

SANDWELL COLLEGE

Minutes of a Meeting of the Board of Governors  
held on Monday 10th July 2017,  
in the Bassett Suite, at the Hawthorns Stadium,  
commencing at 5.45 p.m.

Present:-	Mr. J. Tew	(Independent)	(in the Chair)
	Mr. J. Britton	(Independent)	(part of meeting)
	Mr. D. Chuhan	(Staff)	(part of meeting)
	Mr. K. Ellis	(Independent)	
	Ms. R. Hanif	(Student)	(part of meeting)
	Mrs. T. Hurst	(Independent)	
	Ms. R. Jenkins	(Independent)	(part of meeting)
	Mr. N. Johal	(Independent)	(part of meeting)
	Mr. T. Mahmood	(Independent)	(part of meeting)
	Mr. G. Pennington	(Principal)	(part of meeting)
	Mr. A. Scott	(Independent)	
	Mr. M. J. Uddin	(Independent)	
	Supt. R. Youds	(Independent)	

Also in Attendance:

Ms J. Berry	Clerk for the Meeting	
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)
Mrs. E. Scotford	Clerk to the Corporation Designate	

B17.47 Appointment of Clerk for the Meeting B17.47

The Chairman asked that members appoint a Clerk for the meeting. Mr. Ellis proposed that Ms. Berry, former Corporation Secretary, be appointed Clerk for the meeting. This was seconded by Mrs. Hurst and unanimously approved.

RESOLVED: that Ms. Berry be appointed Clerk for the meeting.

B17.48 Welcome B17.48

The Chairman welcomed Mrs. Scotford, Clerk Designate, to her first meeting of the Board of Governors and Superintendent Youds to his first full meeting.

B17.49 Declarations of Interest B17.49

There were no declarations of interest. The Chairman reminded members of interests that Mr. Johal had previously declared.

B17.50 Apologies B17.50

Apologies were received from Ms. Gill, Mr. Smith and Mr. Johal for late arrival.

B17.51 Minutes of the Meeting of the Board of Governors held on Monday 15th May and the Special Meeting held on Monday 12th June 2017 B17.51

The minutes of the meeting of the Board of Governors held on Monday 15th May and the Special Meeting held on Monday 12th June 2017 were approved for signature by the Chairman.

RESOLVED: that the minutes be approved.

B17.52 Matters Arising

B17.52

- i) Any Other Business - Assistant Principal People and Corporate Services  
(Vide Minute B17.36 (1))

Members were informed that, as requested by the Board, a letter had been sent to Ms. Whiting, former Assistant Principal People and Corporate Services.

- ii) Appointment of Clerk to the Corporation (Vide Minute B17.44)

The Chairman informed members that Mrs. Scotford had accepted the position of Clerk to the Corporation and would be commencing employment with the College on Monday 21st August 2017.

B17.53 Principal's Report

B17.53

The Principal presented a report informing members of learner numbers and funding, learner applications, the College's national achievement rate, matters relating to quality of provision, human resources, events and achievements and on-going developments particularly with regard to higher education and partnerships.

The Principal informed members of developments the College was introducing with regard to improving apprenticeship provision. With regard to higher education members were informed of the significant interest received from schools in Sandwell and Birmingham.

Members were pleased to note that the College was ranked 12th nationally on overall achievement rates, which related to all areas of provision, as well as its performance against national averages for 16-18 and 19+ provision. Projected success rates for 2016/17 were very high. 90% of provision was considered to be good or better in terms of the observations of teaching, learning and assessment. The Principal emphasised that there had been an on-going cycle of quality improvement initiatives.

The Principal understood that funding had been secured for the development of the engineering centre, however, written confirmation was awaited.

With regard to events and achievements members had been provided with a portfolio of documents illustrating the range of initiatives undertaken by the various departments. In response to a query, the Principal explained the range of marketing campaigns and other events that had been developed to attract learners.

A further discussion took place regarding higher education provision, collaborative arrangements and partnerships, potential acquisitions, diversification, the current focus on OfSTED and further developments with employers, particularly with regard to the provision of work experience opportunities for learners.

Members acknowledged the significant breadth of provision offered by the College, the very positive outcomes achieved during the year and the huge commitment of both staff and students.

RESOLVED: that the report be received.

Ms. Jenkins and Messrs Britton, Mahmood and Johal joined the meeting during the above discussions.

