

NON-CONFIDENTIAL FINAL AGREED

FULL CORPORATION MEETING

Minutes of the meeting held on **3rd July 2018** at **5.00 pm**.

<p>Present: Councillor Sue Anderson (Chair); Redwan Begh; Bushra Chughtai; Rubina Chaudary; Steven Davies (Staff Governor); David Jones; David Lee; Thelma Probert; Lesley Servian; Wendy Sharples; Syed Talha (Student Governor) and Elly Tobin (Principal).</p>
<p>In Attendance: Anne Barker (Clerk to Corporation); Tony Day (Deputy Principal); and Norman McDonald (Director of Finance).</p>
<p>1. <u>Apologies</u> for absence</p> <p>REPORTED:</p> <p>Apologies were recorded for, Graeme Birch, Andy McHale and Winsome Sherriffe (Staff Governor).</p>
<p>The meeting was quorate.</p>
<p>2. <u>Declaration of interest/s</u></p> <p>No declaration of interest/s was made.</p>
<p>3. <u>Declaration of potential conflict/s of interest/s with items on the agenda.</u></p> <p>No declaration of potential conflict/s of interest/s with items on the agenda was made.</p>
<p>4. <u>Minutes of the previous meeting</u> held on 27^h March 2018.</p> <p>CONSIDERED:</p> <p>The <u>Minutes</u> of the previous meeting held on 27^h March 2018, PAPER FULL/18/07/04.</p> <p>RESOLVED:</p> <p>That the minutes be approved and signed as an accurate record.</p>
<p>5. <u>Matters arising</u></p> <p>REPORTED:</p> <p>That the National Pay Award may be 2-2.5%;</p> <p>The Governors Training will take place alongside the next meeting on Tuesday 9th October 2018; and</p>

The College were advised by a governor to ensure the contract for a digital screen on site is scrutinised by a lawyer prior to signing.

6. Notification of any other business

REPORTED:

There were no items of AOB

7. **CONSTITUTIONAL MATTERS**

Note: The Clerk took the Chair for the 1st item.

i. Appointment of Chair and Vice Chair of the Corporation for 2018-19.

CONSIDERED:

The Appointment of Chair and Vice Chair for 2018-19.

The Clerk, as acting Chair, asked whether there were any nominations for the role of Chair and Vice Chair in addition to the current role holders. There were no other nominations.

The Chair and Vice Chair both indicated their willingness to be considered for the respective roles for 2018-19.

On a show of hands, the nominations were agreed unanimously.

RESOLVED:

To appoint Sue Anderson and Thelma Probert as Chair and Vice Chair of the Corporation respectively for 2018-19.

The Chair reverted to Sue Anderson.

ii. Governors Attendance record 2017-18.

RECEIVED:

Report of Governors Attendance record 2017-18; PAPER FULL/18/07/07 ii.

iii. Appointment of new governor – Steve FARROW

CONSIDERED:

The recommendation of the Search Committee (20th June 2018) that David Farrow be appointed to become a governor of the College, effective 1st September 2018.

RESOLVED:

That David Farrow be appointed to become a governor of the College, effective 1st October 2018, subject to the necessary checks being conducted.

Clerk

iv. Recommendations for extensions of terms of office.

CONSIDERED:

The recommendations of the Search Committee meeting on 20th June 2018 that the term of office of the following Governors of JCC be extended:

