

**Minutes of the Corporation
held on Thursday 3rd April 2025 at 4.00pm
Sutton Coldfield Campus and By Class View**

Birmingham Metropolitan College

Present	Apologies
Afzal Hussain (AH) Chair	Simon Harris (SH)
Prof. Prue Huddleston (PH)	Glenice Allison (GA)
Helen Miles (HM)	Simiso Ndlovu (SN)
Pat Carvalho (PC)	Roy Priest (RP)
Angela Myers (AM)	
Alaric Rae (AR)	
Lorain Morrison (LM)	
Peter Morrison (PM)	
David Brooks (DB)	
Gary Turton (GT) (Online)	
Sharon Isaacs (SI) (Online)	
Samir Aljaff (SA)	
Peter Croom (PCR) (Online)	
Brandon Chu (BC)	
IN ATTENDANCE	
Anna Jackson (AJ)	
Fiona Yardley (FY)	
Stephen Belling (SB)	
Robin Newton-Syms (RNS)	
Josh Silverton (JS)	
Fredericka McFarlane (FM)	

Reference	Agenda item
	Welcome
	<p>AH welcomed fellow governors, staff and guests to the meeting and thanked everyone for their time and support that had been given to him as he met with people to review what would help the college move forward and ensure the Board optimise the strategic value it could bring to the college.</p> <p>AH also introduced RNS to the meeting and explained his role in carrying out an external governance review to comply with regulatory requirements.</p> <p>RNS advised that: -</p> <ul style="list-style-type: none"> • his attendance at this meeting was to observe, • he was in the process of interviewing governors and members of the Senior Leadership Team,

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	<ul style="list-style-type: none"> • he would be reviewing the information provided by Governors in the review survey; and • he would provide initial feedback and discuss matters arising at the Governors Strategy Day on 15th May.
	Apologies and Absence
	Apologies were noted from SH, GA, SN and RP.
	Declarations of Interest
	No further declarations were received in addition to those contained in the College's Register of Interests.
4	Immersion Room Presentation
	<p>JS gave a presentation to demonstrate how the new Immersive rooms were being used and working across the BMet estate.</p> <p>Governors Questions and Observations</p> <p>1. Who approves the content of Virtual Reality training materials? (AM)</p> <p>JS advised that the main use of the rooms to date has been to facilitate cross college collaboration.</p> <p>Virtual Reality Programmes are in the early stages of development and being developed by the teams wishing to use them.</p> <p>AH thanked JS for his presentation and noted the impressive nature of the rooms and the value of their potential.</p>
5	Digital Skills Project
	<p>FM gave a presentation to explain:</p> <ul style="list-style-type: none"> • What the Digital Skills Project for students involved. • How it helped learners achieve their learning and skills development objectives over a six-month period. • How it involved groups making presentations at a national level to a wide range of employers. • The impact it had on students in previous years. • The extent of the college's success in the competition. <p>AH thanked FM for her presentation and noted the commitment shown by FM and her team to the project, the positive impact, and benefits for students the college's success.</p>
6	Eureka Project Pilot
	<p>PM gave a presentation to explain how the Eureka Project Pilot had: -</p> <ul style="list-style-type: none"> • provided students with real live experience of entrepreneurialism and innovation; • resulted in the development of real business ideas; • generated a real confidence and enthusiasm in business and innovation. <p>AH thanked PM for his presentation and noted the value and potential of the pilot program.</p>
7.1	Minutes
	The minutes of the meeting held on 14 th December 2024 were reviewed.

