

**Open Minutes of the Meeting of the
Corporation held on Wednesday 10th July 2013
In the Boardroom at MB Campus at 8am**

Present:	Apologies:
Vij Randeniya (Chairman)	Kathryn James (KJ)
Jane Williams (Deputy Chair)	Ian Oakes (IO)
Christine Braddock	
Jason Allen (Academic Staff Governor)	
Gurjeet Kaur Bains (GB)	
Steve Brittan (SB)	
Veronica Docherty (VD)	
Marina Hunt (MH)	
Julie Jasper (JJ)	
Andrew Madden (AM)	
Anthony McCourt (AMcC)	
David Nolan (DN)	
Jenni Ord (JO)	
Clive Stone (CS)	
Tim Sunter (TS)	
In attendance:	
Catherine Bennett (Clerk)	
Clive Hill (Deputy Principal) (CH)	
Roger Minett (Executive Director of Quality) (RM)	
Bob Pattni (Executive Director of Finance) (BP)	

Welcome and Declarations of Interest

The Chairman introduced and welcomed all new members to the Corporation. Further he added that it is the current staff governors' last meeting which he would come back to under AOB.

CS declared an interest in Item 4 and it was agreed that he would leave the room for this item.

Item 1 - Open and Confidential Minutes of the Meeting held on 25 April 2013

The Chairman led the Corporation through the open and confidential minutes of the meeting held on 10th July 2013. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chairman.

Item 2 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 3 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 4 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 5 – Report from the Chairman of the Finance, Business and Developments Committee – meeting held on 27th June 2013

5.1 SB reported to the Corporation that many of the items set out in the Committee minutes were already being covered on the agenda and the remainder of the minutes were to be taken as read save that he highlighted the extensive summer works programme taking place over the summer which has been fully costed.

5.2 The Chairman thanked SB for the update.

APPROVED:

The Summer Works Programme was approved.

Item 6 – Report from the Acting Chairman of the Academic Standards and Quality Development Committee – meeting held on 20th June 2013

6.1 VD reported to the Corporation that she was acting Chair of the Committee for the purpose of reporting to the Corporation at this meeting as IO had been unable to attend.

6.2 She reported that many of the discussions are being addressed elsewhere on the agenda and the remainder of the minutes are to be taken as read. She reported that the Committee had asked for an updated staff structure chart to assist with its understanding following merger.

6.3 The Chairman thanked VD for the update.

ACTION:

Corporation members to be provided with an updated staff structure chart.

Item 7 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 8 – Report from the Acting Chairman of the Audit Committee – meeting held on 11th June 2013

8.1 AM reported to the Corporation that he was acting Chair of the Committee for the purpose of reporting to the Corporation at this meeting as KJ had been unable to attend.

8.2 He reported that there were no significant reports to report to the Corporation and that the minutes be taken as read.

8.3 The Chairman thanked AM for the update.

Item 9 – Report from the Chair of the Governance and Search Committee – meeting held on 5th July 2013

- 9.1 The Deputy Chair as Chair of the Governance and Search Committee provided an update on the Governance and Search Committee meeting that took place on 5th July 2013.
- 9.2 She reported that the Committee had been provided with an update on the actions being put in place following the recent governor residential and that a detailed action plan was being brought forward.
- 9.3 The Deputy Chair reported on the Committee's further discussions on the proposal to form a Framework Review Committee
- 9.3 Further, the Deputy Chair reported that the Committee had also discussed the appointment of two new external members, Steve Hollis and Daali Wouhra. She provided some background information in relation to both.
- 9.4 Finally the Deputy Chair led the Committee through the proposed Committee structure and calendar for 2013-14.

APPROVED:

The Corporation approved:

- (a) The formation of the Framework Review Committee and its related Terms of Reference (as agreed by the Governance and Search Committee on 5th July 2013);
- (b) Steve Hollis to be appointed as an external member of the Corporation from 1 September 2013 for an initial term of four years; and
- (c) Daali Wouhra to be appointed as an external member of the Corporation from 1 September 2013 for an initial term of three years.

Item 10 – Equality and Diversity Update

- 10.1 RM led the Corporation through the report on Equality and Diversity focussing on promotion, management and monitoring of equality and diversity at BMET.
- 10.2 RM also led a discussion on measures being taken to improve success rates of specific groups within the College.
- 10.3 The Corporation discussed the report in detail following which the Chairman thanked RM and the Executive Team for the update.

***Item 11 – Strategic Framework 2013-16**

The Principal reported to the Corporation that following the Corporation's discussions of the Strategic Framework 2013-16 at the residential, the final version required formal approval.

APPROVED:

The Corporation approved the Strategic Framework 2013-16.

***Item 12 – Financial Regulations 2013/14**

The Clerk and BP led the Corporation through the changes made to the Financial Regulations 2013/14 which were discussed by the Corporation.

APPROVED:

The Corporation approved the Financial Regulations 2013/14.

***Item 13 – Tuition Fees Policy 2013/14**

BP led the Corporation through the updates to the Tuition Fees Policy 2013/14 which were discussed by the Corporation.

APPROVED:

The Corporation approved the Tuition Fees Policy 2013/14.

***Item 14 – Draft Corporation Calendar and Committees 2013/14**

14.1 The Clerk led the Corporation through the draft Calendar and Committee structure for 2013/14.

14.2 The Principal requested that members let the Clerk know if they have any issue with the September or December board meeting dates as well as the residential.

APPROVED:

Subject to any major difficulties with the September, December and Residential date, the draft Calendar and Committee structure was approved.

ACTION:

Corporation members to inform the Clerk if any issues with September, December or residential dates.

Item 15 – Any Other Business

The Principal reported what a fantastic year it had been and focussed on some of the big opportunities and developments that had taken place particularly in relation to merger but also the ongoing developments with major employers. She also led the Corporation through the number of awards and accolades that the College had achieved throughout the year. On behalf of the management team, she thanked the Corporation for all of its time and support.

The Chairman once again welcomed the former Stourbridge College governors to the Corporation. He also thanked the Executive Team for all of its hard work throughout the year.

The Chairman also gave a personal thanks as well as on behalf of the Corporation to the staff governors who he said had provided a really useful insight as members of the Corporation.

The meeting then ended.

Date of Next Meeting – Friday 20th September 2013

Signed..........Date..........

Chairman of the Corporation

