

Minutes of the Corporation
held on Thursday 10 September 2020 at 8.00 am
By Microsoft Teams
Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	Natalie Alleyne (NA)
Veronica Docherty (VD)	
Hilary Smyth- Allen (H-SA)	
Prof. Prue Huddleston (PH)	
Simon Thompson (ST) (Until 9:30)	
Cliff Hall (CH)	
Tracey Pearce (TP) (Until 9:30)	
Peter Croom (PC) (Until 9.00)	
Asha Devi (AD)	
Michele Larmour (ML)	
Helen Miles (HM)	
Angela Myers (AM)	
Iqbal Mohammed (IM) (Until 9:00)	
In Attendance	
Louise Jones (LJ)	
Martin Penny (MP)	
Stephen Belling (SB)	
Suzie Branch (SBH) for agenda item	

Reference	Agenda Item
1.1	Apologies
	Apologies were received and noted from Natalie Alleyne
1.2	Declarations of Interest
	No declarations were received in addition to those contained in the College's Register of Interests.
2.1	Minutes
	In relation to the Minutes of the meeting held on 9 th July three typographical amendments were proposed. IT WAS RESOLVED THAT: C21: 01 The proposed amendments and minutes of the meeting held on Thursday 14th May be approved.
2.2	Action Log and Matters Arising
	MP confirmed that a financial risk assessment had been included in the commentary provided to the ESFA in the IFMC return. (the Integrated Financial Model for Colleges created by the ESFA). DH noted that the ESFA had advised in writing that consent to the sale of CoSe was not required. The status of actions set out in the Corporation Action Log was noted.

Reference	Agenda Item
3	Principal's Report
	<p>CH presented the report in the Board Pack entitled "Principal's Report" and further advised:</p> <ul style="list-style-type: none"> • Ongoing work and communications were taking place with local MP's, local groups and the Combined Authority particularly in relation to consideration of what skills training is needed in the region in the wake of Covid. • The Self -Assessment Report had been updated for the FE Commissioners' visit and would be further updated in the Autumn. • The College is preparing for a 2- day assurance visit from Ofsted, expected any time after 28 September, to review how the College has prepared itself to provide a meaningful learning experience in the wake of Covid. • Consultants had been commissioned to prepare all curriculum managers for a full inspection which is expected to take place between January and Easter 2021. • Neil Davies had been appointed to succeed John Duffy and is expected to take up post at the end of November 2020.
	<p>Governors Questions and Observations:</p> <p>1. Regarding Strategic Priority 1: do we anticipate a move away from localised geography or is it too early to tell? (HM)</p> <p>CH advised:</p> <ul style="list-style-type: none"> • It was possibly too early to tell. • A review would be undertaken to consider what provision could be moved on line on a permanent basis. • Online provision might be a consideration for adult learners who are more reluctant to attend evening classes. <p>2. To what extent is it perceived job outcomes will become a measure used to inform funding allocations? (H-SA)</p> <p>CH</p> <ul style="list-style-type: none"> • The Minister for Apprenticeships and Skills is indicating that it may become a measure. • A key watchpoint will be the Government's White Paper expected in the Autumn. <p>VD</p> <ul style="list-style-type: none"> • The career pathway work being undertaken at Sutton could prove to be very helpful in developing future strategy. <p>3. What is the default strategy for providing work experience in the current difficult circumstances arising from Covid and consequential pressure on Employers? PH</p> <p>CH advised:</p> <ul style="list-style-type: none"> • Employers are providing online master classes. • We are able to draw on a considerable amount of goodwill generated by our working relationship with Employers. • We are currently liaising with contacts engaged with piloting T- levels. <p>PH</p> <ul style="list-style-type: none"> • Offered support to support the process of connecting with Education Employers where helpful. <p>4. Did the new format of the Principal's report satisfy Governors requirements? (DH)</p> <p>Governors confirmed that it did.</p>

