

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors
held on Monday 15th May 2017,
in Room 5F/43, at Central Campus,
commencing at 6.00 p.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. J. Britton	(Independent)	
	Mr. D. Chuhan	(Staff)	
	Mr. K. Ellis	(Independent)	
	Ms. R. Hanif	(Student)	(part of meeting)
	Ms. R. Jenkins-Crutchley	(Independent)	
	Mr. G. Pennington	(Principal)	
	Mr. T. Mahmood	(Independent)	
	Mr. M. Smith	(Staff)	

Also in Attendance:-

Miss J. Berry	Corporation Secretary	
Mr. D. Hawkins	Executive Director for Finance and Resources	(part of meeting)
Mr. D. Holden	Vice-Principal	(part of meeting)
Ms. A. Sheridan	Assistant Principal – Curriculum and Student Studies	(part of meeting)

B17.22 Welcome B17.22

The Chairman welcomed Mr. Chuhan, Staff Member (Academic), to his first meeting of the Board of Governors.

B17.23 Declarations of Interest B17.23

There were no declarations of interest.

B17.24 Apologies B17.24

Apologies were received from Ms. Gill, Mrs. Hurst and Messrs. Johal, Scott and Youds.

The Chairman asked that members then considered agenda item 12 'Appointment of Student Member'. Discussions regarding this item are detailed below under minute number B17.33.

B17.25 Minutes of the Meeting of the Board of Governors held on Monday 27th February 2017 B17.25

The minutes of the meeting held on Monday 27th February 2017 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

B17.26 Matters Arising B17.26

There were no matters arising.

B17.27	<u>Principal's Report</u>	B17.27
	<p>The Principal presented a report informing members of learner numbers for 2016/17 which had exceeded target, applications for 2017/18 compared to previous years, estimated success rates for 2016/17, quality of provision, human resources, events and achievements, and on-going developments.</p> <p>Members were pleased to note that the College's application for in-year funding had been successful. It was noted that the additional income would improve the College's financial performance as it had not been included in the budget.</p> <p>The Principal informed members that apprenticeship provision had proved challenging and the College's operations in this area were being reviewed.</p> <p>Initiatives aimed at achieving further growth in learner numbers were outlined and members were informed that these were having a positive impact.</p> <p>Members were informed of changes to the College's quality strategies and preparations for the next OfSTED Inspection.</p> <p>The Principal updated members on the current position with regard to the College's partnership with a local university, ESF funding, a LEP bid and the College's engagement with the National Collaborative Outreach Project aimed at increasing participation in higher education.</p>	
(NFP)	NOT FOR PUBLICATION	(NFP)
B17.28	<u>Letters from the Education and Skills Funding Agency (ESFA)</u>	B17.28
	<p>i) <u>College Financial Health – 10th March 2017</u></p> <p>ii) <u>Letter to Accounting Officer from the Chief Executive</u></p> <p>The Chairman presented two letters that had been received from the ESFA. The first confirmed the College's financial health as outstanding and the second was a general letter to Accounting Officers' regarding the importance of strong financial management and governance.</p> <p>RESOLVED: that the letters from the ESFA be received and noted.</p>	
B17.29	<u>Management Accounts for the Period ended 31st March 2017</u>	B17.29
	<p>The Executive Director for Finance and Resources presented the management accounts for the period ended 31st March 2017 and outlined the main variances in relation to income and expenditure compared to budget and the forecast out-turn for 2016/17, together with the cash position.</p> <p>A query was raised regarding expenditure relating to marketing and a discussion took place regarding the College's marketing function and the variety of activities that were undertaken.</p> <p>RESOLVED: that the management accounts be received.</p>	
B17.30	<u>2017/18 Budget Preparation Update</u>	B17.30
	<p>The Executive Director for Finance and Resources informed members of the work being undertaken in preparing the budget for 2017/18, which would be submitted to the meeting of the Board of Governors planned to take place on Monday 10th July 2017.</p>	

Members noted the College would receive additional funding in 2017/18 but it would also incur additional costs relating to staffing, pension contributions and inflation.

