

Minutes of the Corporation
held on Thursday 12th March at 6:00pm
in Room 814 of Matthew Boulton Campus
Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	Ritik Sharma (RS)
Veronica Docherty (VD)	
Hilary Smyth- Allen (HSA)	
Prue Huddleston (PH)	
Simon Thompson (ST, by phone)	
Cliff Hall (CH)	
Peter Croom (PC)	
Asha Devi (AD)	
Connor Curtis (CC)	
Sam Cole (SC)	
Tracey Pearce (TP)	
Michele Larmour (ML)	
Helen Miles (HM)	
Angela Myers (AM)	
Iqbal Mohammed (IM)	
In Attendance	
Louise Jones (LJ)	
Martin Penny (MP)	
Stephen Belling (SB)	

A BMet video of the 2019 Graduation Ceremony was shown in advance of the meeting.

Reference	Agenda Item
Item 1	<p>Declarations of Interest</p> <p>There were no declarations of interest reported in addition to those recorded on the Register of Interests in respect of the non- confidential agenda items.</p>
Item 2 (i)	<p>Open and Confidential Minutes of Finance Committee held on 19 December 2019</p> <p>Subject to correction of typographical errors on page 3, the minutes of the meeting on 19 December were accepted as a true and accurate record of the meeting.</p> <p>C20:01 IT WAS RESOLVED THAT</p> <p>The minutes of the meeting should be approved.</p>
Item 2 (ii)	<p>Matters arising and Action Log</p> <p>IT WAS RESOLVED THAT</p> <p>C20:02</p> <p>The position reported in the Action Log provided with the Corporation Pack be noted.</p>
Item 2 (iii)	<p>Chairman's Actions</p> <p>DH advised that in accordance with the College's Scheme of Delegations he had approved on an urgent basis, approval of submission of the IFMC return which had been considered by the</p>

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	<p>Finance Committee on 25th February and had to be submitted to the ESFA by 28th February.</p> <p>IT WAS RESOLVED THAT</p> <p>C20:03</p> <p>The Chairman's action be noted and affirmed.</p>
Item 3	<p>“Don’t Mention the V-Word- Some Challenges in the Design and Delivery of High Quality, Vocational Education and Training.”</p> <p>PH gave a presentation on vocational education and training which emphasised the following key points:</p> <ul style="list-style-type: none"> • The issue of readiness of employees for employment has been a recurring theme and focus for over 100 years. • There is value in distinguishing between: - <ul style="list-style-type: none"> ○ training which is “pre-vocational” and general in nature; and ○ that which is strongly vocational, technical and, leads to a recognised qualification which equips people for employment. • Vocational training is seen as a solution to a number of different goals and can lead to a confusing array of choices for learners. • Specific questions BMet should consider are: - <ul style="list-style-type: none"> ○ what levels of qualification should be offered; ○ who is best placed to make that offer; and ○ what constitutes good vocational learning? • Seven modest principles have been identified to inform future thinking about Vocational Education and Training. (Synthesis of Knowledge, Skills and Attributes: Relevance: Progression: Flexibility: Authenticity, Programme Coherence: Re- engagement) <p>Observations and Questions from Governors:</p> <ol style="list-style-type: none"> 1. It was interesting to see the historic position and have greater insight into the subject of vocational training (ML). 2. It would be good to have more employers collaborating with the College (AM) <p>CH advised that Dudley College have a good reputation for collaboration with employers and it has given rise to a number of benefits for the College. Some buildings for example are co-owned by the College and the Employer.</p> <p>VD noted that BMet had very positive experiences of collaboration with BMW but how such collaboration would not be an option for many of the smaller employers in Birmingham.</p> <ol style="list-style-type: none"> 3. Obtaining information from Employers about what technical training they require is a significant challenge. (PH) 4. Arup did a comparison exercise between a university graduate and someone taking part in an HND apprenticeship programme. They noted that there was a 6- month difference in the period of training but that the HND apprentice was able to progress significantly faster after qualification. (AD) 5. There are potential opportunities to explore in relation to people wishing to return to work after a significant gap in their employment. (HSA). <p>DH thanked PH for the helpful and informative presentation.</p>
Item 4 (i)	Key Points from Finance Committee Meeting on 25 February 2020

