

SANDWELL COLLEGE

**Minutes of the Board of Governors meeting
held on Monday 6 July 2020 at 4.00pm
Virtual meeting**

Present: K Ellis (Independent) (Chair)
J Francis (Independent)
N Grace (Independent)
S Hackett (Independent)
R Islam (Student Governor, Cadbury College)
N Makin (Independent)
P Murphy (Independent)
G Pennington (Principal)
A Taylor (Independent)
J Tew (Independent)
M J Uddin (Independent)

Apologies: A Banford (Staff – Cadbury)

Absent: G Bassi (Independent)
P Sola (Student Governor, Sandwell College)

Also in attendance:

J Bailey Executive Director, Finance & Resources
B Beaty Executive Director, HR and Organisational Development
P Geary Vice Principal
D Holden Vice Principal
A Sheridan Assistant Principal, Curriculum & Student Services
E Scotford Clerk to the Corporation
J Stevens Executive Director, Quality & Academic Standards, and Principal, Cadbury College

		Action
B20.44	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting and Patrick Geary, new Vice Principal, was introduced to the Board. <i>Post meeting apologies were received from Amie Banford.</i>	
	RESOLVED THAT: apologies be accepted.	
B20.45	<u>Declarations of Interest</u>	
	The Principal and Clerk to the Corporation declared an interest in agenda item 22.	
B20.46	<u>Board membership update</u>	
	Vice Chair vacancy	
	There had been no nominations or self-expressions of interest in the role of Vice Chair. The Chair reiterated the need for all Governors to give serious consideration to taking on the important role of Vice Chair. The Board is required to have a Vice Chair.	

	RESOLVED THAT: Governors would give consideration to taking on the role of Vice Chair.	
B20.47	<u>Minutes of previous meetings</u>	
20.47.1	Board meeting – 9 March 2020	
	RESOLVED THAT: the minutes of the Board meeting held on 9 March 2020 were approved as a true and accurate record and signed by the Chair.	
20.47.2	Minutes of the Special meeting of the Board of Governors – 20 April 2020 – CONFIDENTIAL SESSION	
	RESOLVED THAT: the minutes of the Special Board meeting (Confidential Session) held on 20 April 2020 were approved as a true and accurate record and signed by the Chair.	
20.47.3	Minutes of the Special meeting of the Board of Governors – 11 June 2020 – CONFIDENTIAL SESSION	
	RESOLVED THAT: The minutes of the Special Board of Governors meeting (Confidential Session) held on 11 June 2020 were approved as a true and accurate record and were signed by the Chair.	
B20.48	Matters Arising	
20.48.1	Board meeting – 9 March 2020	
20.48.1.1	B20.7.12 – summary Ofsted plan to be brought to Governors – minutes of the LQCC meeting of 17 June 2020 refer.	
20.48.1.2	B20.7.25 – update on HS2 College – no further update available at this time.	
20.48.1.3	B20.8.10 – summary report on action plans arising from the Fire Safety Reports – deferred due to Covid-19 but Governors received assurance of the College’s extensive focus on health and safety and risk assessments relating to the Covid-19 situation.	DH
20.48.1.4	B20.14.3 – AoC Code of Good Governance compliance checklist to be circulated to Governors by the Clerk – actioned.	
20.48.1.5	B20.16.1.4 – percentage of training completed by staff to be included in future HR reports to the Board – actioned.	
20.48.1.6	B20.17 – final schedule of meeting dates 2020/21 to be brought to the July meeting – actioned.	
B20.48.2 NFP	Minutes of the Special meeting of the Board of Governors – 20 April 2020 – CONFIDENTIAL SESSION	
B20.48.3 NFP	Minutes of the Special meeting of the Board of Governors – 11 June 2020 – CONFIDENTIAL SESSION	
B20.49	<u>Principal’s Report including Covid-19 update</u>	

	The Principal's report was noted. Discussion focused on Strategic Development 4 – Cadbury in the City and Strategic Development 5 – Property see point B20.10.5.	
	RESOLVED THAT: Governors received the Principal's report.	
B20.50	<u>Provisional success rates 2019/20</u>	
	The Vice Principal explained the process used and the provisional rates which had resulted.	
	RESOLVED THAT: Governors received the provisional success rates 2019/20.	
B20.51	<u>Online learning during lockdown including good practice</u>	
	Students are maximising the opportunities presented to them at this time.	
	RESOLVED THAT: Governors noted the report on online learning during lockdown.	
B20.52	<u>Strategic Plan</u>	
	Governors reviewed in detail each element of the Strategic Plan.	
20.52.1	Strategic Development 1 – Covid-19	
	A core group of Governors meet with SLT each Friday to monitor the overall plan. An update on the College's current approach to managing the Covid-19 situation and reopening the College was noted.	
	RESOLVED THAT: Governors noted the latest position regarding Covid-19.	
20.52.2	Strategic Development 2 – Timetabling	
	As the current situation remains so uncertain, the College has put in place an 'agile' timetable which can be adapted to circumstances at a given time. Students would benefit from more face to face learning if possible. Staggered start plans have been built into the plan which reduces the pressure on public transport and minimises the amount of movement of students around the building.	
	RESOLVED THAT: Governors noted the College's timetabling plan from September 2020.	
20.52.3	Strategic Development 3 - ILT Preparations for September	
20.52.3.1	Governors found the plan to be extremely thorough and a well-considered approach, well executed by the leadership team.	
20.52.3.2	Governors acknowledged that students were grateful to be able to return to college in some form and that they benefited from contact with each other as well as their bubbles.	
20.52.3.3	Governors were impressed with the number of staff volunteers who had come forward.	

