

**Minutes of the Corporation
held on Thursday 12th December at 400pm
Matthew Boulton Campus and By Microsoft Teams**

Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	
Prof. Prue Huddleston (PH)	
Helen Miles (HM)	
Pat Carvalho (PC)	
Angela Myers (AM)	
Alaric Rae (AR)	
Afzal Hussain (AH)	
Roy Priest (RP)	
Lorain Morrison (LM)	
Peter Morrison (PM)	
David Brooks (DB)	
Glenice Alison (GA)	
Gary Turton (GT)	
Sharon Isaacs (SI)	
Simiso Ndlovu (SN)	
Samir Aljaff (SA)	
Peter Croom (PCR)	
Brandon Chu (BC)	
Simon Harris (SH)	
IN ATTENDANCE	
Anna Jackson (AJ)	
Fiona Yardley (FY)	
Stephen Belling (SB)	

Reference	Agenda item
	Declarations of Interest
	No further declarations were received in addition to those contained in the College's Register of Interests.
1.1 & 1.2	Minutes

Reference	Agenda item
	<p>The minutes of the meeting held on 3rd October and the strategy day on 24th October were reviewed.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 14</p> <p>The minutes of the meeting held on 3rd October be approved.</p> <p>C24/25/ 15</p> <p>Subject to two minor amendments, the notes of the 24th October strategy day be approved.</p>
1.3	Matters Arising and Action Log
	<p>The contents of the action log were noted.</p> <p>It was noted that the action to add a page to the website in relation to sustainability be rescheduled in line with the development of the new college website.</p>
2	Annual Report and Accounts
	<p>PCR referred to the Annual Reports and Accounts in the Corporation pack which had been considered in detail at the joint meeting of Finance and Resources and Audit and Risk Committee on 3rd December 2024 and advised:</p> <ul style="list-style-type: none"> • Total income for the year had been £49.7 million which was a 7.4 % increase on the previous year. • The net surplus amounted to £2.1 million. • The Audit Report had been unqualified and clear. • No weaknesses had been found in the Independent Learning Record and the Audit Code of Practice had been complied with fully. • It had been recommended that the College's Assets Register be reviewed after completion of the Further Education Capital Transformation Fund Projects had been completed and that an analysis of other income was undertaken to ensure there were no outstanding tax liabilities. • Thanks were to be conveyed to the CFO and Finance Director for their work in the audit process. <p>After careful consideration and review:</p> <p>IT WAS RESOLVED THAT CORPORATION</p> <p>C24/25/ 16</p> <p>Confirm the content of the Regulatory Self – Assessment Questionnaire.</p> <p>C24/25/ 17</p> <p>Approve the College Letter of Representation to the Auditors.</p> <p>C24/25/ 18</p> <p>Approve the 2023- 2024 Annual Report and Accounts.</p>
3	Finance Committee Update Report
	<p>PCR referred to the Finance Update Report in the Corporation Pack and advised:</p> <ul style="list-style-type: none"> • Committee had noted that Department of Education consent was being sought to arrange settlement of an employment dispute in accordance with the Managing Public Money Requirements.

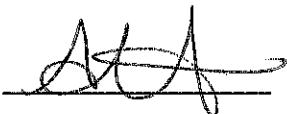
Reference	Agenda item
	<ul style="list-style-type: none"> • The Quarter 1 Reforecast reflected anticipated changes arising from a pay award, the impact of an increase National Insurance Contributions and anticipated enrolments during the remainder of the academic year. • The FECTF Projects were scheduled to complete on time and on budget and thanks were to be conveyed to the Director of Estates and the team for their project management work. • Committee had reviewed the short-term sickness KPI figures and were content that the reasoning related to seasonal factors. • The Pay Gap Reports met both good practice and legal requirements and were commended to Corporation for approval. • Committee had also considered the award of contract for 6 software programmes to One Advanced to secure savings efficiencies and align the arrangements with existing software programmes and resolved to commend the award to Corporation. <p>Governors Questions and Observations.</p> <p>1. Are there any other changes that we need to take account of in relation to the new procurement legislation? (AH)</p> <p>FY advised that an external consultant was advising the college on the implications of the new legislation.</p> <p>2. What is the reason for clawback in relation to T- Levels? (AR)</p> <p>FY advised that this related to under recruitment compared with historic estimates. This is a national issue faced by many other colleges.</p> <p>3. Will an application be made to the WMCA for additional in year funding? (AR)</p> <p>FY advised that the position would be reviewed in April when a better understanding of the likely over delivery could be established.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/19</p> <p>The content of the Finance Update Report be noted.</p> <p>C24/25/20</p> <p>The 2024 Gender Pay Gap Report be approved.</p> <p>C24/25/21</p> <p>The 2024 Ethnicity Pay Gap Report be approved.</p> <p>C24/25/22</p> <p>The 2024 Disability Pay Gap Report be approved.</p> <p>C24/25/23</p> <p>The updated Finance Regulations be approved.</p> <p>C24/25/24</p> <p>The opening of a bank account with HSBC be approved.</p> <p>C24/25/25</p>

