

CHAIR AGREED – NON CONFIDENTIAL
FULL CORPORATION MEETING

Minutes of the meeting held on Wednesday 12th December 2019 at 4.30 pm.

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| Present: Sue Anderson (Chair); Steven Davies (Staff Governor); David Farrow; David Jones; Andy McHale; Thelma Probert; Wendy Sharples; and Tony Day (Principal). | |
| In Attendance: Anne Barker (Clerk to Corporation); Damian Brant (Vice Principal – Planning, Performance and Development); Jo Lawrence (Vice Principal – Student Welfare and Progression), Yvette Meehan (Assistant Principal); Norman MacDonald (Director of Finance) and David Blower (Senior Assistant Principal). | |
| | Action |
| <p>1. <u>Temporary Clerk</u></p> <p>The Clerk to the Corporation was unable to attend this meeting. The Chair discussed standing order 16.5 for such a circumstance, and recommended the appointment of Hayley Griffiths as a temporary clerk for the meeting. The committee agreed to appoint Hayley Griffiths as the temporary clerk for this meeting</p> | |
| <p>2. <u>Apologies for absence</u></p> <p>REPORTED:</p> <p>Apologies for absence were received from Graeme Birch, David Lee and Habib Rahman</p> | |
| <p>3. <u>Declaration of interest/s</u></p> <p>REPORTED:</p> <p>No declaration of interest/s were made.</p> | |
| <p>4. <u>Declaration of potential conflict/s of interest/s with items on the agenda.</u></p> <p>REPORTED:</p> <p>No declaration of potential conflict/s of interest/s with items on the agenda were made.</p> | |
| <p>5. <u>Minutes of the previous meeting held on 3rd July 2019.</u></p> <p>CONSIDERED:</p> <p>The Minutes of the previous meeting held on 3rd July 2019;</p> <p style="text-align: right;">PAPER FULL/19/12/05.</p> <p>RESOLVED:</p> <p>That the Minutes be approved and signed as an accurate record.</p> | |
| 5. <u>Matters arising</u> | |

CONSIDERED:

HIGHER EDUCATION from C&L September 2019

RECEIVED:

A verbal report from the Vice Principal (Planning, Performance and Development) on Higher Education: PAPER CQL/19/09/15.

REPORTED:

The Vice Principal gave an overview following the introduction of Higher Education some time ago. He explained that once the programme had been implemented, changes occurred from the Office for Students (OfS) along with local Universities offering similar programmes, which JCC could not match. He explained that a discussion took place at the September Curriculum, Quality and Learning Committee meeting regarding the future of HE at JCC, and the committee decided to recommend that the college withdraw from directly funded HE programmes.

RESOLVED:

The Board agreed with the decision made by the Curriculum, Quality and Learning Committee and agreed to withdraw from directly funded HE programmes with effect from 2020-21.

6. Notification of any other business

No matters were raised

7. **CONSTITUTIONAL MATTERS**

i. Parent/Carer/Guardian Governor 2019-20

REPORTED:

The Chair of the Corporation detailed meetings that took place last month with two potential Parent Governor candidates. She and the Principal met with both candidates individually following receipt of their completed Skills Audit and CV.

The Chair explained that both candidates had substantial skills to meet the role, with both likely to make excellent contributions. She explained the challenges they faced decided who to offer the role to, and decided to proceed with offering the role to Nighat Shaheen. The Chair explained that Nighat reflected the parents of JCC, she has worked in education before, and volunteers.

The Chair asked for the Board to agree to appoint Nighat Shaheen as the Parent Governor for 2019-20 with a view for her to begin the role in the New Year.

RESOLVED:

The Board agreed to appoint Nighat Shaheen to the role, and agreed to keep the application of the other candidate on file for any future opportunities.

ii. Governors Attendance record 2018-19.

RECEIVED:

- iii. A: **Actions** taken under delegated powers and
B: Use of the College Seal.

A REPORTED:

The Chair reported that one action had taken place under delegated powers, which was a written response to the Office for Students following the receipt of the letter received during the summer.

B: REPORTED (as required):

That there has been no use of the College Seal since the last meeting.

8. COLLEGE REPORTS

i. College SAR

RECEIVED:

The College SAR (Draft)

PAPER FULL/19/12/8i

REPORTED:

The Vice Principal (Planning, Performance and Development) highlighted the draft report to the Board. He talked through the report, highlighting the key judgements made, and explained the reasoning behind the chosen grading.