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	<p>IT WAS RESOLVED THAT C21: 02 The content of the Principal's report be noted.</p>
4	<p>Academic Results</p>
	<p>SH presented the report in the Board Pack entitled "Interim 2019/20 Outcomes" and advised:</p> <ul style="list-style-type: none"> • 5,500 outcomes were still outstanding which was not unusual. • The report provides only an indication of the end position. • The Independent Learning Record closes on 20th October after which it will be possible to provide a full analysis of the end results. • A positive picture is expected for Level 2 and 3 results for 16-18s. • Results relating to Maths and English look good and reflect the tremendous amount of work and input of specialised resource, particularly in relation to the assessment processes undertaken during the year. It is expected that the results will be higher than the national benchmark. • The proportion of high grades at A level has increased. • There will be an impact on AS Level outcomes because of the decision to move students onto A level courses. • There are some concerns regarding adult learner outcomes.
	<p>Governors Questions and Observations: -</p> <p>1. What is the national benchmark for high grades (DH)?</p> <p>SH advised;</p> <ul style="list-style-type: none"> • It is difficult to make direct comparisons as the College has a focus on added value. • We would estimate it to be 45% and understand BMet's to be 48% <p>CH advised;</p> <ul style="list-style-type: none"> • The FE Commissioners have encouraged the College to consider changes to its benchmark comparisons and to use the benchmark of high performing 6th Form Colleges. <p>2. How does the pending results position compare with last year's pending results? (IM)</p> <p>SH advised</p> <ul style="list-style-type: none"> • It is always the case that some results are pending but there is slightly more than usual this year. • There are some delays to BTEC awards particularly as some assessments have had to be delayed. • We are confident that all awards will be provided in due course. <p>3. What impact are delayed results having on students and does the College have staff to support them? (AM)</p> <p>SH advised:</p> <ul style="list-style-type: none"> • Staff are available to support students. • Additional sessions have been put in place to support students. • We remain attentive to student feedback, but to date, no additional concerns have been raised by students. <p>4. When will national achievement rates be made available? (AM)</p> <p>SH advised:</p> <ul style="list-style-type: none"> • We anticipate this information will be available in March 2021, but progress measure indicators will be available in November. • The Department for Education will not publish individual college results this year.

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	<ul style="list-style-type: none"> • Ofsted are expected to use 2018- 2019 results to inform their assessments. It will therefore important to provide other evidence which shows the impact of improvement measures deployed by the College. • TP confirmed that staff were actively supporting students and providing additional lessons to assist where examinations have been delayed. <p>5. Is there any evidence of delay in students being able to progress? (VD)</p> <p>SH advised:</p> <ul style="list-style-type: none"> • All staff have been briefed to be aware of this being an issue for students. • The 2020- 21 induction process has been designed to take account of students varying start points in the wake of Covid. • The Department for Education has awarded some additional funding to provide students with additional support. <p>CH advised:</p> <ul style="list-style-type: none"> • 892 students have secured places at university and assistance is being provided to a further 100 students. • 200 of those are progressing to university are A level students and the remainder are students graduating from BTEC Level 3 and the University of the Arts London courses. • Approximately 200 students will attend Birmingham City University, and many will also be attending Aston University following changes to their admissions policy. <p>6. How would Governors feel if results were not good DH?</p> <p>DH noted the importance of valuing what had been achieved during the last year and asked that the Board's thanks be conveyed to all staff.</p> <p>IT WAS RESOLVED THAT</p> <p>C21: 03</p> <p>The content of the Interim Academics Result report be noted.</p>
5	FE Commissioners Visit
	<p>DH advised:</p> <ul style="list-style-type: none"> • The Commissioners had been pleased with how all of their recommendations had been met and how the Board was working. • The commissioners had requested a cultural survey to be undertaken before Christmas. <p>CH advised:</p> <ul style="list-style-type: none"> • His experience has also been positive. • All interviewees had referred to engaging and fruitful conversations with the Commissioners. • The ESFA have received a draft report. • We anticipate recommendations being made regarding: <ul style="list-style-type: none"> ○ how the College ensures culture changes are maintained; ○ production of more slim line board packs; and ○ greater qualitative assessment of how staff are engaged • The Commissioners plan to undertake a further visit in the Spring. <p>H-SA advised:</p> <ul style="list-style-type: none"> • The focus of conversation was strategic development rather than consideration of detailed concerns.

