

NON- CONFIDENTIAL – FINAL AGREED

FULL CORPORATION MEETING
24th May 2022

EXECUTIVE SUMMARY	Minute
contract for the External Audit services awarded to RSM.	7 iv
concerns about local rubbish	8 iv
1 governor try to attend each college event	8 ii
Finances healthy	10

FULL CORPORATION MEETING

Note: Meeting deferred from 5th April 2022;

NON-CONFIDENTIAL

MINUTES of the meeting held on **24th May 2022** at **4.45 pm.**
in OH 1.13, Orchard House.

Present:	Sue Anderson (Chair); Thelma Probert; Rubina Chaudary (via zoom); Sarah Harwood; David Lee; Phil Leyland; Saqib Rashid; Wendy Sharples; Tyrese Thompson (student governor) and Winsome Sherriffe (Support Staff Governor).
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 Anna Richards (Assistant Principal, Adult Learning) and Rosie Shale (Director of College Operations).
1. <u>Apologies</u> for absence	Apologies for absence were recorded for Sharon Birdi; Taima Chowdury (student governor); Tony Day (Principal; David Farrow; Parminder Garcha and Iyanu Onalaja.
2. <u>Declaration of interest/s</u>	REPORTED: The Chair reported that as she is a director of CiC she has a conflict of interest related to this. No other declaration of interest/s was made.
3. <u>Declaration of interest/s with items on the agenda</u>	REPORTED: The Chair reported that as she is a director of CiC she has a conflict of interest related to this. Wendy Sharples reported she knows Shazzol Muir, the potential new governor. Saqib Rashid declared a conflict of interest with item 10 ii related to Virtus. No other declaration of interest/s was made.
4. <u>Minutes</u> of the previous meeting held on 14 th December 2021. CONFIDENTIAL	CONSIDERED: The NON-CONFIDENTIAL <u>Minutes</u> of the previous meeting held on 14 th December 2021, PAPER FULL/22/04/04. and The CONFIDENTIAL <u>Minutes</u> of the previous meeting held on 14 th December 2021, PAPER FULL/22/04/04. RESOLVED: That the minutes be approved and signed as an accurate record.
5. <u>Matters arising</u> (not elsewhere on the agenda)	i. <u>Mandatory training</u> – to record thanks to all governors (bar 1) for their response to complete the outstanding modules. It is a requirement within the Financial Regulations that governors update training every 2 years. ii. That Self – assessment of the Corporation has been deferred.

<p>6. Notification of <u>any other business</u></p> <p>There were no matters of AOB.</p>	
<p>7. CONSTITUTIONAL MATTERS</p> <p>i. Committees of the Corporation: <u>Terms of Reference</u> and Membership 2021-22</p> <p>CONSIDERED:</p> <p>a) Search Committee</p> <p>Recommended by the Search Committee for approval; PAPER FULL/22/04/07 i a attached.</p> <p>b) Curriculum, Quality and Learning Committee</p> <p>Recommendation to add the following:</p> <p>“To review termly safeguarding reports and to take strategic oversight of the College’s wider safeguarding arrangements’ to the Terms of Reference.</p> <p>RESOLVED:</p> <p>To approve both recommendations.</p> <p>ii. Recommendations of the Search Committee (25 January 2022):</p> <p>a) Appointment of a new governor</p> <p>CONSIDERED: (W Sharples excluded from consideration.) That, subject to satisfactory completion of compulsory checks to be conducted, Shozzol MIAH be offered appointment as a governor of the Corporation for a period of 4 years, commencing 21st June 2022, and that he be invited to join the Audit Committee; PAPER FULL/22/04/07 ii a.</p> <p>b) Reappointment of governors</p> <p>REPORTED:</p> <p>That the Search Committee considered the governors whose term of office is due to expire this year.</p> <p>CONSIDERED:</p> <p>The Search Committee resolved that, subject to Corporation approval, to offer a 4-year period of reappointment to:</p> <p>David FARROW- 1st Oct 2022- 30th Sept 2026. David LEE – 1st March 2022 – 28th Feb 2026.</p>	<p>Action</p> <p>Clerk</p>

Wendy SHARPLES- 17th May 2022 – 16th May 2026.

