

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors  
held on Monday 27th February 2017,  
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)	
	Mr. G. Pennington	(Principal)	
	Mr. T. Mahmood	(Independent)	(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)
Ms. A. Llewellyn	Director for Adult, Community and Foundation Learning	(part of meeting)
Ms. A. Sheridan	Assistant Principal – Curriculum and Student Studies	(part of meeting)
Ms. K. Whiting	Assistant Principal – People and Corporate Services	(part of meeting)

- B17.01     Welcome     B17.01
- The Chairman welcomed members to the meeting.
- B17.02     Declarations of Interest     B17.02
- Messrs Britton and Johal reminded members of their declarations of interest.
- B17.03     Apologies     B17.03
- Apologies were received from Ms. Dylan, Ms. Pitsillides and Mr. Mahmood for late arrival.
- B17.04     Minutes of the Meeting of the Board of Governors held on Monday 12th December 2016     B17.04
- The minutes of the meeting held on Monday 12th December 2016 were approved for signature by the Chairman.
- RESOLVED:     that the minutes be approved.
- B17.05     Matters Arising     B17.05
- i)     Financial Year-End 2015/16 (Vide Minute B16.114)
- Members were informed that the Members' Report and Financial Statements 2015/16 had been signed by the Chairman, Principal and financial statements auditors and submitted to the Skills Funding Agency (SFA) by its deadline of 31st December 2016.

- i) Governance Self-Assessment Report 2015/16
- ii) College Self-Assessment Report 2015/16

The Vice-Principal presented the Self-Assessment Reports (SAR) for 2015/16.

Members were informed that the College SAR had been considered by the Learners, Quality and Curriculum Committee and recommended to the Board of Governors for approval. The Vice-Principal reminded members that the SAR would be uploaded to the OfSTED portal.

With regard to the Governance SAR a discussion took place regarding the way in which governor links to curriculum areas could be re-introduced. Members were reminded of the Programme Standards Reviews that took place at meetings of the Learners, Quality and Curriculum Committee and the Principal commented that he would re-start 'My World' presentations at Board meetings. A discussion also took place regarding the work of the Search Committee in terms of ensuring an effective skills mix on the Board and a good balance in terms of gender and ethnicity.

Mr. Mahmood joined the meeting.

The Vice-Principal referred members to the College's key strengths and areas for improvement. Members were pleased to note the College's success rates for 2015/16 were, with one exception, all above the national average. Members were also pleased to note the outcome of the November GCSE re-sits.

A discussion took place regarding the new OfSTED Common Inspection Framework, English and maths initiatives, timely success rates for apprenticeships, socio-economic factors impacting on the College and the teaching and learning observation trends for the last three years.

Members were informed that at a recent meeting of the Learners, Quality and Curriculum Committee the new process for the observation of teaching and learning had been presented and members had been reassured that it was clear, concise and very robust.

In response to a query regarding Business Studies, the development of the Young Professionals Academy was explained.

RESOLVED:

- a) that the Governance Self-Assessment Report 2015/16 be approved.
- b) that the College Self-Assessment Report 2015/16 be approved.
- c) that the reports be received.

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, quality of provision, human resources and on-going developments.

With regard to the growth in learner numbers members were reminded that the College had applied for an in-year increase in funding, the outcome of which was awaited. The baseline figure for funding for 2017/18 was explained.

With regard to applications for 2017/18 members were informed of marketing events and activities that were planned. Members noted plans to extend curriculum provision.

The Principal explained changes to the curriculum staffing structure, which would allow a greater focus on quality of provision, and plans to align the curriculum structure with Government policy.

Members were pleased to note that the College's application to establish a Multi-Academy Trust had been approved and they were informed of the ways in which this would be developed moving forward.

The purchase of assets of a local training association had now been concluded and members were informed of potential developments and the number of apprentices that were using the facility.

Developments with a local university to increase higher education provision and discussions with a number of training providers in relation to partnership and collaborative working were outlined.

The Principal updated members on funding bids that had been submitted to the Black Country Local Enterprise Partnership and members noted that the College was now an approved ESF sub-contractor.

The Chairman reminded members of the Board's responsibilities for determining the educational character and mission of the College and the importance of members understanding their responsibilities with regard to the projects that were being developed. It was important that members understood any risks involved, particularly with regard to finance and reputation.

