

**SANDWELL COLLEGE**

**Minutes of the Board of Governors meeting  
held on Monday 4 December 2023 at 4.00pm  
Sandwell College**

- Present:           K Ellis                               (Independent) (Chair)  
                  N Anhu                               (Staff Governor, Sandwell)  
                  M Ashford                           (Independent)  
                  R Bearman                           (Independent)  
                  N Makin                               (Independent)  
                  G Pennington                       (Principal)  
                  S Powell                           (Staff Governor, Cadbury)  
                  T Sharma                           (Independent)  
                  P Stanaway                       (Independent)  
                  A Taylor                           (Independent)  
                  J Tew                               (Independent)
- Apologies:       R Barrett-Price               Director of Estates Development and Capital Projects  
                  N Bostan                           Assistant Principal Vocational Curriculum Projects, EDI  
                  S Griffiths                       Director of Strategy and Projects  
                  M J Uddin                       (Independent)
- Absent:            A Aitken                           (Independent)  
                  S Lal                               (Independent)

Also in attendance:

- R Pickup           Executive Director, Finance & Resources  
B Beaty            Executive Director, HR and Organisational Development  
D Holden           Vice Principal  
E Scotford        Clerk to the Corporation  
J Stevens         Executive Director, Quality & Academic Standards, and Principal,  
                          Cadbury College

		<b>Action</b>
B23.72	<b><u>Welcome and Apologies</u></b>	
23.72.1	The Chair welcomed all present to the meeting. Apologies were received from Jalal Uddin.  Apologies were also received from Roland Barrett-Price, Nargis Bostan and Simon Griffiths.  Alex Aitken and Shokat Lal did not arrive.  As this was Mr Stanaway’s last meeting, Governors expressed their thanks for his hard work and support during his tenure.	
23.72.2	RESOLVED THAT: apologies were approved by Governors.	
B23.73	<b><u>Declarations of Interest</u></b>	
	There were no declarations of interest beyond the standing register of interests.	

B23.74	<b><u>Board membership</u></b>	
74.1	<b>Appointment of Chair of the Corporation</b>	
74.1.1	The Clerk advised that there had been one nomination for Alan Taylor. Mr Taylor was therefore appointed unopposed as Chair of the Corporation: proposed by: Neil Makin; seconded by: John Tew; approved unanimously.	
74.1.2	As this was Mr Ellis's last meeting before his term of office expired on 31 December 2023, Governors thanked him sincerely for all his hard work, commitment and support of the College during his time as Governor and Chair of the Corporation.	
74.1.3	RESOLVED THAT: Governors approved the appointment of Alan Taylor as Chair of the Corporation with effect from 1 January 2024 until 12 March 2026.	
74.2	<b>Co Vice Chair of the Corporation update</b>	
	The Chair advised that there had been no nominations or expressions of interest in the Co Vice Chair role. Volunteers were encouraged. Governors were reminded that the term of office of Mr Tew, Co Vice Chair, would end in March 2025 so this would be useful time to work alongside him.	Govs
74.3	<b>Student Governor appointments</b>	
74.3.1	RESOLVED THAT: Governors confirmed the appointment of:  Taranpreet Kaur as Student Governor, Sandwell, until 31 July 2024	
74.3.2	Candidates for the Student Governor, Cadbury vacancy, were currently being sought, with a view to appointing at the next Board meeting.	
74.4	<b>Committee membership update</b>	
	RESOLVED THAT: With upcoming Governors' end of terms of office, Governors approved the following changes to committee membership:  Richard Bearman to move from Audit to Finance & Strategy Neil Makin to become Interim Chair of LQCC John Tew to join LQCC temporarily Alan Taylor to join Search & Governance and Performance & Remuneration by virtue as his role as Chair of the Corporation  John Tew to take on the Safeguarding Link Governor role temporarily	
74.5 NFP	<b>Board membership update</b>	
B23.75	<b><u>Minutes of the previous meeting held on 9 October 2023</u></b>	
	RESOLVED THAT: Governors approved the minutes of the previous meeting held on 9 October 2023 which were signed by the Chair.	
B23.76	<b><u>Matters Arising</u></b>	
	There were no matters arising.	