AND

to offer a 2-year period of reappointment to:

Habib RAHMAN - co-opted onto Remuneration and Search committees –
21 Dec 2022- 20 Dec 2024 (2-year appointment).

RESOLVED:

To approve the recommendations of the Search Committee shown above at ii a and b.

c) The Code of Conduct for Governors

CONSIDERED:

i) The addition to Instrument 10 as follows:

addition to Termination of Membership in Instrument 10, to follow a and b:
“..fails to comply with the Code of Conduct and/or the Corporation considers it is in the best interest of the Corporation that a member stands down.”

The Corporation may notify the applicable member in writing to remove them from office, and thus the office shall then be vacant.

RESOLVED:

To approve the recommendation.

ii) This to be added to the Code of Conduct.

iii **Finance and Resources** Committee remit

REPORTED:

The Search Committee (Minute 7) held a discussion as to whether there is scope to reduce committee time for governors without losing the quality and expertise of the FRC as a separate committee and its members. The Clerk was asked to present a case to the next meeting of Full Board to ask whether there was any benefit to considering a question of good governance and appetite for a merger of the FRC into the Corporation without losing any of the acknowledged advantage of having a separate FRC.

The FRC meeting on 8th March 2022 resolutely and unanimously rejected there being a case to be made for this question.

CONSIDERED:

The Corporation, in the light of the FRC resolution to dismiss any question of a merger, is asked whether there is any need to progress further.

RESOLVED:

Clerk

Clerk

No further action to be taken.

The FRC is an important strategic body of experienced governors and efforts are made to not repeat business between the FRC and Corporation. The FRC recommendations are valuable to the Corporation.

After discussion it was agreed to introduce an executive summary to Corporation Clerk minutes in future.

iv **Tender for External Audit services**

RECEIVED:

A verbal report from the Executive Director of Finance on the tender process undertaken.

CONSIDERED:

The recommendation from the Audit Committee meeting 22nd March 2022 that the contract for the External Audit services be awarded to RSM.

RESOLVED:

To agree the recommendation to award the contract to RSM.

v **Actions taken under delegated powers**

RECEIVED:

A verbal report of the following action taken under delegated powers since the last meeting:

Tender for Phase 5B - development of former Birmingham Car Auctions site. Contract awarded to O'Briens. Delay anticipated in completion later than September 2022.

Proposed purchase of freehold for minibus site adjacent to JCC.

RESOLVED:

Chair's decisions endorsed.

vi **Use of the College Seal.**

REPORTED (as required):

B: That the college seal has been applied to the contract for Phase 4 construction work.

8. COLLEGE REPORTS	
<p>i. <u>Student Council Report</u></p> <p>RECEIVED:</p> <p>A “very impressive” Report from the Student Governor PAPERFULL/22/04/08.</p> <p>He was thanked for his hard work throughout the year and for this report.</p>	
<p>The order of the agenda items taken next was changed. Anna Richards joined the meeting.</p>	
<p>v <u>Sub-contracted Provision</u></p> <p>CONSIDERED:</p> <p>A summary Report on Sub-contracted Provision 2021-22, PAPER FULL/22/04/08 vi.</p> <p>REPORTED:</p> <p>Anna Richards spoke to her report. The essential digital skills had proved successful in Term 1.</p> <p>BEEAS is expected to achieve contract by year end and it is hoped to extend the contract next year to £475k p.a. BEEAS are a reliable provider. Joint and individual Learning walks and joint grade walks helped to manage standardising. Assessment checks and internal verification has largely been positive. One member of staff will not be contracted next year. There had been more exam results, for ESOL and Reading and Writing. Skills achieved are in line with national achievement rates.</p>	
<p>Anna Richards was thanked for her report and she then left the meeting. Rosie Shale joined the meeting.</p>	
<p>iii <u>Health and Safety Report</u> (standing item)</p> <p>CONSIDERED:</p> <p>The Health and Safety Report termly Report, PAPER FULL/22/04/08 iv.</p> <p>REPORTED:</p> <p>Rosie Shale Assistant Principal (College Operations) updated the report on changes since it was written originally for April. All possible precautions continue to be taken for prevention of Covid. The mobile vaccination clinic has been used. Case rates remain low. Incident and accident reporting has moved online and is very useful.</p>	
<p>iv <u>Risk Register(Update) and Board Assurance 2021-22</u></p> <p>CONSIDERED:</p>	

