

NON- CONFIDENTIAL
FULL CORPORATION MEETING

FINAL AGREED

Minutes of the meeting held on Tuesday **14th December 2021** at 4.00 pm
via **zoom** video conferencing.

<p>Present: Sue Anderson (Chair); Thelma Probert; Sharon Birdi; Rubina Chaudary; Taima Chowdury (student governor); Tony Day (Principal); David Farrow; Parminder Garcha; Sarah Harwood; David Lee; Phil Leyland; Saqib Rashid; Wendy Sharples; Tyrese Thompson (student governor) and Winsome Sherriffe (Support Staff Governor).</p>	
<p>In attendance: Anne Barker (Clerk to Corporation); Jo Lawrence (Vice Principal – Student Services Welfare and Progression); Norman MacDonald (Executive Director of Finance); for part of the meeting Paul Oxtoby (Partner RSM External auditors); Yvette Meehan (Assistant Principal, Adult Learning) and Rosie Shale (Director of College Operations –).</p>	
<p>1. <u>Apologies</u> for absence</p> <p>REPORTED:</p> <p>Apologies were recorded for Iyanu Onalaja.</p>	
<p>2. <u>Declaration of interest/s</u></p> <p>The Chair reported that as she is a director of CiC she has a conflict of interest related to this.</p> <p>No other 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>The Chair reported that as she is a director of CiC she has a conflict of interest related to this.</p> <p>No other declaration of potential interest/s was made.</p>	
<p>4. <u>Minutes of the previous meeting</u> held on 6th July 2021. CONFIDENTIAL</p> <p>CONSIDERED:</p> <p>The <u>Minutes</u> of the previous meeting held on 6th July 2021, PAPER FULL/21/12/04.</p> <p>RESOLVED:</p> <p>To include Sarah Harwood in the list of attendees.</p> <p>That the minutes be approved and signed as an accurate record. ACTION: Clerk</p>	
<p>5. <u>Matters arising</u> .(not elsewhere on the agenda)</p> <p>i. <u>Mandatory training</u> – governors were reminded to complete modules.</p> <p>ii. Self – assessment of the Corporation – governors were advised this has been deferred to spring 2022.</p>	Clerk
<p>6. Notification of <u>any other urgent business</u></p>	

There were no items of any other business.

7. CONSTITUTIONAL MATTERS	ACTION
<p>i. <u>Committees of the Corporation: Terms of Reference and membership 2021-22.</u></p> <p>CONSIDERED:</p> <p>Committees of the Corporation: Terms of Reference and membership; PAPER FULL/21/12/07i a.</p> <p>RESOLVED:</p> <p>To agree to the terms of reference and membership of the committees included in the paper.</p>	Clerk
<p>ii. <u>Re-appointment of governor</u></p> <p>CONSIDERED:</p> <p>The recommendation by Search Committee to offer re-appointment for a period of 4 years to Rubina Chaudary.</p> <p>RESOLVED:</p> <p>To agree to the recommendation to offer re-appointment for a period of 4 years to Rubina Chaudary.</p>	Clerk
<p>iii. <u>Governors' Attendance Record 2020-21.</u></p> <p>RECEIVED:</p> <p>Report of Governors ("excellent") Attendance record 2020-21, PAPER FULL/21/12/07iii.</p>	
<p>iv A: Actions taken under <u>delegated powers</u></p> <p>RECEIVED:</p> <p>a) A verbal report of actions taken under delegated powers since the last meeting:</p> <p>REPORTED:</p> <p>i) Change of College bankers; PAPER FRC21/11/04. The ExDOF spoke to the details in the paper and thanked the Chair for her approval to enable the transition to take place in a timely manner.</p> <p>ii) Approval of tender awarded to building contractor for new teaching block (MUGA site).</p>	

The Principal reported on the discussion held with members of the Finance and Resources committee (excluding S Rashid due to conflict of interest).. MAC Interiors Ltd. were awarded the tender and work will start on site after Christmas.

iii) Party wall agreement.

The agreement was signed in order to collaborate with the owners of the snooker hall adjacent to the college.

B: Use of the College Seal.