B23.77	<b><u>Principal's Report</u></b>	
77.1	Latest student numbers were 7070 funded learners. This would trigger in-year growth funding of approximately £1 million.	
77.2	Other improvements compared to the previous year were: adult education – enrolments over the summer generated income; apprenticeships – the department had been restructured following the Ofsted inspection and was achieving improved outcomes now; achievement rates were higher than last year which was pleasing given the return to grade boundaries – this would stand the College in good stead as there was an anticipated move back to metrics for Ofsted following the appointment of a new Chief Inspector.	
77.3	Update on projects given. Further negotiations were underway on the health project, the Principal was now involved in the negotiations.	
77.4	HR strategy update given. The College was shortly advertising 3 Assistant Principal posts with strong potential internal candidates. The Lead Programme had been rigorous and developed talented individuals so they were in a position to move on to the next level of leadership.	
77.5	Update given on the Director of Estates Development and Capital Projects. Chair's letter on behalf of the Board to be sent to him expressing the Board's thanks and appreciation for his hard work and the impact he had made during his time with the College.	Chair
77.6	Governors acknowledged the innovative approach and effectiveness of the College's work to retain students and ensure they maximised their experience while at college which helped maintain a positive financial position.	
77.7	Governors recommended attending the College's One World Day in June which was a celebration of diversity and was an inspirational and rewarding experience. Governors welcomed early notification of the date for 2024.	
77.8 NFP		
B23.78	<b><u>Vice Principals' Report incl. Teaching &amp; Learning and final results 2022/23 update</u></b>	
78.1	The new report layout in the format of the Common Inspection Framework (CIF) was explained.	
78.2	An induction survey and review had been undertaken and the report would be taken to LQCC.	
78.3	Standard reviews had gone well. T&L Coaches would be appointed to support the development of new and existing staff skills set.	
78.4	<p>Outcomes for learners were well above National Average (NA). English and Maths results were particularly pleasing being ahead of NA and West Midlands average and achieving positive outcomes for students who had been unsuccessful in those subjects at school. The College gave all students a chance and support to resit the exam which saw 700 November resits this year following the impact of the return to grade boundaries on school results.</p> <p>Governors noted that the College performance was well above other colleges and its success in this area was a great testament to staff and their development of students' confidence.</p>	

78.5	Work with behaviour and attitudes, rated Outstanding by Ofsted, continued and the approach was working well. Feedback from students and staff had been taken and reviewed. The Attendance Coaches made a positive impact.	
78.6	New organisations National Express, Homebase and the Civil Service were working with the College. A positive meeting took place with the WMCA who were pleased with the College's progress and were impressed with its presentation on curriculum plans. The College's achievements contributed to the WMCA's improved outcomes.	
78.7	Apprenticeships – the new Sales team had helped to transform the department giving it a new momentum and were working closely with the delivery team. Ian Smith, former HMI Inspector, and a teaching and learning expert practitioner, were working with the College to improve the quality of T&L in the Apprenticeship team.	
78.8	High needs - the College was interested in developing a specialist centre to deal with complex needs. The current high needs unit was supporting 10 learners. The unit was well funded by the LA as it needed a facility to place learners with complex needs. The unit generated £350k which supported those learners' education and personal needs. There was potential to further develop this facility in the College thanks to its excellent reputation for high needs and being the provider of choice for Sandwell, Dudley, Wolverhampton and Birmingham.	
78.9	In response to a Governor's request for an explanation of quality assurance activity, the College advised that each course was subject to a review to ensure assessments were to the right standards and quality processes and procedures were in place. The process was well supported by the Quality team. Qualifications delivered were checked by the relevant awarding body.  Governors asked for the process to be explored in more detail by the LQCC. Clerk to note for agenda.	Clerk
B23.79	<b><u>Health and Safety update</u></b>	
79.1	The full Health & Safety report had been presented to the Audit Committee.	
79.2	RESOLVED THAT: Governors received the health and safety update.	
B23.80	<b><u>Policies/documents</u></b>	
80.1	<b><u>Safeguarding 2023/24</u></b>	
	RESOLVED THAT: Governors approved the Safeguarding policy.	
80.2	<b><u>Instrument &amp; Articles</u></b>	
	RESOLVED THAT: Governors approved the change to the Instrument & Articles, Termination of Membership, to include 10 (2) (c) "Failure to complete the relevant onboarding forms or annual declarations in a timely manner is liable to expose a member to removal from office under Instrument 10 (2) (a)".	
B23.81	<b><u>Student Union Accounts 2022/23</u></b>	
	RESOLVED THAT: Governors noted the Student Union Accounts 2022/23.	

	Staff Governors left the meeting	
	<b>**CONFIDENTIAL SESSION**</b>	
B23.94	<b><u>Any Other Business</u></b>	
	There was no other business.	
B23.95	<b><u>Determination of Confidential Items</u></b>	
	<b>Minute Nos. B23.74.5, B23.77.8, B23.83-B23.93.</b>	
B23.96	<b><u>Date and Time of Next Meeting</u> Monday 11 March 2024, 4.00pm, Sandwell College</b>	

Meeting ended at 7.15pm