

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 3rd October 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)	(part of meeting)
	Mr. G. Pennington	(Principal)	(part of meeting)
	Mrs. L. Pitsillides	(Staff)	(part of meeting)
	Mr. T. Mahmood	(Independent)	
	Mr. A. Scott	(Independent)	
	Mr. M. Smith	(Staff)	(part of meeting)
	Mr. M. J. Uddin	(Independent)	

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)
Ms. A. Llewellyn	Director for Adult, Community and Foundation Learning	(part of meeting)
Mrs. R. Pal	Director for Funding, Information Services and Exams	(part of meeting)
Ms. K. Whiting	Assistant Principal – People and Corporate Services	(part of meeting)

B16.88 Welcome B16.88

The Chairman welcomed members to the meeting.

B16.89 Declarations of Interest B16.89

There were no declarations of interest.

B16.90 Apologies B16.90

Apologies were received from Messrs. Dunne and Johal.

B16.91 Minutes of the Meeting of the Board of Governors held on Monday 18th July and the Special Meeting held on Monday 22nd August 2016 B16.91

The minutes of the meeting held on Monday 18th July and the Special Meeting held on Monday 22nd August 2016 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B16.92 Matters Arising B16.92

There were no matters arising.

B16.93 (NFP)	NOT FOR PUBLICATION Ms. Jenkins-Crutchley joined the meeting.	B16.93 (NFP)
B16.94	<p><u>Principal's Report</u></p> <p>The Principal presented a report informing members of student recruitment numbers for 2016/17 which had exceeded target, provisional results for 2015/16 compared to the previous two years and the latest national averages, matters relating to A levels, GCSEs, Functional Skills and apprenticeships, on-going and future developments (including apprenticeship reforms and the Sainsbury Review) and the College's financial out-turn for 2015/16 that was subject to audit.</p> <p>A discussion took place regarding the provisional results for 2015/16 and the impact of the funding condition in relation to English and maths was explained. Overall the success rates were very strong.</p> <p>Members discussed on-going developments during which the Principal explained the rationale for the establishment of the Young Professionals Academy.</p> <p>In response to a query, members were informed of the number of apprentices that had transferred from Sandwell Training Association to the College.</p> <p>A discussion took place regarding possible implications of the Sainsbury Review.</p> <p>RESOLVED: that the report be received.</p>	B16.94
B16.95	<p><u>Teaching and Learning Report</u></p> <p>The Vice-Principal presented a Teaching and Learning Report, which concentrated on success rates for 2015/16 and actions that were being implemented to address key areas for improvement. It was noted that the Quality Improvement Action Plan would be presented to the Learners, Quality and Curriculum Committee.</p> <p>The Vice-Principal informed members that the College's higher education provision would be inspected during 2016/17. Governor assurances regarding higher education would be presented to the Learners, Quality and Curriculum Committee.</p> <p>Members were informed of changes that had been introduced in relation to the process for the observation of teaching and learning. The importance of identifying strengths as well as areas for improvement was highlighted as well as a two-way dialogue between the observer and the observed. The Vice-Principal informed members of developments with regard to mentoring and coaching.</p> <p>The Chairman informed members that he had attended the 'A' Level Graduation Ceremony and encouraged other members to attend student related events.</p> <p>RESOLVED: that the report be received.</p>	B16.95
B16.96	<p><u>People and Corporate Services Report</u></p> <p>The Assistant Principal (People and Corporate Services) presented a report updating members on staff recruitment, employee relations and staff development; marketing, schools liaison and events; admissions, and business development and apprenticeships.</p> <p>The Chairman acknowledged the tremendous work that had been undertaken by the Principal and the Senior Leadership Team during 2015/16 and congratulated them on their achievements.</p>	B16.96

RESOLVED: that the report be received.

B16.97 NOT FOR PUBLICATION B16.97
(NFP) (NFP)

B16.98 Equality and Diversity Annual Report 2015/16 B16.98

The Director for Adult, Community and Foundation Learning presented the Equality and Diversity Annual Report 2015/16 and explained that equality and diversity was embedded in all of the College's policies and procedures.