20.52.3.4	<p>2,300 students have visited the College over the last 2 weeks, many of whom were accompanied by their parents. All have been impressed with and grateful for the work done by the College to ensure as safe an environment as possible. A considerable number of virtual interviews have also been conducted.</p> <p>Students have been provided with learning for the summer period and induction packs for September.</p>	
20.52.3.5	Key areas of consideration are: travel arrangements for September as well as assessing students' access to online learning to determine a plan for each student in the event of further lockdowns. It was noted that Sandwell was on the list of 'at risk' areas which might face localised lockdowns.	
20.52.3.6	RESOLVED THAT: Governors noted the ILT preparations for September.	
20.52.4	Strategic Development 4 - Cadbury in the City	
	See point B20.52.5.	
20.52.5 NFP	Strategic Development 5 – Property (CONFIDENTIAL)	
20.52.6	Strategic Development 6 - Adult courses	
20.52.6.1	The College will assess students joining enrolment days during July and August. This will be used to enrol adults on to the most appropriate courses. The College will continue to take adult students on Construction courses. There is more demand for L4 and L5 qualifications because of those being furloughed and made redundant.	
20.52.6.2	Funding is being received from the West Midlands Combined Authority (WMCA). More adult applicants have applied recently than in recent years which reflects the current jobs market and the need to upskill.	
20.52.6.3	<p>Governors asked if funding would follow the increased numbers.</p> <p>The College advised that the WMCA would review this in-year. The College explained the differences between adult and 16-18 funding.</p>	
20.52.6.4	<p>The College is keen to support more adults in Birmingham because of the current circumstances. Cadbury College ran adult learning in the past.</p> <p>The College could support more adults if more funding were provided.</p>	
20.52.6.5	<p>Governors asked if the WMCA realised a number of students join the College from Birmingham.</p> <p>The Principal advised that Cadbury serves a broader community and the College had developments planned in the area.</p>	
20.52.6.6	<p>The College attracts both 16-18 and adults from the community.</p> <p>The Principal advised that Cadbury would get some transfer of students. It had targeted efforts and was attracting more from around the Kings Norton area.</p>	

20.52.6.7	The College has secured 3 Job Centres around Cadbury assisted by its improved reputation in Birmingham.	
20.52.6.8	<p>In response to a Governor's query, the Principal advised that the total value of adult learning equated to £3.5 million. The College could do more to support these students with more funding. Interesting discussions between the LA and WMCA were currently underway.</p> <p>Governors agreed the College should increase its presence to meet the needs of the local community in the widest sense.</p> <p>JF drew Governors' attention to an exercise underway across BCC to repurpose its assets and buildings including community libraries. Covid-19 has demonstrated a need for more targeted localised response and a more rigorous response to chronic unemployment. Further updates will be given.</p>	
20.52.6.9	<p>Governors pointed out that universities were looking to upskill workers and deliver courses entirely online to make them as accessible as possible and not reliant on face to face physical teaching which presented a real opportunity for the College.</p> <p>The College advised that it had been developing online courses for adults including the NHS and construction and was developing short courses to upskill. There was a focus on blended and online learning moving forwards.</p>	
20.52.6.10	<p>Governors asked which sectors the College covered in its current adult learning portfolio.</p> <p>The College advised that the College delivered a wide range of adult courses. Following advice from Job Centres as to where gaps lie the College was now focusing on construction, health, team leaders, professional courses to upskill people, as well as ESOL English and Maths. There has been a rise in adult interest for English and Maths GCSE.</p>	
20.52.6.11	RESOLVED THAT: Governors noted the update on adult courses.	
B20.53 NFP	<u>Safeguarding Annual Report</u> Presented by the Vice Principal	
B20.54	<u>Policies/Procedures</u> RESOLVED THAT: Governors approved the following policies:	
20.54.1	Fees	
20.54.2	Health & Safety	
20.54.3	Staff and Student Consultation	
20.54.4	Risk Management	
B20.55	<u>Minutes of committee meetings</u>	
20.55.1	Audit Committee – 16 June 2020	

