

**SANDWELL COLLEGE**  
**Minutes of the Board of Governors meeting**  
**held on Monday 10 October 2022 at 4.00pm, Sandwell College**

Present: K Ellis (Independent) (Chair)  
N Makin (Independent)  
G Pennington (Principal)  
T Sharma (Independent)  
J Tew (Independent) (Meeting Chair)  
M J Uddin (Independent)

Apologies: R Barrett-Price Director of Estates Development and Capital Projects  
N Grace (Independent)  
S Griffiths Director of Strategy and Projects  
P Stanaway (Independent)  
A Taylor (Independent)

Absent: N Anhu (Staff Governor – Sandwell)

Also in attendance:

J Bailey Executive Director, Finance & Resources  
B Beaty Executive Director, HR and Organisational Development  
N Bostan Associate Principal  
C Demetrios Associate Principal  
D Holden Vice Principal  
S Hunt Managing Director, Employers, Skills and Innovation  
E Scotford Clerk to the Corporation  
J Stevens Executive Director, Quality & Academic Standards, and Principal, Cadbury College

		<b>Action</b>
B22.63	<b><u>Welcome and Apologies</u></b>	
63.1	The Chair welcomed all present to the meeting. Apologies were received from Noel Grace, Paul Stanaway and Alan Taylor.  Nisha Anhu did not arrive.  Apologies were also received from Roland Barrett-Price and Simon Griffiths.  Ken Ellis explained his family circumstances which prevented him from attending in person. The meeting was therefore chaired by John Tew, proposed by: KE, seconded by: NM, approved unanimously.	
63.2	RESOLVED THAT: apologies were <b>approved by Governors</b> .	
B22.64	<b><u>Declarations of Interest</u></b>	
	RESOLVED THAT: There were no declarations of interest beyond the standing register of interests.	
B22.65	<b><u>Minutes of the previous meeting – 11 July 2022</u></b>	
	RESOLVED THAT: <b>Governors approved</b> the minutes of the previous meeting held on 11 July 2022 for signing by the Chair.	
B22.66	<b><u>Matters Arising</u></b>	
	Matters arising were deferred to the next meeting.	

B22.67	<b><u>Board membership</u></b>	
	<b>Vice Chair</b>	
	Governors were reminded that John Tew was currently acting Vice Chair and it was proposed that he be formally appointed as Vice Chair.  John Tew was appointed as Vice Chair. Proposed by: Neil Makin, seconded by: Ken Ellis, approved unanimously.	
B22.68	<b><u>Governor training</u></b>	
	Governor training session took place.	
B22.69	<b><u>Principal's report</u></b>	
	RESOLVED THAT: Governors received and noted the Principal's report.	
B22.70	<b><u>Teaching &amp; Learning compendium of reports</u></b>	
	RESOLVED THAT: Governors received and noted the following reports: 1 The college quality improvement plan 21/22 2 Safeguarding report 21/22 3 Equalities report 21/22 4 Disciplinary hearings report 21/22 5 Student services report 21/22 6 Quality strategy 22/23	
B22.71	<b><u>Policies/procedures</u></b>	
71.1	RESOLVED THAT: Governors received and approved the following policies/procedures:  - Board of Governors training policy - Freedom of Information policy - Governors Code of Conduct (17 <sup>th</sup> edition) - Instrument & Articles - Procedure for Dealing with Complaints Against the Board of Governors, Board Members and the Clerk to the Corporation - Procedure on Independent Professional Advice for Corporation Members - Public Access to Corporation Registers Policy - Standing Orders	
71.2	It was noted that the Health & Safety Policy had last been approved at the March 2022 Board meeting so would be presented to the March 2023 Board meeting in line with its annual cycle of approval.	
B22.72	<b><u>College Seal</u></b>	
72.1	<b>Use of the Seal</b>	
	RESOLVED THAT: Governors approved the use of the Seal for: Engineering centre building contracts: <ul style="list-style-type: none"> <li>• Portacabin for <b>£3,140,798.00 plus VAT</b></li> <li>• O'Briens for <b>£682,564.22 plus VAT</b></li> </ul>	

72.2	<b>Register of Use of the Seal</b>	
	<p>RESOLVED THAT: Governors noted the Register of the use of the Seal for:</p> <p>Partnership Agreement – relating to the Sandwell Civil and Mechanical Engineering Centre as part of the Towns Fund Programme in Sandwell Authenticated by the signatures of: Ken Ellis and Neil Makin</p> <p>Cadbury Science City / Speller Metcalfe Build Contract Authenticated by the signatures of: Ken Ellis and Neil Makin</p>	
B22.73	<b><u>Any Other Business</u></b>	
	There was no other business.	
NFP	<b>**CONFIDENTIAL SESSION**</b>	
B22.79	<b><u>Determination of Confidential Items</u></b>	
	<b>Minute Nos. B22.74, B22.75, B22.76, B22.77, B22.78</b>	

B22.80	<b><u>Date and time of next meeting</u></b> <b>Monday 5 December 2022, 4.00pm – SANDWELL COLLEGE</b>	
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Meeting ended at 4.20pm