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Item 4 (i)	<p>HSA reported on the work of the Finance Committee, at the meeting held on 25th February and introduced the matters requiring consideration and approval by the Board.</p> <p>Regarding the February Management Accounts:</p> <ul style="list-style-type: none"> ○ The Committee was of the view that the College was in a better position than it had been in February 2019. ○ It was important to note that the contingency fund for 2019/20 had been fully utilised and it was necessary to stay within budget for the remainder of the year. ○ The Committee wanted to note the good work of the Finance Team. <p>Regarding ESFA local documentation:</p> <ul style="list-style-type: none"> ○ MP updated the Board on the process of producing a Loan agreement with the ESFA in respect of the exceptional finance support it had given to the College. ○ The documentation had not yet been produced due to a change of staff at the ESFA. ○ The matter will be discussed at a case conference with the ESFA on Monday 16th February and the aim is to enter into the Agreement by the end of March.
Item 4 (ii)	<p>Regarding the Integrated Financial Model for Colleges. (“IFMC”)</p> <ul style="list-style-type: none"> ○ MP advised that a report prepared for Finance Committee explained the new form of return required by the ESFA to help it assess the financial well-being of colleges. ○ HSA advised that the Committee were reviewing how best to monitor the IFMC returns in line with the College’s Business Plan but were confident in the data provided in the Management Accounts. ○ HSA confirmed that the Committee had considered the IFMC return and recommended that it be approved by way of Chair’s Action (See Item 3(iii) above)
Item 4 (iv)	<p>Regarding Treasury Management Policy</p> <ul style="list-style-type: none"> ○ MP advised that it had been an Audit recommendation that the Corporation review its Treasury Management Policy. ○ The Policy had been developed within a context of the College being in a position where it collects interest during the course of year amounting to sums of between £12 K and £16K. ○ The key change in the plan is that the number of places the College can invest money has been reduced to the College’s banks and one Building Society ○ The College’s needs will be kept under review and if further changes are required, recommendations will be made to the Corporation. <p>IT WAS RESOLVED THAT</p> <p>C20:04</p> <p>The Treasury Management Policy be approved.</p>
Item 4 (iv)	<p>Regarding Financial Regulations</p> <ul style="list-style-type: none"> ○ MP referred to the report in the Corporation Pack entitled “Financial Regulations Amendment” and advised that a recommendation was being made to amend the regulations to enable the Corporation to waive the requirement to tender for amounts from £100k to the EU Procurement Rules limit (which is currently £4.3 million) when justified by a clear business case.