The Board thanked the Vice Principal for a thorough report and commented that it made for interesting reading.

RESOLVED;

That the draft SAR was approved.

ii. OfS Letter to Chairs

REPORTED:

The Vice Principal (Planning, Performance and Development) provided a verbal update following the OfS letter to Chairs.

The Vice Principal explained that a letter was sent from the Office for Students to Chairs of Colleges who had missed deadlines, with approximately 75% of providers receiving the letter. He explained that the OfS accept that the tone of the letter was inappropriate but refuse to apologies for it.

The Vice Principal explained that the two deadlines missed related to Unistats and fees and highlighted the opinions felt within the FE and HE sector towards OfS.

RESOLVED:

A discussion took place regarding the missed deadlines for the Office for Students. Governors were assured that the College takes its responsibilities imposed by OfS registration seriously and had not intentionally missed the deadlines indicated. In its first year of delivering higher education provision the College is aware that the processes associated with registration are not yet fully embedded. Governors accepted the reasons given for the missed deadlines and are confident measures are in place to prevent a reoccurrence.

The Vice Principal (Planning, Performance and Development) left the meeting

The Student Governors arrived to the meeting for the following item

iii. **Student Council Report**

RECEIVED:

A verbal report from the Student Governors, Iqra Malik and Abbas Hussain

REPORTED:

The Board welcomed the Student Governors to their first Full Board meeting. The members made introductions to the Student Governors and a report from the Student Council was tabled.

The Student Governors talked through the presented report and highlighted the achievements that have been so far. The Board asked the Governors if the student body are interested and supportive with the changes suggested to which they confirmed that they are.

RESOLVED:

The Chair thanked the Student Governors for their report. She commended them on the achievements made so far and thanked them for their work with encouraging more students to volunteer with college events.

The Student Governors left the meeting

The Assistant Principal arrived to the meeting

iv. **Sub-Contracting Provision**

REPORTED:

The following papers had been circulated to the Board and were considered during the Finance and Resources meeting held on 27th November 2019:

- a) A Report on Sub-Contracting Provision – Financial outturn 2018-19;
PAPER FULL 19/12/8 iv a
- b) Approval for Supply Chain Fees and Charges Policy;
PAPER FULL 19/12/8 iv b
- c) A Report on Sub-Contracting Quality;
PAPER FULL 19/12/8 iv c
- d) A verbal report on the 2019-20 contracts

RESOLVED:

The Assistant Principal discussed the attached reports with the Board. She explained that BEEAS are the sole sub-contractor.

The Board asked the Assistant Principal if the provision was likely to increase in size. The Assistant Principal explained that there are no current plans for expansion of the provision by BEEAS or JCC.

The Board agreed to the policy and the continued endorsement of the arrangement with BEEAS. They thanked the Assistant Principal for her excellent work with sub-contracting.

The Assistant Principal left the meeting

v. **Principal's Report**

CONSIDERED;
The Principals Report;

PAPER FULL 19/12/8 v

REPORTED:

The Principal talked through his presented report in detail. He highlighted the areas that would be carried forward to the next strategic plan and confirmed that the new plan will be ready by Easter 2020.

The Principal highlighted the key areas within the college where changes and improvements have been made and confirmed the intended further building work to be carried out.

The Principal discussed the recent developments with the catering contract. The Board discussed the current contract and the proposed amendments.

RESOLVED;

The Board thanked the Principal for an exceptional report. They agreed that the strategic ambitions would be used as key performance indicators for the Principal. This will complete a recommendation made within the Audit Action Plan 2018-2019.

vi. **Health and Safety Report**

CONSIDERED:

The Health and Safety Report;

PAPER FULL/19/12/8 vi.

REPORTED;

The Senior Assistant Principal discussed the report provided. He highlighted the key issues that the college has had to deal with and explained that a survey has been conducted by an external consultant to assess the security of the site. He confirmed that the consultant was impressed with the level of security that the college has instigated.

The Senior Assistant Principal explained that updates have been made the college's CCTV system, along with the addition of more cameras around the site. He confirmed that the PA system is now in place and used frequently. He highlighted that temporary door locks have been installed in every room on the site, which can be used by staff in the event of a lockdown situation. He confirmed that the standard training relating to fire drills and first aid have also been carried out.

