

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors  
held on Monday 18th July 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. K. Ellis	(Independent)	
	Mrs. T. Hurst	(Independent)	
	Ms. R. Jenkins-Crutchley	(Independent)	
	Mr. N. Johal	(Independent)	(part of meeting)
	Mrs. C. Parker	(Independent)	
	Mr. G. Pennington	(Principal)	(part of meeting)
	Mr. A. Scott	(Independent)	
	Mr. M. Smith	(Staff)	(part of meeting)

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)
Mrs. A. Llewellyn	Director for Adult, Community and Foundation Learning	(part of meeting)
Ms. K. Whiting	Executive Director for People and Corporate Services	(part of meeting)

The Chairman asked that members consider agenda item 14. Discussions regarding this agenda item are detailed below under minute number B16.76.

B16.63     Declarations of Interest     B16.63

There were no declarations of interest.

B16.64     Apologies     B16.64

Apologies were received from Mrs. Pitsillides, Messrs. Dunne, Mahmood and Uddin.

B16.65     Minutes of the Meeting of the Board of Governors held on Monday 13th June 2016     B16.65

The Chairman asked that the minutes be amended to record the attendance of the Corporation Secretary.

Following the above amendment, the minutes of the meeting held on Monday 13th June 2016 were approved and signed by the Chairman.

RESOLVED:

- a) that the minutes of the meeting of the Board of Governors held on Monday 13th June 2016 be amended to record the attendance of the Corporation Secretary.
- b) that, following the above amendment, the minutes be approved.

B16.66     Matters Arising     B16.66

There were no matters arising.

B16.67 (NFP) NOT FOR PUBLICATION B16.67 (NFP)

B16.68 Principal's Report B16.68

The Principal presented a report informing members of student recruitment numbers for 2015/16 against target, student applications for 2016/17, adult funding against target, recruitment of apprenticeships, forecast success rates, the current position with regard to English and maths provision and on-going developments.

Members were informed of discussions that were taking place with the Skills Funding Agency and a local training Association regarding apprenticeship provision.

Initiatives being introduced to improve learner outcomes for English and maths were explained, together with changes to the English and maths framework.

The Principal updated members on a number of developments including the College's application to establish a Multi Academy Trust, its partnership with a higher education training provider, collaboration with a private training provider, the development of the new talent studio and ESF applications that had been submitted by the Black Country Colleges.

Members were informed that Steps to Work would be visiting the College on 16th August 2016 and members of the Board were welcome to attend the meeting.

The Chairman congratulated the College on hosting the 'Sandwell Business Awards'.

Members noted that the possible impact of Brexit on further education colleges was unknown, however, it could have implications for European students, ESF and the apprenticeship levy.

RESOLVED: that the Principal's Report be received and noted.

B16.69 (NFP) NOT FOR PUBLICATION B16.69 (NFP)

B16.70 Safeguarding Policy 2016/17 B16.70

The Chairman referred members to a press article that had been published regarding an OfSTED report entitled "How well are further education and skills providers implementing the Prevent duty?" The Vice-Principal outlined the findings of the report in relation to the College and members noted the indicative grade had been 'good'. The press article had been misleading and a retraction had been printed.

The Vice-Principal presented a revised Safeguarding Policy and explained that this had been amended in light of experiences during 2015/16. The Policy had been developed to include guidance for staff when dealing with safeguarding issues. The Vice-Principal explained how the Policy was linked to other policies and procedures.

A number of amendments to the Safeguarding Policy were suggested by members. It was also suggested that the Vice-Principal should review a number of training packages that were available in relation to safeguarding and Prevent.

RESOLVED: that, following a number of amendments, the Safeguarding Policy 2016/17 be approved.