Reference	Agenda Item
	<p data-bbox="292 147 1460 208">○ This amendment would reflect the capacity already approved to waive a similar requirement for the supply of goods and services that have a value between £10k and £100k.</p> <p data-bbox="292 237 624 297">IT WAS RESOLVED THAT C20:05</p> <p data-bbox="292 331 1460 421">The Financial Regulations be amended to permit the Corporation to waive the requirement to seek three written quotations before awarding a contract for the supply of goods and services over £100k up to the EU Procurement Rules Limit when justified by a clear business case.</p> <p data-bbox="292 454 746 488">Regarding the Apprenticeship Levy</p> <p data-bbox="292 517 1460 696">○ The Committee had been concerned about the College's Apprenticeship Levy not being fully utilised, payments having to be paid back the ESFA and this having a negative effect.</p> <p data-bbox="292 607 1460 696">○ Jo Shirley had provided a report to Committee (available on Sharepoint) which showed that a clear plan for spend was now in place and included the training of staff to be careers coaches which would provide career progression for BMet staff and meet a BMet business need.</p> <p data-bbox="292 730 692 763">Questions raised by Governors</p> <p data-bbox="292 790 783 824">1. How much Levy had been lost? (AM)</p> <p data-bbox="339 853 555 887">HSA advised that:</p> <p data-bbox="395 913 1278 974">○ £21K and been lost and a further £8K had been at risk. ○ The Committee had confidence that levy spend would now take place.</p> <p data-bbox="292 1037 815 1070">Regarding 2019 Gender Pay Gap Report:</p> <p data-bbox="339 1099 1433 1160">○ The Committee had considered the 2019 Gender Pay Gap Report and commended it to the Board for approval.</p> <p data-bbox="292 1189 624 1223">IT WAS RESOLVED THAT</p> <p data-bbox="292 1249 384 1283">C20:06</p> <p data-bbox="292 1312 868 1346">The 2019 Gender Pay Gap Report be approved.</p> <p data-bbox="292 1402 879 1435">Regarding Lloyds Bank Deed of amendments.</p> <p data-bbox="339 1464 1460 1554">○ MP referred to the report in the Board Pack entitled "Lloyds Bank Deed of Amendment " (the LB Report") and attached documentation which he advised was to take account of the partial repayment of loans by the College on 30 September 2019.</p> <p data-bbox="292 1588 624 1621">IT WAS RESOLVED THAT</p> <p data-bbox="292 1648 384 1682">C20:07</p> <p data-bbox="292 1711 1460 1771">The Amendment and Restatement Agreement provided with the LB Report be approved and that it be executed as a deed on behalf of the Corporation.</p> <p data-bbox="292 1805 619 1839">Regarding Recovery Plan</p> <p data-bbox="339 1868 1390 1928">○ The Committee had considered the financial KPI's and were content with the current position.</p> <p data-bbox="292 1962 746 1995">Regarding Property Estate Strategy</p> <p data-bbox="339 2024 1442 2058">○ There had been a delay in the sale of the ADC site but completion had now taken place.</p> <p data-bbox="339 2085 1150 2119">○ The sale of the Hagley Road site was progressing and on track.</p>

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	<ul style="list-style-type: none"> ○ Peter Marsh Consultants (PMC) had made a presentation to the Committee in respect of an outline framework for development of the College's Estates Strategy following its restructure. ○ AD had attended a meeting with PMC and Andy Crowter to review the framework in more detail <p>AD advised:</p> <ul style="list-style-type: none"> ○ Andrew Crowter had done a good job of maintaining the current estate and undertaken a great deal of work to review what it requires moving forward. ○ Maintenance work has been identified and a RAG (Red, Amber Green) system had been used to identify priorities. ○ A report will be prepared to consider what will be required over the next 5 years taking into account works which have to be undertaken and what will be required to ensure assets work in the future taking into account issues such as air quality, IT and digitisation. <p>Questions and Observations from Governors</p> <p>1. Are there likely to be any sources of funding that the College could access? (DH)</p> <p>CH referred to the DfE's mention of a potential fund of £1.5 billion for the sector; £95 million for T- level development; £120 million for Institute of Technology; and a £387 million local growth fund.</p> <p>CH also advised that the College was considering what preparation work it should do to be in a position to submit bids for capital funding as soon as programmes are published.</p> <p>2. Are there any Health and Safety Issues that need to be addressed? (ML)</p> <p>AD and HSA expressed the view that the Estates Strategy would consider health and safety issues as a matter of course and that no major health and safety issues had been raised by the work undertaken by PMC.</p>
Item 5 (i)	<p>Key Points from ASQD meeting on 5 March 2020</p> <p>PH reported on the work of the ASQD Committee, at the meeting held on 5th March and introduced the matters requiring consideration and approval by the Board.</p> <p>Regarding English and Maths.</p> <ul style="list-style-type: none"> ○ The re-sit results had improved. ○ Improvements to the quality of maths teaching had been noted but further improvement is required. ○ The new Lead practitioner appointed to assist with maths is having a significant impact. ○ Students are reporting that they have a greater confidence in their own abilities. ○ Key watch points are how English and Maths learning is connected to the vocational curriculum and the College's ability to recruit high quality staff in these subject areas. <p>Regarding High Needs provision</p> <ul style="list-style-type: none"> ○ A significant review of high needs provision was undertaken by the Director of Quality. Some excellent practice was identified but further improvements are required to ensure consistency across all 3 colleges. It should be noted however that the review took place during mock exam week and so "normal circumstances" did not totally apply.