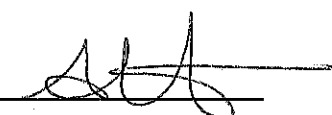
Reference	Agenda Item
	<p>IT WAS RESOLVED THAT</p> <p>C24/25/ 33</p> <p>The minutes of the meeting held on 14th December were approved.</p>
7.2	<p>Matters Arising and Action Log</p>
	<p>The content and status of the Corporation's Action Log were noted.</p>
8	<p>Principal's Report</p>
	<p>PC gave a progress presentation which referred to: -</p> <ul style="list-style-type: none"> • the strategic Annual review with the Department of Education. • The Performance Management Review with the West Midlands Combined Authority (WMCA). • Work with the Birmingham Education and Life Long Learning Network. • The Task and Finish Group established with the WMCA to develop the content of a memorandum of understanding for a three- year period. • The successful launch of the Skills West Midlands with Jacqui Smith MP who had attended a meeting at the Birmingham and Solihull Institute of Technology. • Work being done with the Association of Colleges regarding inclusive recruitment. Community cohesion, social economic value and cultural competency. • Activity to achieve the colleges strategic Objectives 2 and 3 including response to the Ofsted Consultation on its new Report Card, review of student surveys and progression with learning conversations. • Further developments to support workforce and management workload with AI. • Launch of the Employee Assistance Programme to support staff health and wellbeing. • Significant developments affecting the college's financial stability including: <ul style="list-style-type: none"> ○ A funding allocation for in year growth. ○ A reduction employer contribution levels to the Local Government Pension Scheme. ○ Additional funding to T level Equipment. • Receipt of a Disability Report with a series of improvement recommendations which were being programmed into the revised Estates Strategy. <p>IT WAS RESOLVED THAT</p> <p>C24/25/35 the content of the presentation be noted alongside the opportunity to consider the content in more detail at the Governos strategy Day on 15th May.</p>
9	<p>KPI Update</p>
	<p>FY referred to the KPI report in the Corporation pack and advised of the actions being taken where required and in particular:</p> <ul style="list-style-type: none"> • Consideration of new Sector Based Work Academy Programmes to address the short fall in target. • Monitoring the levels of staff sickness. <p>Governors Questions and Observations</p> <p>1. How many college leavers are tracked for job outcomes? (AH)</p>

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	<p>FY advised that 1055 adults.</p> <p>2. What is the shortfall in apprenticeship income? (SH)</p> <p>FY advised that the shortfall at the end of January was £152k and that it was expected to decrease during the remainder of the year.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/36 the content of the January KPI report be noted.</p>
10	ASQD Update Report
	<p>PH referred to the ASQD Committee's April Update report in the Corporation Pack and advised: -</p> <ul style="list-style-type: none"> • A deep dive into the detail of how quality was being monitored was heartening. <ul style="list-style-type: none"> ○ The number of learning walks taking place this year had been increased. ○ The work of the Learning coaches was going well and the team were able to respond to needs as they arose thereby speeding up the impact of improvements. ○ Committee had been assured that the Quality Improvement Plan was being implemented. ○ Termly Review Boards with curriculum teams are taking place and Committee members are invited to attend. • A deep dive into the Foundation Learning and Level 1 provision assured Committee that Ofsted's observations regarding a focussed approach and consistency had been addressed. • In its March meeting Committee had reviewed a detailed status report on implementation of the 49 actions contained in the Quality Improvement Plan and noted that further action was being taken where needed. • Work to develop the college's digital strategy is ongoing. • Committee had received and noted the Annual Diversity and Inclusion Annual Report which provided a helpful showcase of the work undertaken by the college in implementing the final year of its 2020- 2024 strategy. • Committee had received a "You Said, We did "presentation on the work of Student Governors and Student Councils since the December meeting and noted the progress that had been made. <p>SA confirmed that a lot of work had been done to raise the profile of student Governors across the college.</p> <p>BC advised that most students he had encountered were happy at the college, felt safe, and were happy with friendships, the quality of their teaching and their progression.</p> <p>PH thanked the student Governors for their contribution to the work of ASQD during the year.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/37 the content of the ASQD April Update Report be noted.</p> <p>C 24/25 /38 the 2024 Annual Diversity and Inclusion Report be approved.</p>