The Board thanked the Senior Assistant Principal for his report.

vii. **Risk Register and Board Assurance 2019-20**

CONSIDERED:

The Risk Register and Board Assurance 2019-20;

PAPER FULL/19/12/8 vii

REPORTED:

The Senior Assistant Principal explained that the Risk Register belongs to the Audit Committee to manage and confirmed that an updated version would be available in the Spring term. He highlighted the comprehensive list of risks and confirmed that there is nothing that was reported by RSM that doesn't appear on the list.

He explained the addition of risks relating to Brexit and the introduction of T levels, and the effect they could have on the college. He explained that the Assistant Principal is currently working on a small plan for the college relating to the impact from Brexit.

RESOLVED:

The Board thanked the Senior Assistant Principal for his report

viii. **The Annual Safeguarding Report 2018-19**

CONSIDERED:

The Annual Safeguarding Report 2018-19;

PAPER FULL 19/12/8 viii

REPORTED:

The Senior Assistant Principal explained that this report provides assurance to the Board that the college has fulfilled every area regarding safeguarding.

He confirmed that updated safeguarding training has been completed by all staff and that the audit has been completed to highlight the strengths from the Birmingham Children's

Safeguarding Board Audit and Action Plan. He also confirmed that the reporting system that was brought in two years ago remains effective.

The Board asked if there had been an increases relating to issues of self-harm. The Senior Assistant Principal confirmed that there had not been a significant increase and that any issues are referred to the college nurse.

The Chair thanked the Senior Assistant Principal for the Report.

ix. **Safeguarding Update**

RECEIVED:

An update from the Vice Principal (Student Welfare & Progression) regarding safeguarding this academic year

REPORTED:

The Vice Principal confirmed that regular catch-up meetings take place between herself and the Chair of the Curriculum, Quality and Learning Committee, Wendy Sharples. She explained what the key challenges have been this term and detailed the referral statistics. She highlighted the interesting split in referrals by gender and explained that the main reason for a referral relates to mental health.

The Vice Principal highlighted the issues that the college are currently experiencing concerning the counselling service. She explained that only nine sessions are currently available which are occupied by both staff and students. Because of this, she has developed a relationship with Health Exchange to deliver one to one counselling. She confirmed that eleven referrals have already been made and are being followed up.

The Vice Principal discussed two safeguarding cases with the Board and highlighted how they are examples of how well the colleges safeguarding processes work.

RESOLVED:

The Board thanked the Vice Principal for her update and commended the work done so far this academic year.

A safeguarding briefing presentation will be circulated via email after the meeting to the Board for information.

9. COLLEGE POLICIES

CONSIDERED:

- i. The Prevent and Risk Assessment Strategy; PAPER FULL/19/12/9 i; and
- ii. The Safeguarding Policy; PAPER FULL/19/12/9 ii.

RESOLVED:

To approve both policies.

10 FINANCIAL MATTERS

A INTERNAL AUDIT

i. Annual Report of the Audit Committee

CONSIDERED:

The Annual Report of the Audit Committee;

PAPER FULL/19/12/10 Ai.

The Chair of the Audit Committee discussed the annual report as part of her committee report update (item 11A on the agenda)

ii. Audit Actions Plan 2018-19

CONSIDERED:

The Audit Action Plan 2018-19

PAPER FULL/19/12/10 Aii

The Chair of the Audit Committee discussed the action plan as part of her committee report update (item 11A on the agenda)

B EXTERNAL AUDIT

External Audit Findings Report

RECEIVED:

The External Audit Findings Report from RSM UK;

PAPER FULL/19/12/10B.

The Chair of the Audit Committee discussed the External Audit Findings Report as part of her committee report update (item 11A on the agenda)

C 2018-19

Draft Financial Statements for 2018-19

CONSIDERED:

- i. The Draft Financial Statements for 2018-19 for **Joseph Chamberlain Sixth Form College** for approval;

REPORTED:

The Director of Finance informed the Committee that the F&R Committee discussed the draft documents at the meeting held on 27th November 2019.

He explained that the balance sheet remains really strong and highlighted the Teachers Pension Scheme deficit increase. He confirmed that nothing of any significance has been brought to our attention.

CONSIDERED:

ii. The Draft Financial Statements for 2017-18 for **Subsidiary Company. Accounts:**

a. **The College for International Citizenship (CiC);**

PAPER FULL/19/12/10 C ii a.

REPORTED:

and

b. **Joseph Chamberlain (Trading) Limited.**

PAPER FULL/19/12/10 C ii b.

REPORTED:

The Director of Finance reported that a surplus was obtained for the first time in four years.