- B16.71      Management Accounts for the Period ended 31st May 2016      B16.71
- The Executive Director for Finance and Resources presented the management accounts for the period ended 30th May 2016. The main variances against budget were outlined, together with the forecast financial year-end position.
- The Board of Governors acknowledged the College's positive financial position.
- RESOLVED: that the management accounts be received.
- B16.72      Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 22nd June 2016      B16.72
- The Chairman of the Learners, Quality and Curriculum Committee presented the minutes of its meeting held on Wednesday 22nd June 2016. The Chairman outlined the discussions that had taken place and members noted that there were no recommendations to the Board of Governors.
- Members were informed that the Committee had received an interesting presentation from the Computing Department and had discussed with some of its students their experiences at the College.
- RESOLVED: that the minutes be received.
- B16.73      Minutes of the Meeting of the Search Committee held on Monday 27th June 2016      B16.73
- The Chairman presented the minutes of the meeting of the Search Committee held on Monday 27th June 2016 and outlined the discussions that had taken place and the recommendations to the Board of Governors.
- A member of the Search Committee explained that the Committee had considered the appointment of External Co-Opted Committee members in order strengthen committee memberships, particularly where interested parties were unable to commit sufficient time to the Board of Governors. It was asked that this be recorded in the minutes of the meeting of the Search Committee.
- The Chairman reminded members that he would step down from the Board of Governors when his term of office ceased in July 2017. The Chairman would be contacting Independent Members to ascertain the level of interest in being appointed Chairman of the Board of Governors.
- RESOLVED:
- a) that the Board of Governors note the resignation of Mrs. Parker with effect from 31st July 2016.
  - b) that Mrs. Claire Parker be appointed as an External Co-Opted Member of the Search Committee, for a one-year term of office, commencing 1st August 2016 and ceasing on 31st July 2017.
  - c) that Mr. Jalal Uddin be appointed as an Independent Member on the Board of Governors for a three-year term of office commencing 1st August 2016 and ceasing on 31st July 2019.
  - d) that Mr. Uddin be appointed as a member of the Audit Committee with effect from 1st August 2016.
  - e) that the composition of the Learners, Quality and Curriculum Committee be reduced from 8 to 7 members with immediate effect.

- f) that the revised Code of Conduct for Corporation Members be approved.
- g) that the Board of Governors note that the Search Committee had undertaken a review of progress in implementing the Governance Self-Assessment Report Action Plan and was satisfied with the progress that had been made.
- h) that the minutes of the meeting of the Search Committee be amended to include reference to the Committee's discussions regarding the appointment of External Co-Opted Committee members.
- i) that the minutes be received.

B16.74

Minutes of the Meeting of the Audit Committee held on Tuesday 5th July 2016

B16.74

The Chairman of the Audit Committee presented the minutes of its meeting held on Tuesday 5th July 2016 and outlined the discussions that had taken place and the recommendations to the Board of Governors.

Members noted that the Annual Report of the Internal Audit Service would be considered at the next meeting of the Audit Committee.

The Audit Committee had considered the role of the Internal Audit Service moving forward. It was intended to retain the services of internal audit, however the number of audit days would be reduced.

RESOLVED:

- a) that the Internal Audit Plan 2016/17 based on 35 audit days (including five contingency days) be approved.
- b) that the Board of Governors note that with effect from 2015/16 the College was required to report under FRS 102 in terms of the Members' Report and Financial Statements.

(NFP)

c) NOT FOR PUBLICATION

(NFP)

d) that the Board of Governors note that the Audit Committee had considered the Regularity Assurance Self-Assessment Questionnaire for 2015/16.

e) that the Risk Register be approved.

f) that the Board of Governors note that the Audit Committee had reviewed the Risk Management Policy and no amendments were being recommended.

(NFP)

g) NOT FOR PUBLICATION

(NFP)

h) that the minutes be received.

B16.75

Any Other Business

B16.75

1. Student Members

The Chairman asked that the Board of Governors thanks be recorded for the contribution that the Student Members had made to the work of the Board and the Learners, Quality and Curriculum Committee during the year, although it was noted that attendance at meetings had been difficult due to personal circumstances.

2. Mrs. Claire Parker

On behalf of the Board of Governors the Chairman thanked Mrs. Parker for the contribution she had made to the work of the Board of Governors during her term of office. Members were reminded that Mrs. Parker had been appointed to serve as an External Co-opted Member of the Search Committee.

B16.76  
(NFP)

NOT FOR PUBLICATION

B16.76  
(NFP)

B16.77

Determination of Confidential Items

B16.77

Members agreed that the minutes relating to agenda items 5, 7, 12 (in part) and 14 should be deemed confidential. This would be reviewed by the Chairman once the draft minutes had been prepared.

RESOLVED: that minutes relating to agenda items 5, 7, 12 (in part) and 14 be deemed confidential, subject to review by the Chairman once the draft minutes had been prepared.

B16.78

Date of Next Meeting

B16.78

The next meeting of the Board of Governors was planned to take place on Monday 17th October 2016, commencing at 5.30 p.m., at Central Campus.

The meeting terminated at 8.22 p.m.