On behalf of the Board of Governors the Chairman acknowledged the work undertaken by the Vice-Principal in relation to the establishment of the Multi-Academy Trust and the university partnership and congratulated him on these achievements.

RESOLVED: that the report be received.

B17.08 Strategic Plan Performance Against Targets

B17.08

The Principal presented a report detailing a summary of the 'near-term' outcomes from the 2015/16 Strategic Plan. There had been good performance against the targets particularly in relation to growth, quality measures and the College's financial position with significant over-achievement against original targets.

Moving forward members were informed that it was intended to hold a Strategy Day in May 2017 involving the Board of Governors and the Senior Leadership Team to look at things afresh. Prior to the Strategy Day, the Senior Leadership Team would be having an initial conference in April. The conference would include a focus on the next OfSTED Inspection and it was intended to invite a number of governors to attend that session.

In response to a query, it was confirmed that the College's financial health was now 'outstanding' as scored by the SFA.

The Principal thanked the Board of Governors for its excellent guidance and support in taking the College forward.

RESOLVED: that the report be received.

B17.09	<u>Management Accounts for the Period ended 31st December 2016</u>	B17.09
	<p>The Executive Director for Finance and Resources presented the management accounts for the period ended 31st December 2016 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>In response to a query, members were informed that it had been necessary to incur capital expenditure to purchase extra computers, furniture and updates to the IT network.</p>	
(NFP)	NOT FOR PUBLICATION	(NFP)
	<p>A discussion took place regarding the marketing budget and it was suggested that it should be reviewed as part of the College budgeting process.</p>	
(NFP)	NOT FOR PUBLICATION	(NFP)
	<p>Members noted that the Balance Sheet was as at 31st December 2016 and not 31st October 2016.</p> <p>RESOLVED: that the management accounts be received.</p>	
B17.10	<u>Risk Management Monitoring Report</u>	B17.10
	<p>The Executive Director for Finance and Resources presented the risk management monitoring report, which had been discussed by the Audit Committee.</p> <p>RESOLVED: that the report be received.</p>	
B17.11	<u>Human Resources Report – September 2015 to August 2016</u>	B17.11
	<p>The Assistant Principal (People and Corporate Services) presented the Human Resources Annual Report for 2015/16 and highlighted the number of staff employed compared to the previous year, sickness absence levels, vacancies that had arisen and the age and ethnicity profile of staff.</p> <p>The key priorities for the remainder of the year were outlined, including matters relating to Gender Pay Reporting and the Apprenticeship Levy.</p> <p>The Principal informed members of his aim to develop a more diverse management team.</p> <p>RESOLVED: that the report be received.</p>	
B17.12 (NFP)	NOT FOR PUBLICATION	B17.12 (NFP)
B17.13	<u>Health, Safety and Welfare Policy</u>	B17.13
	<p>The Executive Director for Finance and Resources presented a revised Health, Safety and Welfare Policy and explained a number of minor amendments.</p> <p>In response to a query, members were informed of the peer auditing that took place with regard to health and safety processes and procedures and the Health and Safety Manager's links with the Association of Colleges.</p> <p>A discussion took place during which duplication within the Policy was highlighted and a query was raised regarding asbestos.</p> <p>RESOLVED: that the revised Health, Safety and Welfare Policy be approved.</p>	

B17.14 Appointment of Staff Member (Academic)

B17.14

Members were reminded that the term of office of Ms. Pitsillides, Staff Member (Academic) would cease on 28th February 2017. Members asked that the Board of Governors thanks be placed on record for Ms. Pitsillides contribution to its work.

The Corporation Secretary presented a report informing members that two nominations had been received for the appointment of a Staff Member (Academic), however, one had subsequently been withdrawn. The Board of Governors was therefore asked to approve the appointment of Mr. Dharminder Chuhan, as Staff Member (Academic), for a three-year term of office, commencing 1st March 2017 and ceasing on 29th February 2020.

- a) that the Board of Governors place on record its thanks to Ms. Pitsillides for her contribution to the work of the Board during her term of office as Staff Member (Academic).
- b) that Mr. Dharminder Chuhan be appointed Staff Member (Academic) on the Board of Governors for a term of office of three years commencing 1st March 2017 and ceasing on 29th February 2020.
- c) that the report be received.