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	PH advised, and VD and AM confirmed that their conversations with the Commissioners had also been positive and engaging.
6	FE Capital Allocation
	<p>LJ presented the report in the Board Pack entitled the FE Capital Allocation Report and further advised:</p> <ul style="list-style-type: none"> • Time is of the essence and funding needs to be to be spent/ committed by March 2021 • The focus of the award is on maintenance works. • The recently approved Estates strategy means that the College is well placed to deploy the first FE Capital allocation. • In practical terms, the allocation and existing planned budget means all works tagged as red and £300K of the amber works can be completed • Works amounting to approximately £370k will be required for Covid related measures. • Future FE Capital funds are likely to involve a bidding process. <p>Governors Questions and Observations: -</p> <p>1. Who monitors delivery of the Estate Plan? (IM)</p> <p>LJ advised the Finance Committee will monitor how the FE Allocation will be spent.</p> <p>2. What level of contingency has been planned? (AD)</p> <p>LJ advised that a contingency of 10% had been built into the plans.</p> <p>AD recommended that this be increased to take account of inflated costings in the construction industry.</p> <p>IT WAS RESOLVED THAT C21: 04 The FE Capital Allocation is used in accordance with the manner set out in the FE Capital Allocation Report.</p>
7	Principal Appointment
	<p>SB referred to the report in the Board Pack entitled “Principal Appointment” and advised:</p> <ul style="list-style-type: none"> • Progress reports on applications were expected from end of week commencing 14 September. • AoC will provide specific advice and support on how competencies will be assessed during the assessment process. • The Focus Panels would provide feedback to the Selection Panel who would be charged with making the ultimate appointment. <p>IT WAS RESOLVED THAT C21: 05 The subject matter of focus panels be as set out in the Principal Appointment Report.</p>
8	Freedom of Information Act Policy
	<p>SB presented the report in the Board Pack entitled “Freedom of Information Act Policy”) and referred to when the policy was last reviewed and rationale for the proposed amendments.</p> <p>Noting the content of the report IT WAS RESOLVED THAT: C 21:06 The updated Freedom of Information Policy be approved.</p>
10	Enrolment Report
	LJ presented the report in the Board Pack entitled “Enrolment Report” and advised:

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	<ul style="list-style-type: none"> • The enrolment process was very different this year to take account of Covid. • The College is offering face to face enrolment where online enrolment does not take place. • It is difficult to draw direct comparisons with last year. • Numbers are increasing by about 100 students per day. • We are reviewing the position on daily basis. • The current aim is to enrol 5,800 students to take account of student withdrawals during the first 42 days of term. • We're warmly welcoming those who enrol after induction week. • We anticipate numbers may be affected by: <ul style="list-style-type: none"> ○ The impact of Covid on interest by adult learners; ○ Students being inclined to stay at schools in an environment they are familiar with; and ○ Competition from HE providers. <p>Governors Questions and Observations: -</p> <p>1. <i>What is the initial thinking about enrolment numbers?</i> (DH)</p> <p>CH advised</p> <ul style="list-style-type: none"> • It's wise to be cautious. • There are a number of unknowns such as what will most influence students making multiple applications. • There are national concerns around what adult learners will chose to do and the number of apprenticeships available; a clearer picture should be available toward the end of September. • It would be helpful to have an analysis of where students come from this year compared with where they came from in 2019- 2020 (DH) <p>2. <i>How are other colleges managing Covid restrictions- what does a competitor student experience look like?</i> (H-SA)</p> <p>CH advised:</p> <ul style="list-style-type: none"> • Colleges are approaching enrolment in different ways: some are ensuring all enrolments are face to face; others are adopting a blended approach (online and face to face) • There appears to be a heightened awareness that the vibrancy of student experience will inform student choice. • A great deal of work is being done to develop the digital learning experience. <p>3. The Executive team were asked to provide Governors with a regular update on enrolment numbers. (DH)</p> <p>4. <i>How many of our students are progressing?</i> (VD)</p> <p>SH advised</p> <ul style="list-style-type: none"> • The Data Team are in the process of analysing the data and a report will be presented to ASQD. • It was to be noted that Government has provided additional funding to enable students to undertake a second level 3 qualification. <p>IT WAS RESOLVED THAT: C 21: 07 The content of the Enrolment Report be noted.</p>
11	Finance
	MS presented the report in the Board Pack entitled "July Management Accounts" and advised:

