

**Open Minutes
Meeting of the Corporation
held on Thursday 10 July 2014 at 8.00am
at Matthew Boulton Campus**

Present:	Apologies:
Steve Hollis (Chair)	Julie Jasper (JJ)
Jane Williams (JW) (Vice Chair)	Kathryn James (KJ)
Andrew Cleaves (Principal)	Daali Wouhra (DW)
Gala Albas (Student Governor)	
Gurjeet Bains (GB)	
Steve Brittan (SB)	
Veronica Docherty (VD)	
Taher Hussain (Support Staff Governor) (TH)	
Andrew Madden (AM)	
Anthony McCourt (AMcC)	
Ian Oakes (IO)	
Jenni Ord (JO)	
Clive Stone (CS)	
Tim Sunter (TS)	
Dagen Thompson (Academic Staff Governor) (DT)	
In Attendance:	
Louise Jones Chief Operating Officer (LJ)	
Mukesh Kumar Chief Operating Officer (MK)	
Julie Nugent Chief Operating Officer (JN)	
Bob Pattni Chief Operating Officer (BP)	
Philip Heath (Acting Clerk)	
Liam Nevin	
Valerie Martin (Interim Clerk)	

Welcome, Apologies & Declarations of Interest

The Chair welcomed everyone to the meeting and noted the apologies that had been tendered. Members agreed to appoint Valerie Martin as Interim Clerk and Philip Heath as acting Clerk for this meeting.

There were no declarations of interest made save for those already declared in the Register of Interests

The Chair introduced members to Liam Nevin, the new Clerk, informing them that Liam would take up his post from 19 August.

The Chair informed members that he had accepted the recent resignation of David Nolan adding that David's leadership of Stourbridge College had helped to bring the two colleges together.

The Chair left the meeting at this point and Jane Williams (JW) chaired the meeting thereafter.

Item 1 – Open Minutes of the meetings held on 27 March 2014

The Deputy Chair took the members through the open minutes of meetings 27 March asking for any questions. The open minutes were then approved as a true and accurate record of the meetings.

Matters Arising from Open Minutes

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

Item 2 Report from the Chair of Academic Standards & Quality Development Committee – meeting held on 26 June 2014

The Chair of the Academic Standards and Quality Development Committee gave an overview of the meeting held on 26 June at which the committee had considered predicted grades of students completing their studies. Whilst the predictions were positive overall, there were likely to be some areas requiring improvement, where performance had declined. The committee had asked for an analysis and further information, and it was noted that governors needed a sufficient breadth of information to enable them to triangulate the sources and inform their own judgements on performance.

The Board then discussed further steps necessary to enhance the Corporation's approach to performance management. In particular it was noted that:

- (i) Delivery of apprenticeships needed to be improved and LJ was considering the steps necessary to address this.
- (ii) Better use could be made of the Ofsted performance dashboards and KIT sessions could be used to improve governor's understanding of performance generally and in relation to other providers.
- (iii) It was necessary to critically review the self- assessment process to ensure that it produced an accurate reflection of student performance. LJ stated that this review was in-hand and a report would be presented to the next Academic Standards and Quality Development committee.

Accordingly it was

RESOLVED:

- (i) That the Board receives a presentation on the options for performance management dashboards and their application.
- (ii) That an amended Self-assessment review be presented to the next Academic Standards & Quality Development Committee.

Item 3 Report from the Deputy Chair of Audit Committee – meeting held on 10 June 2014

The Deputy Chair gave an overview of the meeting held on 10 June and noted that the draft minutes contained a couple of errors which would be corrected. He advised the Board that;

- (i) The Committee had overseen a number of "deep dives" in respect of the risk register with the objectives of ensuring its accuracy and relevance to the work of the Corporation. The committee felt that at present there was insufficient granularity in the risk register.
- (ii) The committee has asked PWC to work with BP on the internal and external risks to ensure both are real time and sufficiently granular.
- (iii) The committee was recommending the appointment of both KPMG and PWC as auditors to the college for the 2014/5 financial year.
- (iv) Further consideration of the draft Audit Plan was necessary before the Committee could recommend its adoption by the Board. The Chair of the Committee and the Principal would meet to discuss this.