<p>The Risk Register and Board Assurance, PAPER FULL/22/04/08 v.</p> <p>REPORTED:</p> <p>Ownership and management of risks has shifted following the introduction of risk interest groups. The Risk Register is updated after their meetings. She spoke to the Register details. The conversation veered on to discuss issues about rubbish deposited around the college boundaries. There was discussion about recruitment levels and strategies and the college reputation. SLT actively monitor the position and look at options.</p> <p>RESOLVED:</p> <p>Sarah Harwood might share the concerns with fixmystreet.com but will discuss this with the Principal before actioning.</p>	<p>Sarah Harwood/ Chair</p>
<p>Rosie Shale was thanked for her reports and she then left the meeting.</p>	
<p>ii <u>Principal's Report</u></p> <p>RECEIVED:</p> <p>Principal's Report, PAPER FULL/22/04/08 ii.</p> <p>REPORTED:</p> <p>The Vice Principal and ExDOF spoke to the Report.</p> <p>RESOLVED:</p> <p>To add dates of College Events into the College calendar. To have a minimum of 1 governor at each event</p>	<p>Clerk.</p>
<p>iii <u>Strategic Plan</u></p> <p>RESOLVED:</p> <p>The Strategic Plan to be deferred to the next meeting.</p>	<p>Clerk</p>
<p>vi <u>Safeguarding Report</u> (standing item)</p> <p>RECEIVED:</p> <p>The termly Safeguarding Report, PAPER FULL//22/04/08 vi.</p> <p>REPORTED:</p> <p>Jo Lawrence, Vice Principal, spoke to her report. She reported the increase in mental health issues and in referrals for bullying. She said bullying is not a problem but is now reported better. Some behaviours have been impacted by life</p>	

during lockdown and missing time in education environments. The College does everything it can to keep students safe.

RESOLVED – DEFER TO NEXT MEETING

TRAINING SESSION ON SAFEGUARDING

Jo Lawrence Vice Principal & Wendy Sharples. SG Lead Governor

Clerk

Winsome Sherriffe left the meeting.

9 COLLEGE POLICIES.

A) RECEIVED:

The following policies are for the **information** of the Corporation and will **NOT** be discussed at the meeting, unless a valid request to do so is received by the Clerk a minimum of 24 hours in advance of the meeting.

- Observation of Learning, Teaching and Assessment Policy
- Equality, Diversity and Inclusion Action Plan
- Fire Procedures
- Menopause Policy
- Lone Worker Policy
- Supporting Medical Needs of Students
- College Closure Policy –

B) CONSIDERED

The following policies require the **approval** of the Corporation. The appropriate Committees have recommended them for approval to the Corporation.

- Teacher Appraisal Policy
- Educational Visits
- Health, Safety and Welfare Policy
- Business Continuity Plan
- Data Protection Policy
- Data Protection Subject Access Policy

RESOLVED:

All policies approved.

10 FINANCIAL MATTERS

2021-22

i Management Accounts 2021-22

CONSIDERED:

Management Accounts for March 2022, PAPER FULL/22/04/10 i.

