

**Minutes of the Meeting of the Corporation  
held on Thursday 17 September 2015 at 8.00am  
at Matthew Boulton Campus**

<b>Present:</b>	<b>Apologies:</b>
Steve Hollis (Chair)	Anthony McCourt (AMC)
Jenni Ord (JO) (until 9.30 am)	Dagen Thompson (Academic Staff Governor) (DT)
Veronica Docherty (VD)	Andrew Madden (AM)
Andrew Cleaves (Principal)	Kathryn James (KJ)
Philip Cornish (Student Governor) (PC)	
Taher Hussain (Support Staff Governor) (TH)	
<b>In Attendance:</b>	
Louise Jones - (LJ)	
Julie Nugent - (JN)	
Adrian Morris –(AMO)	
Anthony Gribben- Lisle (AGL)	
Liam Nevin – (LN)	

**Declarations of Interest**

There were no declarations of interest other than those set out in the register of interests.

**Item 1 – Open Minutes of Meeting held on 16 July 2015**

The minutes were approved as a true and accurate record of the meeting.

**Matters Arising and Action Log**

There were no comments in respect of the Action Log and no matters arising.

It was noted that there appeared to be an issue with the invitation to the meeting and it was possible that some governors had not received the notice. LN agreed to investigate and report back to the Chair.

In the interests of expediency the Board considered agenda items other than in the order specified in the agenda.

**Item 2 – Decisions Taken under Chair’s Delegated Authority and by Written Resolution**

It was noted that the Chair had taken delegated decisions to:

- **Authorise the sale of Spitfire House Castle Vale**
- **Authorise minor technical adjustments to the Financial Plan 2015**

It was noted that Corporation had approved by written resolution:

- **The extension of the term of office for Jenni Ord as an independent governor, with such term of office to expire on 31 August 2017**

### **Item 3 (i) – Update on Recovery Plan**

This item is recorded in a confidential minute

### **Item 3 (ii) – Minutes of Recovery Working Group 28 August 2015**

The minutes were received and noted.

### **Item 4 (i) – Income Growth and Diversification Deep Dive**

This item is recorded in a confidential minute.

### **Item 5 – Performance Report**

This item is recorded in a confidential minute

### **Item 6 – Partnership Report**

This item is recorded in a confidential minute.

### **Item 7 – Financial Regulations**

LJ introduced the item and advised the Corporation that the existing financial regulations required improvement. The document now presented was based on the CIPFA model and incorporated clearer responsibilities that reflected the necessary control structure for the College. LJ had agreed with KJ that given the urgency, the Corporation would be asked to approve the financial regulations on the understanding that they would be reported to the next Audit Committee, for further consideration and review.

The Chair questioned the steps that would be taken to ensure observance of the new regulations across the College. LJ advised that there were a number of measures being implemented. These included regular finance bulletins, monthly reports on non-compliance, a new compliance dashboard and training for staff. Improved processes had also been introduced in respect of payment processes and budget reconciliations.

Accordingly it was

#### **RESOLVED**

- **That the latest version of the College's financial regulations as appended to the report be approved.**

### **Item 8 (i) – Management Accounts**

This item is recorded in a confidential minute

### **Item 8 (ii) – Budget Update 2015/16**

LJ introduced this item and drew the attention of the Board to minor virements across budget heads, advising that there was no net change to the operating position of the College as previously reported.

Accordingly it was

**RESOLVED**

- **That the Corporation approve the virements within the budget update**
- **That the Corporation notes that subsequent management accounts will report performance against the budget incorporating the virement.**

**Item 9 - Overview of Academic Results 14/15**

AM introduced this item and advised the Board on headline performance in respect of AS,A2 and GCSE results. Thereafter he described the courses and areas which had been identified as the focus for quality improvement, and the issues identified in respect of forecasting accuracy and consistency.

VD welcomed the detail provided in the report and expressed disappointment at the results. She noted that the College were using both the STAR and BRAG forecasting systems and questioned whether the College should be working with a single system.

PC noted that as a student he was not aware that there were two forms of forecasting and observed that in relation to the STAR assessment process, students would not have an input into the forecast. AM commented that the processes were measuring different criterion but he acknowledged that there was a need to ensure that both processes were more closely aligned.

VD questioned whether the Executive needed to review the initial assessment of "A" level candidates, and asked for assurances about the ongoing assessment process. LJ advised that the College had identified students with 40 or fewer points at GCSE as likely to be less successful at "A" level. These students were now being identified at the outset so that personal tutors could be allocated to provide additional support. There would also be checks against milestones throughout the year.

Accordingly it was

**RESOLVED**

- **That the Corporation note the analysis provided in the report and the measures implemented to address areas of weakness, and the further improvements proposed in respect of forecasting.**

**Item 10 – Independent Governors Terms of Office**

LN advised the Board that KJ had agreed to extend her term of office until the 31 August 2016, and that an extension was both acceptable within the context of the English Colleges Code of Good Governance and reflected the desire of the Corporation to ensure continuity of membership as the College addressed its significant challenges.

The Chair expressed his gratitude that KJ had agreed to the extension of her term of office.

Accordingly it was

**RESOLVED**

- **That the term of office of Kathryn James be extended to 31 August 2016**

### **Item 11 – Governor Induction Development and Appraisal Policy**

LN introduced this item and advised that the policy was intended to improve arrangements for induction, provide additional sources of training and development for governors aside from KIT sessions, and to create an annual appraisal process for governors and the Chair, and which would focus on supporting the further development of governors.

It was intended that governors would complete the review document over the next few weeks so that this could feed into the board self-evaluation at the October “away day.”

The Chair stated that he would encourage members of the Executive to also complete an evaluation of the Chair given the importance of the relationship between the Chair and the Executive. Thereafter the meeting debated whether the Executive should be invited to also comment on other governors but it was agreed that the better approach was that this should be the role of the Chair alone.

Accordingly it was

#### **RESOLVED**

- **That the process for induction, development and appraisal as appended to the report be approved.**

### **Item 12 – Governor Recruitment Policy and Role Profile**

LN introduced the paper and advised that a governor recruitment policy was a requirement of the English Colleges Code of Good Governance. The policy would also assist the Corporation with succession planning. The role profile did not prescribe a minimum time commitment for governors but it reflected the diversity of activities that governors were expected to participate in.

Accordingly it was

#### **RESOLVED**

- **That the Governor Recruitment Policy and role profile be approved.**

### **Item 13 – Planning for the Governor Away Day**

LN explained that report proposed the agenda for the “away day” in October and the Kit programme for the rest of the academic year. The focus of the former would be on engaging the Board in the big issues that the College would be required to address over the academic year. The KIT programme reflected feedback from Board members that opportunities should be presented to hold sessions at different colleges, with the opportunity to hear from senior staff in addition to the Executive.

The Chair encouraged the Executive to ensure that the away day was structured in a way that encouraged participation and quality debate.

Accordingly it was

#### **RESOLVED**

- **That the agenda for the away day as appended to the report be approved**
- **That the programme of KIT sessions as set out in the report be approved**

### **Item 15 – Use of the Seal**

LN reported on the use of the seal since the last meeting of the Corporation

Accordingly it was

**RESOLVED**

- That the use of the seal since the last meeting of the Corporation be noted

**Any Other Business**

This item is recorded in a confidential minute

**Date of Next Meeting: Thursday 22 October 2015 (including "away day")**

Signed.....  


**Chairman**

Date.....