

**FULL CORPORATION MEETING**

Minutes of the meeting held on 27<sup>th</sup> March 2018 at 5.00 pm in the **College Board Room**

<p><b>Present:</b> Councillor Sue Anderson (Chair); Steven Davies (Staff Governor); David Jones; David Lee; Thelma Probert; Lesley Servian; Wendy Sharples; Winsome Sherriffe (Staff Governor); Syed Talha (Student Governor) and Elly Tobin (Principal).</p>
<p><b>In Attendance:</b> Anne Barker (Clerk to Corporation); Tony Day (Deputy Principal); and Norman McDonald. For part of the meeting; David Blower (Assistant Principal) and Yvette Meehan (Director Adult Learning).</p>
<p>1. <b><u>Apologies for absence</u></b></p> <p>REPORTED:</p> <p>Apologies were recorded for Redwan Begh, Graeme Birch, Rubina Chaudary, Bushra Chughtai and Andy McHale.</p>
<p>The meeting was quorate.</p>
<p>2. <b><u>Declaration of interest/s</u></b></p> <p>No declaration of interest/s was made.</p>
<p>3. <b><u>Declaration of potential conflict/s of interest/s with items on the agenda.</u></b></p> <p>No declaration of potential conflict/s of interest/s with items on the agenda was made.</p>
<p>4. <b><u>Minutes of the previous meeting held on 10<sup>th</sup> January 2018.</u></b></p> <p>CONSIDERED:</p> <p>The <u>Minutes</u> of the previous meeting held on 10<sup>th</sup> January 2018, PAPER FULL/18/03/04.</p> <p>RESOLVED:</p> <p>That the minutes be approved and signed as an accurate record.</p>

5. Matters arising

REPORTED:

That the appointment of the nurse had been an excellent investment for the College

Unfortunately the MUN had had to be cancelled due to snow

The Careers Fair is being held this week; the welcome is at 3.30pm.

The HE Fair has been moved to 18th June and the Arts Fest is now on 22nd June.

Again, thank you to staff for the Ofsted outcome.

6. Notification of any other business

REPORTED:

There was an additional item added to the agenda; a Paper on HE, and one other item of AOB

7. CONSTITUTIONAL MATTERS

i Governors Attendance record 2017-18.

RECEIVED:

Report of Governors Attendance record 2017-18, PAPER 18/03/07i  
Clerk.

ii Actions taken under delegated powers and Use of the College Seal.

REPORTED:

a) That no actions have been taken under delegated powers since the last meeting.

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

iii Corporation meeting dates 2018-19

CONSIDERED:

Dates proposed for Corporation meetings 2018-19 (Draft);  
PAPER FULL/18/03/07 iii tabled.

RESOLVED:

That the schedule of dates, with meetings on varying days of the week, was fine.

8. COLLEGE REPORTS

The following items were taken out of agenda order.

iv Health and Safety Report

CONSIDERED:

The Health and Safety termly Report; PAPER FULL/18/03/08 iv.

REPORTED:

David Blower (Assistant Principal) reported that there had not been a false fire alarm for a few years since a four minute delay was introduced which enables the site team to investigate the source of the alarm before activating the evacuations alarm. Earlier this year an alarm was set off by students burning something in a wastepaper bin. The students involved were suspended to emphasise the importance of safe behaviour in the College.

The nurse continues to be a great asset for the College. 14 staff have been trained in a national First Aid qualification in Mental Health and will receive a Certificate from Birmingham Educational Psychology services (the training provider). After Easter, a rota system will operate to ensure that a trained member of staff will always be available to deal with any students with mental health issues. The Chair commented that this system is excellent.

v Equality and Diversity (Standing Item)

RECEIVED:

An update Report on Equality and Diversity; PAPER FULL/18/03/08 v.

REPORTED:

David Blower (Assistant Principal) reported on the Action Plan and addressed the additional items highlighted in red text.

He reported that the policy on bullying has been updated and a pastoral leader given responsibility to emphasise anti-bullying. Under Safeguarding, he reported there were only 2 cases of bullying recorded last year. The report on early leavers referred to is in progress, and will be presented to SLT.

The College has received a new Equality Award recently. The Student Council representative attended the Equality Group meeting and meets with Sarah Wallbank the E&D co-ordinator, regularly.. He drew attention to the fact that the Corporation is a little below the E&D ratio for the City population, and he asked this to be considered when new governors are recruited.

There are no significant achievement gaps in January exams.

There have been a number of displays in College celebrating the centenary of women achieving the vote as well as some recognising the Holocaust. More displays celebrating different cultures would be welcome. Two teachers have received specific external training on transgender issues and all staff have received basic transgender training. Transgender issues will be incorporated into all college training. The question of access to appropriate toilet facilities was raised and discussed. Staff and disabled toilets have been made available to transgender students and the Principal said SLT would decide on any alteration to toilet facilities over the summer.

David Blower left the meeting and Yvette Meehan joined.

iii. Adult Learning - Sub-contracting

CONSIDERED:

A Report on Adult Learning Sub-contracting; including a request to increase a current contract, PAPER FULL/18/03/08 iii.