RECEIVED:

- i. A verbal update on investments and progress.

He reported £2m reinvested--- we only reinvested c£750k in 2021 on top of the £10k that we left when pulling out in 2020 Investments are spread to reduce any risk. Details are shown in the Report. There is a healthy surplus despite heavy expenditure on buildings and accommodation.

ii. A verbal report on teacher and support staff pay.

Pay costs were £300k lower partly down to (a) the savings from the 1% settlement compared to the 2.5% budgeted and (b) some savings from leavers in-year.

- iii He spoke about the Adult Education clawback position with WMCA (p2). Provision has to be made in this year as the position is unclear. The costs for utilities have increased significantly. There is a favourable variance on exam costs as there were no exams last year and the exam boards refunded some of the fees paid which will be accounted for in 21/22. The latest forecast surplus is £1m.

ii Tenders

RECEIVED:

A verbal Report from the Executive Director of Finance on Tenders for: Catering services and Internal Works.

REPORTED:

He reported the contract for catering has not yet been awarded. 4 organisations have been shortlisted.

Virtus has completed works on the LED installation and HR and continuing with Library reconfiguration and classrooms.

Works are hoped to be completed by end July this year although payments will fall into the next financial year.

Saqib Rashid declared a conflict of interest with this item related to Virtus.

2021-22

iii EFSA funding allocations - 2022-23

RECEIVED:

..... A verbal report and Paper on the key points contained in the ESFA annual16 to 18 funding letter, PAPER FULL/21/03/10 vi..

REPORTED:

The Executive Director of Finance referred members to the table contained in the Principals report showing £650k more income next year.

Lower student numbers in 2022-23 will show in 2023-24 funding (lagged funding).

A key challenge for 2022-23 will be the aspiration for teachers pay increase, currently budgeted for 3%.

College finances are reported in good shape with a healthy cash balance.
He was thanked for his hard work in keeping the college finances on track.

11. COMMITTEE REPORTS

A: AUDIT Committee

Meeting 27th March 2022

RECEIVED:

A verbal report of key points arising from the meeting from the Committee Chair. Many agenda items discussed today arose from the Audit Committee.

B CURRICULUM, QUALITY & LEARNING Committee

Meeting 1st March 2022

RECEIVED:

The Minutes of the meeting of 1st March 2022;

PAPER FULL/22/04/11B attached.

C FINANCE and RESOURCES Committee

Meeting 8th March 2022

RECEIVED:

The non-confidential Minutes of the meeting of 8th March 2022, PAPER FULL/22/04/11C.

Special Meeting 13th May 2022

RECEIVED:

A verbal report of key points arising from the meeting.

D SEARCH Committee

Meeting 25th January 2022

RECEIVED:

The Minutes of the meeting of 25th January 2022, PAPER FULL/22/04/11D.

E REMUNERATION Committee

Meeting 18th May 2022

TO RECEIVE:

A verbal report of key points arising from the meeting.

The Chair reported she and the Corporation Chair met with the principal to review targets. All had been met, many exceeded.

12. ANY OTHER URGENT BUSINESS

There were no matters of any other business.

13. EQUALITY IMPACT ASSESSMENT

No matters had a negative impact.

14. DATES OF MEETINGS 2020-21 and 2021-22.

REPORTED:

- i The date of the remaining **scheduled meeting** of the Full Board in 2021-22:

Tuesday 5th July 2022 Time provisionally 4.45 - TBC .
To be followed by an optional dinner.

CONSIDERED:

- ii The dates proposed of the scheduled meetings of the **Corporation in 2022-23**,
PAPER FULL/22/04/14 ii.

RESOLVED:

To agree the dates proposed.

END OF NON- CONFIDENTIAL MINUTES.

The Chair, staff and student governors all left the meeting.

CONFIDENTIA ITEM- restricted attendance.

The Chair returned to close the meeting at 7.55pm.

Anne Barker,
Clerk to the Corporation
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