The learner profile was explained, particularly with regard to the various ethnic groups and the success rates achieved.

The Chairman outlined the recommendations within the Annual Report which were supported by the Board of Governors. Members congratulated staff on the work undertaken in relation to equality and diversity across the College.

RESOLVED: that the Equality and Diversity Annual Report 2015/16 be received.

B16.99 Management Accounts for the Period ended 31st July 2016 B16.99

The Executive Director for Finance and Resources presented the management accounts for the period ended 31st July 2016 and outlined the year-end position compared to forecast. Members were informed that the financial statements audit had commenced.

In response to a query, the Executive Director explained the expenditure for food/drink resales and consultancy.

Members congratulated the College on its strong financial position.

RESOLVED: that the management accounts be received.

B16.100 Appointment of Student Members B16.100

The Corporation Secretary informed members that the Students' Union's nomination and election process was currently taking place and it was expected that two Student Member nominations would be submitted to the next meeting of the Board.

RESOLVED: that the verbal report be received.

B16.101 Verbal Report of the Meeting of the Search Committee held on Monday 3rd October 2016 B16.101

The Chairman of the Search Committee presented a verbal report of the meeting of the Committee held earlier in the day. The Committee's recommendations to the Board of Governors were explained and approved.

RESOLVED:

- a) that the determination of membership of the Board of Governors be reduced from 18 to 17 members with immediate effect, by a reduction in the number of Independent Members from 13 to 12
- b) that Mr. Alistair Scott be appointed as an Independent Member on the Board of Governors, for a one-year term of office, commencing 1st January 2017 and ceasing on 31st December 2017

- c) that Mr. Scott be appointed as a member and Chairman of the Audit Committee with effect from 1st January 2017
- d) that Mr. Jan Britton be appointed as an Independent Member on the Board of Governors, for a three-year term of office, commencing 1st November 2016 and ceasing on 31st October 2019
- e) that Mr. Britton be appointed Chairman of the Search Committee and member of the Audit Committee with effect from 1st November 2016
- f) that Mr. Ellis be appointed Vice-Chairman of the Board of Governors with immediate effect
- g) that the Search Committee aim to appoint members to fill the existing Independent Member vacancies.
- h) that the Board of Governors confirm that the Search Committee should aim to identify a member who might seek to become Chairman of the Board with effect from 1st August 2017
- i) that the Board of Governors agree, in principle, to move towards a model of appointing two Vice-Chairmen with effect from 1st August 2017 with specific roles being identified to support the Chairman
- j) that the Board of Governors note that the Search Committee had undertaken a review of the Register of Corporation Members' Interests
- k) 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
- l) that the quorum for meetings of the Board of Governors be amended, with immediate effect, to at least 40% of voting members except where there is a stated declaration of interest or a clear conflict of interest which would exclude that member from voting and the quorum would be 40% of the remaining members eligible to vote
- m) that the Instrument and Articles of Government be amended to reflect (l) above
- n) that the verbal report be received.

B16.102 Any Other Business B16.102

There were no items of other business.

B16.103 Board of Governors/Senior Postholders' Expenses B16.103

Members received a report detailing expenses paid to members of the Board of Governors, senior postholders and the Corporation Secretary during 2015/16.

RESOLVED: that the report be received.

Ms. Jenkins-Crutchley, Staff Members, the Principal and members of the Senior Leadership Team left the meeting.

B16.104 NOT FOR PUBLICATION B16.104
(NFP) (NFP)

B16.105 Determination of Confidential Items

B16.105

Members agreed that the Chairman should agree which minutes should be deemed confidential once the draft minutes had been prepared.

RESOLVED: that the Chairman agree which minutes should be deemed confidential once the draft minutes had been prepared.

B16.106 Date of Next Meeting

B16.106

The next meeting of the Board of Governors was planned to take place on Monday 12th December 2016, commencing at **5.00 p.m.**, at Central Campus.

The meeting terminated at 7.30 p.m.