REPORTED (as required):

That there has been use of the College Seal since the last meeting for:

iv) Tender awarded to building contractor for new teaching block (MUGA site).

v) Tender for MDS; PAPER FULL/ 21/12/7iv B v.

v Code of Good Governance

CONSIDERED:

A Report on the Code of Good Governance; PAPER FULLB/21/12/7 v.

REPORTED:

The Principal said he's satisfied that the college is compliant and continues to operate at the level of best practice drawn from multiple sources, with the benefit of flexibility.

RESOLVED:

To agree the resolution 5 a i to continue in the current model and not to adopt a specific code, and to review this position as per resolution 5 b.

Clerk

8. COLLEGE REPORTS

i. Student Council Report

RECEIVED:

A report from the Student Governors, Tyrese Thompson and Taima Chowdhury, PAPER FULL/21/12/08.

The Chair welcomed Tyrese and Taima to the meeting and said she had read the reports with great interest, finding them fascinating and the activities reported on were excellent.

<p>REPORTED:</p> <p>The students presented their report to the Board. They highlighted the plans for the next term, along with the plan to host a summer graduation ball in place of the cancelled Snowball event. They also highlighted that they would be actively promoting the JCC student Instagram account throughout January.</p> <p>The Board thanked the Student Presidents for their report and continued efforts. The Principal commended both Presidents on keeping to their pledges.</p>	
<p>The students left the meeting. The Assistant Principal, College Operations joined the meeting.</p>	
<p>ii. <u>College SAR</u></p> <p>RECEIVED:</p> <p>The College SAR (Draft); PAPER FULL/21/12/08ii.</p> <p>REPORTED:</p> <p>Rosie Shale, Assistant Principal, College Services, talked through the draft version of the College SAR document. She talked through the areas of development and highlighted that the College strategic aims and objectives are currently under review and further revisions to this document are to be expected.</p> <p>The Chair and Vice Chair thanked the Assistant Principal for her clear and concise report, and commended all the work she has put into this document.</p>	
<p>iv <u>Equality and Diversity</u></p> <p>CONSIDERED:</p> <p>a) The Equality and Diversity Annual Report 2020-21; PAPER (Fr/21/11/14 A 1)FULL/20/12/08iv a.</p> <p>b) The Equality and Diversity Action Plan 2020-21, key issues.</p> <p>REPORTED:</p> <p>Rosie Shale, Assistant Principal, College Services, talked through the presented report in detail. She explained that the action plan is yet to be produced and the delay has unfortunately occurred due to the ongoing pandemic. She highlighted that whilst information relating to the gender pay gap has been included, it is not a requirement due to the number of staff employed at the College.</p> <p>The Chair thanked the Assistant Principal for her report and commended the positive picture regarding equality and diversity (E&D) within the College.</p> <p>A discussion was held regarding E&D issues, with a particular focus on leadership pathways for BME groups. The Principal confirmed that he would</p>	

<p>look into this with a view for further information to be included in next year's report.</p> <p>The Board asked the Principal what the reward incentives were for teachers who perform well. He detailed how performance is measured and recorded, but highlighted that no financial reward is given. He also commented on the difficulty in measuring the contribution of support staff in relation to performance.</p> <p>viii <u>Health and Safety Report</u></p> <p>CONSIDERED:</p> <p>The Health and Safety Report; PAPER AUD/21/11/09 FULL/21/12/08viii.</p> <p>REPORTED:</p> <p>Rosie Shale, Assistant Principal, College Services, discussed the content of the report given. She highlighted the number of Covid cases that have been reported so far this academic year, and commented that the numbers are low in comparison with local and national statistics. She also highlighted that the vaccination programme is being encouraged across the college.</p> <p>The Assistant Principal confirmed that the Annual Safety Audit had been successful, along with a recent fire drill exercise. She confirmed that the College has now invested in the 'Train the Trainer' programme.</p>	
<p>vii <u>Risk Register and Board Assurance 2021-22</u></p> <p>CONSIDERED:</p> <p>The Risk Register and Board Assurance 2021-22; PAPER(AUD/21/11/16)FULL/21/12/08vii.</p> <p>REPORTED:</p> <p>Rosie Shale, Assistant Principal, College Services, provided an update on the documents provided. She highlighted that subcommittee staff are now managing various aspects of the Risk Register themselves, with the accountability of risk owners being stronger. She confirmed that attendance at each subcommittee meeting has been high, with the information shared being well received.</p> <p>The Assistant Principal explained that a review of the risks and controls, along with any new risks, will be conducted at the end of January 2022. The Board thanked the Assistant Principal for her work on this documentation.</p>	
<p>ii <u>COVID-19 Working Group</u></p> <p>RECEIVED:</p> <p>A verbal update from the Chair reporting that the working groups now support the work of this sub group.</p>	