Yvette Meehan, Director of Adult Learning, presented the Report and advised that a review of the quality assurance and of the finance for subcontracting provision was included. In addition, the report contains activity for 2017 - 2018. The Finance and General Purposes Committee and the Curriculum and Learning Committee had both scrutinised their respective elements of the Report already and were satisfied.

Yvette assured the Committee that she is confident that BEAS will deliver to the full contract by the end of this year. The exam results are good and above the benchmark.

A governor asked about the expectation of continuing subcontracting with the FMBS next year, following change in funding. Yvette advised that FMBS are expected to have a direct funding contract of their own next year, which may

well affect the subcontracting we do with them. The combined local authority are expected to make financial decisions soon with regard to 2018 - 2019 adult provision.

There were no other questions from the Board.

The Chair commented that the details in Appendix 1 were very good, as was the quality assurance. She thanked Yvette for her excellent Report.

RESOLVED:

An additional £25k in 2017- 2018 to BEAS.

Yvette Meehan left the meeting

vi Student Council Report

RECEIVED:

A verbal Report from Syed Talha, Student President and Governor.

Syed distributed badges which had been sold on International Women's Day to help celebrate the occasion. The profits from the sale were given to a women's refuge.

He reported that the Student Council has a new department called British Values and Prevent consisting of two new officers and a committee.

. Student Council senior officers had met with College staff already to focus on Prevent.

He then distributed a report from the Student Council from each department, and reported dates of upcoming events.

The Chair thanked him and all Student Council officers as well as the Student Parliament for their work, which she described as absolutely fantastic.

She again emphasized the importance of incorporating all their activity in this respect on their individual CVs.

He also reported on work with food banks operating via mosques in the City. These are broad based charity operations and not faith based, and are very active.

The Chair thanked him for a very extensive report.

Syed Talha left the meeting.

i. Principal's Report

RECEIVED:

The Principal's Report, PAPER FULL/1/03/08 i.

REPORTED:

The Principal apologised for the late distribution of her Report. In addition to the information in the Report, she had already presented information to the Finance and General Purpose Committee that she hoped an additional 30 - 50 students may be enrolled in September.

SLT had decided that an additional Open Evening would not be useful at this time of year but that the marketing program for enrolment will be increased over the summer.

On premises, she reported that it was hoped the former glass works adjacent to the College buildings might be possible to be purchased.

The opportunity to work with a company that establishes digital screens for advertising purposes was discussed. These may be used on the grassed area at the front of the College, subject to some further enquiries ongoing. A meeting with the company is to be held after Easter.

A governor suggested contacting Jaguar Land Rover as a potential Advertiser as they have apprenticeship schemes.

ii. Self-Assessment Report (SAR)

CONSIDERED:

The College SAR, PAPER FULL/18/03/08 ii.

REPORTED:

The Deputy Principal, Tony Day reported that he had made a minor update (page 15) to the SAR since the last version presented to the Board. Following the Ofsted grading, he had upgraded the report from Grade 2 to Grade 1.

RESOLVED:

The College SAR was approved.

## 9. FINANCIAL MATTERS

### Finance and Budget Reports

#### i. A) Finance Report - Management Accounts

##### RECEIVED:

Management Accounts to end January 2018; PAPER FULL/17/03/09 i.

##### REPORTED:

Director of Finance, Norman MacDonald, reported that the Finance and General Purposes Committee had received and considered the same Report last week. He referred to the final page of the January management accounts. If the FMBS fail to hit target they will need to be monitored closely to avoid delivering below target. However as there are 8 weeks remaining for them to reach their allocation target.

It was still hoped that the Sports Centre would break even by the end of the year. He also reported that there might be a need for some limited investment in the sports centre as well as the main building because some of the building is deteriorating as it is now ten years old.

#### B) National Pay award – Teaching staff

##### CONSIDERED:

The recommendation for the national pay award for teaching staff.

##### REPORTED:

The approved budget for this year includes a 1% increase for teaching staff. The recommendation reached for the national pay Award is a 2% increase for some teachers. The Board were asked to approve this additional figure. This increased amount will add £16,000 to the current budget. There is a contingency figure in the year-end forecast, which will cover this however.

There was a discussion about the effects this was felt might have on staff recruitment. There was agreement that the government needs to increase funding to colleges. The salary levels for the College staff compare poorly with those advertised in external advertising campaigns particularly on TV attempting to recruit teachers at a starting salary higher than the first level pay award for NQTs. This is likely to have a negative impact on recruitment in the future especially for STEM subjects.

The Chair said that in September 2018 the Corporation would need to look at finances, and discuss whether they need to increase the financial offer for all staff for recruitment next year. Further discussion agreed that this is a complicated issue since existing staff would then be earning less than newly appointed staff. It was agreed that there is national pressure on staffing and that pressure on government for additional funding per students should be kept up as this would help all colleges to pay staff more..

Support staff had received 1% increase backdated to September.