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11	Finance Update Report
	<p>PCR referred to the Finance and Resource Committee's April Update report in the Corporation Pack , advised RNS met with Committee on 19th March and had observed the running of the meeting and advised that Committee had:</p> <ul style="list-style-type: none"> • Reviewed the January Management accounts and Quarter 2 Reforecast and noted: <ul style="list-style-type: none"> ○ An overall sound position. ○ Income levels were ahead of projections. ○ Appropriate cost control measures were in place. ○ The cash position is strong. ○ Savings in payroll costs have in part being offset by an increase in agency fees required to full business critical vacancies. ○ Colleges are still waiting to hear what contributions might be awarded to help cover increase National Insurance costs. ○ The ESFA Funding audit had progressed well. ○ The college continues to comply with ESFA covenant requirements. ○ Forecasts are positive. ○ Watch points for Quarters 3 and 4 are adult skills allocations, apprenticeship income, staff numbers control and agency costs. • Reviewed and noted the content of the KPI report referred to earlier in the meeting. • Noted the content of the final FECTF programme report which: <ul style="list-style-type: none"> ○ Noted the programme had been completed to budget and on time. ○ Had included a "lessons learnt" report which had been shared with the Estates Team. ○ Had contained a report on social value. ○ Was to be regarded as major success. • Noted a specialist fund raiser had been appointed to advise on development of a fund-raising strategy for the proposed Inclusive support centre. • Considered proposals in relation to amendments to the Anti Bribery Policy. <p>AH noted the importance and value of the Social Value Report and formally expressed on behalf of the Board its thanks to those involved in the successful implementation of the Further Education Capital Transformation Works Programme.</p> <p>Governors Questions and Observations</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 39 the content of the Finance and Resource Committee's April Update Report be noted.</p> <p>C24/25/ 40 The proposed amendments to the Anti Bribery Policy be approved.</p>
12	Audit Update Report
	<p>HR referred to the Audit Committee Spring Update Report in the Corporation Pack and referred to:</p> <ul style="list-style-type: none"> • Committee's consideration of the Autumn Term health and safety report. • Committees review of proposed amendments to the Health and Safety Policy. • The receipt of confirmation that fire safety checks relating to the newly installed turnstiles had been undertaken and found to be fully compliant. • Confirmation Committee's recommendation that evacuation procedures with the owners of the new development next to Matthew Boulton College had been undertaken. • The important practice of retaining all records relating to asbestos had been noted.

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	<ul style="list-style-type: none"> • Health and Safety Committee meetings continue to be held. • Committee's recommendation that consideration be given to what actions should be taken where staff fail to complete mandatory training. • The creation of a Risk management heatmap by the Executive Team to assist committee in their monitoring and review of risk management and risk assessment. • Committee had undertaken a review of the Risk Register and noted in particular the focus and actions in relation to: <ul style="list-style-type: none"> ○ The impact of the Procurement Act's School's exemption applying to college's ○ Curriculum reform ○ Possible changes to long term contract partnerships ○ Succession planning and the age profile of staff. • Committee's review of the Spring Term Contract Compliance Report <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 41 The Audit Committee Spring Update Report be noted.</p> <p>C24/25/42 the updated Health and Safety Policy be approved.</p>
13	Remuneration Committee Update
	<p>SB spoke to the Remuneration Committee Report in the Corporation Pack which referred to the committee's review of :-</p> <ul style="list-style-type: none"> • the Senior Post Holders reports performance against their 2023-2024 objectives; • the objectives set for the period 2024- 2025; and • the Committee's Terms of Reference. <p>IT WAS RESOLVED THAT</p> <p>C 24/25/43 The contents of the Remuneration Committee Report regarding Senior Post Holders Objectives be noted.</p> <p>C24/25/44 the Remuneration Committee's existing Terms of Reference be used for the period 2025-2026.</p>
14	Governance and Search Committee Update
	<p>SB spoke to the Governance and Search Committee Report in the Corporation Pack which referred to :-</p> <ul style="list-style-type: none"> • procurement of AoC to conduct the External Governance review; • the periodic review of the Conflicts of Interest Policy; and • the annual review of the Committees Terms of Reference. <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 45 Ongoing use of the Conflicts of Interest of Policy without any amendments be approved.</p> <p>C24/25/46 the Governance and Search Committee's existing Terms of Reference be used for the period 2025-2026.</p>

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15	Modern Day Slavey Statement
	A review of the draft Modern-Day Slavey Statement for the period 2023-2024 was deferred to the next meeting.
16	Managing Public Money Review
	It was noted that no matters arising required action to be taken to ensure compliance with the Managing Public Money Regulations.
17	Any Other Business
	There being no further business the meeting was closed at 6.25pm.

Signed: 

Chair of Corporation
 Afzal Hussain