RESOLVED:

To approve the Draft Financial Statements for 2018- 19 for the College and two Subsidiary companies.

iii **Letters of Representation**

CONSIDERED:

Letters of Representation 2018-19, for signature by the Chair of Corporation.

RESOLVED:

The Chair will sign the Letters of Representation 2018-19.

D 2018-19

Management Accounts 2018-19

CONSIDERED:

A verbal update on Management Accounts for September 2019.

REPORTED:

The Director of Finance explained the struggles that have occurred following the issues with the colleges finance software. As a result of this, the Director of Finance will be able to provide the management accounts for October 2019 but will be unable to provide the

supporting schedules. He reassured the board that the college remains well within the budget set.

The Director of Finance detailed an integrated financial model that would be coming in. He explained that it is a huge piece of work that needs to be completed by February 2020. He confirmed that he is planning to recommend the finished report at the next Finance and Resources meeting and made a recommendation that the Chair approves the report under delegated powers.

The Director of Finance asked the Board to approve for the former Principal, Elly Tobin, to be removed officially from all bank mandates. He explained that the removal requires formal Board approval.

RESOLVED:

The Board agreed to remove Elly Tobin from all bank mandates.

11 COMMITTEE REPORTS

A: AUDIT Committee

Committee Chair

Meeting 19th November 2019

RECEIVED:

The Chair of the Committee welcomed the opportunity to discuss the minutes of her first meeting as Chair. She explained that the usual agenda items were discussed and the revised Terms of Reference are available for approval under a later agenda item. The Chair highlighted the need for another committee member to be added

The Chair explained that the committee thoroughly examined the internal audit matters along with the value for money and sub-contracting reports. She confirmed that the draft financial statements were also examined in detail.

The Chair confirmed that the External Audit Findings Report, Audit Actions Plan and Annual Report of the Audit Committee were all discussed in detail. She confirmed that the committee are happy with areas listed within the action plan, and highlighted that an audit of IT services will be conducted as part of the internal audit this year in order to give assurances to the Board. As the Senior Assistant Principal will be retiring this year, an audit will also take place regarding risk management.

ACTION:

The Clerk to the Corporation to follow up on recommendations made by the Chair of the Committee for additional committee members.

B CURRICULUM and LEARNING Committee

Meeting 10th September 2019

RECEIVED:

The Chair of the Committee explained that JCC staff have been given the opportunity to attend the meeting to provide updates on their areas. She explained that the Head of

Sociology and Criminology attended this meeting to provide an update, which was very interesting, along with the Director of Studies (Academic)

The Chair highlighted that she conducted a Learning Walk this term, which proved a very valuable activity. She explained that the Vice Principal is working on a set of guidelines for Governors to follow when conducting Learning Walks, and asked for a show of interest from committee members from a non-teaching background who would be interesting in conducting one of these walks. The Board confirmed that they would all like to participate in the activity.

RESOLVED;

The Chair of the Committee will bring the guidelines for Learning Walks to a future Full Board meeting for approval.

C FINANCE and RESOURCES Committee

Meeting 27th November 2019

RECEIVED:

The Chair of the Corporation explained that the meeting emphasised the excellent financial health of the college. She confirmed that the committee agreed to major investment in IT and highlighted the work done to refurbish the student study areas.

CONFIDENTIAL ITEM

D SEARCH Committee

There were no meeting reports to receive.

E REMUNERATION Committee

There were no meeting reports to receive.

12. Terms of Reference and Membership 2019-20

RECEIVED:

- i. The Audit Committee Terms of Reference and Membership
PAPER FULL 19/12/12i
- ii. The Finance and Resources Committee Terms of Reference and Membership
PAPER FULL 19/12/12 ii
- iii. The Curriculum, Quality and Learning Terms of Reference and Membership
PAPER FULL 19/12/12 iii

RESOLVED:

The Board agreed to all amended versions of the Terms of Reference and Membership for each of the above committees.

12. ANY OTHER BUSINESS

No other matters were raised.

13. EQUALITY IMPACT ASSESSMENT

CONSIDERED:

Whether any decisions taken during the meeting are anticipated to have an impact on equality.

RESOLVED:

That decisions taken during the meeting are anticipated to have a neutral or positive impact on equality.

14. DATES OF MEETINGS and EVENTS 2019-20

REPORTED:

i Dates of scheduled meetings of the Full Board in 2019-20 are:

Wednesday 1st April 2020 at 4.30pm

Wednesday 1st July 2020 at 4.30pm.

ii That the date for **Governors Training** this year is 1st April 2020.

The meeting closed at 7pm.