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	<ul style="list-style-type: none"> ○ Key watch points are the extent to which teaching staff are aware of a learner's support needs and consistency of support practice experienced across the College. ○ The Quality team are liaising with other Grade 1 and 2 Colleges (Derby, and Newcastle and Stafford) to review their provision and identify what could be done to make further improvements at BMet. <p>Regarding Teaching and Learning Professional Support</p> <ul style="list-style-type: none"> ○ A staff survey was undertaken by the Quality Improvement team in December which has provided good insight into what impact new initiatives are having on the quality of teaching ○ An Internal Audit undertaken in February confirmed that the principles adopted in the teaching and learning strategy had been embedded across all curriculum areas. <p>Regarding Quality Improvement Plan</p> <ul style="list-style-type: none"> ○ General progress is being made against each of the 8 key objectives set out in the Quality Improvement Plan. ○ Watch points include being sure that funding can be secured for students wanting to undertake ESOL courses; the impact on retention figures of apprentices transferring to Dudley College; the new systems helping to track students work experience; attendance; and the Combined Authority's expectations regarding support for Adult Learners. <p>Regarding HE Compliance Framework</p> <ul style="list-style-type: none"> ○ An audit plan has been created by Raha Karvar to ensure the College complies with the requirements of the Office for Students and will involve the need to review the governance structure in place for HE provision. A report will be considered by the Committee in June and then come to the Board for approval. <p>Regarding 2019 Diversity and Inclusion Report</p> <ul style="list-style-type: none"> ○ The committee reviewed the 2019 Annual Report, considered it to be a good piece of work and recommended that it be accepted by the Board. <p>IT WAS RESOLVED</p> <p>C20:08</p> <p>That the 2019 Diversity and Inclusion Report be approved.</p> <p>Regarding Contingency Planning regarding Corona Virus</p> <ul style="list-style-type: none"> ○ CH confirmed the College was following Government Guidance, developing contingency plans and reviewing the position on a daily basis. <p>Regarding Student Voice</p> <ul style="list-style-type: none"> ○ CC asked that we review how the Student Voice is heard across the three main college sites. <p>Regarding Future focus Setting aside time for Strategic Work.</p> <ul style="list-style-type: none"> ○ The Committee has requested_time for greater in-depth consideration of certain matters. ○ A series of "Deep Dives" is being planned with the first one to take place in May and focus on what is needed to be ready for the next Ofsted visit.
Item 5 (ii)	<p>Adult Education High Needs Provision</p> <p>CH presented the report in the Board Pack entitled "Adult Learning Programmes and High Needs</p>