Yvette Meehan joined the meeting	
<p><u>iii Sub-Contracting Provision</u></p> <p>CONSIDERED:</p> <p>a) A Report on Sub-Contracting Provision- financial outturn 2020-21; PAPER FULL/21/12/08iiia.</p> <p>REPORTED:</p> <p>The college made a net gain of £144 5k in the year. BTS work resulted in a net loss last year as shown in the report. BEEAS is on target to deliver the full contract this year. Although there is a loss this year of £7k this is not expected to continue in future years. There has been additional expenditure this year.</p> <p>b) A Report on Sub-Contracting Provision- quality assurance; PAPER FULL/21/12/08iiib.</p> <p>REPORTED:</p> <p>The results are good and there are no concerns. The work with BEEAS is supported by Anna Richards and quality assurance is good.</p> <p>c) A verbal Report on the BTS contract 2021-22.</p> <p>Yvette Meehan, Assistant Principal, Adult Learning, detailed the recent developments with the Birmingham Theatre School. She confirmed that the contract was terminated with immediate effect, and that the teaching has been brought in-house. She confirmed that all teaching is now delivered by College staff, and the programme is being overseen by Anna Richards, Director of Adult Curriculum and Learning.</p> <p>Concerns were raised regarding any future loss of Performing Arts work within the College. The Principal assured the Board that there are a number of opportunities available now the programme is being overseen in-house.</p>	
Yvette Meehan left the meeting.	
The following agenda items were brought forward and Paul Oxtoby joined the meeting.	
09 FINANCIAL MATTERS	
B EXTERNAL AUDIT	
<p>NOTED: The revised ACOP (Audit Code of Practice) 2021 now requires the following reports to be presented to the Full Board by the external auditors. Paul Oxtoby, Partner, RSM reported to the meeting.</p>	
<p><u>External Audit Findings Report</u></p> <p>RECEIVED:</p> <p>The External Audit Findings Report from RSM UK, PAPER FULL/21/12/09B.</p> <p>REPORTED:</p>	

Paul Oxtoby, Partner at RSM, explained that his attendance at the meeting is due to a change made in the Audit Code of Practice (ACOP) made by the ESFA. He confirmed that the audit process had gone very smoothly, and that the College continues to perform well.

He highlighted that the way the ESFA provided confirmation of student income has now changed, and highlighted that Audit firms now have to “test the system”. He confirmed that the College has been audited by the National Funding Team with only one minor recommendation having been made.

Paul confirmed that it is pleasing to report that there are no concerns with the College’s cash position, and that there are no recommendations about it becoming a concern. He added with regards to the subsidiary companies, the Sports Centre has been dormant, and a letter of support for CiC is to be signed by the Directors in order to sign off their audit. He confirmed that the Audit committee have all the key details.

C 2020-21

Draft Financial Statements for 2020-21

CONSIDERED:

- i. The Draft Financial Statements for 2020-21 for **Joseph Chamberlain Sixth Form College;**
and
- ii. The Draft Financial Statements for 2020-21 for **Subsidiary Company. Accounts;**
 - a. **The College for International Citizenship (CiC);**
 - b. **Joseph Chamberlain (Trading) Limited.**

PAPERS FULL/21/12/09C i. and ii.

REPORTED:

The financial statements have now been updated with the updated RSM report and some cosmetic alterations. The Finance and Resources committee reviewed them thoroughly. They will be delivered to RSM for submission by the deadline of 31st of December 2021.