The Board debated the importance of the Risk Register in informing the work of all the committees and it was noted that the committee had recommended that it be made available to all Board Members through Dropbox.

The Principal advised that further work was necessary to ensure that the Risk Register adequately reflected all of the strategic risks facing the Corporation, particularly highlighting falling funding.

Accordingly it was

RESOLVED

That KPMG and PWC be appointed as auditors for the 2014/15 financial year.

Item 4 Report from the Chair of Governance & Search – meeting held on 10 June 2014

The Chair of the Governance and Search Committee gave an overview of the meeting held on 10 June 2014 and advised the Board that pursuant to the decision of the Board at its March meeting, seven Board members had agreed to extend their terms of office, six to December 2014, and herself to July 2014. The student and staff members had agreed to extend for a further year to August 2015.

She added that the proposed residential had been deferred in May and will now be held on 15/16 October.

Item 5 Report from the Chair of Remuneration – meeting held on 10 June 2014

This agenda item is recorded in a confidential minute

Item 6 Report from the Chair of Finance, Business & Developments – meeting held on 19 June 2014

The Chair of Finance, Business & Developments Committee gave an overview of the meeting held on 19 June. He advised the Board that:

- (i) Committee members had expressed concern about the amount of information to be considered at each meeting and the way the information was presented. Further consideration needed to be given to format and content. In particular better information on the external context within which the College was operating was needed.
- (ii) In relation to Estates, work at Harborne Academy had now been completed, the bid for funding for the SLDD work at Brierley Hill has been successful, and a planning application has been submitted for the work at Erdington Skills Centre which is due to be completed in March 2015.
- (iii) The second phase of the work at the James Watt campus introducing the Sustainable Energies Centre was in progress. There were some concerns regarding transportation and parking at this campus which were being considered.
- (iv) Work at the Stourbridge campus was proceeding to plan and following a successful bid for smaller capital improvement works; these would be added to the refurbishment of the campus.
- (v) The committee was recommending the sale of 46 Heath Lane and the Walled Garden at Leasowes Park. However, the committee were not satisfied with options presented for Riverside and had asked for further consideration of these.
- (vi) The Committee had considered the Management Accounts.

There then followed a debate about the content of the management accounts, it being noted that the prospective funding reduction across the sector would impact upon the College's financial position. The importance of the Board having clear data on any variances between estimates and outturn to inform decisions on options was noted given the concerns about the impact of reduced funding on student recruitment and course delivery.

Accordingly it was

RESOLVED:

- (i) The sale of 45 Heath Lane and the Walled Garden at Leasowes Park be approved
- (ii) The additional refurbishment work at the Stourbridge campus as identified in the preamble is approved.
- (iii) That the Management Accounts be noted.

Item 7 Report from the Chair of Framework Committee – meeting held on 3 June 2014

The Chair of the Framework Committee gave an overview of the meeting held on 3 June at which the Committee had discussed the Framework document with the Principal and invited his initial reflections upon it. It was acknowledged that the Framework needed further work to ensure that it was embraced by the College and the Principal had identified a number of areas that required further development. This would be subject to a further report to the next meeting of the Framework Review Committee.

Item 8 Draft Calendar of Corporation meetings 2014/15

The Deputy Chair took members through the draft calendar noting the new dates for the residential as the 15/16 October. Following discussion it was proposed that the Framework Committee be moved to 7 October, and that the feasibility of rotating the Board meetings around the campuses be examined.

Accordingly it was

RESOLVED

- (i) That the Draft Calendar of Corporation meetings for 2014/15 be approved, save that the Framework Committee be moved to the 7th October 2014.
- (ii) That the feasibility of using other campuses for Corporation meetings be examined.

Any Other Business

There was no other business.

The Deputy Chair closed the meeting by saying that it has been an absolute privilege to serve on the Board for the last four years. Members had worked very hard and she was proud not only of their achievements but also the achievements of the students during her time on the Board. She added that there were plenty of challenges ahead for the Board and wished both the members and the college well in the coming year.

Date of next meeting: Thursday 25 September 2014

Signed.....
Chair

Date..... 25/09/14