

SANDWELL COLLEGE

**Minutes of the Board of Governors meeting
held on Monday 24 January 2018
in Room 5F/43, Central Campus
at 5.30pm**

Present:	Mr K Ellis	(Independent)	(in the Chair)
	Mr J Britton	(Independent)	
	Mr D Chuhan	(Staff)	
	Mr N Johal	(Independent)	(part of meeting)
	Mr G Pennington	(Principal)	
	Supt R Youds	(Independent)	
Apologies:	Ms R Jenkins	(Independent)	
	Mr T Mahmood	(Independent)	
	Mr M Smith	(Staff)	
	Mr M J Uddin	(Independent)	
Absent:	Ms R Hanif	(Student)	
	Mr M Seaman	(Student)	

Also in attendance:

Mr D Hawkins Executive Director for Finance and Resources
Mr D Holden Vice Principal
Ms A Sheridan Assistant Principal, Quality, Learner Studies and Innovation
Mrs E Scotford Clerk to the Corporation

The meeting started at 5.40pm

The items were taken in a different order at the meeting but are presented in the minutes in agenda order for ease of reference.

As the meeting was not quorate, electronic confirmation of the items requiring approval was to be secured from the Governors not present.

		Action
B18.1	<u>Welcome</u>	
	The Chair welcomed all present to the meeting.	
B18.2	<u>Declarations of Interest</u>	
	Mrs E Scotford declared an interest in agenda item 9 as Interim Clerk to Cadbury College.	
B18.3	<u>Apologies</u>	
	Apologies had been received from Ms Jenkins, Mr Mahmood, Mr Smith and Mr Uddin and were accepted by Governors. Ms Hanif and Mr Seaman did not attend.	

B18.4	<u>Minutes of the meeting of the Board of Governors – 13 December 2017</u>	
	The minutes were agreed as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved.	
B18.5	<u>Matters Arising</u>	
	There were no matters arising.	
B18.6	<u>Principal's report</u> Report presented by the Principal, with Governors' attention drawn specifically to the following points:	
1	Application numbers are solid.	
2	New Marketing Manager recruited – background outlined.	
3	<p>Update given on apprenticeships. The College is targeting the larger employers. Governors acknowledged this was a sensible strategy. Whilst it was acknowledged that other local colleges attract a higher proportion of the apprenticeships market at present, the Principal explained that the College's focus in recent times had been the 16-18 market. The benefits, to the borough, if the College were a bigger player in the apprenticeships market were recognised.</p> <p>Governors suggested therefore that Sandwell should consider selecting a niche area. Initial thoughts were Business; Engineering (although a niche area would need to be identified – possibly Automotive); Health and Wellbeing; Digital Media. The College has the facilities to support Health, Automotive and Digital Media. This would be the subject of future in-depth discussions.</p> <p>Simon Griffiths to be invited to the next Board meeting to give a presentation on the work his team has been doing in this area.</p>	Principal
	NJ left the meeting	
4 NFP	Special educational needs funding	JB
5	RESOLVED THAT: the Principal's report be received	
B18.7	<u>Ofsted inspection result</u> Presentation given by the Principal – copy attached to the minutes for reference. Key points highlighted included:	
1	Good progress had been made since the last inspection.	
2	English and maths progress was recognised. GCSEs are now significantly above national average. Resit results were better than the previous November, with maths higher than English.	
3	Employer links led to over 2,000 work experience placements.	
4	Progression is good with the majority going into work, apprenticeships or HE.	
5	Safeguarding is a key strength of the College.	
6	Teachers are effectively engaging with the Prevent agenda. This is embedded in the College as it is such a diverse college.	

7	Managers have developed highly effective partnerships with a range of local agencies.	
8	There is a clear understanding of the role the College plays in improving the life chances of people in the area.	
9	Governors demonstrate effective leadership to mitigate risks, to secure high quality resources and to develop a curriculum that meets the needs of the local area.	
10	Next steps were outlined: <ul style="list-style-type: none"> • Need to look at progress and value added from which the College is currently disadvantaged • More strength and challenge at L3 being explored • Attendance in English and maths – although this continues to improve. 	
11	Whilst it was a positive result and recognised the progress since the last inspection, the College was nevertheless disappointed not to be judged Outstanding for reasons outlined by the Principal.	
12	Principal's view for future focus: <ul style="list-style-type: none"> • Apprenticeships • T levels • Attendance • Raising the College's focus on becoming the market leader. 	
13	Governors recognised the efforts and joint working of students and staff during the inspection and believed they could be proud of the result.	
14	RESOLVED THAT: the Principal's presentation on the Ofsted inspection be noted	
B18.8	SAR The Vice Principal presented the College SAR. Key points highlighted:	
1	The College had self-assessed as Outstanding in recognition of the amount of its business which was Outstanding.	
2	The Vice Principal recognised the work done by Ann Sheridan in the process.	
3	Key areas for improvement: <ul style="list-style-type: none"> • Value added – needs to be improved, particularly on some A level subjects. Voc VA also needs to be improved. • Apprenticeships - timely success rates. • Inconsistent attendance in English and maths – attendance is running below vocational subjects • Some AS subjects perform below national average 	
4	Key achievements were highlighted: <ul style="list-style-type: none"> • Achievement rates at all levels across all ages exceed national average • Adult success rates are extremely high • Ofsted rated teaching and learning Good with Outstanding Practice. Inspectors could not find any instances of poor teaching during the inspection • Good strategic direction – improving progression for learners and focus on 16-18 provision • Outstanding accommodation which is being constantly developed. 	