CONSIDERED:

- iii The recommendation of the Audit Committee on 16th November and of the Finance and Resources Committee on 7th December 2021, to **recommend to the Corporation** that the draft Financial Statements 2020-21 be approved.

RESOLVED:

That the draft Financial Statements 2020-21 be approved and signed.

ExDOF

Paul Oxtoby left the meeting.	
8 v	<p><u>Principal's report</u></p> <p>RECEIVED:</p> <p>Tony Day, Principal, provided the Board with a verbal report. He commended the staff on the hard work that they have done throughout the pandemic, and confirmed that there is a lot of recovery work to be done across the College to ensure students are where they need to be for a sixth form educational setting.</p> <p>The Principal provided updates on the current exam situation for the College, along with the reintroduction of lesson observations and the CPD programme. He updated the Board on the current financial picture for the College, and highlighted the timescale restrictions in place for the work on the Sports Centre. The Principal added that the work on the former Birmingham Car Auctions site will begin in the new year, and detailed how the work will be carried out whilst the College continues to run.</p> <p>The Principal confirmed that a new strategic plan has been written and would be circulated in January 2022.</p>
8 ix	<p><u>Safeguarding Termly Report</u></p> <p>RECEIVED:</p> <p>Jo Lawrence, Vice Principal, discussed her report in detail. She highlighted the number of safeguarding referrals made this term in comparison with this point in the last academic year, and confirmed that mental health referrals are slightly lower which could be a result of appointing a mental health advisor within the College.</p> <p>The Vice Principal detailed the low-level behavioural issues that have been noted, and commented that these issues appear to have been impacted by the lack of classroom teaching during the previous academic year.</p> <p>The Vice Principal confirmed that she is confident in the processes and procedure that the College has in place for managing the increase in safeguarding referrals. The Board thanked the Vice Principal for her report.</p>
A INTERNAL AUDIT	
i.	<p><u>Annual Report of the Audit Committee</u></p> <p>CONSIDERED:</p> <p>The Annual Report of the Audit Committee; PAPER FULL/21/12/09 Ai.</p> <p>REPORTED:</p> <p>The report was compiled by the ExDOF and Chair of the Audit Committee and will be submitted to the ESFA together with other documents. It provides assurance to the Full Board.</p>

<p>ii. <u>Audit Actions Plan</u></p> <p>CONSIDERED:</p> <p>The Audit Action Plan; PAPER FULL/21/12/09 A ii.</p> <p>REPORTED:</p> <p>The ExDOF explained that HWCA had provided an updated recommendation to track recommendations. The Follow Up audit will give adequate assurance on the progress. There are 4 key recommendations as contained in the Report. Development of IT Strategy, Cyber stalking – consultant coming in to help, Contracts Register software to roll out will be later in the year and risk Management Policy – has been moved closer to department ownership. All are progressing well.</p>	
<p>iv <u>Letters of Representation</u></p> <p>CONSIDERED:</p> <p>i Letters of Representation 2020-21, for signature by the Chair of Corporation; PAPER FULL/21/12/09C iv.</p> <p>ii The recommendation of the Audit Committee on 16th November to recommend to the Corporation that the letters of representation 2020-21 be signed and approved.</p> <p>RESOLVED:</p> <p>That the letters of representation 2020-21 be approved and signed.</p>	
<p>v <u>ACOP Regularity Self- assessment questionnaire</u></p> <p>CONSIDERED:</p> <p>The recommendation of the Audit Committee on 16th November to recommend to the Corporation that the ACOP Regularity self-assessment 2020-21 be signed and approved.</p> <p>RESOLVED:</p> <p>To approve and sign the ACOP Regularity self-assessment 2020-21.</p>	
D	
<p><u>Value for Money Report</u></p> <p>RECEIVED:</p> <p>The Value for Money Report, PAPER FULL/21/12/09D.</p> <p>REPORTED:</p> <p>The ExDOF explained the report is prepared annually for the Audit Committee who have already seen it.</p>	

