information Policy, Publication Scheme and Definitions Document

The Corporation Secretary presented an updated Freedom of Information Policy, Publication Scheme, Definitions Document and Charging Policy. Members were informed that these documents had been updated in line with the College's organisational structure and revised models issued by the Information Commissioner.

In response to a query, aspects of the Charging Policy were clarified.

RESOLVED: that the revised Freedom of Information Policy, Publication Scheme, Definitions Document and Charging Policy be approved.

- iii) Data Protection Policy

Members considered and approved a revised Data Protection Policy that had been updated in line with the College's organisational structure.

RESOLVED: that the revised Data Protection Policy be approved.

- B16.16 Changes to Bank Mandate B16.16
- The Executive Director for Finance and Resources presented a revised bank mandate, which had been requested by the bank, for consideration and approval. The changes to the bank mandate were explained.
- RESOLVED: that the proposed changes to the bank mandate be approved, together with the resolutions contained therein.
- B16.17 Sandwell College Financial Plan 2015/17- Letter from the Skills Funding Agency B16.17
- The Executive Director for Finance and Resources presented a letter from the Skills Funding Agency, which confirmed the College's financial health as 'good' for 2014/15 and 2015/16.
- RESOLVED: that the report be received.
- B16.18 Management Accounts for the Period ended 31st December 2015 B16.18
- The Executive Director for Finance and Resources presented the management accounts for the year ended 31st December 2015 and outlined the variances against budget. Expenditure in relation to exam fees, training and marketing were explained. The forecast year-end position was in line with budget.
- RESOLVED: that the management accounts be received.
- B16.19 Annual Report – Trust Funds 2014/15 B16.19
- The Executive Director for Finance and Resources presented an annual report on the performance of the College's trust funds, which were administered on behalf of the College by Sandwell MBC. Members were pleased to note that the College had utilised some of the income from the trust funds to support student activities.
- The Executive Director was asked to email the Chief Executive of Sandwell MBC regarding any assistance he could give in securing the transfer of the trust funds to the College.
- RESOLVED: that the report be received.
- B16.20 Students' Union Accounts 2014/15 B16.20
- The Executive Director for Finance and Resources presented the Students' Union accounts for 2014/15.
- RESOLVED: that the Students' Union Accounts 2014/15 be received and noted.
- B16.21 Appointment of Student Member B16.21
- The Corporation Secretary presented a report detailing a nomination received for the appointment of Student Member to the Board of Governors. The Chairman reminded members that Mrs. Wood had served as a Student Member during 2014/15 and had made a positive contribution to discussions.
- RESOLVED:
- a) that Mrs Stacey Wood be appointed as Student Member on the Board of Governors with immediate effect until 31st July 2016.

- b) that the Board of Governors note that the Student Member would serve as a member of the Learners, Quality and Curriculum Committee.
- c) that the report be received.

B16.22 Minutes of the Meeting of the Audit Committee held on Tuesday 1st December 2015

B16.22

The Chairman of the Audit Committee presented the minutes of its meeting held on Tuesday 1st December 2015. Recommendations relating to the financial year-end audit 2014/15 had been considered by the Board of Governors at its meeting held on that day. The remaining recommendations were outlined to members.

With regard to the appointment of Grant Thornton as financial statements auditors for 2016/17 the Executive Director for Finance and Resources informed members that Grant Thornton had confirmed that its audit fee would remain unchanged from 2014/15.

RESOLVED:

- a) that the appointment of Grant Thornton as financial statements auditors for 2015/16 be approved.
- b) that the appointment of RSM as internal audit service provider for 2016/17 be approved.
- c) that the appointment of Grant Thornton as financial statements auditors for 2016/17 be approved.
- d) that the minutes be received.

B16.23 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 2nd December 2015

B16.23

The Chairman of the Learners, Quality and Curriculum Committee presented the minutes of its meeting held on Wednesday 2nd December 2015. Members noted that the Committee's recommendation regarding the approval of the College Self-Assessment Report 2014/15 had been considered earlier in the meeting under agenda item 7 (ii).

In response to a query regarding OfSTED's recognition of the work the College had undertaken to move the College to 'outstanding' it was agreed that the letter received from OfSTED detailing the outcome of the visit should be circulated to members.

RESOLVED:

- a) that the letter detailing the outcome of OfSTED's visit to the College in the Autumn term 2015/16 be circulated to members.
- b) that the minutes be received.

B16.24 Proposed Schedule of Meetings for the Board of Governors and its Committees 2016/17

B16.24

The Corporation Secretary presented a proposed schedule of meetings for the Board of Governors and its committees for 2016/17. The Chairman commented that the schedule of meetings might need to be amended once the timeline for the Black Country Area Based Review process was known.

The Principal asked that a Special Meeting of the Board be arranged to take place in March 2016 to consider matters relating to a partnership proposal. It was agreed that a meeting would take place at 5.30 p.m. on Monday 21st March 2016.

RESOLVED:

- a) that a Special Meeting of the Board of Governors be arranged to take place on Monday 21st March 2016 commencing at 5.30 p.m. at Central Campus.
- b) that the proposed schedule of meetings for the Board of Governors and its Committees for 2016/17 be approved.
- c) that the report be received.

B16.25 Any Other Business B16.25

There were no items of other business.

The meeting adjourned for 10 minutes.

B16.26 NOT FOR PUBLICATION B16.26
(NFP) (NFP)

B16.27 Determination of Confidential Items B16.27

Members were asked to confirm which of its discussions should be minuted confidentially. It was agreed that agenda items 5 (ii) and 19 should be minuted confidentially.

RESOLVED: that agenda items 5 (ii) and 19 be minuted confidentially.

B16.28 Date of Next Meeting B16.28

The next planned meeting of the Board of Governors was scheduled to take place on Monday 16th May 2016, commencing at 5.30 p.m., at Central Campus. As discussed earlier, it was intended to hold a Special Meeting of the Board of Governors on Monday 21st March 2016, commencing at 5.30 p.m.

The meeting terminated at 8.45 p.m.