RESOLVED: that the verbal report be received

B17.31 Risk Management Monitoring Report B17.31

The Executive Director for Finance and Resources presented the risk management monitoring report. A discussion took place during which it was agreed that Apprenticeship Income should be added to the risk register.

RESOLVED:

- a) that Apprenticeship Income be added to the Risk Register.
- b) that the report be received.

B17.32 Policies and Procedures: B17.32

i) Records Management Policy

The Vice-Principal presented the revised Records Management Policy and explained that this was intended to be a guidance note for staff.

RESOLVED: that the revised Records Management Policy be approved.

ii) Data Protection Policy

The Vice-Principal presented the Data Protection Policy which had been reviewed with only minor amendments being made.

RESOLVED: that the revised Data Protection Policy be approved.

iii) Tuition Fee Policy 2017/18

The Vice-Principal presented the Tuition Fee Policy for 2017/18 and informed members that no substantial changes had been required.

RESOLVED: that the Tuition Fee Policy 2017/18 be approved.

B17.33 Appointment of Student Member B17.33

The Corporation Secretary presented a report informing members that a second nomination had been received for the appointment of a Student Member. The Board of Governors approved the appointment of Ms. Rahdia Hanif, as Student Member, for an 11 week term of office, commencing with immediate effect and ceasing on 31st July 2017.

- a) that Ms. Rahdia Hanif be appointed Student Member on the Board of Governors for a term of office of 11 weeks commencing with immediate effect and ceasing on 31st July 2017.
- b) that the report be received.

Ms. Hanif was invited to join the meeting and was welcomed by members.

Discussion then reverted to agenda item 4.

B17.34	<u>Minutes of the Meeting of the Audit Committee held on Tuesday 21st March 2017</u>	B17.34
	Ms. Jenkins-Crutchley presented the minutes of the meeting of the Audit Committee held on Tuesday 21st March 2017 and outlined the discussions that had taken place.	
(NFP)	NOT FOR PUBLICATION	(NFP)
	RESOLVED: that the minutes be received.	
B17.35	<u>Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 22nd March 2017</u>	B17.35
	Mr. Ellis presented the minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 22nd March 2017 and outlined the discussions that had taken place.	
	Members were asked to note the discussions that had taken place regarding the role of the Board of Governors during an OfSTED Inspection and an excellent presentation made to the Committee by the College's Dyslexia Coordinator.	
	It was also noted that the Principal would submit a further report to the next meeting of the Committee on apprenticeship completions.	
	RESOLVED: that the minutes be received.	
B17.36	<u>Any Other Business</u>	B17.36
	1. <u>Assistant Principal - People and Corporate Services</u>	
	A member suggested and it was agreed that the Board of Governors should write to the former Assistant Principal People and Corporate Services to thank her for her contribution to the work of the College and to wish her well for the future.	
	RESOLVED: that the Board of Governors write to the former Assistant Principal People and Corporate Services to thank her for her contribution to the work of the College and to wish her well for the future.	
	Members of the Senior Leadership Team (excluding the Principal) left the meeting.	
B17.37 (NFP)	NOT FOR PUBLICATION	B17.37 (NFP)
B17.38	<u>Determination of Confidential Items</u>	B17.38
	Members agreed that discussions relating to agenda items 6 (in part), 13 (in part) and 16 be minuted confidentially. The Chairman would confirm other confidential minutes once the draft minutes had been prepared.	
	RESOLVED: that minutes numbered B17.27 (in part), B17.34 (in part) and B17.37 be minuted confidentially with the Chairman confirming other confidential minutes once the draft minutes had been prepared.	

The next meeting of the Board of Governors was planned to take place on Monday 10th July 2017, commencing at 5.30 p.m., at Central Campus. Members were reminded that a Special Meeting would be convened during early June in order to consider recommendations from the Selection Panel regarding the appointment of a Clerk to the Corporation and information from the Principal regarding potential developments with a private training provider.

The meeting terminated at 7.40 p.m.