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	<ul style="list-style-type: none"> • July management accounts evidenced that the College's flexible approach to the year had helped it successfully weather the impact of Covid. • Some capital expenditure has been delayed and invoices are now expected in September. • Student Debt has been reduced and assisted by the personable approach of staff who have taken on the work that the College's service provider was unable to do during lockdown because of Covid. • Cash is on target at the start of the year. • A report will be provided in October taking into account enrolment and consideration of further impacts arising from changes caused by Covid. • The FE Allocation will be received in September and to be committed by 31 March 2021 • A further PMO return (Provider Market Oversight – the ESFA directorate charged with overseeing Colleges in formal intervention) has to be submitted taking into account the July management accounts. <p>IT WAS RESOLVED THAT: C 21: 08 The Board note its receipt and consideration of the July Management Accounts.</p>
12	ESFA Loan Documentation
	<p>MP presented the report in the Board Pack entitled "ESFA Amendment Agreement" and advised that the amendments were to take account of the payment schedule used in the IMFC funding Model.</p> <p>IT WAS RESOLVED THAT: C 21:09 The terms of the ESFA Amendment Agreement be approved and executed.</p>
13	Business Development Update
	<p>SBH presented the report in the Board Pack entitled "Business Development Update" ("the BDU Report" and advised:</p> <ul style="list-style-type: none"> • The BDU Report provided an overview of what the Business Development Team have identified from market research as being business opportunities which may help to achieve Strategic Priority 1 • Insight is being obtained by tracking macro environment developments around Covid and the its impact on business. • The team are maintaining an active presence in the market place through attendance at events and, activity such as the event co- sponsored with the Chamber of Commerce designed to avoid a Covid Generation being created and work with Beatbreaks reviewing the impact of local data on young people which will be a leadership by the College. • Work is also being done with the Local Enterprise Partnership which will host a round table discussion with employers about apprenticeship with Paribas sharing their story of launching a programme in collaboration with BMet. • Four themes are identified as emerging priorities for the next quarter: <ul style="list-style-type: none"> ○ Digital needs; short courses and provision for adults. ○ Health and social care. ○ Careers support. ○ The Environment. • Key relationships are being developed with employers and job centres to respond to these issues and the anticipated rise in unemployment when the furlough scheme ends.

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	<ul style="list-style-type: none"> • SLT is focussing on its level of employer responsiveness to win business and aware of the need to respond at the levels offered by private training providers. <p>Governors Questions and Observations: -</p> <ol style="list-style-type: none"> 1. It was to be noted that the work being done by BMet had received national attention and the quality of work undertaken was to be commended (PH). <p>IT WAS RESOLVED THAT: C 21: 10 The content of the Employer Engagement: Market Overview update be noted</p>
14	Any other business
	<p>DH concluded the meeting by:</p> <ol style="list-style-type: none"> 1. How was the College's submission regarding the Rail Academy Received? (VD) <p>CH: advised:</p> <ul style="list-style-type: none"> • The College's independent expression of interest was declined. • The Institute of Technology's submission involving the College reached the second stage but was not successful. • The contract was awarded to the University of Birmingham • It is understood that an organisation with a very strong financial base was required to take on the significant debts carried by the Rail Academy. <ol style="list-style-type: none"> 2. H-SA recommended that the University be approached to see if the College could be of assistance <p>There being no other business the meeting was concluded at 10.00 am</p>



Signed: _____

Chair: Dexter Hutt