

SANDWELL COLLEGE

**Minutes of the Board of Governors meeting
held on Monday 21 May 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)	
	Ms R Goodby	(Independent)	
	Mr G Pennington	(Principal)	
	Mr M Smith	(Staff)	
	Mr M J Uddin	(Independent)	
	Supt R Youds	(Independent)	
Apologies:	Ms R Jenkins	(Independent)	
	Mr N Johal	(Independent)	
	Ms A Sheridan	Assistant Principal, Quality, Learner Studies and Innovation	
Absent:	Ms R Hanif	(Student)	
	Mr T Mahmood	(Independent)	

Also in attendance:

Mr G Bassi	Prospective Governor
Mr B Croston	Ensors (Item 16 only)
Mr D Hawkins	Executive Director for Finance and Resources
Mr D Holden	Vice Principal
Mr S Griffiths	Executive Director, Apprenticeship & Skills Division
Mr S Morom	Interim Executive Director for Finance and Resources
Ms P Murphy	Prospective Governor
Mrs E Scotford	Clerk to the Corporation
Ms J Stevens	Executive Director, Quality & Academic Standards
Mr M Taylor	Eversheds (Item 16 only)

The meeting started at 5.50pm

		Action
B18.46	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting. Raffaella Goodby was welcomed to her first meeting and introductions were made. Apologies were received from Rebecca Jenkins and Ninder Johal and were accepted by Governors. Radia Hanif and Tariq Mahmood did not attend.	
	RESOLVED: <ul style="list-style-type: none"> • That apologies be accepted 	
B18.47	<u>Declarations of Interest</u>	
	There were no declarations of interest.	

B18.48	<u>Governor membership update</u>	
	GB and PM left the meeting	
18.48.1	New Governor appointment <ul style="list-style-type: none"> • G Bassi 	
	The Chair advised that the Search Committee had met with Mr Bassi and outlined the experience, background and skills that he would bring to the Corporation and strongly recommended his appointment.	
	RESOLVED <ul style="list-style-type: none"> • That Governors approved the appointment of Gurvinder Bassi as an Independent member of the Corporation for a three-year term of office commencing 21 May 2018 and as member of the Audit Committee. 	
18.48.2	New Governor appointment <ul style="list-style-type: none"> • P Murphy 	
	The Chair advised that the Search Committee had met with Ms Murphy and outlined the experience, background and skills that she would bring to the Corporation and strongly recommended her appointment.	
	RESOLVED <ul style="list-style-type: none"> • That Governors approved the appointment of Peta Murphy as an Independent member of the Corporation for a three-year term of office commencing 21 May 2018 and as member of the Learners Quality and Curriculum Committee (LQCC). 	
18.48.3	Student Governor – Michael Seaman The Chair advised that Mr Seaman had had to withdraw from the College due to ill health. His term of office had consequently ceased on his withdrawal as a student.	
18.48.4	David Hawkins – Executive Director, Finance & Resources	
	As this was David Hawkins' last meeting before leaving the College to take up another post, the Chair took the opportunity to thank him for all his hard work and support of the Corporation and the College during his time as Executive Director, Finance & Resources, presenting him with a card and gift on behalf of the Governors.	
B18.49	<u>Minutes of the previous meeting held on 26 February 2018</u>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED: <ul style="list-style-type: none"> • That the minutes be approved. 	
B18.50	<u>Matters Arising</u>	
	The Chair reminded Governors that he was currently covering the Lead Governor Safeguarding role, following the end of term of office of Teresa Hurst, Independent Governor, but other volunteers were welcomed to take on the role. Dave Holden, Vice Principal, could provide further information on the remit of the role. Committee structures, membership and the	

	Safeguarding Governor role will be discussed at the Strategy Day on 6 July 2018.	
		GP arrived
B18.51	<u>Principal's Report</u>	
	The Principal presented his report. Key points highlighted were:	
18.51.1	Applicant numbers are reasonably strong at present. A strategy is in place to further enhance marketing. This year's new target of 4100 has been achieved. The target for next year is challenging but the College is confident it can be met.	
18.51.2	Quality – following the Autumn's Ofsted inspection, this year's focus has been value added and various strategies have been implemented.	
18.51.3	English and maths – resources have been targeted in both areas, exam results now awaited.	
18.51.4	HR – it has been a challenging period but matters have now been resolved with the unions which the College is pleased will create a sound and affordable solution for the future, whilst allowing focus to remain on the students.	
18.51.5	Student successes – the Principal outlined the recent competition wins achieved by college students and advised that one student was taking up the offer of a place at Oxford. The College intends to build confidence so that students feel empowered to take up offers at Oxford and Cambridge.	
18.51.6	Apprenticeships – Apprenticeships Week took place at the end of March.	
18.51.7	QAA – a reminder of the background to the issue and update was given. Dave Holden, Vice Principal, has written to Ofsted advising that the College is keen to resolve the issue, seeking their advice on how to do so. The College has produced an application pack which Eversheds are checking.	
18.51.8	Finance – the College's finances have faced pressure this year, e.g. pension increases; being funded in year for only half of the number of students; pay pressures. The College is therefore heading for a breakeven position.	
18.51.9	T levels – an element of the new T levels is about to be announced: the College is keeping a watching brief on their development.	
18.51.10	Maths support - the College has been targeted for additional maths support.	
	RESOLVED: <ul style="list-style-type: none"> • That the Principal's report be received and noted. 	
18.52	<u>Teaching & Learning Report incl. Interim Report – Teaching, Learning and Assessment 2017/18</u>	
	Dave Holden, Vice Principal, presented his report. There were 2 main issues highlighted which were:	

