

SANDWELL COLLEGE

**Minutes of the Board of Governors meeting
held on Friday 17 May 2019
at Sandwell College at 12 noon**

Present:	Mr K Ellis	(Independent)	(Chair)
	Mr G Bassi	(Independent)	
	Mr D Chuhan	(Staff – Teaching)	
	Ms J Francis	(Independent)	
	Mr N Johal	(Independent)	
	Mr N Makin	(Independent)	
	Ms P Murphy	(Independent)	
	Mr G Pennington	(Principal)	
	Supt R Youds	(Independent)	
Apologies:	Mr X Foster	(Student Governor)	
	Mr S Hackett	Prospective Governor	
	Ms R Jenkins	(Independent)	
	Dr K Shaikh	(Independent)	
	Mr J Tew	(Independent)	
	Mr M J Uddin	(Independent)	
	Mr N Wood	(Student Governor)	

Also in attendance:

Mrs J Bailey Executive Director for Finance and Resources
 Ms A Banford Prospective Staff Governor, Cadbury
 Ms B Beaty Executive Director, HR and Organisational Development
 Mr N Grace Prospective Governor
 Mr S Griffiths Executive Director, Apprenticeships and Skills Division
 Mr D Holden Vice Principal
 Ms J Stevens Executive Director, Quality & Academic Standards and Principal, Cadbury College
 Mrs E Scottford Clerk to the Corporation

		Action
B19.26	<u>Welcome</u>	
	The Chair welcomed all present to the meeting and introductions were made.	
B19.27	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
B19.28	<u>Apologies</u>	
28.1	Apologies were received from Rebecca Jenkins, Kamran Shaikh, John Tew and Jalal Uddin. Xavier Foster and Nicholas Wood did not attend. Apologies were also received from Simon Hackett.	
28.2	RESOLVED: <ul style="list-style-type: none"> That apologies be accepted 	

B19.29	Board membership	
29.1	Governor Resignation – Jan Britton, Independent	
	Governors were advised of the resignation of Jan Britton with effect from 31 March 2019.	
29.2	Governor appointments	
29.2.1	Noel Grace - Independent	
29.2.1.1	The Chair outlined the background, skills and experience Mr Grace would bring to the Board.	
29.2.1.2	RESOLVED THAT: Governors approved the appointment on a 3-year term of office of Noel Grace as Independent Governor.	
29.2.2	Cllr Simon Hackett - Independent	
29.2.2.1	The Chair outlined the background, skills and experience Cllr Hackett would bring to the Board.	
29.2.2.2	RESOLVED THAT: Governors approved the appointment on a 3-year term of office of Simon Hackett as Independent Governor.	
29.2.3	Amie Banford – Staff Governor (Cadbury)	
29.2.3.1	Following the Staff Governor nomination process, Governors approved the appointment of Amie Banford as Staff Governor (Cadbury).	
29.2.3.2	RESOLVED THAT: Governors approved the appointment of Amie Banford as Staff Governor (Cadbury) for a 3-year term of office.	
	AB and NG joined the meeting	
29.2.4	Jan Britton – Co-opted member	
29.2.4.1	The Chair proposed that Jan Britton be appointed as a Co-opted member of the Audit Committee.	
29.2.4.2	RESOLVED THAT: Governors approved the appointment on a 3-year term of office of Jan Britton as Co-opted Governor to the Audit Committee.	
29.3	Governor reappointment	
	Jalal Uddin – Independent	
29.3.1	The Chair explained the benefits of reappointing Jalal Uddin for a further term of office.	

29.3.2	RESOLVED THAT: Governors approved the appointment on a 3-year term of office of Jalal Uddin as Independent Governor.	
B19.30 NFP	<u>Borrowing/banking arrangements</u>	
B19.31	<u>Governor induction training – set date</u>	
31.1	The Chair and Clerk advised that a date would be set for Governor induction training for new Governors. The training was open to all Governors including those who might welcome a knowledge refresher session. Principal’s presentation to be re-run at the Governor induction session.	
31.2	Clerk to circulate potential dates to Governors.	Clerk
31.3	RESOLVED THAT: <ul style="list-style-type: none"> The Clerk would circulate potential dates to Governors. 	
B19.32	<u>E-governance presentations</u>	
32.1	As the College sought to move to e-governance, presentations were to be arranged with a selection of providers. Governors were invited to attend the presentations. Date to be decided and circulated to Governors. Gurvinder Bassi offered to attend. Other volunteers were also welcomed. Governors to advise the Clerk if interested.	Clerk Govs
32.2	RESOLVED THAT: <ul style="list-style-type: none"> Governors were invited to attend the presentations. Governors to advise the Clerk if interested. Date of presentations to be decided and circulated to Governors. 	
B19.33	<u>Any Other Business</u>	
33.1	Requests for information	
33.1.1	The Chair thanked the Clerk for all her hard work and support of Governors. The Chair reminded Governors of the importance of responding to requests for information within timescales and completing and returning their annual declarations as these were statutory requirements. Governors were also asked to ensure they completed the DBS application process for new applications and renewals at the appropriate time as it is imperative that DBSs are valid at all times.	

33.1.2	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors would complete and return requested information to the Clerk by deadlines set. • Governors would ensure they completed the DBS application process for new applications and renewals at the appropriate time 	
33.2	Creative Alliance	
33.2.1	<p>The Principal updated Governors on the potential merger with Creative Alliance. The due diligence process is near completion. The Principal proposed that a small task and finish group be set up to consider the due diligence paperwork as Governor input was important.</p> <p>It was decided that the task and finish group would consist of: Ken Ellis, Graham Pennington, Peta Murphy and Noel Grace.</p> <p>After scrutiny of the due diligence documents, a proposal would be brought to the next Board meeting on whether to proceed with the merger.</p>	Principal
33.2.2	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • A small task and finish group be set up to consider the due diligence paperwork for the proposed merger with Creative Partnerships. • A proposal would be brought to the next Board meeting on whether to proceed with the merger. 	
33.3	<u>Student behaviour initiative</u>	
33.3.1	<p>The Vice Principal advised Governors of a recent initiative on student behaviour which had been set up in conjunction with the police and local authority. The initiative includes town patrols consisting of student representatives, accompanied by a PSO. Details were given of the operation of the initiative. 25 students had applied for the student representative roles: 5 were selected, including 2 girls.</p>	
33.3.2	<p>The initiative has attracted the attention of The Times newspaper. A reporter has visited the College to speak with those students involved in the initiative. The initiative is ground-breaking, the first of its kind in the country. The student representatives presented very well and were very enthusiastic. The reporter was very impressed.</p>	
33.3.3	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors noted the Student Behaviour initiative. • Governors noted that a report on the initiative would be published by The Times newspaper 	
B19.34	<p><u>Date and time of next meeting</u> Monday 8 July 2019, 4.00pm, Cadbury College</p>	

The meeting ended at 12.45pm