Reference	Agenda item
	The College entering into a software supply agreement with One Advanced in relation to six additional services be approved.
4	Audit & Risk Committee Update Report
	<p>HR referred to the Audit and Risk Update Report in the Corporation Pack and advised:</p> <ul style="list-style-type: none"> • A low number of minor matters were to be noted from the Annual Health and Safety Report. • Committee had considered a detailed report on crises management practice and noted: <ul style="list-style-type: none"> ○ further consideration was to be given to the different types of alarms used in different situations; ○ the importance of detailed notes and analysis being done at the time of an event to be able to respond to future questioning; ○ the existence of plans to test different crises management scenarios. • The costs of insurance had increased in line with general price rises. • Contract compliance was being monitored regularly and actions were being taken where required. • The Annual GDPR and Data Protection Report evidenced that records were being maintained and lessons were being learnt on an ongoing basis. • Internal audit reports identified actions that enhanced practice rather than were required to fill major gaps or address issues of noncompliance. • When reviewing the Risk Register Committee asked the Leadership team to further examine the extent to which the college had both sufficient security and, plans for dealing with the consequence of a cyber-attack. • Committee has requested a Heat Map of Risk to inform their assessment of both risk and the adequacy of mitigations. <p>Governors Observations and Questions</p> <p>1. Does the College have sufficient systems around the holding of exam papers? (PH)</p> <p>PC advised that systems were checked on an annual basis.</p> <p>2. Can assurances be sought that the newly installed turnstiles meet fire safety requirements (DH)</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/26</p> <p>The content of the Audit & Risk Committee Update Report be noted.</p> <p>C24/25/27</p> <p>The Annual Health and Safety Report be approved.</p> <p>C24/25/28</p> <p>The Annual GDPR Report be approved.</p> <p>C24/25/29</p> <p>The Annual Risk Management Report be approved.</p>

Reference	Agenda item
5	ASQD Update Report
	<p>PH referred ASQD Update Report in the Corporation Pack and advised: -</p> <ul style="list-style-type: none"> • The Self-Assessment Review process had been rigorous and positive. • AM attended every SAR meeting. • Assessments had been moderated by the Senior Leadership Team. • Some areas were already outstanding, and the college had the potential to achieve Grade 1 status. • The Quality Team were adopting the approach that last year's ceilings formed the baseline for the future year. • SI was of the view that morale had changed across the college. • The Higher Education Self-Evaluation Document had been fully reviewed. • The college was giving full consideration to its Unique Selling Points and how it could increase its Higher Education Offering in the face of increased competition. • Student Councillors had met with Committee and shared some of their aspirations for the coming year. • The Annual Safeguarding Report had been considered in detail and SH recommended the reading of the case studies in the report to get an appreciation of the level of support to address a single referral. <p>Governors Observations and Questions</p> <ol style="list-style-type: none"> 1. It would be good for all governors to attend a SAR meeting in relation to an area of interest (DH) 2. PC advised that the business planning process involved meetings for the Professional Service Teams to review their performance and development needs. 3. It would be good to have a Deep Dive into the role of the Development Coaches. (DH) <p>IT WAS RESOLVED THAT</p> <p>C24/25/30</p> <p>The Annual Safeguarding Report be approved.</p> <p>C24/25/31</p> <p>The Higher Education Self Evaluation Document be approved.</p>
6	Key Performance Indicators (KPI's) Review
	<p>FY referred to the KPI report in the Corporation pack which had been fully reviewed by the Finance Committee.</p> <p>Governors Questions and Observations.</p> <ol style="list-style-type: none"> 1. IT WAS RESOLVED THAT <p>C24/25/ 32</p> <p>The content of the October KPI Report and considerations of the Finance Committee be formally noted.</p>

Reference	Agenda item
7	Principals Update
	The content of the Principal's report was noted.
8	Managing Public Money Regulations
	No further matters relating to the Managing Public Money Regulations were reported.
9	Any Other Business
	SN raised concerns regarding the toilet facilities at James Watt. It was noted that these would be referred to the Director of Estates. SN enquired whether student Governors could have a space where they could meet with other students. AJ advised this had been done in previous years and could be arranged again.
10	Thanks, and Appreciation.
	On behalf of the college, PC conveyed her thanks for, and appreciation of the work of DH during his term of office as Chair of Governors. Cards and Gifts were presented as a token of the college's appreciation. On behalf of the fellow Governors, AH expressed thanks for DH's leadership and contribution to the work of the Board. DH acknowledged the thanks and appreciations, and expressed his thanks for the work and support of fellow governors during his term of office and wished the college well for its next chapter. There being no other business the meeting was closed at 6.00 pm

Signed: _____



Chair of Corporation
Afzal Hussain