B17.54 Strategic Plan Monitoring and Review

B17.54

Following on from the Strategy Day held on Monday 15th May 2017 the Principal made a presentation to members highlighting the developments that had been achieved since the opening of Central Campus in 2014.

The presentation included learner numbers, success rates and financial health; national achievement rate comparisons, the College's diversification strategy, its new operating structure, key developments that had been implemented and new developments that were planned (particularly with regard to further education, careers, business and student enterprise), higher education, work with employers and further development of the multi-academy trust. A copy of the presentation was tabled for members.

Members acknowledged the significant growth in learner numbers and improvements in success rates, as well as achieving 'outstanding' financial health.

In response to a query, a discussion took place regarding the way in which the Health Sciences University Technology College had developed.

The Chairman thanked the Principal for his presentation which clearly illustrated the College's significant progress over a short period of time.

RESOLVED: that the presentation be received.

B17.55 Report – Teaching, Learning and Assessment 2016/17

B17.55

The Vice-Principal presented the Teaching and Learning Report, which updated members on key curriculum and quality issues.

Members were reminded of the new observation of teaching, learning and assessment process that had been implemented during 2016/17. This had been considered in detail by the Learners, Quality and Curriculum Committee and was considered to be very robust.

The Vice-Principal explained the key quality improvement initiatives that had been developed during the year including stretch and challenge activities, SMART target setting and the further embedding of English and maths.

A discussion took place regarding the importance of encouraging learners to achieve their goals and aspirations.

In response to a query, members were informed of a range of initiatives that had been introduced to improve attendance at English and maths lessons.

RESOLVED: that the report be received.

B17.56 Financial Year 2017/18  
College Budget 2017/18 and Three Year Financial Forecast

B17.56

The Executive Director for Finance and Resources presented the College Budget for 2017/18, which included the financial forecast for 2016/17, the budget for 2017/18 and the forecast for 2018/19.

The Executive Director outlined the Funding Agency's basis for its assessment of the College's financial health, pension charges, the operating surplus and cash positions, the rationale for increased capital expenditure in 2017/18, the key assumptions on which the budget was based, (including matters relating to the Apprenticeship Levy), income and expenditure (including staff costs), the bank loan position, the forecast position, the risk and sensitivity analysis and risk mitigation.

A member queried the level of income relating to higher education provision and members were informed that this was considered reasonable in light of the uncertainty regarding the level of provision that would be delivered in 2017/18.

In response to a query, the Executive Director explained the College's staff costs as a percentage of income compared to the sector average and also how pension costs were provided for within the budget.

In response to a further query, the Executive Director informed members that payment of a block grant of £20,000 to the Students' Union was included in the College's budget.

RESOLVED:

- a) that the College Budget 2017/18 and Three-Year Plan be approved and the implications within it noted.
- b) that authority be delegated to the Principal to incur expenditure in accordance with the capital budget 2017/18
- c) that the report be received and noted.

B17.57 Insurance Cover 2017/18

B17.57

The Chairman informed members that he had asked the Executive Director for Finance and Resources to provide an up-date to the Board of Governors on the College's insurance arrangements, in line with the Board's responsibility for safeguarding of assets.

The Executive Director informed members that the College's insurance arrangements were still being provided by UMAL. Members were reminded of the various levels of insurance cover including that for Directors and Officers Liability.

Members were reminded that buildings insurance for Central Sixth was provided by the Local Authority with the cost being recharged to the College.

RESOLVED: that the verbal report be received.

B17.58 Safeguarding Annual Report

B17.58

The Vice-Principal presented the Safeguarding Annual Report 2016/17 and reminded members that a detailed report regarding safeguarding was presented to each meeting of the Learners, Quality and Curriculum Committee.

Members were informed of the staffing structure for safeguarding responsibilities and new appointments that had been made. Members were also informed of steps that had been taken to raise the profile of safeguarding with both staff and students.

An external review of safeguarding arrangements had been undertaken, which had resulted in a number of recommendations being made. All of the recommendations had been implemented.

Superintendent Youds informed members of ways in which West Midlands Police could work closely with the College on safeguarding matters.

RESOLVED: that the report be approved.

