

SANDWELL COLLEGE

**Minutes of the Board of Governors meeting
held on Wednesday 13 December 2017
by conference call**

Present: Mr K Ellis (Independent) (in the Chair)
Mr D Chuhan (Independent)
Mrs T Hurst (Independent)
Mr G Pennington (Principal)
Mr A Scott (Independent)
Mr M Smith (Independent)
Mr M J Uddin (Independent)

Apologies: Mr J Britton (Independent)
Ms R Hanif (Student)
Ms R Jenkins (Independent)
Mr N Johal (Independent)
Mr T Mahmood (Independent)
Supt R Youds (Independent)

Mr D Holden Vice Principal
Ms A Sheridan Assistant Principal, Quality, Learner Studies and Innovation

Also in attendance:

Mr D Hawkins Executive Director, Finance and Resources
Mrs E Scotford Clerk to the Corporation

The original meeting scheduled for 11 December 2017 had been cancelled due to ongoing adverse weather conditions. A teleconference was therefore held to address the items requiring approval.

The meeting started at 3.30pm

| | | Action |
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| B17.90 | <u>Welcome</u> | |
| | The Chair welcomed all present to the meeting. | |
| B17.91 | <u>Declarations of Interest</u> | |
| | There were no declarations. | |
| B17.92 | <u>Apologies</u> | |
| | Apologies had been received from Mr Britton, Ms Hanif, Ms Jenkins, Mr Johal, Mr Mahmood and Supt Youds and were accepted by Governors. | |
| B17.93 | <u>Financial year-end 2016/17</u> | |
| 1 | Sandwell College – Members Report and Financial Statements for the Year Ended 31 July 2017 | |
| | The Executive Director for Finance and Resources presented the Members Report and Financial Statements 2016/17 and highlighted the year-end position in relation to the Statement of Comprehensive Income, Balance sheet and Cashflow. | |

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| | The Executive Director for Finance and Resources highlighted the slight rewording of the Auditors' report. There was no change to the opinion contained in the report. | |
| | The Executive Director for Finance and Resources drew Governors' attention to the increase in the funding body grant income from £22.8 million to £25.5 million which reflected the increase in 16-18 learner numbers year on year. | |
| | The Audit Committee (<i>meeting on 28 November was inquorate but members present</i>) had considered the Members Report and Financial Statements in detail and recommended its approval to the Board of Governors. | |
| | Following further consideration of the Members Report and Financial Statements for the year ended 31 July 2017, together with all of the reports relating to the financial year-end audits, the Board of Governors approved the Members' Report and Financial Statements for 2016/17 for signature by the Chairman and Principal. | |
| | RESOLVED: that the Members' Report and Financial Statements for 2016/17 be approved for signature by the Chairman and Principal. | |
| 2 | Financial Statements and Regularity Audit: <ul style="list-style-type: none"> - Audit Finding Report and Opinion 2016/17 - Letter of Representation | |
| | The Chairman of the Audit Committee presented the Financial Statements and Regularity Audit Management Report and Opinion 2016/17 and the Letter of Representation. The report and Letter of Representation were recommended to the Board of Governors for approval. | |
| | RESOLVED: <ul style="list-style-type: none"> a) that the Financial Statements and Regularity Audit Finding Report 2016/17 be received and approved. b) that the Letter of Representation relating to 2016/17 be approved for signature by the Chairman. | |
| 3 | Internal Audit Annual Report 2016/17 | |
| | The Chairman of the Audit Committee presented the Internal Audit Annual Report 2016/17. This summarised the work of the Internal Audit Service during 2016/17 particularly in relation to Governance, Risk Management and Internal Controls. The report had been recommended to the Board of Governors for approval. | |
| | RESOLVED: that the Internal Audit Annual Report 2016/17 be approved. | |
| 4 | Risk Management Annual Report 2016/17 | |
| | The Chairman of the Audit Committee presented the Risk Management Annual Report for 2016/17 and referred members to the report's conclusion. The report had been recommended to the Board of Governors for approval. | |
| | RESOLVED: that the Risk Management Annual Report 2016/17 be approved. | |

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| 5 | Annual Report of the Audit Committee to the Board of Governors and the Accounting Officer 2016/17 | |
| | The Chairman of the Audit Committee presented the Committee's Annual Report to the Board of Governors and the Accounting Officer 2016/17 and reminded members that under the Post-16 Audit Code of Practice the Annual Report had to be submitted to the Education Skills Funding Agency with the financial statements. | |
| | The Chairman of the Audit Committee drew Governors' attention to a slight update to the wording (shown below in italics) of the report's conclusion which was needed in order to meet the Post-16 Audit Code of Practice requirements: "From the work undertaken by the Audit Committee and the reports it has considered during 2016/17, it is the Committee's opinion that the College's audit arrangements, its framework of governance, risk management and control, and its processes for securing <i>the effective and efficient use of resources, the solvency of the institution, and the safeguarding of its assets are adequate and effective</i> ". The conclusion remained positive. | |
| | RESOLVED: that the Annual Report of the Audit Committee to the Board of Governors and the Accounting Officer 2016/17 be approved. | |
| 6 | Reconciliation of Period 12 Management Accounts (July 2017) to the Financial Statements 2016/17 | |
| | The Executive Director, Finance & Resources, presented a reconciliation of the management accounts for July 2017 (period 12) to the financial statements 2016/17. | |
| | RESOLVED: that the report be received. | |
| B17.94 | Cladding Report | |
| | The Principal referred Governors to the key documents forming Appendix 9 of the Board pack, specifically the conclusion on page 11. Governors resolved to accept the reports from the fire safety experts that the College was safe to use and there was no requirement to replace the cladding on the building. | |
| | RESOLVED: that the report be received. | |
| B17.95 | Ofsted inspection result | |
| | On behalf of Governors, the Chair congratulated the College on its recent Ofsted result and asked that the Board's thanks and appreciation be passed on to staff and students for all their hard work, efforts and support during the inspection. | |
| | RESOLVED: that the Board's thanks and appreciation be passed on to staff and students for all their hard work, efforts and support during the inspection. | |

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| B17.96 | Expiry of term of office – Alistair Scott | |
| | As this was Mr Scott's last meeting, due to the expiry of his term of office, the Chair thanked Mr Scott for all his hard work and commitment to the Board and the College during his time as Governor and as Chair of the Audit Committee. | |
| | RESOLVED: that thanks and appreciation to Mr Scott be noted. | |
| B17.97 | <u>Date and time of next meeting</u> | |
| | <i>Post meeting note: Additional Board meeting arranged for Wednesday 24 January 2018, 5.30pm Monday 26 February 2018, 5.30pm</i> | |

The meeting ended at 3.55pm