B17.15 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 25th January 2017

B17.15

The Chairman of the Learners, Quality and Curriculum Committee presented the minutes of its meeting held on Wednesday 25th January 2017 and outlined, in detail, the discussions that had taken place.

Members noted that the Committee had considered the College SAR 2015/16 and had recommended its approval to the Board of Governors. The SAR had been considered earlier in the meeting.

The Committee had considered a comprehensive report regarding the College's higher education developments, a copy of which had been attached to the meeting's minutes for members' information. In response to a query, the Vice-Principal outlined the final stages of the approval process with the university.

The Committee had also received a presentation from the Quality and Standards Manager on the new teaching, learning and assessment observation process, which the Committee considered to be clear, concise and very robust.

RESOLVED: that the minutes be received.

B17.16 Minutes of the Special Meeting of the Search Committee held on Monday 28th November 2016 and the meeting held on Tuesday 31st January 2017

B17.16

The Chairman of the Search Committee presented the minutes of its meetings held on Monday 28th November 2016 and Tuesday 31st January 2017. Members were reminded that the recommendations from the meeting held on 28th November 2016 had been considered and approved by the Board of Governors at its meeting on Monday 12th December 2016.

RESOLVED:

- a) that Superintendent Richard Youds be appointed as an Independent Member on the Board of Governors for a three-year term of office commencing 1st March 2017 and ceasing on 29th February 2020.
- b) that Superintendent Youds be appointed to serve as a member of the Search Committee with effect from 1st August 2017.
- c) that Superintendent Youds be invited to attend meetings of the Search Committee prior to 1st August 2017 as an observer.
- d) that Mr. Tariq Mahmood be appointed as an Independent Member on the Board of Governors for a term of office of two-years commencing 1st May 2017 and ceasing on 30th April 2019.
- e) that Mr. Mahmood be appointed to serve as a member of the Audit Committee with effect from 1st May 2017.
- f) that the minutes be received.

B17.17 Proposed Schedule of Meetings for the Board of Governors and its Committees 2017/18

B17.17

The Chairman presented a proposed schedule of meetings for the Board of Governors and its committees for 2017/18.

RESOLVED: that the Schedule of Meetings for the Board of Governors and its Committees for 2017/18 be approved.

B17.18 Any Other Business

B17.18

1. OfSTED Inspection

The Principal suggested that the Board should agree which of its members might be involved in discussions with inspectors during the next OfSTED Inspection. A discussion took place during which it was agreed that this would include the Chairman, Chairmen Designate, Mrs. Hurst, Ms. Jenkins-Crutchley and Mr. Britton.

RESOLVED: that the Chairman, Chairmen Designate, Mrs. Hurst, Ms. Jenkins-Crutchley and Mr. Britton be designated as a group of Governors to be involved in discussions with the inspectors at the next OfSTED Inspection.

Members then considered agenda items 20 and 21. Discussions relating to these items are detailed below under minutes numbered B17.20 and B17.21.

The Staff Member and members of the Senior Leadership Team (excluding the Principal) left the meeting.

Members then considered agenda item 19. Discussion regarding this matter is detailed below under minute number B17.19.

The Chairman asked that the Board of Governors appoint one of its members to act as Clerk for discussion of the next agenda item. It was unanimously agreed that Mr. Ellis be appointed as Clerk. The Corporation Secretary left the meeting.

2. NOT FOR PUBLICATION

B17.19 (NFP) NOT FOR PUBLICATION B17.19 (NFP)

B17.20 Determination of Confidential Items B17.20

Members agreed that discussions relating to agenda items 9 (in part), 12, 18(2) and 19 be minuted confidentially. The Chairman would confirm other confidential minutes once the draft minutes had been prepared.

RESOLVED: that minutes numbered B17.09 (in part), B17.12, B17.18 (2) and B17.19 be minuted confidentially with the Chairman confirming other confidential minutes once the draft minutes had been prepared.

B17.21 Date of Next Meeting B17.21

The next meeting of the Board of Governors was planned to take place on Monday 15th May 2017, commencing at 5.30 p.m., at Central Campus.

The meeting terminated at 8.34 p.m.