B17.59 Policies and Procedures

B17.59

The Vice-Principal informed members that as a result of the external review of safeguarding it had been recommended that a number of amendments were made to the Safeguarding and Prevent Policy and that a number of new policies be introduced to document the College's operations and processes. The amendments to the existing policies were explained and the new policies were outlined.

It was noted that the Supply Chain Sub-Contracting Policy had also been amended to include safeguarding.

The Vice-Principal explained that the Transgender Policy was still in draft form and would be presented to a future meeting of the Board of Governors.

RESOLVED:

a) that the following policies relating to Safeguarding be approved:-

- i) Safeguarding and Prevent Policy
- ii) Criminal Convictions Policy
- iii) Visitors Policy
- iv) British Fundamental Values Policy
- v) Harassment and Bullying of Learners Policy
- vi) Freedom of Speech (Outside Speakers) Policy
- vii) Substance Misuse Policy

b) that the Supply Chain Sub-Contracting Policy 2017/18 be approved.

B17.60 Management Accounts for the Period ended 31st May 2017

B17.60

The Executive Director for Finance and Resources presented the management accounts for the period ended 31st May 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.

The College's income position was considered very positive. Increases in expenditure relating to staffing, exams and marketing were explained.

RESOLVED: that the management accounts be received.

B17.61 Risk Management Monitoring Report

B17.61

The Executive Director for Finance and Resources presented the Risk Management Monitoring Report and informed members of amendments that had been made to the report since its consideration by the Audit Committee. Members were informed that the Senior Leadership Team would be asked to give further consideration to mitigating actions relating to the new risks that had been added to the Register.

A member asked that the Risk Register be coloured coded in terms of the severity of risks.

In response to a query regarding pension liabilities members were informed that this matter would be resolved by the end of the year.

RESOLVED:

a) that the Risk Register be coloured coded in terms of the severity of risks.

b) that the Risk Management Monitoring Report be approved.

B17.62	<p><u>Minutes of the Meeting of the Audit Committee held on Tuesday 20th June 2017</u></p> <p>The Chairman asked that consideration of the minutes of the meeting of the Audit Committee held on Tuesday 20th June 2017 be deferred to the next meeting of the Board of Governors.</p> <p>RESOLVED: that consideration of the minutes of the meeting of the Audit Committee held on Tuesday 20th June 2017 be deferred to the next meeting of the Board of Governors.</p>	B17.62
B17.63	<p><u>Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 21st June 2017</u></p> <p>The Chairman asked that consideration of the minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 21st June 2017 be deferred to the next meeting of the Board of Governors.</p> <p>RESOLVED: that consideration of the minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 21st June 2017 be deferred to the next meeting of the Board of Governors.</p>	B17.63
B17.64	<p><u>Minutes of the Meeting of the Search Committee held on Monday 26th June 2017</u></p> <p>The Chairman tabled the final version of the minutes of the meeting of the Search Committee held on Monday 26th June 2017, which had been reviewed and revised since the unconfirmed minutes of that meeting had been circulated to members. The Chairman outlined the Committee's recommendations to the Board of Governors.</p> <p>RESOLVED:</p> <p>a) that Mr. Ellis be appointed as a Member and Chairman of the Remuneration Committee with effect from 1st August 2017.</p> <p>b) that Mrs. Parker be appointed as an External Co-Opted Member of the Search Committee, for a two-year term of office, commencing 1st August 2017 and ceasing on 31st July 2019.</p> <p>c) that the revised Policy for Claiming Expenses by Members of the Board of Governors be approved.</p> <p>d) that the Board of Governors note that the Search Committee had undertaken a review of progress in implementing the Governance Self-Assessment Report Monitoring Action Plan and was satisfied with the progress that had been made.</p> <p>e) that the minutes be received.</p>	B17.64
B17.65	<p><u>Any Other Business</u></p> <p>There were no items of other business.</p> <p>The Staff and Student Members and members of the Senior Leadership Team left the meeting.</p>	B17.65
B17.66 (NFP)	NOT FOR PUBLICATION	B17.66 (NFP)

B17.67 Determination of Confidential Items

B17.67

Members agreed that discussions relating to agenda item 20 should be minuted confidentially.

RESOLVED: that minute number B17.66 be deemed confidential.

B17.68 Date of Next Meeting

B17.68

The next meeting of the Board of Governors was planned to take place on Monday 16th October 2017, commencing at 5.30 p.m.

The meeting terminated at 8.15 p.m.