<p>a) Wendy Sharples – a further period of 4 years to expire 16 May 2022.</p> <p>b) Habib Rahman – co-opted governor to Search Committee - a further period of 2 years to expire 18 December 2020.</p> <p>c) Graeme Birch - a further period of 4 years to expire 17 Oct 2022.</p> <p>and, subject to confirmation of her willingness to be re-appointed, to:</p> <p>d) Winsome Sherriffe – support staff governor, for a further period of 4 years to expire 16 May 2022, also subject to nomination and election by support staff.</p> <p>RESOLVED:</p> <p>That the terms of office be extended as recommended.</p>	Clerk
<p>v <u>Code of Conduct for Governors</u></p> <p>REPORTED:</p> <p>That the triennial review of the Code of Conduct for Governors was undertaken by The Search Committee at the meeting held on 20th June 2018.</p> <p>No changes were recommended.</p> <p>RESOLVED:</p> <p>To accept the recommendation of the Search Committee and make no changes.</p>	
<p>vi <u>Standing Orders of the Corporation</u></p> <p>REPORTED:</p> <p>That the triennial review of the Standing Orders of the Corporation was undertaken by the Search Committee at the meeting held on 20th June 2018.</p> <p>No changes were recommended.</p> <p>RESOLVED:</p> <p>To accept the recommendation of the Search Committee and make no changes.</p>	
<p>vii <u>Terms of Reference of Corporation Committees</u></p> <p>REPORTED:</p> <p>That the triennial review of the <u>Terms of Reference of Corporation Committees</u> was undertaken by the Search Committee at the meeting held on 20th June 2018.</p> <p>No changes were recommended.</p> <p>RESOLVED:</p> <p>To accept the recommendation of the Search Committee and make no changes.</p>	
<p>viii <u>Actions taken under delegated powers and Use of the College Seal.</u></p> <p>RECEIVED:</p> <p>a) A verbal report that no actions had been taken under delegated powers since the last meeting.</p>	

<p>REPORTED (as required)</p> <p>b) That there has been no use of the College Seal since the last meeting.</p>	
<p>ix <u>Corporation meeting dates 2018-19</u></p> <p>RECEIVED:</p> <p>Dates proposed for Corporation meetings 2018-19 (Draft); PAPER FULL/18/07/07 ix</p> <p>RESOLVED:</p> <p>To agree the dates proposed.</p>	Clerk
The meeting agreed to delay the agenda items 07x and xi to the end of the meeting.	
8. COLLEGE REPORTS	
<p>i. <u>Principal's Report</u></p> <p>RECEIVED:</p> <p>The Principal's Report, PAPER FULL/18/07/08 i.</p> <p>The Principal reported that attendance at the Great Get Together had been very disappointing and the organisation and advertising of it would be reconsidered for next year.</p> <p>The Chair noted the future plans of the College to continue to expand and diversify.</p> <p>Student enrolment numbers are still below last years but a higher conversion rate is anticipated.</p> <p>In excess of 1000 pupils attended the Taster Days.</p>	
<p>ii. <u>Adult Learning - Sub-contracting provision</u></p> <p>CONSIDERED:</p> <p>A Report on Adult Learning Sub-contracting including 2018-19 contracts, fees and charges; PAPER FULL/18/07/08 ii.</p> <p>RESOLVED:</p> <p>The Finance and General Purposes Committee met earlier and agreed the Paper.</p> <p>The Full Board agreed the recommendations made.</p>	
Redwan Begh arrived.	
<p>iii <u>Health and Safety Report</u></p> <p>CONSIDERED:</p> <p>The Health and Safety Annual Report; PAPER FULL/18/07/08 iii.</p>	
<p>iv <u>Risk Register and Assurance Framework</u></p> <p>REPORTED:</p> <p>The item had been put aside for this meeting.</p>	

<p>v <u>Equality and Diversity - Action Plan</u></p> <p>RECEIVED:</p> <p>A Report on the Equality and Diversity - Action Plan (June 2018); PAPER FULL/18/07/08 v.</p> <p>RESOLVED:</p> <p>That the Plan was very positive and the outcomes were reported on p11. The Chair expressed her view of the importance of the contributions made by the Student Council, which are extremely important to the Equality Plan, and she recorded thanks to the Presidents for their hard work.</p>	
<p>vi <u>Student Council Reports</u></p> <p>RECEIVED:</p> <p>a) A verbal Report from Student Governors</p> <p>REPORTED:</p> <p>The Student Governors thanked the Corporation for their interest and support throughout the year and reported on several recent events. In response, the Chair thanked them and the officers for all their hard work in the year and wished them every success for their futures.</p> <p>RECEIVED:</p> <p>b) Notification of Student Council Officials for 2018-19; PAPER FULL/18/07/08 vi.</p>	
9 HIGHER EDUCATION (HE) DEVELOPMENT	
<p>i. <u>Office for Students (OfS) – Access and Participation Plan</u></p> <p>RECEIVED:</p> <p>The Access and Participation Plan submitted to the OfS; PAPER FULL/18/07/09 i</p>	
<p>ii <u>Office for Students (OfS) – Self assessment on Management and Governance</u></p> <p>RECEIVED:</p> <p>The Self-assessment on Management and Governance submitted to the OfS, PAPER FULL/18/07/09 ii.</p>	
<p>iii <u>Diploma in Education and Training (DET) - validation</u></p> <p>RECEIVED:</p> <p>A. The outcomes of the validation event with Birmingham City University (BCU) for institutional approval and programme delivery of the Level 5 Diploma in Education and Training (DET); PAPER FULL/18/07/09 iii A.</p> <p>B. A summary of the outcome of the validation; PAPER FULL/18/07/09 iii B.</p> <p>RESOLVED:</p> <p>To record thanks to Damian Brant, Assistant Principal, for his work in achieving this course validation, which links, to the HND. The college will have to explore the need for additional premises. The commendations in the DET validation report are to be complimented.</p>	