Letters and regularity self-assessment.	
E ESFA	
<p>REPORTED:</p> <p>i <u>ESFA Funding Audit</u></p> <p>The ExDOF explained the Report will be submitted to the ESFA and not the College. The information provided by letter was good and a credit to the MIS team. There were no “funding errors”.</p> <p>RECEIVED:</p> <p>ii Letter from Interim Chief Executive of ESFA, PAPER FULL/21/12/09 E ii.</p>	
F 2021-22	
<p><u>Management Accounts 2021-22</u></p> <p>CONSIDERED:</p> <p>Management Accounts for the 3 months to 31st October 2021; PAPER (FR 21/11/12 i) FULL/21/12/09F.</p> <p>REPORTED:</p> <p>The ExDOF reported the Finance system has discontinued support for the external Management Accounts add-on so the schedules may not be what members are used to seeing. We are looking at retendering for completely new Accounts software package. November accounts have just been completed. Year to date pay costs are showing as below budget, as expected, due to teachers increments payments being processed later in the year but budgeted from September. So, the favourable variances will unwind as the year progresses. Pay awards have been agreed for teachers (1%) and support staff (1%) which are within the budgeted amount for these so do not need to return to the Corporation for formal approval.</p> <p>The investment reports show a healthy return.</p> <p>The capital spend on the new teaching block will now be incurred over 21/22 and 22/23 financial years.</p> <p>EBIT DA > 10%</p> <p>Pay to income is still tracking at < 60%</p> <p>There has been no activity in the Sports Centre or CiC.</p> <p>Cash reserves of £14m at the end of Oct.</p> <p>He was thanked for his informative report.</p>	
10. COLLEGE POLICIES	
<p>REPORTED:</p>	

College policies will now be routed through the appropriate committee prior to being included in agenda for Full Board meetings. Policies include those solely for the information of governors (see A - not requiring approval) as well as those policies seeking approval of the Full Board (see B).

The appropriate committee was requested to comment and/or support each policy.

A) RECEIVED:

- | |
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| i. Monitoring, Evaluation and Improvement (Quality) Policy;
PAPER (CQL/21/09/12) FULL/21/12/10. |
|--|

B) CONSIDERED:

Noted: The following policies require the approval of the Corporation. The CQL or FR Committees have recommended them for approval to the Corporation.

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|---|
| <ul style="list-style-type: none"> i. Prevent Strategy and Risk Assessment, PAPER CQL/21/09/12. ii. Safeguarding Policy; PAPER CQL/21/09/12. iii Register of Interests Policy, PAPER FULL/21/12/10. iv Adult Learning Fees Policy, PAPER FR/21/11/14 B i. v Treasury/Investment Management Policy, PAPER FR/21/11/14 B ii. |
|---|

RESOLVED:

To approve the policies B i-v.

11 COMMITTEE REPORTS

A: AUDIT Committee

Committee Chair

Meeting 16th November 2021

RECEIVED:

Minutes of the meeting, PAPER FULL/21/12/11A.
Noted an error in Register of Interests; **Clerk** to amend.

B CURRICULUM, QUALITY and LEARNING Committee

Committee Chair

Meeting 28th September 2021

RECEIVED:

Minutes of the meeting; PAPER FULL/21/12/11B.

C FINANCE and RESOURCES Committee

The Chair of the Corporation excluded herself from this item as she is a director CiC and therefore has a conflict of interest.

Thelma Probert took over the Chair. CONFIDENTIAL ITEM	
Meeting 7th December 2021	
RECEIVED:	
A verbal report of key points arising from the meeting.	
The Chair returned to Chair the meeting.	
D SEARCH Committee	Committee Chair
There are no meeting reports to receive.	
12. ANY OTHER URGENT BUSINESS	
There were no matters of any other urgent business.	
13. EQUALITY IMPACT ASSESSMENT	
CONSIDERED:	
Whether any decisions taken during the meeting are anticipated to have an impact on equality.	
RESOLVED:	
There was no negative impact.	
14. DATES OF MEETINGS 2021-22	
REPORTED:	
Dates of <u>scheduled meetings</u> of the Full Board in 2021-22:	
Tuesday 5th April 2022 at 4.00pm.	
Tuesday 5 th July 2022 at 4.00pm.	
END OF NON-CONFIDENTIAL MINUTES.	
The meeting closed at 7pm.	

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