20.55.1.1	The minutes were taken as read.	
20.55.1.2	As the meetings on 17 March 2020 and 16 June 2020 were inquorate, Governors' approval of certain items was sought.	
20.55.1.3	The committee had received 2 Internal Audit reports, one on Governance (Substantial Assurance) and HR (Reasonable Assurance).	
20.55.1.4	Auditors had responded to the Committee's request to report by exception and reports were now more tailored.	
20.55.1.5	The Internal Audit Strategy recognises the impact of Covid-19 with the GDPR follow-up audit deferred for a year to allow staff to focus on Covid-19 priorities.	
20.55.1.6	A Marketing audit had been included on the Internal Audit Programme. Whilst the Committee recognised the importance of this area for the College, they were not sure it was an appropriate use of internal audit time and resources could be allocated elsewhere and recommended that a decision be taken by the SLT.	
20.55.1.7	The Internal Auditors will continue to work remotely in line with their company's policy. One key area of focus will be the impact of Covid-19 on going concern judgements and the impact on cashflow.	
20.55.1.8	RESOLVED THAT: Governors approved the Audit Committee minutes of 16 June 2020	
20.55.2	Audit Committee minutes – 26 November 2020	
	RESOLVED THAT: Governors approved the Audit Committee minutes of 26 November 2019	
20.55.3	Audit Committee minutes – 17 March 2020	
	RESOLVED THAT: Governors approved the Audit Committee minutes of 17 March 2020.	
20.55.4	Internal Audit Strategy 2020/21	
	RESOLVED THAT: Governors approved the Internal Audit Strategy 2020/21.	
20.55.5 NFP	Performance Indicators: IAS and FSA – CONFIDENTIAL	
20.55.6	LQCC Committee – 17 June 2020	
20.55.6.1	The minutes were taken as read.	
20.55.6.2	Grade predictions have been submitted to the awarding bodies. The volume of grades input was highlighted.	
20.55.6.3	The commitment of staff has been outstanding in maintaining the learner experience throughout the Covid-19 situation.	
20.55.6.4	RESOLVED THAT: Governors noted the LQCC Committee minutes of 17 June 2020.	

20.55.7	Search Committee – 22 June 2020	
20.55.7.1	The minutes were taken as read.	

20.55.7.2	Work is underway to recruit to Board vacancies. Dialogue is underway with a local accountancy firm. The Vice Principal is in contact with the local police force. Further update to be given to the next meeting.	JT DH
20.55.7.3	RESOLVED THAT: Governors noted the Search Committee minutes of 22 June 2020.	
B20.56	<u>Insurance Cover 2020/21</u>	
20.56.1	Discussion took place on whether to retender for the College insurance cover, but given current circumstances and Governors' need to protect assets, it was decided that now was not the right time to change.	
20.56.2	RESOLVED THAT: Governors received the Insurance Cover report for 2020/21.	
B20.57	<u>Financial Regulations</u> Presented by the Exec Director, Finance & Resources	
20.57.1	Minor amendments to the previous version were outlined.	
20.57.2	RESOLVED THAT: Governors approved the Financial Regulations.	
B20.58	<u>Calendar of meeting dates 2020/21</u>	
20.58.1	Meetings will continue to be held virtually until further notice.	
20.58.2	The Chair advised that the Clerk would seek feedback on the approach to virtual meetings and, in line with the sector, would seek Governors' support for taking a blended approach to virtual and face to face meetings in future post Covid-19.	
20.58.3	RESOLVED THAT: Governors approved the calendar of meeting dates 2020/21.	
B20.59	<u>Committee Terms of Reference</u>	
20.59.1	RESOLVED THAT: Governors approved the terms of reference of the committees: Search, LQCC and Remuneration.	
20.59.2	Audit Terms of Reference – the Committee sought Board approval to reduce the quorum temporarily from 3 to 2 to enable decisions to be made while steps were taken to improve attendance levels and fill committee vacancies.	
20.59.3	RESOLVED THAT: <ul style="list-style-type: none"> • Governors approved the temporary reduction in the Audit Committee quorum from 3 to 2. • Governors approved the Audit Committee terms of reference. 	
B20.60	<u>Any Other Business</u>	
	Julia Stevens advised that a Cadbury student had won this year's Diana Award. The student's background, progress and success was outlined.	
	JF and RI left the meeting	

	<u>**CONFIDENTIAL SESSION**</u>	
B20.61 NFP	<u>Confidential session – item 1</u>	
B20.62 NFP	<u>Confidential session – item 2</u>	
B20.63 NFP	<u>Confidential session – item 3</u>	
B20.64 NFP	<u>Confidential session – item 4</u>	
	Principal, Clerk and staff members left the meeting	
	<u>**CONFIDENTIAL**</u>	
B20.65 NFP	<u>Minutes of the Remuneration Committee</u> See separate minute.	
B20.66	<u>Determination of confidential items</u>	
	B20.48.2, B20.48.3, B20.52.5, B20.53, B20.55.5, B20.61, B20.62, B20.63, B20.64, and B20.65.	
B20.67	<u>Date and time of next meeting</u> Monday 12 October 2020, 4.00pm **Extra-ordinary Board meeting** provisionally set for Monday 10 August 2020, 4.00pm re. next phase college reopening plan and property matters **Meetings will continue to be held virtually until further notice**	

Meeting ended at 6.10pm