10. COLLEGE POLICIES	
<p>i. <u>Data Protection Policy (2018)</u></p> <p>CONSIDERED:</p> <p>The Data Protection Policy (2018); PAPER FULL/18/07/10 i.</p> <p>DISCUSSED:</p> <p>The importance of data security as per section 11.</p> <p>RESOLVED:</p> <p>To endorse the Data Protection Policy (2018).</p>	
<p>ii. <u>Public Interest Disclosure Policy (also known as Whistleblowing)</u></p> <p>REPORTED:</p> <p>The Public Interest Disclosure Policy (also known as Whistleblowing) will be included in the next meeting on 10th October 2018.</p>	Clerk

11. FINANCIAL MATTERS

Finance and Budget Reports

<p>i. <u>Financial Statements 2016-17</u></p> <p>RECEIVED:</p> <p>a) ESFA Letter, PAPER FULL/18/07/11 i a). and b) ESFA Finance dashboard, PAPER FULL/18/07/10 i b).</p> <p>REPORTED:</p> <p>The Director of Finance spoke of the usefulness of the dashboard provided by ESFA. It shows JCC at the high end of the points in the outstanding range. On current rationale, the College will drop to around 260 points range and financial performance ratio will remain as good. JCC staff pay to income ratios are below figures for the sector.</p>	
<p>ii. <u>Finance Report - Management Accounts</u></p> <p>RECEIVED:</p> <p>Management Accounts to end May 2018, PAPER FULL/18/07/10 ii.</p> <p>REPORTED:</p> <p>The Director of Finance reported the Pay to Income ratio forecast this year is 66%, and the surplus forecast has been reset to £595k following full discussion at the Finance and General Purposes Committee. The Principal mentioned that any pay deals agreed in excess of the 2018-19 budget figure would impact negatively on this ratio.</p> <p>Investment this year has been good (CCLA 3.7%), and the additional investment of £0.5m is being invested in CCLA over the next few weeks.</p> <p>IT capital spend has been increased in 2017-18 to £280k.</p> <p>The Sports Centre has changed status for VAT from May 2018. Deficit is around £5k, slightly down but it is hoped there will be an increase in income by year-end actual. Exams have been recharged internally for the use of the Sports Hall for exams.</p>	

iii Budget 2018-19

CONSIDERED:

The recommendation of the Finance and General Purposes Committee (FGP) for the budget 2018-19; PAPER FULL/18/07/10 iii.

REPORTED:

The Director of Finance reported the recent meetings of the FGP Committee had held full discussion on the draft budget, including the ESFA Adult Education 19+ recent budget allocation.

The Director of Finance presented the key points of the revised draft budget Paper, which outlined among other things a slight increase in Pay to Income ratio, around 69% which is still below the Sixth form colleges' average.

The projected surplus forecast stands at £409k.

The recommendation of the F&GP Committee was that the Corporation approve the budget for 2018-19, including the provisional 2% pay-scale point increases.

RESOLVED:

To endorse the recommendation of the F&GP Committee and approve the budget for 2018-19, including the provisional 2% pay-scale point increases.

Thelma Probert joined the meeting, with apologies for delayed arrival.

iv ESFA Financial Plan, 2017-2018, 2018-19 and 2019-20

CONSIDERED:

The recommendation of the Finance and General Purposes (F&GP) Committee for the ESFA Financial Plan covering the 2017-18 financial year, 2018-19 budget and 2019-20 forecast, including the assumptions set out in Annex 5; Paper F&GP/18/07/10 iv.