	<ul style="list-style-type: none"> AS inspections were moderated with our staff – all matched. Governance is strong – there is strong challenge on teaching and learning and quality both at Corporation and in committee meetings. Ofsted commented that reports to Governors could be more detailed. Although it does not necessarily agree with the comment, the College is happy to provide appendices with more detail if required. Very high progression rates, which the College felt were not necessarily appropriately recognised by Ofsted. Disadvantaged and learners with special needs achieved as well as other learners 	
5	<p>Governors commented that:</p> <ul style="list-style-type: none"> The College's intake of learners from Birmingham needed to be included at the beginning of the document. Subjects which are slightly under-performing should be highlighted for Governors to be able look at progress specifically in those areas. AS confirmed that the QIP for 2017/18 would include the details with improvements reported to LQCC for feedback and monitoring purposes. 	
6	RESOLVED THAT: the College Self-Assessment Report 2016/17 be approved.	
B18.9	<u>**CONFIDENTIAL SESSION**</u>	
NFP	<u>Cadbury College</u>	
B18.10	<u>Management accounts to 31 October 2017</u> The Executive Director, Finance & Accounts, presented the management accounts. Key points were outlined:	
1	Adjustments were made to the forecast and outturn.	
2	Apprenticeships income has been re-examined as there has been a reduction in income.	
3	Adjustment made to special educational needs funding to acknowledge the reduction in the forecast.	
4	RESOLVED THAT: the management accounts to 31 October 2017 be received	
B18.11	<u>Student Union Accounts 2016/17</u>	
1	The Executive Director, Finance & Accounts, presented the Student Union accounts.	
2	RESOLVED THAT: the Student Union accounts for 2016/17 be received.	
B18.12	<u>Governor Expenses report 2016/17</u>	
1	The Clerk presented the Governor Expenses report 2016/17.	
2	RESOLVED THAT: the Governor Expenses report 2016/17 be received.	
B18.13	<u>Appointment of student member</u>	
	RESOLVED THAT: Michael Seaman, HE student, be appointed as Student Governor as elected by the student body	

B18.14	<u>Governors vacancies</u>	
1	The Chair advised that the terms of office had expired for Governors: Teresa Hurst and Alistair Scott. As a result, there was a pressing need to recruit new Governors with a skill set including accountancy and education. Governors were encouraged to explore their own networks for potential suitable candidates and send their details to the Clerk.	Govs
2	Initial suggestions were offered: <ul style="list-style-type: none"> • Gordon Frank • Richard Sauda, KPMG • Rt Hon Jacqui Smith Principal to follow up the suggestions.	Principal
3	It was suggested that Linked In was a useful tool to promote the vacancies.	
4	The Chair stressed that the Board needed to be more proactive in filling the vacancies which now existed to enable it to focus effectively as a Board.	
	RESOLVED THAT: <ul style="list-style-type: none"> • Governors explore their networks for potential Governor candidates • The Principal follow up the suggested candidates 	
B18.15	<u>Any Other Business</u>	
1	Quality Review Visit (QRV) for HE – had been carried out by QAA. It is an audit of systems and processes. The College is disputing their findings related to the contract and is currently working to resolve the issues. Detailed analysis of the issue will be taken to the LQCC Committee for further review and monitoring.	
	RESOLVED THAT: detailed analysis be taken to the LQCC Committee	
2	Pension deficit – in order to reduce payments on the pension fund, the College has taken a twin-tracked approach. Detailed explanation of the negative pledge proposal given by the Executive Director, Finance & Resources. Discussion took place with Governors supporting a further detailed conversation between the College and the bank with a view to taking the suggestion forwards.	
	RESOLVED THAT: further detailed conversation between the College and the bank take place with a view to taking the negative pledge suggestion forwards.	
B18.16	<u>Determination of Confidential items</u>	
	<ul style="list-style-type: none"> • B18.6.4 - Special educational needs funding • B18.9 - Cadbury College 	
B18.17	<u>Date and time of next meeting</u> Monday 26 February 2018, 5.30pm	

The meeting ended at 8.25pm