18.52.1	Quality – following the Ofsted inspection which rated the quality of teaching and learning as very Good, the College had decided to focus on no notice learning walks rather than lesson observations. Explanation given of the difference between the two approaches. No notice learning walks give a better impression of the teaching and learning experience as it is less stressful for teachers.	
18.52.2	Stretch and challenge to improve value added – the College is working on different assessment strategies from which it has developed a Staff Development Plan for 2018/19 based on the position identified in the learning walks. The next round of success rates will be taken to the LQCC Committee.	
18.52.3	T levels – the College is engaged in a pilot. T levels include an increase to the current requirement of the number of work experience hours, i.e. increased to 300 hours. Delivery of the vocational content will be challenging. Health and Social Care, and Early Years have been identified as the pilot areas.	
	RESOLVED: <ul style="list-style-type: none"> • That the Teaching & Learning Report be received and noted. 	
18.53	<u>GDPR</u>	
	Update given on the College's plan to be compliant by the deadline of Friday 25 May 2018. Presentation to be given to the next meeting by Roxana Pal, Director of Information Services, Exams & Funding Data: the GDPR lead. Clerk to note for agenda.	Clerk
	RESOLVED: <ul style="list-style-type: none"> • That the update on GDPR be noted • That a presentation on the College's steps to compliance with the GDPR be made to the next meeting 	
18.54	<u>Minutes of Committee meetings</u>	
18.54.1	<u>Audit Committee – 20 March 2018</u> The minutes were noted. See also point 13. In response to a Governor's query, the College confirmed that the fire doors had all been checked and adjusted. The building had passed its recent inspection.	
	RESOLVED: <ul style="list-style-type: none"> • That the minutes be noted 	
18.54.2	<u>Search Committee – 2 May 2018</u> The minutes were noted. See also point 3.	
	RESOLVED: <ul style="list-style-type: none"> • That the minutes be noted 	
18.55	<u>Governors Code of Conduct – 15th edition</u>	
	Governors approved the 15 th edition of the Code of Conduct.	

	RESOLVED: <ul style="list-style-type: none"> That the 15th edition of the Code of Conduct be approved 	
18.56	<u>Instrument & Articles</u>	
	Item deferred.	
18.57	<u>Calendar of Corporation meeting dates 2018/19</u>	
	The final version of the calendar of Corporation meeting dates 2018/19 incorporating the changes requested at the previous meeting was approved.	
	RESOLVED: <ul style="list-style-type: none"> That the calendar of meeting dates be approved 	
18.58	<u>Appointment of:</u>	
18.58.1	<u>Financial Statements Auditors</u>	
18.58.1.1	Following a robust tender and shortlisting process, the Audit Committee recommended the appointment of Grant Thornton as the College's Financial Statement auditors for a term of 5 years.	
18.58.1.2	RESOLVED: <ul style="list-style-type: none"> That Governors approved the appointment of Grant Thornton as the College's Financial Statement Auditors for a 5-year term, to be reviewed annually, commencing with work relating to the 2018/19 financial year 	
NFP	•	
18.58.2	<u>Internal Auditors</u>	
18.58.2.1	Following a robust tender and shortlisting process, the Audit Committee recommended the appointment of RSM Tenon as the College's auditors for a term of 5 years.	
18.58.2.2	RESOLVED: <ul style="list-style-type: none"> That Governors approved the appointment of RSM Tenon as the College's Internal Auditors for a 5-year term, to be reviewed annually, commencing with work related to the 2018/19 financial year. 	
NFP	•	
18.59	<u>Risk Management Monitoring Report</u>	
	The Risk Management Monitoring Report was presented. There had been no major movement in the risk rating of the high risk areas since the last meeting. Governors suggested that mergers and acquisitions be added to the Risk Register. Interim Executive Director, Finance & Resources, to action.	Int. Exec Dir, F&R
	RESOLVED: <ul style="list-style-type: none"> That the Risk Management Monitoring Report be received That mergers and acquisitions be added to the Risk Register 	

18.60	<u>Health & Safety Policy 2018/19</u>	
	The Health & Safety Policy was presented. There were no major changes to report. Governors were advised that all of the Statement of Intent for the College and the supporting procedures contained in the Policy were brought to the Health & Safety Group meetings for approval.	
	Governors are required to undertake the Safeguarding and Prevent training courses. Dave Holden to send details of forthcoming training sessions to the Clerk for circulation to Governors.	DHo/Clerk
	RESOLVED: <ul style="list-style-type: none"> • That the Health & Safety Policy 2018/19 be approved 	
	Staff Governors left the meeting	
	<u>**CONFIDENTIAL SESSION**</u>	
18.61	<u>Confidential item 1</u>	
18.62	<u>Confidential item 2</u>	
18.63	<u>Confidential item 3</u>	
18.64	<u>Confidential item 4</u>	
18.65	<u>Confidential item 5</u>	
18.66	<u>Confidential item 6</u>	
18.67	<u>Determination of Confidential Items</u>	
	18.58.1.2 and 18.58.2.2 Confidential session items 1-6	
18.68	<u>Date of next meeting</u> Friday 6 July 2018	

The meeting ended at 7.55pm