REPORTED:

The Director of Finance reported on the full discussion held at the F&GP Committee meeting earlier today on the 2019-20 forecast, which he anticipates might be a challenging year. The College will need to fund additional staffing without an increase in income. If student recruitment in 2018-19 increases a little above expectation, income (lagged and received in 2019-20) would be increased. Whilst funding per student remains static at approximately £4k per student, staffing costs are rising.

RESOLVED:

To endorse the recommendation of the F&GP Committee and approve the ESFA Financial Plan.

v STANDARD ITEMS:

A) Major projects

REPORTED:

The Director of Finance reported there are currently no new approvals and up-dates on previously approved projects, long-term contracts and any contracts likely to exceed thresholds of EU Regulations. He reported a building survey will be conducted over the summer.

12 COMMITTEE REPORTS	
A: AUDIT Committee	
<p>RECEIVED:</p> <p>i) <u>Meeting 20th March 2018</u></p> <p>The Minutes of the meeting, PAPER FULL/18/07/12 A.</p> <p>ii) <u>Meeting 5th June 2018.</u></p> <p>In the absence of the Chair, Rubina Chaudary reported key points arising from the meeting:</p> <p>Audit Report on Sub-contracting, student records, key financial controls and the Sports Centre;</p> <p>External Audit, Audit Plan;</p> <p>Key Performance indicators agreed for Internal Audit</p> <p>Reviewed Risk Register.</p> <p>The Chair of Corporation spoke of the independent assurance the College receives from Audit, providing checks and balances.</p>	
B CURRICULUM and LEARNING Committee	
<p><u>Meeting 23rd March 2018</u></p> <p>REPORTED:</p> <p>The meeting was inquorate so was not held.</p>	
C FINANCE and GENERAL PURPOSES Committee	
<p>REPORTED:</p> <p>There are no Minutes to receive at this meeting.</p>	
D REMUNERATION COMMITTEE	
<p>RECEIVED:</p> <p><u>Meeting 13th February 2018</u></p> <p>i) The Minutes of the meeting; <u>PAPER FULL/18/07/12 D i.</u></p> <p><u>Meeting 12th June 2018</u></p> <p>ii) A verbal report of key points arising from the meeting.</p>	
E SEARCH COMMITTEE	
<p>RECEIVED:</p> <p><u>Meeting 8th May 2017</u></p> <p>i) The Minutes of the meeting; <u>PAPER FULL/18/07/12 E i.</u></p> <p><u>Meeting 20th June 2018</u></p> <p>ii) A verbal report of key points arising from the meeting.</p>	
13. ANY OTHER BUSINESS	
There were no matters of any other business.	
14. EQUALITY IMPACT ASSESSMENT	
<p>RESOLVED:</p> <p>That decisions taken during the meeting are anticipated to have a neutral or positive impact on equality.</p>	

15. Dates of meetings 2018-19	
REPORTED:	
i) Dates of meetings in 2018-19 discussed under agenda item 7.	
ii) Governors Training – will; be delivered in the October 2018 meeting.	
The meeting with full membership closed at 6.25pm.	
The meeting continued with attendance restricted to Governors* ONLY	
The Principal, staff and student governors withdrew from the meeting	
<u>STRICTLY CONFIDENTIAL (now released)</u>	
7 CONSTITUTIONAL MATTERS	
x <u>Appointment of Principal</u>	STRICTLY CONFIDENTIAL (now released)
CONSIDERED:	
Recommendation from the Selection Panel for the appointment of a new Principal of the College.	
REPORTED:	
The Chair gave feedback on the interviews for appointment of a new Principal held on 2 nd July 2018. The interviews had been very stringent and rigorous and the candidates were strong.	
The recommendation of the Selection panel was to appoint Tony Day, the current Deputy Principal, WEF 1 st January 2019 at the salary advertised.	
RESOLVED:	
To agree the recommendation made. The Chair will inform staff on 4 th July.	
ITEM STRICTLY CONFIDENTIAL - NON-CONFIDENTIAL version.	
xi <u>Remuneration Committee</u>	NON CONFIDENTIAL
CONSIDERED:	
A verbal Report from the Chair of the Corporation of a recommendation made at the meeting of the Remuneration Committee held on 12 th June 2018.	
The meeting with restricted membership closed at 6.55pm.	
	Chair

Anne Barker, Clerk to the Corporation, 0121 446 2245 abarker@jcc.ac.uk, July 2018.