RESOLVED:

To agree to the increase of additional 1% in the current budget to cover the 2% award for teaching staff.

ii. ESFA funding allocations 2018-19

RECEIVED:

A verbal Report on funding allocations and key points in the annual funding letter.

The Director of Finance reported, as he had already done, to the Finance and General Purposes Committee that extra funding has been received this year and that the funding for adult education was still unknown. This is ahead of devolution of adult education funding to authorities in 2020.

iii Budget 2018-19

RECEIVED:

A verbal Report on the draft Budget for 2018-19.

REPORTED:

The Director of Finance reported that the projected budget for 2018-19 would be presented for consideration in July, and the additional received allocation of £493k is included. However, additional teachers may be needed if student numbers increase again.

In 2018 the College will welcome the first cohort of HE learners in early years and childcare.

It is likely that a 1% increase within the budget estimated for staff pay next year will be too low and it is also likely that the employer pension contributions will increase.



Both equipment and buildings need to have a planned maintenance schedule now that the college has been on this site for 10 years.

It was also expected that there would be further investment in CCLA next year.

iv Investment

A) RECEIVED:

The College Investment Policy (2018), as approved by the Finance and General Purposes Committee 20 March 2018, PAPER FULL/18/03/09 iv.

RESOLVED:

To agree the College Investment Policy (2018).

B) CONSIDERED:

Investment advice had been received and the College has requested to make further investment/s.

REPORTED:

The Finance and General Purposes Committee had had a thorough conversation at its last meeting. Advice received was that the same income yields were received from both ethical and charity funds.

RESOLVED:

To make an additional investment of £0.5m into the ethical fund with CCLA. The timing to be determined when the market was right within the next two months.

v **STANDARD ITEMS:**

A) Review of **Financial Regulations.**

RECEIVED:

A verbal report on revisions to Financial Regulations agreed by Finance and General Purposes Committee, 20 March 2018, (following biennial review of Financial Regulations).

REPORTED:

The Audit Committee had recommended the revision to Financial Regulations to the Corporation for agreement.

RESOLVED:

That the revisions to Financial Regulations be approved.

B) **Major projects**

RECEIVED:

A verbal Report on:

New approvals and up-dates on previously approved projects, long-term contracts and any contracts likely to exceed thresholds of EU Regulations.

REPORTED

There have been no major projects since the Catering tender/contract.

10 COMMITTEE REPORTS

A: AUDIT Committee

RECEIVED:

i) Meeting 21<sup>st</sup> November 2017

The Minutes of the meeting; PAPER FULL/18/03/10 A.

ii) Meeting 20<sup>th</sup> March 2018

A verbal report of key points arising from the meeting.

David Jones reported that the meeting had discussed the Risk Register and the recent internal audit report on Estates. A number of issues were raised in the Report. College management have agreed to the introduction of an Estates strategy and the Principal advised that there have been recent discussions about this. The Deputy Principal advised that time was needed to develop an internal Estates strategy.

B CURRICULUM and LEARNING Committee

Meeting 23<sup>rd</sup> March 2018

RECEIVE:

A verbal report of key points arising from the meeting.

David Lee has joined the Committee. The meeting had discussed subcontracting, HE and the SAR and there were no issues.

#### C FINANCE and GENERAL PURPOSES Committee

i) Meeting 21<sup>st</sup> November 2017

RECEIVED:

The Minutes of the meeting; PAPER FULL/18/03/10 C.

ii) Meeting 20<sup>th</sup> March 2018

A verbal report of key points arising from the meeting.

There were no key points to report as all had been covered earlier in this meeting

#### D REMUNERATION COMMITTEE

i) Meeting 4 July 2017

The Minutes of the meeting; PAPER FULL/18/03/10 D.

ii) Meeting 13<sup>th</sup> February 2018

RECEIVED:

A verbal report of key points arising from the meeting.

Chair reported that targets had been met and exceeded and that a review meeting is scheduled for approximately two weeks' time.

#### E SEARCH COMMITTEE

There are no minutes to receive.

#### 11. ANY OTHER BUSINESS

HE – Statement of Academic Freedom

CONSIDERED:

The tabled Paper on HE, which included a Statement of Academic Freedom.

RESOLVED:

The statement was agreed.

## 12. EQUALITY IMPACT ASSESSMENT

CONSIDERED:

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

RESOLVED:

That none of the decisions taken during the meeting are anticipated to have an impact on equality.

## 13. Dates of meetings 2017-18

REPORTED:

- i) The date of the remaining meeting in 2017-18 is 3<sup>rd</sup> July 2018 at 5pm.
- ii) Governors Training – TBC in summer term.

Staff governors and staff members left the meeting for the next item which was Strictly Confidential.

## 14 REMUNERATION Committee

NON CONFIDENTIAL MINUTE

Meeting 13<sup>th</sup> February 2018

RECEIVED:

The Chair gave a verbal report of key points arising from the meeting of the Remuneration Committee held on 13<sup>th</sup> February 2018.

CONSIDERED:

The recommendations of the Remuneration Committee to the Full Board.

RESOLVED:

That the recommendations be agreed.

The meeting closed at 7:30 p.m.