

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 13th June 2016,
in Room 5F/43, at Central Campus,
commencing at 5.50 p.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. K. Ellis	(Independent)	
	Mrs. T. Hurst	(Independent)	
	Ms. R. Jenkins-Crutchley	(Independent)	
	Mr. N. Johal	(Independent)	(part of meeting)
	Mr. T. Mahmood	(Independent)	
	Mr. G. Pennington	(Principal)	(part of meeting)
	Mr. A. Scott	(Independent)	
	Mr. J. Uddin	(Independent)	

Also in Attendance:-

Mr. D. Hawkins	Executive Director for Finance and Resources	(part of meeting)
Mr. D. Holden	Vice Principal	(part of meeting)
Mrs. A. Llewellyn	Director for Adult, Community and Foundation Learning	(part of meeting)
Ms. A. Sheridan	Director for Quality, Learner Services and Innovation	(part of meeting)
Mrs. K. Whiting	Executive Director for People and Corporate Services	(part of meeting)

B16.49 Declarations of Interest B16.49

There were no declarations of interest.

B16.50 Apologies B16.50

Apologies were received from Mrs. Parker, Mrs. Pitsillides, Messrs Britton, Dunne, Imasogie and Smith, and, from Mr. Johal for late arrival.

B16.51 Minutes of the Meeting of the Board of Governors held on Monday 16th May 2016 B16.51

The minutes of the meeting held on Monday 16th May 2016 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B16.52 Matters Arising B16.52

There were no matters arising.

B16.53 Principal's Report B16.53

The Principal presented a report informing members of student recruitment numbers for 2015/16 against target, student applications for 2016/17 which were very encouraging, adult funding against target and recruitment of apprenticeships. Members noted that the Skills Funding Agency had asked the College to consider taking on a number of apprentices from another provider. The College was continuing to introduce initiatives to further improve the quality of provision.

Members were informed of the financial year-end forecast position.

The Principal updated members on the Black Country Area Based Review (BCABR) process, particularly with regard to the second Steering Group meeting that had taken place on Friday 20th May 2016; meetings of the Black Country Colleges Chairmen and Principals and collaborative initiatives that were being progressed; a visit to the College from the Deputy FE Commissioner and papers that the College was required to submit to the Area Review team detailing potential options.

With regard to collaboration members were provided with a copy of the Black Country Colleges Partnership Plan 2016-2020; together with the Apprenticeship Guide for Employers and the Black Country Colleges Manifesto 2016.

The Principal updated members on the College's application to establish a Multi Academy Trust, developments with regard to higher education provision, partnership discussions with a private training provider, discussions with the LEP in relation to further developing the FabLab and links that were being developed with Birmingham City Council.

Members noted the successful 'Future College 2' event that had recently taken place on the theme of employability.

The Principal then updated members on the strategic reviews that had taken place in relation to teaching and learning, work being undertaken with regard to English and maths provision and the impact this might have on overall success rates.

In response to a number of queries, members were reminded of the cash protection for adult provision that had been announced in the Government's Autumn Statement and the networking activities the College was involved in to ensure the sharing of best practice.

RESOLVED: that the Principal's Report be received.

B16.54

Risk Management Report

B16.54

The Executive Director for Finance and Resources presented the Risk Management Report. In response to a query, the format of the report was explained, together with the scoring rationale and the way in which mitigating actions impacted on the scores. Members were reminded that a Risk Management Report was presented to each meeting of the Audit Committee. The Senior Leadership Team ensured that any new risks were added to the Risk Register.

RESOLVED: that the Risk Management Report be received.

B16.55

Policies and Procedures

B16.55

i) Health, Safety and Welfare Policy

The Executive Director for Finance and Resources presented a revised Health, Safety and Welfare Policy and informed members that no significant changes had been made to the Policy. A number of new areas had been included relating to Building Regulations, asbestos, COSHH labelling and smoking in cars. It was noted that there was no asbestos in the College's buildings.