Reference	Agenda Item
	<p>Provision”, explained that it set out what activity had been undertaken to enhance progress in these areas and that had been considered in detail by the ASQD Committee.</p> <p>IT WAS RESOLVED THAT</p> <p>C20:09</p> <p>The report and presentation be noted.</p>
Item 6	<p>Report of the Chair of the Remuneration Committee.</p> <p>DH advised:</p> <ul style="list-style-type: none"> ○ The Remuneration Committee had met on 12th March to consider the process of appointing a new Principal. ○ 3 organisations had responded to an invitation to submit proposals to assist with the appointment process and one of them would be appointed week commencing 16th March. ○ It was anticipated the appointment process would build in the opportunity to undertake a second round of interviews in September if it was not possible to make an appointment in July. ○ It was recognised that a successful candidate may have to give between 3 and 6 months’ notice before being able to join the College. ○ Governors would be engaged with the process and invited to contribute to the development of a job description and person specification.
Item 7	<p>Principal’s Report</p> <p>CH presented a report with reference to the power-point presentation provided with the Board Pack entitled “Principal’s Report”</p> <p>DH thanked CH for the presentation and helpful overview of key developments since the last meeting.</p>
Item 8	<p>Governors Self- Assessment Report.</p> <p>SB introduced the report in the Corporation Pack entitled “Governors Self- Assessment” (the “SA report”) and referred to the recommendations set out in Appendix 2 of that report.</p> <p>IT WAS RESOLED THAT</p> <p>C20:10</p> <p>The Company Secretary produce a Governance Action Plan to take account of the recommendations made in the SA report.</p>
Item 9	<p>Strategic plan Update</p> <p>LJ introduced the report and document provided in the Corporation Pack and advised the Board that:</p> <ul style="list-style-type: none"> ○ Governors had attended a workshop with SLT following the Board’s Strategy Day on 7th November, which produced a draft vision, values and strategic priorities statement. ○ The draft statement was then reviewed at a series of events and workshops with students, staff and stakeholders. ○ a first draft strategic plan has been prepared to realise that vision and achieve those strategic objectives.

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	<p>CH advised that the first draft plan has been prepared ahead of schedule and provided Governors with an opportunity to give comments in advance of the meeting in May.</p> <p>IT WAS RESOLVED THAT C20:11</p> <p>Further consideration be given to the Strategic Plan at the Corporation Meeting in May.</p>
Item 10	<p>Risk Management</p> <p>MP presented the report provided in the Corporation Pack entitled “Risk Management Update and Assurance Mapping” (“the RM report”) and invited questions.</p> <p>DH noted that the RM report was self- explanatory and that there were no further questions at this point.</p> <p>IT WAS RESOLVED THAT C20:12</p> <p>The content of the Risk Register attached to the RM report and actions taken to mitigate risk in the College be noted.</p>
Item 11	<p>NSS Contract Approval</p> <p>SB introduced the report in the Corporation Pack entitled “NSS Solutions Contract Report”, referred to the rationale for awarding the contract to National Solutions Services Resourcing Ltd (“NSS”) and invited consideration of the recommendations.</p> <p>Observations and Questions by Governors.</p> <p>1. Is this a new provider? (VD)</p> <p>LJ advised that:</p> <ul style="list-style-type: none"> ○ the people providing BMet with the services in this contract had historically provided them through Amcor Resourcing Limited. ○ this is a partnership agreement and not a sub-contract. <p>IT WAS RESOLVED THAT C20:13</p> <p>The requirement to obtain three quotes from other providers in accordance with the Financial regulations be waived to retain business continuity, further develop the Colleges provision and take advantage of emerging business development opportunities.</p> <p>C20:14</p> <p>BMet be authorised to enter into the Framework Agreement with NSS to obtain the goods and services set out in Appendix 1 of the NSS Solutions Contract Report on an as needs basis.</p>
Item 11	<p>Confidential Agenda Items</p> <p>Discussion on this matter is recorded in confidential minutes.</p>
	<p>Any Other Business</p> <p>DH reported that Hilary Barber had expressed her thanks to Governors for support to her during her time as Interim Clerk. On behalf of the Board, DH asked that the Company Secretary convey the Governors thanks and appreciation to Hilary for her work which had been a tremendous value</p>

Reference	Agenda Item
	to the College. CH reported that Kayleigh Guest now had a new daughter and that both mother and baby were doing well.
	Date of Next Meeting 12 th May 2020.



Signed: _____

Chair: Dexter Hutt