

**Open Minutes of the Meeting
of the Corporation of Birmingham Metropolitan College
held on Thursday 25th April 2013 in the Boardroom at
Birmingham Metropolitan College (MB Campus) at 8.30am**

Present:		Apologies:
Vij Randeniya (Chairman)		Adeel Akhtar (Student Governor)
Christine Braddock (Principal) (except for item 10)		Jane Williams (Deputy Chair)
Jason Allen (Academic Staff Member) (JA) (from item 2 (ii))		Steve Brittan (SB)
Gurjeet Kaur Bains (GB)		Raj Mack (RM)
Veronica Docherty (VD)		Sue Nixon (SN)
Marina Hunt (Business Support Staff Member)		Ian Oakes (IO)
Kathryn James (KJ)		
Andrew Madden (AM)		
Anthony McCourt (AMcC)		
Clive Stone (CS)		
In Attendance:		
Catherine Bennett (Clerk to the Corporation)		
Clive Hill (Deputy Principal)		
Roger Minett (Executive Director Academic Affairs)		
Julie Nugent (Executive Director of Organisation and Strategic Development)		
Bob Pattni (Executive Director of Finance and Resources)		

Declarations of Interest

The Principal declared an interest in item 10.

CS declared an interest in item 5 in relation to college catering.

Item 1 – Open and Confidential Minutes of the Meeting held on 8th February 2013

The Chairman led the Corporation through the open and confidential minutes of the above meeting and it was agreed that they were a true and accurate record of the meeting.

Matters Arising

There were no additional matters arising that were not already being covered on the agenda.

Item 2 – Report from the Acting Chair of the Academic Standards and Quality Development Committee

2 (i) – Meeting held on 18th March 2013

- 2.1 VD reported that given IO could not attend this meeting, she would be Acting Chair of the Academic Standards and Quality Committee for the purpose of reporting at this meeting.
- 2.1 VD reported to the Corporation that the Committee discussed the outcome of the Teaching and Learning Review (TLR) that took place in January 2013; performance, success rates and achievements; the College Self-Assessment Report 2011/12; the College Quality Improvement Plan and Harborne Academy (in particular the outcome of the recent Ofsted inspection).
- 2.2 The Corporation discussed the agenda items in detail asking questions specifically in relation to performance, success rates and the Quality Improvement Plan. The Chairman thanked VD for the update.

2 (ii) – Confidential Item

This item has been recorded as a separate confidential minute.

Item 3 – Report from the Chair of the Audit Committee in relation to the meeting held on 12th March 2013

- 3.1 KJ reported to the Committee that the draft minutes can be taken as read save that the Committee spent a lot of time going through the Risk Register as well as focussing on the potential impact of merger during the harmonisation period.

The remainder of this item has been recorded as a separate confidential minute.

Item 4 – Report from the Acting Chairman of the Governance and Search Committee in relation to committee meetings held on 11th March and 25th April 2013 respectively

- 4.1 The Chairman presented this item as acting Chairman for the Governance and Search Committee and summarised the discussions that had taken place at the recent two meetings.
- 4.2 The Chairman reported that a number of areas were suggested as possible discussion points for the May residential such as governor self-assessment and peer review as well as governance structures.
- 4.3 In terms of Corporation membership the Chairman reported that there will be changes with a number of existing members leaving, four governors joining from the Stourbridge College Board and the introduction of two external members (subject to meetings taking place with them and following discussions by the Governance and Search Committee).

The remainder of this item has been recorded as a separate confidential minute

APPROVED:

The appointment of Steve Hollis and Daali Woohra to the Corporation on the terms agreed by the Governance and Search Committee.

Action:

Clerk to provide details of Committee membership at the next Corporation meeting.

Item 5 – Report from the Acting Chairman of the Finance, Business and Developments Committee

- 5.1 It was agreed that CS would be Acting Chairman of this Committee in SB's absence.
- 5.2 CS reported that the minutes can be taken as read save that he and the Executive Team led the Committee through those items requiring approval which were discussed by the Corporation.

APPROVED:

- (i) the recommendations in terms of learner incentives as set out in the report to the Finance, Business and Developments Committee
- (ii) the recommendations in terms of Harborne Academy as set out in the report to the Finance, Business and Developments Committee on capital investment and financial oversight.

***Item 6 – Management Accounts to 31 March 2013**

- 6.1 BP led the Corporation through the Management Accounts to 31 March 2013 and whilst for note, highlighted some key points for the Corporation's information.
- 6.2 The Corporation discussed the Management Accounts in detail commenting on a further pleasing period.

APPROVED:

The Management Accounts to 31 March 2013 were approved by the Corporation.

Action:

Staff employed against previous years to be included in the Management Accounts - BP

Item 7 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 8 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 9 – Approval of Policies and Procedures

- 9.1 Following detailed discussions and feedback from Committees, the Corporation approved the following:

APPROVED:

- (i) Treasury Management Policy 2013/14
- (ii) Whistleblowing Policy

- (iii) Freedom of Information Act Policy
- (iv) Code of Practice on Freedom of Speech and Expression

9.2 It was agreed that the Fees Policy 2013/14 be brought to the Finance, Business and Developments Committee in June for ratification by the Corporation in July 2013.

Action:

Fees Policy to be brought to Finance, Business and Developments Committee in June 2013
– BP

It was agreed by the Chairman at this stage to take Item 11 (AOB) prior to Item 10.

Item 11 – Any Other Business

- 11.1 The Principal reported that the Harborne Academy Topping Out Ceremony is taking place at the Academy on 21st May 2013 and all governors are welcome.
- 11.2 Likewise the Principal confirmed the date of the Professional Services Academy opening on 13th May 2013 at Sutton Campus.
- 11.3 The Principal also reported that a BMET student had been nominated for adult student of the year.

The remainder of this item has been recorded as a separate confidential minute.

Item 10 – Confidential Item

This has been recorded as a separate confidential item.

The meeting then ended.

Date of next Meeting – TBC

Signed.....
Chairman of the Corporation

Date.....

18/7/13