With regard to the College's Occupational Health Team a member suggested that the College could consider out-sourcing its skills and expertise to other organisations. Members noted the continuous professional development undertaken by the Health, Safety and Security Manager.

In response to a query, members were reminded that the College's security service was provided in-house.

Members suggested a number of minor amendments to the Policy.

RESOLVED: that, subject to a number of minor amendments, the Health, Safety and Welfare Policy be approved.

ii) Tuition Fee Policy 2016/17

The Executive Director for Finance and Resources presented the Tuition Fee Policy for 2016/17 and outlined the key changes, which related to payment of tuition fees by instalments and student loans.

RESOLVED: that the Tuition Fee Policy 2016/17 be approved.

iii) Students' Union Constitution

The Director for Quality, Learner Studies and Innovation presented a revised Students' Union Constitution and reminded members that this was based on guidance from the National Union of Students. The Constitution had been reviewed in consultation with the Students' Union elected officers and student services staff.

The main changes to the Constitution related to an increased number of multi-faith officers across the College, the establishment of more faith based clubs and societies and general updating of job titles etc.

In response to a query, members were informed that a summary of the Constitution was provided to students. All students were members of the Students' Union unless they decided to opt-out. In response to a further query, members were informed of how the Students' Union was funded.

RESOLVED: that the Students' Union Constitution be approved.

B16.56 Membership of the Remuneration Committee

B16.56

The Chairman asked that this agenda item be discussed later in the meeting under Any Other Business.

RESOLVED: that 'Membership of the Remuneration Committee' be discussed later in the meeting under Any Other Business.

B16.57 Sandwell College Financial Statements 2014/15
Letter from the Skills Funding Agency

B16.57

The Executive Director for Finance and Resources presented a letter from the Skills Funding Agency outlining its assessment of the College's financial health. Members noted that the College had written to the SFA requesting a review of its financial health grading to 'Outstanding'.

RESOLVED: that the correspondence from the Skills Funding Agency be received and its assessment of the College's financial health be noted.

Mr. Johal joined the meeting.

B16.58 Management Accounts for the Period ended 30th April 2016

B16.58

The Executive Director for Finance and Resources presented the management accounts for the period ended 30th April 2016 and explained that there were no significant changes compared to the previous month's accounts. The main variances against budget were outlined, together with the forecast financial year-end position.

In response to a query, the Executive Director for Finance and Resources explained the financial position with regard to franchise provision, the majority of which related to Future Skills.

RESOLVED: that the management accounts be received.

B16.59
(NFP)

NOT FOR PUBLICATION

B16.59
(NFP)

The Principal and members of the Senior Leadership Team left the meeting.

B16.60

Any Other Business

B16.60

1. Membership of the Remuneration Committee

The Chairman reminded members that following the resignation of Mrs. Brook there was a vacancy on the Remuneration Committee. Following a discussion, the Board of Governors unanimously approved the appointment of Mrs. Jenkins-Crutchley as a member of the Remuneration Committee with immediate effect.

RESOLVED: that Mrs. Jenkins-Crutchley be appointed as a member of the Remuneration Committee with immediate effect.

(NFP)

2. NOT FOR PUBLICATION

(NFP)

B16.61

Determination of Confidential Items

B16.61

Members agreed that the minutes relating to agenda items 11 and 12 (2) should be deemed confidential.

RESOLVED: that minutes relating to agenda items 11 and 12 (2) be deemed confidential

B16.62

Date of Next Meeting

B16.62

The next meeting of the Board of Governors was planned to take place on Monday 18th July 2016, commencing at 5.30 p.m., at Central Campus. The Chairman reminded members that the recommendations from the BCABR would be considered at that meeting of the Board of Governors, together with a number of other matters including the College Budget 2016/17. It might therefore be necessary for the meeting to commence earlier than 5.30 p.m.

The meeting terminated at 7.47 p.m.